

Draft Minutes of the 03/24/01 Special Retreat Meeting of the MidCoast Community Council

Chair Laura Stein called the meeting to order at 11:30am. Members present were Chuck Kozak, April Vargas, Paul Perkovic and Ric Lohman. Joe Gore was absent.

Public Comment

None.

Approval of Agenda

April moved, Chuck seconded and it was unanimously passed to approve the reordered agenda with additions. New order will be: Assignment of roles for today's meeting, expectations of the meeting, inclusion of an action plan with deadlines and the addition of a task list review at 2:45pm.

Definition of Retreat Process

Roles for Council members during the Retreat are:

Timekeeper - Paul
Recorder (making notes on easel) - Chuck
Secretary - April
Task List Recorder - Ric
Facilitator/Chair - Laura

Decision Making Process

It was unanimously decided that decisions would be made by vote rather than consensus during the Retreat.

Introductions and Statement of Expectations of Meeting

Each item discussed must include an action plan and a deadline for its completion. The Council must find ways to more clearly define our purpose and communicate this to the public.

Administrative Items

Committees/Subcommittees: The leadership of these groups will remain unchanged through the end of 2001:

Planning and Zoning - Chuck

Parks and Recreation - Paul

Public Works - We will address the Chairpersonship of this Committee following the 2001 election. This is a crucial committee which needs to address many important issues. We currently do not have the resources on the Council to adequately staff this Committee

Meeting Protocol: Council meetings will begin promptly at 7:30 pm. All members will arrive by 7:15 pm. Paul will retrieve sound equipment from the Council office and set it up before the meeting. Ric will rearrange the furniture in the room before the meeting. If a Council member cannot attend a meeting, the Chair must be notified no later than 5:00 pm on the day of the meeting. Courtesy demands that this notification be made as far in advance as possible. This will aid in the determination of a quorum prior to the start of the meeting.

Council members must use Agenda Item request form in order to put an item on the agenda. It must be received by the Chair 10 days before the meeting.

Order of Agenda: How much time is requiring^{ed} for each item on the agenda? What is the purpose of the Board of Supervisors Report? It is informational, allows time for questions and allows that all communications become part of the public record. It is requested that the Council be emailed a summary of any presentations that will be made by the BoS representative by the Monday preceding the meeting. April agreed to discuss this with Supervisor Gordon's Legislative Aide, Joe Caruso.

The new order of the agenda will be : Call to Order, Pledge, Introductions, Public Comment and Announcements, BoS Report, Committee Reports, which will be made only until 8:00 pm; any remaining Committee Reports will resume following the completion of the Regular Agenda, Consent Agenda, which will include the Approval of Minutes; Regular Agenda, Update on Continuing Council Projects, Set Future Agenda.

Council member title: Member or Director? Chuck moved and Ric seconded that the designation remain Member. The vote was 4 to 1 with Laura dissenting.

Task Assignments will be listed at the end of the Minutes for each meeting.

Agenda Distribution Practice: Who receives the Agenda and who is responsible for posting the Agenda? April volunteered to contact the County to obtain a copy of the current list of citizens who request mailed copies of the Agenda. Laura stated that it is the Chair's responsibility to post the agenda by performing the task or delegating another Member to do so.

Visit from Supervisor Gordon

The Council welcomed the Supervisor and thanked him for attending. In his initial remarks he asked if we are all moving forward on local issues. His answer was yes, but there are still issues of concern (Moss Beach affordable housing project) and problems with specific projects. On the positive side, the LCP Update and Parks and Recreation Needs Assessment are moving forward. The new zoning ordinance will be heard by the Coastal Commission this summer. From his perspective, County government still takes too long to accomplish the public's goals. He summed up by saying "We're not moving fast enough or far enough but at least we're moving."

He said that he believes that the MCC's relationship with the County has improved during the past year for two reasons: there are new members of the Board who are more responsive to citizen input and the MCC's communication with the Board is far more professional than it has been in the past. It is increasingly difficult for Board members to make decisions which are contrary to the Council's recommendations although this does still occur.

Discussion concerning the County Visioning Project: Ric asked several questions. Will this visioning document be ignored or used as a basis for Countywide decision making? What is the meaning of balanced economic growth? Ric stated that environmental protection needs be a stand alone goal, unequivocally stated.

Supervisor Gordon stated that the vision varied in the differing communities that took part in the process. In his opinion, balanced economic growth pertains more to Bayside communities than to the Coastside. There is a need for high density residential development along transportation corridors on the Bayside. The Visioning document has not yet been presented to or adopted by the Board. If the MCC has input to strengthen the language of the document he will work to have it included in the final document. After adoption, County staff reports will include a question about how the project/proposal is relevant to the Vision.

He is investigating what happened to the MCC copy machine and urged Council members to save receipts for reimbursement of copying expenses until a new machine is installed. Chuck asked about Department policies and how the many discretionary decisions are documented. How can we get a copy of the notebook in which all of the discretionary policies are listed? Supervisor Gordon responded that Environmental Services Division Director Marcia Raines desires a level of consistency in the Planning Department that heretofore has not existed. She needs to change the culture of the Department. He will work with her to obtain a copy of these discretionary policies for the Council.

April asked if the Planning Department has shown a willingness to have regular Planning Commission meetings on the Coastsides. His response was that things are not moving forward in this regard and suggested that the Planning Commissioners be lobbied directly by Council members and the public. A request should be made to have the subject placed on a meeting agenda and discussed by the Commissioners.

Laura asked about the progress of a Master Plan for Hwy 1. Supervisor Gordon responded that Environmental Services Director Marcia Raines was going to have this included in Phase One of the LCP Review. If this is not possible, it will need to be addressed in some other manner.

Leonard Woren of El Granada asked about a possible business park in the airport area. The Supervisor responded that there is available land which is not in the Airport Overlay Zone and is properly zoned for this type of use. Acquiring water will be a hurdle that must be overcome. When asked if the Airport Master Plan could accommodate such a proposal, he answered that all Federal grant money for the Airport Master Plan revision is being spent on the San Carlos airport. More funds will need to be obtained for the HMB Airport Master Plan revision so there is ample time for review and additions to the Plan as it is currently written. He said that he will not advocate for a commercial project in that area unless there is strong community support for it.

When asked about cooperative planning between the County and the City of Half Moon Bay, he commented that the staff of the three jurisdictions involved in the Association of Bay Area Governments Regional Planning Study never wanted to take part in this study and are not enthusiastic about implementing the resulting recommendations. Env. Serv. Div. Director Marcia Raines joined the meeting at 1:10pm. The Supervisor stated that he supports regional planning and will commit to organizing six meetings a year including himself, the Mayors of Half Moon Bay and Pacifica and the Chair of the MCC or the Chair's designee.

Director Raines said she will follow-up on the Coronado traffic light project and determine how recent revisions will affect the project and how public review of these revisions will be solicited. There was concern expressed about the public process of the LCP Review and how the initial public meetings and release of preliminary reports will be handled. Chuck volunteered to investigate these issues. Council members thanked Supervisor Gordon and Director Raines for attending the meeting and the Chair called for a 15 minute break.

Projects and Goals for the Remainder of 2001

Council members prioritized these issues in order of importance. The results were tabulated and the results are as follows:

1. Maintaining our intense involvement with the LCP Review
2. Defining the role of the Development Issues Subcommittee
3. Assisting in the development and implementation of standards for the MidCoast Design Review Committee
4. Focusing on at least one non-land use related issue

5. Reviewing the MCC Bylaws

6. Renewing the MCC's commitment to sponsoring Candidates' Night and continuing our involvement in the Chili Cook-Off and the Adopt-A-Family program

It was agreed that only the top three or four of these could be adequately addressed by the Council for the duration of this year. Regarding item number 1, strategies were discussed for increasing the involvement of the public in the LCP Review. These include signs at the local Post Offices, mailings and coverage in the Half Moon Bay Review. Ric will review the MCC budget to help determine what type of Public Relations measures the Council can take in this regard. He will consult with the Review regarding increased coverage of the process. During the April 11 MCC meeting, he will give a progress report.

Regarding the goals of the Development Issues Subcommittee, it was suggested that this committee can handle issues which cannot be heard by the Planning and Zoning Committee due to time constraints or specifics of the topic. The MCC will direct items to the DIS after hearing from P and Z. Regarding item number 3, it was agreed that the specifics of the implementation process for the Committee need to be clearly communicated to all of those involved. A request will be made to the County to extend the filing time for applications from residents of El Granada, since no one applied for either El Granada position. Recruitment of volunteers will be the non-land use issue which the Council will explore.

Task List Review

1. Paul will set up sound equipment, Ric will set up furniture for all MCC meetings.
2. Committee Chairs will remain as existing.
3. April will talk to Joe Caruso about specifics of the Board of Supervisors Report at each meeting. An outline of his remarks, sent prior to each meeting, will be requested.
4. Laura will create a new template for the agenda, adjusting the order of the items included at each meeting.
5. April will investigate the accuracy of the current distribution list for the MCC agenda which is mailed out by the County.
6. Ric will provide the fax number for the San Jose Mercury News to Laura.
7. All Council members will lobby the Planning Commission for regular Coastside meetings.
8. Chuck will work to obtain a preliminary explanation of the LCP Review public process.
9. Ric will investigate the budget and different PR alternatives.
10. Laura will follow up with Director Raines on the Coronado stoplight and Supervisor Gordon on the Hwy 1 Master Plan.
11. Chuck will write a letter asking for clarification of the Design Review process and an extension of the filing date for Design Review Committee applications from El Granada only.
12. The minutes from each meeting will include a task list at the end.

At 3:00 pm, the meeting was adjourned unanimously.

Respectfully submitted by April Vargas, Secretary