

# Midcoast Community Council

*An elected Municipal Advisory Council to the San Mateo County Board of Supervisors*

P.O. Box 248, Moss Beach, CA 94038      www.MidcoastCommunityCouncil.org

Lisa Ketcham . Dave Olson . Claire Toutant . Laura Stein . Dan Haggerty . Chris Johnson . Brandon Kwan

## Approved Minutes: Retreat on January 28, 2017, at GCSD

CALL TO ORDER 9:01 AM

All councilmembers and 4 members of the public present.

### 1. PUBLIC COMMENT AND ANNOUNCEMENTS

Lisa asked for photos that capture life on the Midcoast to be used on new website the County is building which will provide information specific to Midcoast Planning & Building issues.

### 2. COUNCILMEMBER OPENING STATEMENTS

Councilmembers expressed that it is a privilege to be able to work together with the community and thanked those who make it possible. In addition:

Dan advocated comprehensive and integrated traffic planning that takes into consideration accident risk, road conditions and emergency needs. He also prioritizes maintaining rural community character.

Claire reflected on her first year on the Council and the increased depth gained in understanding the issues, how to set successful expectations, and the need to work with all interested parties.

Laura emphasized the importance of clear agenda items, including desired outcomes. She thinks the Council has done a good job handling conflicts and looks forward to continued education about issues and sharing of responsibilities.

Chris looks forward to contributing in new ways in the year following his tenure as Chair.

Dave wants to focus on planning in the larger sense, including transportation. The Council has achieved greater participation from the community and effectiveness with County departments, and he wants to continue to work on this. A significant part of MCC effectiveness is support from and cooperation with Supervisor Horsley.

Brandon hopes that his election success will allow him to present new ideas. At this time, he is most interested in parks and traffic issues.

Lisa's desired outcome for the retreat is that each councilmember will understand how they can fully participate and play an active and satisfying role on the Council.

### 3. MCC 2017 WORK PLAN PRIORITIES

Reviewed prior year actions, evaluated for effectiveness, and updated work plan priorities for 2017 (see attachment)

### 4. POLICIES AND PROCEDURES

Reviewed existing document to increase ways to work together efficiently to achieve MCC goals without staff and within the open government requirements of the Brown Act.

Approved amended MCC Policies and Procedures document 7-0. (see attachment)

## 5. BUDGET

Current balance is \$9,444.86.

Recurring 2017 expenses were pre-approved 7-0 as follows:

- \$ 192 - website annual fee
- \$ 88 - Post Office Box - annual fee
- \$ 38 - MCC Business Cards (500) - one-time per member
- \$ 50 - copier paper, as needed
- \$ 100 - copier toner, as needed
- \$ 200 - special venue rental per event, as needed to accommodate larger attendance
- \$4600 - unspent earmarked for roundabout consultant fees originally approved 5/11/16.

## 6. COUNCILMEMBER TASK ASSIGNMENTS

Reviewed and updated. (see attachment)

## 7. PUBLIC OUTREACH

Discussed effective use of website, social media, Council communications, informal contacts.

## 8. RETREAT EVALUATION -- Deferred for lack of time.

ADJOURNMENT (2PM?)

**HIGHWAY 1 ACTION PLAN** - See Highway 1 Issues Pages

Sponsor	Description	Actions/Results
<p>Laura Dave Lisa</p>	<p><b>Connect the Coastside</b> (Comprehensive Transportation Mgmt Plan – CTMP) required by LCP. Timeline 2014--2017 Planner: Rob Bartoli Mar 2016 report: Revised Transportation Alternatives &amp; Land Use Policy. Public outreach resumes spring 2017. <b>2017 Supervisor priority</b> (Note: Caltrans SMC Hwy 1 Corridor Study 2017)</p>	<p><a href="http://www.midcoastcommunitycouncil.org/comp-transp-mgmt-plan/">http://www.midcoastcommunitycouncil.org/comp-transp-mgmt-plan/</a> Apr 2016 MCC 4-page letter: land use &amp; trans alternatives.  2017: expect TAC in Feb, public presentations Mar/Apr, and MCC comment letter.</p>
<p>Lisa Dave Laura</p>	<p><b>Roundabouts</b> – May 2016 MCC opposed Big Wave plan for Cypress signal instead of roundabout. Supervisor agreed to support roundabouts in MB. Contact: Joe LaClair, Rob Bartoli Timeline: scope of work for DKS consultants Jul 2016– ?</p>	<p>Jul 2016 MCC was invited to send our roundabout expert to County/Caltrans staff workshop - date TBD, now in 2017.</p>
<p>Dave Dan</p>	<p><b>Crossings, Raised Medians, Left-Turn Lanes</b> (Highway 1 Congestion &amp; Safety Improvement Project) TA Grant - Planner: Rob Bartoli - Timeline 2012-2024 PPS &amp; 3-Phase Implementation Plan Nov 2015: Phase 1: GWC construction 2017 using remaining grant funds. Lighthouse &amp; Cypress acceleration lane are also in Phase 1. Phase 2&amp;3 (Moss Beach &amp; Montara xings) require separate funding, date unknown. <b>2017 Supervisor priority: Gray Whale Cove</b></p>	<p><a href="http://www.midcoastcommunitycouncil.org/h1-crossings/">http://www.midcoastcommunitycouncil.org/h1-crossings/</a> 2017: track/review GWC project; pursue funding for Phase 2&amp;3, small specific projects.  1/20/17 email request to stripe Cypress accel lane this year: Don will look into it.</p>
<p>Chris Dan</p>	<p><b>Parallel Trail – Southern Segment</b> (Mirada/Coronado) Planner Mike Schaller. Consultant BKF. Timeline 2014 - Phase 1: 30% plans &amp; NegDec complete Oct 2016. Phase 2: bring to 100% plans, funded &amp; in process. Funding needed for construction. <b>2017 Supervisor priority</b></p>	<p><a href="http://www.midcoastcommunitycouncil.org/parallel-trail/">http://www.midcoastcommunitycouncil.org/parallel-trail/</a></p>

**PLANNING & ZONING**

Sponsor	Description	MCC Actions/Results
Lisa Chris Claire	<b>Plan Princeton – zoning update</b> Timeline: 2013-2017 -- Planner: Summer Burlison Outreach paused in 2016 due to delayed shoreline component. Draft Plan expected summer 2017. <b>2017 Supervisor priority</b>	<a href="http://www.midcoastcommunitycouncil.org/princeton-planning-update/">http://www.midcoastcommunitycouncil.org/princeton-planning-update/</a> Lisa is MCC rep on Steering Committee Tentative 2017 timeline: Apr: shoreline component review - Steering Com/Focus Group Mid-summer: Draft plan review by Steering Com/agencies Late summer: Draft plan at public meetings
Lisa Dave	<b>Planning Permit Applications</b> - ongoing MCC process: Avoid overlapping CDRC purview. Review plans for LCP/zoning conflicts, enviro impacts. Bring significant comments to MCC for approval.	La Costanera: pending BoS 2016 appeal. Vallemar Bluff – revised 4-house project expected spr 2017 Arbor Ln blufftop house: 11/9/16 MCC letter Big Wave modifications: 1/11/17 MCC letter
	<b>MidPen Moss Beach affordable housing</b> Planning application expected spr 2017: First step is County Pre-application public workshop Supervisor promised evening Coastside hearings.	<a href="http://www.midcoastcommunitycouncil.org/affordable-housing/">http://www.midcoastcommunitycouncil.org/affordable-housing/</a>
Dave Lisa	<b>Code Compliance</b>  Pending issues from prior years Push enforcement of rural scenic highway sign regs.	La Costanera Restaurant: various (CCC raised to state level) Miramar Beach Restaurant beach floodlights (9/10/13) -- off MB Chevron landscape buffer (6/30/14) Romeo Packing unpermitted shed, riprap (8/3/14) Airport St Propane Facility 1/11/17 MCC presentation
Dave Chris	<b>Coastside Short-Term Rental Ordinance</b> Contact: Ellie Dallman Timeline: PC in Feb; then BoS and CCC for certification.	<a href="http://www.midcoastcommunitycouncil.org/short-term-rental-ordinance/">http://www.midcoastcommunitycouncil.org/short-term-rental-ordinance/</a>
	<b>Subdivision Regulations Update, 2016-2017</b> Contact: Joe LaClair & David Petrovich <a href="http://planning.smcgov.org/subdivision-regulations-update">http://planning.smcgov.org/subdivision-regulations-update</a>	Mid Apr presentation at MCC as part of 30-day public review – includes lot retirement & substandard lot merger programs. See 6/8/16 MCC comments.
Lisa	<b>Tree Ordinances Update Project, 2016-2017</b> <a href="http://planning.smcgov.org/tree-ordinances-update-project">http://planning.smcgov.org/tree-ordinances-update-project</a> Contacts: Joe LaClair, Mike Schaller	Lisa on Steering Committee, bi-monthly Sep 2016 – Jul 2017
Lisa	<b>C-1 zoning update</b> – prohibit moving/flashing signs/ pennants to bring in line with rural areas, HMB, C-1/NFO	2/8/17 MCC letter: enforcement of sign standards in 1976 Community Design Manual

**SHORELINE** - See Shoreline Issues pages

Sponsor	Description	MCC Actions/Results
Lisa Claire Dave	<b>Sea Level Rise &amp; Erosion</b> Supervisor's Aide for SLR: Deborah Hirst <a href="http://seachangesmc.com">http://seachangesmc.com</a> SLR Vulnerability Assessment release early 2017. Mirada Rd protection <b>2017 Supervisor priority</b>	<a href="http://www.midcoastcommunitycouncil.org/ocean-shoreline/">http://www.midcoastcommunitycouncil.org/ocean-shoreline/</a>
Lisa Dave	<b>Pillar Point Harbor</b> Gen Mgr Steve McGrath gives periodic updates at MCC. RV Park, Strategic Plan, West Trail repair. Romeo Pier demo out to bid. Surfers' Beach pilot beach replenishment: planning	<a href="http://www.midcoastcommunitycouncil.org/harborshoreline/">http://www.midcoastcommunitycouncil.org/harborshoreline/</a> <a href="http://www.midcoastcommunitycouncil.org/surfers-beach/">http://www.midcoastcommunitycouncil.org/surfers-beach/</a> RV Park: streetlights shielded per MCC request. West Trail: Commission chose shotcrete soil-nail wall & beach replenishment advocated by MCC
Lisa	<b>Coastal Access/Views via Public Streets &amp; ROW.</b> Princeton street ends: Broadway pilot project. Contact: Ellie Dallman	Feb 8 Broadway bench agenda item

**PARKS & RECREATION** - <http://www.midcoastcommunitycouncil.org/parks-recreation/>

Sponsor	Description	MCC Actions/Results
MCC Chair	<b>Midcoast Parks Forum</b> – multi-agency special meeting at least annually, hosted by MCC	Schedule more frequent detailed updates from County Parks. 12/14/16: Parks Director brief update & handout
Lisa Claire	<b>FMR &amp; Pillar Point Bluff/Marsh:</b> Master Plan implementation status/priorities PPB trail improvements planning	<a href="http://www.midcoastcommunitycouncil.org/fitzgerald-marine-reserve/">http://www.midcoastcommunitycouncil.org/fitzgerald-marine-reserve/</a> Sep 2016 MCC trail surfaces slide presentation. Community idea: coastal geology educational signage
Dan, Chris	<b>Community Center</b> – land use opportunities, funding	
Dave	<b>Rediscovering America/Portola Trail</b> Supervisor Horsley formed multi-agency committee –	Dave is MCC rep.
Chris	<b>County Parks Dog Strategy Committee</b> <a href="http://parks.smcgov.org/dogs-at-SMC-parks">http://parks.smcgov.org/dogs-at-SMC-parks</a> monthly meetings Sep 2016 – Aug 2017 open to public	Chris is MCC rep Draft doc expected in June
Dave	<b>Quarry/Mirada Surf Master Plan</b> <b>2017 Supervisor priority</b>	Dave is MCC liaison to committee – first meeting was Jan 18

# MCC POLICIES & PROCEDURES

approved 1/18/12  
updated 2/1/14, 1/28/15, 1/28/17

## **Councilmember Roles and Responsibilities** (beyond those established in Bylaws)

### **All Councilmembers:**

- Come to meetings on time & prepared for informed discussion
- Listen attentively, speak respectfully, one person at a time, recognized by Chair.
- Participate in group discussion & decision making.
- Keep discussion to the issues, not personalities or other's motives.

### **Chair – special responsibilities**

- Represents the group in the community, held to a high standard of decorum.
- Ensures that agendas are set.
- Coordinates activities of the council and its committees to avoid duplication of effort and to facilitate timely results.
- As meeting facilitator, focuses on process, and strives to be last to speak during discussion and debate.
- Provides a supportive environment for process, content and group members.

## **Meeting and Agenda-setting Procedures**

- Promptness -- prompt meeting start time at 7:00pm if quorum has been established. Suggest members arrive 15 min before start time.  
Regular meeting end-time goal: 9:30 PM.
- MCC special meetings: Minimize the need by efficient mail handling & information input/distribution; project tracking; advance agenda planning; maintain staff contacts for current project updates

### ***Agenda-setting***

- Prioritize and plan ahead to meet our long-term goals
- Agenda item sponsor should supply the following:
  - Title of Agenda Item – clear, concise description of item to be discussed
  - Project timeline or upcoming deadline
  - Desired Outcome
  - Name of person doing presentation (correct spelling/title)
  - Time allotted for this issue, including public comment
  - Names & contact info of other informed parties or individuals with opposing views, the Sponsor wants to invite
  - Supporting documents: for website (72 hrs in advance of meeting) & one print copy for public meeting binder
  - Will A/V equipment be required?

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approved 1/18/12  
updated 2/1/14, 1/28/15, 1/28/17

## Communications

- a. General tone** – Always respectful, emphasizing the positive where possible.
- b. Letter writing**
  - Efficient process for Council letter writing:
    - Item sponsor submit draft letter in agenda packet. Recommend review by another councilmember prior to submittal, or
    - Vote on list of points and designate to individual or committee, followed by email preview opportunity to object before sending.
  - Preferred style for effectiveness: clear/concise, of length that will actually be read by busy people. To ensure clarity & accuracy in final copy, have second person proof read.
  - Sending approved letters via email: Limit email to short standard sentence such as: “Attached please find...”
  - Only council-approved letters when quorum is present shall be sent out on council letterhead.
- c. Reports to council by members and committees**
  - Written vs. oral: Written reports provide opportunity to review before meeting, aid in understanding, and help secretary with minutes.
  - Desired style: clear, concise, objective
- d. Email**
  - Avoid Brown Act violations (non-public or serial meetings via email)
  - Minimize number of group emails – think before you “reply-all”. Limit to agenda setting, one-way information without discussion.
- e. Individual councilmember communications on public matters**
  - When speaking as an individual, on public matters, always preface remarks with standard disclaimer, such as: I am a member of the Midcoast Community Council, but I am speaking/writing now as an individual. This includes communication with the Supervisor and staff on matters involving the MCC when councilmembers are speaking their own interests or opinions.
  - Speaking as an individual, one is still seen as a councilmember. Protect the image of the council.
  - Dissenting opinions: Councilmember voicing dissenting opinion should make standard disclaimer that he/she is not speaking for the council.
  - At MCC meetings during Public Comment for items not on the agenda, councilmembers may make announcements of upcoming meetings or events but should strive to stick to the facts and avoid editorializing.
- f. Media contacts**
  - Carefully distinguish between Council-approved positions, and individual opinions.
- g. Attendance at other meetings affecting the Midcoast**
  - Role of councilmembers appointed as MCC representatives on government agency boards/committees: Report back to council on proceedings/decisions at meetings attended. Strive to represent the majority opinion of the council according to positions taken to date.

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approved 1/18/12  
updated 2/1/14, 1/28/15, 1/28/17

## **Committee Creation Policies**

- All committees must be formally approved and recognized by the MCC.
- A request to form a committee needs to be placed on the agenda.
- The purpose of the group is to be clearly defined indicating specifically what the committee will accomplish.
- Desired outcome will be described as well as the estimated length of time anticipated for the group to accomplish its purpose.
- Committees will be required to create a simple agenda noting items for discussion with desired outcomes and time frames.
- Actions the group wants to take, i.e. Contact County staff for “x”, send a letter, set up meetings, etc. would require full Council approval.
- Committee reports/minutes are required for all meetings and are to be posted to the MCC website as well as reported at MCC meetings.
- Chairs of committees shall be councilmembers.
- Assigning tasks is an alternative to creating a committee; do not use a committee if one person or two people can accomplish the task.

