



COUNTY OF NEVADA

Penn Valley Area Municipal Advisory Council

<http://www.mynevadacounty.com/nc/bos/district4/Pages/Penn-valley-Area-Municipal-Advisory-Council-.aspx>

Michael Mastrodonato, Interim Acting Chair
Gordon Beatie, Member
Susan Hoek, Member
Michael Sullivan, Member
Stephanie Stevens, Member
Susan George, Member
Richard Noelle, Member
Andrew Burton, Alternate Member
Nancy Peirce, Alternate Member

REGULAR MEETING: Nevada County Penn Valley Area Municipal Advisory Council

DATE: July 25, 2017, **5:00 p.m.**

PLACE: Penn Valley Area Chambers of Commerce, 17422 Penn Valley Drive, Penn Valley, CA

IN ATTENDANCE: Supervisor Hank Weston, Susan Hoek, Michael Sullivan, Stephanie Stevens, Susan George, Rick Noelle, Andrew Burton, Nancy Peirce

SUMMARY MINUTES

Standing Orders:

Supervisor Hank Weston called the meeting to order at 5:16PM.

Pledge of Allegiance of Allegiance led by Rick Nolle.

Corrections to item 6 on the Agenda was noted by County Staff that "Selection" should be replaced with "Election" to read as follows: Election of Chair and Vice Chair

Public Comment: Gladys Martinez noted that she was there to listen and learn about the new Penn Valley Area MAC.

NEW BUSINESS

1. Welcome

Supervisor Weston welcomed the group and thanked them for their service.

2. Member Administration

a. Members' Oaths of Office

All attending MAC members sworn into office by Supervisor Weston. MAC Members and Alternate Members Susan Hoek, Michael Sullivan, Stephanie Stevens, Susan George, Andrew Burton and Nancy Peirce signed and submitted their written Oath of Office Form. Richard Nolle confirmed that he had already submitted his written Oath of Office to the Clerk of the Board.

b. Form 700 & Training

County Staff, Jeffrey Thorsby, reminded the MAC that they needed to complete and submit Form 700 to the Clerk of the Board which can also be submitted electronically.

Additionally, MAC members were instructed that they are required to complete the online Local Officials Ethics Training Course (AB 1234 training) on the Fair Political Practices Commission (FPPC) website and upon completion must obtain and submit a copy of a Certification of Completion to the Clerk of the Board's Office.

3. Municipal Advisory Council Overview

a. Overview & Purpose

Supervisor Weston provided the MAC an overview of what the MAC's purpose is and what its role will be. Specifically, the MAC is a two (2) year pilot project. The initial purpose of the MAC will be to review plant(?), land use and development projects and provide recommendations to him, the Planning Commission and the Board of Supervisors. The MAC will provide recommendations to general land use, zoning ordinance updates and other issues that may come up. The MAC will be dealing with County issues; if the group becomes mature enough, scope could be outside of main purpose at the discretion of the Supervisor and with Supervisor approval.

The first issue that the MAC will review will probably be about agricultural tourism. The basic process will go as follows: When an application for a change of land use or other development project comes that is within the MAC's boundaries it will then be provided to the MAC (most applications will be minor) for review and recommendation. The Supervisor provided some examples of potential projects that would be applicable to the MAC. Discussion ensued and the Supervisor answered a number of questions including the following:

- When a project application is submitted to the Planning Department there is a 30 day review period; the MAC will be a sounding board for the community for development projects; and
- The MAC members should be known by the entire community; and
- The MAC can use any resource available when researching and obtaining community input; and
- Code Compliance is not law enforcement but is instead complaint driven; and
- Complaints are anonymous; and
- MAC members should represent the face of the community; and
- Should any project become too heated between the MAC members, the Chair should contact the Supervisor.

Supervisor Weston also outlined that to help the MAC members learn and better understand planning and development, that the MAC will receive presentations on Planning 101, Code Compliance 101 and Building 101.

b. Member Packets

County Staff, Jeffrey Thorsby, presented to the group the contents of their member binders that included a copy of Resolution 17-144 and 17-362; a resource guide to the Brown Act; MAC Members contact information page; Planning Commission contact

page; a copy of the Penn Valley Village Center Area Plan; a copy of the Nevada County General Plan Table of Contents; a copy of Nevada County General Plan Section 2, Chapter 1: Land Use Element; a copy of Title 3 Land Use and Development Code, Chapter II: Zoning Regulations; and a copy of Resolution 14-319.

Supervisor Weston outlined that the goal is for the group to hopefully come to a consensus on its recommendations. Discussion ensued. It was noted that should the MAC have a split decision on its recommendations that a minority report could be submitted along with written recommendations. It was also noted that Alternate members are to fully engage in every way as regular members except they cannot vote unless a regular member is absent, which they may then be able to step in and vote as a regular member.

Discussion ensued regarding the Brown Act and its applicability to the MAC. Specifically, the Brown Act requires that all meetings are open to the public and that the MAC meeting Agendas and minutes are posted 72 hours before the meeting. Additionally, MAC members should recuse themselves if they have a Conflict of Interest with any development projects that the MAC group might review. The group outlined that they would like to receive some training from County Counsel at their next meeting.

Bylaws and Organizational Development

Supervisor Weston explained that because this group is brand new, they will need to develop a set of bylaws and his recommendation would be to establish an ad hoc subcommittee to develop a draft set of Bylaws to recommend to the group to adopt. It was noted that the Chairman has the authority to establish the subcommittee.

Supervisor Weston also explained that the group will need to decide whether it will hire a secretary or if the group will take its own minutes. The MAC does have a small budget of \$2,500 for the purposes of hiring a secretary, paying for a place to hold its meetings and for meeting materials. Discussion ensued, upon which the group decided that they will seek out a secretary to take the minutes for the group. County staff indicated that they would see if any county employees would be interested.

4. Set Regular Meeting Dates and Location

After some discussion, the group decided that it will establish monthly meetings to allow for the development of their bylaws and operational procedures and to have training sessions on the Brown Act, Code Compliance and Planning. It was decided that the group will have its

regular meetings on the third Thursday of each month starting in September and that the next regular meeting shall be on August 31, 2017 from 5-6:30pm. Moreover, Nancy Peirce offered to have the meetings at the Western Gateway Recreational Park District's Buttermaker's Cottage for a nominal fee of \$17 an hour. The group agreed to have its next regular meeting on Thursday August 31, 2017 and then on the third Thursday of each month thereafter at Buttermaker's Cottage. County staff agreed to arrange the contract and payment for use of the Buttermaker's Cottage.

Some discussion ensued regarding the process of how to bring forward an item for the MAC to review. Supervisor Weston explained that the item should be brought to the Chair and then the Chair could agendize the item and submit it to the District IV Supervisor for approval. Further discussion ensued regarding the MAC and its representation of the community.

5. Selection of Chair and Vice Chair

Supervisor Weston explained that the group will need to select its chair and vice chair. Susan George thought Mike Mastrodonato should be the Chair. Mike explained that he would be willing to serve as the Chair but because two members were not present, that he should serve as the acting Interim Chair until a full vote could be made. As such Susan George motioned to have Mike Mastrodonato as the Acting Interim Chair. Stephanie Stevens seconded the motion. The group unanimously voted in favor.

Acting Interim Chair Mastrodonato moved to establish a Bylaws Ad Hoc Subcommittee for purposes of developing the MAC's bylaws. Stephanie Stevens, Susan George, Mike Sullivan and Sue Hoek agreed to serve on the Ad Hoc Committee. The Bylaws ad hoc subcommittee agreed to hold its first meeting on August 3, 2017 at 5pm at the Penn Valley Chamber of Commerce.

Adjournment.

With no other business to discuss, Acting Interim Chair Mastrodonato moved to adjourn the meeting.