



MUNICIPAL ADVISORY COUNCILS
Of
PLACER COUNTY
HANDBOOK

“Community Insight for the Future of Placer County”

This MAC handbook was prepared by the office of the Placer County Board of Supervisors,



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INTRODUCTION

Thank you for volunteering your time and energy representing your community as a member of the Municipal Advisory Council (MAC). The Board of Supervisors strongly encourages and appreciates the input given by the MACs. The MAC Handbook was created as a guideline to clarify the purpose of the MAC, your role as a MAC member, and how to go about getting the information you need to make responsive recommendations.

Your participation is important and we hope you enjoy playing a key role in shaping the future of Placer County.

CREATION OF MUNICIPAL ADVISORY COUNCILS IN PLACER COUNTY

The Board of Supervisors is the governing body of county government and is committed to providing responsive leadership, governance, effective oversight of county services, and involving citizens and communities in processes that determine and enhance Placer County's future. To that end, the Board of Supervisors has established Municipal Advisory Councils throughout the unincorporated areas of Placer County. In 1978, the first MAC in Placer County was created in the area of Sheridan. Since that time, the Board has established a total of 14 Municipal Advisory Councils in the areas of North Tahoe, Squaw Valley, Weimar-Applegate-Colfax, Meadow Vista, Foresthill, North Auburn, Newcastle-Ophir, Penryn, Horseshoe Bar, Rural Lincoln, Granite Bay, West Placer and most recently Donner Summit. Today, there are a total of 88 seats on the Municipal Advisory Councils of Placer County, filled with residents that have a heartfelt and genuine interest in their community.



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ATTACHMENTS

January 30, 1995 Planning Department Memo re: Zoning Text Amendment (ZTA-320)

June 06, 1995 Board Approved Ordinance #4661-B / MAC Review of Applications

June 06, 1995 Minutes of the Board of Supervisors’ Meeting

October 29, 1996 Minutes of the Board of Supervisors’ Meeting -
 Planning Dept update on MAC Review of Projects Relating to Ordinance #4661-B

February 01, 2005 County Counsel Memo re: Two-Year Terms of MAC Members

Contact information for the Placer County Board of Supervisors

Contact information for the Placer County Planning Commission

Template – Meeting Announcement

Establishing Resolutions for the Municipal Advisory Councils and boundary maps can be found online at <http://www.placer.ca.gov/bos/MACs.aspx>. If you need assistance to obtain copies, please contact the Board of Supervisors’ office 530-889-4010 or via email at bos@placer.ca.gov



PURPOSE OF A MUNICIPAL ADVISORY COUNCIL (MAC)

A Municipal Advisory Council is comprised of citizens, appointed by the Board of Supervisors, who volunteer their time to review proposed projects located within the county and related topics of interest in their community and may provide written recommendations that offer suggested changes or support.

→ A Municipal Advisory Council is not a decision-making body such as the Board of Supervisors or the Planning Commission. MACs do not have authority to make, set, provide interpretation of or enforce county ordinances, policies or laws.

Planning staff may attend MAC meetings to provide, at the direction of the Planning Director, interpretation of the county zoning ordinance, the county general plan and the local community plan. County staff who attend MAC meetings are not advocates for a project but are tasked with providing factual detail and receiving input on said issue/project.

DUTIES OF THE MUNICIPAL ADVISORY COUNCIL

The Municipal Advisory Councils are tasked with gathering input from the community on matters of concern which relate to the area served by the Municipal Advisory Council such as land use, roads, public health and safety concerns, Placer County fire protection, Placer County law enforcement, and Placer County Parks.

Input received from the community is not limited to comments received at a MAC meeting. Community input can be received via letter, email or attendance at another meeting such as a Planning Commission, Board of Supervisors' meeting, or Supervisor's coffee meetings. MACs should encourage and inform the public when there are other opportunities to provide input.

Duties of the MAC include:

Holding Monthly, Bi-Monthly or Quarterly Meetings

MAC meetings are a recurrent and convenient venue for residents to hear about and give comments on a number of district and countywide topics.

Promote and Encourage Public Comment

The MAC should encourage public comment and maintain an impartial viewpoint regarding any topic until all information or comment has been presented.

Provide Written Advisory Recommendations

Advisory recommendations from the MAC are an important element in the deliberative process of the Board of Supervisors and Planning Commission. After the MAC has reviewed a topic, listened to presenters and gathered community input, a written advisory recommendation which provides suggested changes or support may be submitted to the Board of Supervisors or Planning Commission for consideration.

PARTICIPATION IN THE PLANNING PROCESS / COUNTY ORDINANCE 4661-B

The MAC shall provide advisory recommendations on matters specifically referred to it by the Board of Supervisors for review. Such recommendations are provided to the Board of Supervisors and the Planning Commission. To further clarify the MAC's role in the planning process, in 1995, the Board of Supervisors approved County Ordinance 4661-B amending section 1205(a) of Chapter 30 of the Placer County Code (now Placer County Code Section 17.60.140 A(6)) which reads as follows in its entirety:

Notice of Hearing

Any application that requires a public hearing before the Planning Commission shall first be submitted to any local Municipal Advisory Council whose boundaries encompass the proposed project area. The Planning Department shall transmit a copy of the project application to the appropriate MAC, and shall request the MAC's general review and comment prior to any scheduled hearing before the Planning Commission. Failure of the MAC to comment prior to the Planning Commission hearing shall not be cause for the Planning Commission hearing to be postponed.

In 1996, the Planning Department updated the Board of Supervisors on the implementation of this ordinance. Copies of the January 30, 1995 staff report, County Ordinance 4661-B and the 1996 update are provided as attachments to the MAC Handbook.

CURRENT PROJECT LISTING

The Planning Department prepares and distributes the "Current Project Listing" to the MACs once a month. This informative document lists all the major projects that are currently in the planning process. This listing is available to the public and can be found on the County's web site at www.placer.ca.gov/planning.

PLANNING PROCESS / ZONING ORDINANCE – Zoning Text Amendments (ZTA)

The majority of proposed changes to text in the Zoning Ordinance are "county initiated" and in some cases, county initiated due to public interest. Any proposed change to text in the Zoning Ordinance has to be heard by the Planning Commission. The Board of Supervisors, with consideration of the Planning Commission's recommendation, has the authority to change the text. On September 7, 2010 the Board of Supervisors approved a Zoning Text Amendment to Section 17.60.090 (B) of the Placer County Zoning Ordinance which will provide notification to Municipal Advisory Councils for all County-initiated Zoning Text Amendments.

Notice to Municipal Advisory Councils

Notice of any proposed amendment to the text of this Chapter 17 that is initiated by the County and that is not associated with an application for a private project shall be provided to all the municipal advisory councils in accordance with this subsection (1). At least sixty (60) days prior to the date the proposed amendment is scheduled to be heard by the Planning Commission, the planning director shall notify in writing the chair and secretary of each municipal advisory council, describe the proposed amendment and offer to present it to the municipal advisory council for its review and comment. The chair may request that the proposed amendment be reviewed by the MAC by contacting the planning department within (15) days, or as soon as possible after receipt of the information, and the proposed amendment shall be scheduled for review and comment by the MAC as soon as feasible thereafter. No zoning text amendment proposed by the county shall be invalid in the event it is not, for any reason, reviewed by a MAC prior to its hearing by the planning commission.

BROWN ACT - SUMMARY

The California State Legislature passed the Ralph M. Brown Act to assure that legislative bodies, like the MAC, conduct their business and make their recommendations in open public meetings and whose dealings and records are also open and available to the public.

BROWN ACT – LEGISLATIVE BODY

A Municipal Advisory Council created by formal action of a legislative body is a legislative body itself covered by the requirements of the Brown Act. Since the Board of Supervisors created each MAC by passing a resolution, the MAC and MAC members must abide by the Brown Act requirements.

BROWN ACT – BASIC COMPLIANCE REQUIRES:

- MAC agendas must list date, time and location of meeting.
- MAC agendas must be posted in a public place 72 hours before the meeting.
- MAC meetings must be open to the public.
- Public input must be permissible on any subject listed on the MAC agenda.
- Agenda items must be descriptive to inform the public as to the nature of the subject matter.
- MAC agendas must include a public comment period used for items not listed on the agenda.
- MAC discussion and action must be limited to the items listed on the agenda.
- MAC members cannot discuss the business of the MAC with a majority of the MAC members jointly or serially unless at a noticed public MAC meeting.

BROWN ACT - CLOSED SESSION

There are very limited provisions for closed sessions under the Brown Act. They are primarily related to personnel, labor relations, litigation, and real estate negotiations. Municipal Advisory Councils do not discuss such issues therefore, closed session is not permissible.

BROWN ACT - WHAT IS A “MEETING”

The general rule is that a *meeting* is a gathering of a quorum (majority) of the MAC, no matter how informal, where the MAC’s business is discussed or transacted. The meeting must be properly noticed and the public must have an opportunity to observe and participate.

BROWN ACT – INFORMAL GATHERING, SOCIAL EVENT

If a quorum of MAC members is in attendance at any informal gathering outside of the monthly MAC meeting, such members must refrain from any discussion of official MAC business that would otherwise be allowed during their publicly noticed meeting.

BROWN ACT – AD HOC AND STANDING SUBCOMMITTEES

The *less than a quorum exception* provides that an assemblage of less than a quorum of MAC members is not a *meeting* under the Brown Act. This permits *ad hoc* and standing subcommittees made up of at least one MAC member to investigate topics and bring information to the full MAC.

BROWN ACT – SERIAL CONVERSATIONS ON THE SAME TOPIC

Serial conversations or meetings involving personal, telephonic, electronic or other communications between MAC members concerning official MAC business outside the open meeting arena are prohibited. The prohibition extends to staff members contacting each of the MAC members to discuss or reach decisions on matters that require open discussion. MAC members must not discuss or offer information on

how they would vote on a project, any concerns, ideas or conditions of a vote they might have; discuss or reveal another MAC member's intended vote or concerns, or have discussions regarding any MAC business unless they are in attendance at a publicly noticed MAC meeting and the item is on the agenda.

EXAMPLE OF PROHIBITED COMMUNICATION:

If two members of a five-member Municipal Advisory Council consult outside of a public meeting (which is not in and of itself a violation) and then one of those individuals consults with a third member on the same issue, a majority of the body has consulted on the same issue. The communication does not need to be in person and can occur through a third party. For example, sending or forwarding email can be sufficient to create a serial meeting.

PERMISSIBLE COMMUNICATIONS BY FULL MAC OUTSIDE OF PUBLIC MEETING

Permissible topics communicated by the MAC would include the following:

- MAC Chairman soliciting items for the agenda from the MAC members; or
- Confirming MAC member availability for upcoming meeting to determine if there will be a quorum; or
- MAC Member distributing relevant information or documents which have been created and provided by someone other than a MAC member. The MAC member must not include personal comment. *A hard copy of any distributed documentation should be made available, at the next scheduled MAC meeting, for public review.*

LACK OF A QUORUM

If a MAC is unable to reach a quorum at a regular or special meeting, the MAC Chairman may decide either to adjourn the meeting OR to hold an informal gathering to discuss any information non-action agenda items and committee reports. Of course, the MAC members who are present cannot take any action at this gathering. If the Chairman chooses the latter, the gathering would not be considered a MAC meeting and the secretary would not take regular minutes. Instead, the secretary can take informal notes for the MAC record; sending a copy to the Board office, indicating that the MAC did not have a quorum.

IMPORTANCE OF MAC MEMBER ATTENDANCE

It is important that the District Aide have ample time to determine if there will be a quorum in attendance at the MAC meeting in order to conduct business. If a MAC member is unable to attend a MAC meeting, he or she must contact the District Aide, prior to the start of MAC meeting. Failure of a MAC member to attend (2) two consecutive regularly scheduled MAC meetings may result in the MAC seat being vacated.

CONFLICT OF INTEREST - SUMMARY

If a MAC member's professional or financial interests touch on issues before the MAC, there may be a conflict of interest. To allow the MAC to remain as objective as possible in the advice it provides, a MAC member must refrain from participating in MAC decisions in which they have a financial or other interest that would cause them to appear to be biased.

CONFLICT OF INTEREST / RECUSAL OF MAC MEMBER

If a MAC member believes there is a conflict or the appearance of a conflict, the MAC member should recuse himself/herself by:

1. Verbally disclosing his/her association with the item listed on the MAC agenda and,
2. Immediately proceed to sit in the audience as a private citizen and,
3. Must not participate in any MAC discussion or MAC vote regarding a recommendation on the item.

CONFLICT OF INTEREST / EXAMPLES OF RECUSAL

1. ***Personal Interest example:*** The County is considering widening the street in front of MAC member Smith's personal residence, which he solely owns. MAC member Smith must disclose on the record that his home creates a conflict of interest preventing him from participating in the vote. He must leave the dais but can sit in the public area, speak on the matter as it applies to him and listen to the public discussion.
2. ***Financial Interest example:*** MAC member Garcia is a greater than 10% partner in an engineering firm. The firm represents a client who is an applicant on a project pending before the MAC. MAC member Garcia must publicly disclose that the applicant is a source of income to her requiring her recusal. MAC member Garcia must step down from the dais and leave the room.

CONFLICT OF INTEREST / LACK OF QUORUM DUE TO RECUSAL

If a MAC member has recused him/herself, which results in the MAC not having a quorum of members, no further discussion or action on the topic may occur and the item should be placed on a future agenda.

CONFLICT OF INTEREST / PRIOR EMPLOYMENT

If a MAC member previously worked for a specific company, but is no longer working for that company, the MAC member must recuse him/herself from items brought before the MAC by this company, for a minimum of 1 year from the date leaving employment,

CONFLICT OF INTEREST / DETERMINATION BY COUNTY

If a MAC member is unsure as to whether or not there is a conflict of interest, please contact the Board of Supervisors' office for direction. If the Board's office determines there is a conflict of interest, the MAC member is prohibited from making, participating in making, or using his or her position as a MAC member to influence the making of that decision at any stage of the decision making process.

CONFLICT OF INTEREST / ANNUAL FINANCIAL DISCLOSURE FORMS

As of 2002, the County's Conflict of Interest Code states that MAC members are not required to file Conflict of Interest/700 Forms. The members of County Municipal Advisory Councils ("MACs") are members of a "solely advisory body," i.e., a "board or commission that does not possess decision-making authority" within the meaning of applicable Fair Political Practices Commission ("FPPC") regulations. As such, they are not required to publicly disclose their financial interests.

CONFLICT OF INTEREST / EXAMPLES OF PERCEIVED CONFLICTS

Examples that may be perceived as a conflict of interest include but are not limited to:

1. A MAC member's property is in close proximity or adjacent to the project (within 500 feet).
2. A MAC member is a business owner and the applicant's business could be considered competition.
3. A MAC member is vocally opposed or advocating for a project, before the project has been presented at a MAC meeting.
4. A MAC member is a party in an appeal of a project.
5. A MAC member has initiated a code enforcement complaint.
6. A MAC member has signed a petition in favor of or opposition of a project.
7. A MAC member actively campaigns for or against an issue.
8. A MAC member participates in developing, creating or providing information to a website for or against a project.

CONFLICT OF INTEREST | ECONOMIC INTERESTS

There are six types of economic interests from which conflicts of interest can arise:

1. Business Investment

You have an economic interest in a business entity in which you, your spouse, your registered domestic partner, or your dependent children or anyone acting on your behalf has invested \$2,000 or more.

2. Business Employment or Management

You have an economic interest in a business entity for which you are a director, officer, partner, trustee, employee, or hold any position of management.

3. Real Property

You have an economic interest in real property in which you, your spouse, your registered domestic partner, or your dependent children or anyone acting on your behalf has invested \$2,000 or more, and also in certain leasehold interests.

4. Sources of Income

You have an economic interest in anyone, whether an individual or an organization, from whom you have received (or from whom you have been promised) \$500 or more in income within 12 months prior to the decision about which you are concerned. When thinking about sources of income, keep in mind that you have a community property interest in your spouse's or registered domestic partner's income — a person from whom your spouse or registered domestic partner receives income may also be a source of a conflict of interest to you. Also keep in mind that if you, your spouse, your registered domestic partner or your dependent children own 10 percent or more of a business, you are considered to be receiving "pass-through" income from the business's clients. In other words, the business's clients may be considered sources of income to you.

5. Gifts

You have an economic interest in anyone, whether an individual or an organization, who has given you gifts which total \$390 or more within 12 months prior to the decision about which you are concerned.

6. Personal Financial Effect | Direct Line Financial Gain

You have an economic interest in your personal expenses, income, assets, or liabilities, as well as those of your immediate family. This is known as the "personal financial effects" rule. If these expenses, income, assets or liabilities are likely to go up or down by \$250 or more in a 12-month period as a result of the governmental decision, then the decision has a "personal financial effect" on you.

CONFLICT OF INTEREST / SERVICE ON ANOTHER BOARD OR COMMISSION

Conflicts of interests generally arise where a board member has a personal financial interest that may be affected by decisions made by the board member while sitting on the board or commission.

Even though a MAC's role is advisory in nature, incompatibility of office issues could still arise in these kinds of situations particularly if an applicant believes that the applicant's project would not be fairly reviewed by that member on each of the governmental bodies on which he or she sits. Given the circumstances addressed, incompatibility issues could arise when a MAC member simultaneously holds two public offices, therefore, MAC members are not permitted to be seated on a decision making body (ie: Planning Commission) while seated on a MAC.

ESTABLISHING RESOLUTION - SUMMARY

An Establishing Resolution, adopted by the Board of Supervisors, for each of the MACs includes the following information: Territorial Jurisdiction; Composition; Qualifications for Membership; Terms of Office; Removal from Office; Duties of the Council; Procedural Rules; Records; Compensation. A copy of each MAC's establishing resolution or boundary map can be obtained from the Board of Supervisors' office or online at <http://www.placer.ca.gov/bos/MACs.aspx>

ESTABLISHING RESOLUTION – QUALIFICATION FOR MEMBERSHIP

At-large members shall, at time of appointment and all times in term of office be at least one of the following: residents within the MAC boundaries or property owners of real property within the area or business owners or managers operating a business within such area. Failure to maintain such status shall result in a vacancy in office.

Please note – Sheridan Municipal Advisory Council's qualification options for membership also include being a member of the United Auburn Indian Community (UAIC) or a current United Auburn Indian Tribal Council member.

ESTABLISHING RESOLUTION - TERMS FOR MAC MEMBERS

Each seat* on a MAC has a two-year term. MAC members can hold a MAC seat as long as he/she is re-appointed each time the term expires. (*Please note - each seat on the Rural Lincoln MAC and Sheridan MAC has a four-year term)

REMOVAL FROM MAC SEAT PRIOR TO TERM EXPIRATION

MAC members serve at the pleasure of the Board of Supervisors and can be removed from office by a majority vote of the Board at any time. From the onset, the County has confidence that any person appointed to a seat on a MAC is eager to promote the goals of the MACs and has the ability to provide fair and objective recommendations.

COMPENSATION

All members of the Municipal Advisory Council shall serve without compensation and are not entitled to reimbursement of personal expenses or mileage.

CHAIRMAN | VICE CHAIRMAN OF THE MAC (DUTIES | RESPONSIBILITES)

The Chairman of the MAC plays an important role in conducting meetings that are orderly, positive and productive. The Chairman is responsible for the following:

- Creating an agenda that is consistent with guidelines set forth in this handbook.
- Reviewing items and coordinating drafted agenda content with the District Aide.
- Leading the MAC meeting in an orderly, efficient and productive manner.
- Drafting language for and signing recommendation letters approved by the MAC.

To ensure MAC agendas are accurate and timely, the MAC Chairman and the District Aide should develop and coordinate mutually convenient processes to handle MAC business and agenda creation. The MAC Chairman and District Aide will work together to formulate the agenda; however, if there is a disagreement deciding whether or not an issue or project needs to be discussed, final approval of the agenda content will be decided by the District Aide. The MAC Chairman must obtain final approval for items listed on the MAC's agenda prior to authorizing distribution of the agenda.

BOARD OF SUPERVISORS' DISTRICT AIDES (DUTIES | RESPONSIBILITIES)

District Aides provide administrative support to the Municipal Advisory Councils that fall within the Supervisorial District to which they are hired. The District Aide assigned to your MAC is the direct link to your County Supervisor and other county resources; and is responsible for the following:

- Assists in the creation of the agenda and provides final approval of the content.
- Attends MAC meetings and may provide Supervisor/District update in the absence of District Supervisor.
- May advise MAC members of procedural process or guidelines during MAC meeting.
- Contacts county staff to attend MAC meeting, when necessary.
- Asks county staff to notify the project applicants when their project is on the agenda.
- Researches and responds to inquiries made during public comment.
- Researches and responds to requests from MAC members.
- Assists in coordinating MAC subcommittees.
- Makes logistical arrangements for MAC meetings that may have a large turnout (new location, chairs, tables, audio equipment, refreshments etc.).
- Provides training to new MAC members and/or new MAC secretary.

At times, you may see job titles for Aides differ such as District Aide, Field Representative, Administrative Aide or District Director however, job tasks and duties are similar. Currently there are 6 District Aides in the Board of Supervisors' office; one for each supervisorial district and one additional District Aide assigned to the Tahoe area. The Board of Supervisors and their staff can be reached at 530-889-4010 or via email at bos@placer.ca.gov

SECRETARY OF THE MAC (DUTIES | RESPONSIBILITES)

MAC secretaries are hired on contract by the Board of Supervisors' office and are compensated for secretarial services they perform.

Contractual duties of the MAC secretary include: Attend regularly scheduled or special MAC meetings to take and transcribe *summary* minutes; send approved minutes to the Board of Supervisors' office; two weeks prior to any upcoming meeting, format draft agenda with content provided by MAC Chairman or District Aide; email draft agenda to the Chair and District Aide to review; format and send out final agenda

no later than one week prior to any MAC meeting; send copies of the agenda, draft minutes and other related information to the MAC members; maintain the MAC mailing list and send an agenda to all persons on that list; and most importantly, post the MAC agenda in designated public place at least 72 hours prior to any regularly scheduled, canceled or special MAC meeting; provide additional copies of the agendas for the public at MAC meetings; send out MAC approved correspondence, formatted on MAC letterhead, as directed by the MAC Chairman.

MAC Secretaries must provide draft minutes to the District Aide and MAC members no later than 2 weeks after the MAC meeting. A copy of approved minutes must be included when submitting an invoice for services.

MAC Secretaries are NOT responsible for creating or drafting language for recommendation letters.

MAC Secretaries are NOT required to tape record the meetings nor are the MAC minutes transcribed verbatim.

SECRETARY OF THE MAC | PERSONAL VIEWS

Often, MAC secretaries will sit in close proximity to the MAC members to be able to take minutes. A MAC secretary can sometimes be perceived as an additional member of the MAC. To avoid any misconceptions, during a meeting, if a MAC Secretary chooses to offer his/her personal views on an item before the MAC, such views must be stated from the audience area, as a private citizen.

SECRETARY OF THE MAC | NOT A MEMBER OF THE MAC

A MAC Secretary is not a member of the MAC nor does he/she hold a seat on the MAC. Nameplates for secretaries should state “Contracted MAC Secretary”.

SECRETARY OF THE MAC | USE OF TITLE

MAC Secretaries may use their titles as MAC secretary however; they must clearly state that this is their personal view and not that of the MAC.

FORMER SECRETARY OF THE MAC | USE OF TITLE

A former MAC Secretary may not use his/her title as a former secretary of a MAC.

MAC AGENDA - SUMMARY

The MAC agenda must have enough information about each agenda item so a member of the public – who may never have attended a MAC meeting before – will have a good idea of what will be discussed and what action the MAC is being requested to take.

MAC AGENDA - REQUIRED INFORMATION:

- Formatted on MAC letterhead provided by the Board of Supervisors' office.
- Must list date, time, and location of meeting, including the street address.
- Must list Call to Order and Introduction of MAC members.
- Must list Approval of Agenda.
- Must list Approval of Minutes.
- Must list Public Comment Section (for any item not on agenda).
- Must list Information (Non-Action) Items.
- Must list Action Items.
- Must list Adjournment and next meeting date/time.
- Must provide notice of Americans with Disabilities Act (ADA) requirements.
- Must list "Selection of Chairman and Vice Chairman" on agenda 1st meeting in February.

MAC AGENDA – OPTIONAL INFORMATION:

- Agendas can include set time frames for items to be heard.
- Agendas can include the Flag Salute/Pledge of Allegiance.
- Agendas can include Public Safety Reports.
- Agendas can include Ad Hoc/Sub-Committee Reports.
- Agendas can include County Supervisor's Report.
- Agendas can include Community Reports.

MAC AGENDA - TOPICS NOT APPROPRIATE FOR MAC AGENDA

Some topics do not require input from the MAC. To that end, the following topics are not appropriate for MAC discussion including, but not limited to:

- Campaign/election-related information.
- Federal or State legislation.
- Superior court, Municipal court or Traffic court issues.
- Disputes or claims against the county.
- County employee-related issues.

For clarification about the appropriateness of a topic that is not listed above, please contact the Board of Supervisors' office at 530-889-4010 or via email at bos@placer.ca.gov.

MAC AGENDA – DESCRIPTION OF ACTION ITEMS (Required)

Action items listed on the agenda must have a detailed description including: the project name, its physical location, a brief project description, the project applicant's name, the presenter's name; and what action the MAC is being requested to take.

MAC AGENDA – PUBLIC COMMENT SECTION (Required)

The Brown Act requires this section be listed on the agenda and is a time for the public to discuss any item NOT listed on the agenda. The MAC may listen; however, no action or discussion by MAC members can

take place. The MAC Chairman can assist any member of the public with issues not listed on the agenda by directing them to appropriate county staff.

MAC AGENDA – NOTICING - AMERICANS WITH DISABILITIES ACT (ADA) (Required)

Legislation requires the Americans with Disabilities Act (ADA) requisite language be placed on notices and agenda materials. The following paragraph **MUST** appear on every MAC agenda:

“Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you require disability-related modifications or accommodations, including auxiliary aid or services, please contact the Board of Supervisors’ office.”

MAC AGENDA - SELECTION OF CHAIRMAN AND VICE-CHAIRMAN (Required)

In February of each year, “Selection of the Chairman and Vice-Chairman” should be listed as an action item on the agenda. The chairmanship should be rotated, at least once a year, amongst the MAC members to give others an opportunity to share the responsibilities. Some MAC’s choose to rotate the chairmanship once every six month, which is also acceptable. If the Chair or Vice-Chair is unable to attend a meeting, any other MAC member may lead the MAC meeting.

MAC AGENDA - LISTED TIME LIMITS (Optional)

It is helpful for the Chair to set time limits for agenda items. This helps assure all presenters receive a hearing before the hour grows too late. Depending on the length of the agenda, suggested times might be 10 minutes for a project applicant’s presentation, 5 minutes for a county staff response, and 15 minutes for MAC member and public questions and discussion. These time limits can be listed on the agenda to help with the flow of the meeting.

MAC AGENDA – PUBLIC SAFETY REPORTS (Optional)

MACs can invite safety jurisdictions such as Placer County Sheriff’s Department, local Fire Department, Cal Fire or California Highway Patrol (CHP) to attend and provide updates on recent happenings. This provides residents an opportunity to relay concerns or ask questions regarding public safety.

MAC AGENDA – SUBCOMMITTEE REPORTS (Optional)

Standing subcommittees address long-term areas of local interest including traffic, transportation, public safety and land use. Standing subcommittees must comply with the Brown Act and the number of MAC members serving on the subcommittee must not reach a quorum.

Ad Hoc subcommittees (a task force) address short-term issues of local interest, such as the possible formation of a local recreation district or construction of a local facility like a park or a community pool. Ad Hoc subcommittees can meet as needed however; so as not to violate a Brown Act requirement, the number of MAC members serving on the Ad Hoc subcommittee must not reach a quorum.

At least one MAC member must sit as chair on such subcommittees, with other members of the community who may wish to participate. The MAC member who chairs the subcommittee can also provide regular reports to the MAC at the MAC meeting.

MAC AGENDA – COMMUNITY REPORTS (Optional)

Not all MACs partake in having a specified section for these reports due to the length of their meetings. Community organizations are always welcome to provide updates during public comment. Examples of

community organizations would include: the local Chamber of Commerce, Cemetery Districts, Family Resource Center, the local high school, Trails Alliance or ambulance service. If an organization does regularly speak at MAC meetings, listing them on the agenda allows them a specific time to speak under community reports.

MAC AGENDA – COUNTY SUPERVISOR REPORT (Optional)

While each of the Placer County Supervisors makes every attempt to attend Municipal Advisory Council meetings, due to the complexity of their positions, being present at every MAC meeting is sometimes difficult. Keep in mind each County Supervisor has a District Aide assigned to attend MAC meetings within the supervisorial district. This section of the agenda provides an opportunity for the District Aide to give an update on behalf of the Supervisor.

MAC AGENDA - COUNTY STAFF ATTENDING MAC MEETINGS

County staff may be present at MAC meetings to provide information and answer questions. In an effort to conserve county resources, when there are items listed on the agenda that require input from county staff, those items should be listed first on the agenda under action or information thereby providing an early opportunity for the public to hear about the item and to ask questions of county staff before the hour grows too late.

SEPARATE TRACKING LIST OF TOPICS

Some MACs have created their own list of regularly discussed county-related topics they want to be kept informed of. If a MAC creates a list of key county-related topics to track, the list may accompany the agenda however, the list must clearly state: “The following topics listed are for tracking purposes only. No discussion/action can take place regarding these topics unless item is listed on the agenda.”

ADDING ITEMS TO THE AGENDA DURING A PUBLIC MEETING

As noted, MACs are governed by the same rules with the Brown Act that the Board of Supervisors are. The only way the Board of Supervisors can put a new item on the agenda during a meeting is if the item qualifies as an emergency, and is approved to be added by a 4/5 vote. Although governed by the same Brown Act, since the MACs are advisory only, it would be quite rare for a discussion item to qualify as an emergency. Therefore, any request to add an agenda item, during a meeting, should be directed to the District Aide who will make the determination if the item qualifies as an emergency.

REQUESTS FROM COUNTY DEPARTMENTS, APPLICANTS, CITIZENS AND AGENCIES

In addition to county staff, applicants, citizens, and other agencies may request time on the MAC’s agenda to discuss a variety of items. MACs are not part of any other agency’s deliberative process and the District Aide will assist the MAC Chairman in determining the necessity, appropriateness, and timeline of the items placed on the agenda.

ACTION ITEM vs. INFORMATION ITEM – SUMMARY

The practice of designating items on the agenda as "action" or "information" was developed as a way to delineate projects/items that require a recommendation (action) and projects/items that did not require a recommendation or are not far enough along in the process to receive a recommendation (information only).

ACTION ITEMS

Since projects often change over time, MACs are not permitted to provide a “recommendation” on a project that has not yet been submitted or reviewed internally. When an applicant requests to appear at a MAC meeting, it is important that project does not appear on the agenda as an ACTION item until the following steps have occurred:

1. The Applicant has filed a project application with the County Planning Department; and
2. The MAC has complete information on the status of a project in the County’s planning process including when a hearing has been scheduled; and
3. If applicable, the MAC has seen completed environmental documents; and
4. The MAC has reviewed a planning staff report or heard a staff recommendation on the project; and
5. The MAC has heard the project applicant's most current information; and
6. The MAC has heard sufficient comment and discussion to determine the public's thoughts on the topic.

The MAC members must encourage full public discussion and avoid stating conclusions about a project before public discussion is complete. MAC members are then seen as objective and unbiased.

INFORMATION ITEMS

Information items allow preliminary review of a project and provide an opportunity for MAC members to make verbal suggestions to the applicant, developer or county staff before the project is presented as an action item.

Information items provide an opportunity for project applicants to request verbal input from the MAC to determine if there is community support and with that information, decide if they want to proceed with the expense of pursuing their project. Approved MAC minutes can reflect verbal comments from the MAC members and can be provided to the project applicant.

With larger projects, it is not uncommon for the project applicant to appear before a MAC several times as an information item to provide the public and the MAC with information on its plans, including any project changes.

MAC REVIEW OF DRAFT ENVIRONMENTAL IMPACT REPORTS (DEIR):

When a Draft Environmental Impact Report (DEIR) is agendaized as an item for a Municipal Advisory Council meeting, the item is being presented for informational purposes only, and is not a public hearing at which comments on the (DEIR) are to be accepted.

In order to not confuse or mislead the public, the agenda should clearly indicate that this is an information item only. The county planner will emphasize this fact at the beginning of the presentation by:

- (1) Identifying the close of the formal comment period and stating where written comments on the CEQA document may be submitted up to the end of the comment period.
- (2) Identifying the date of any public hearing to be held on the DEIR by the Planning Commission, and stating that oral and written comments will be accepted at the time the Planning Commission conducts that hearing.

EIR = Environmental Impact Report

DEIR = Draft Environmental Impact Report

CEQA = California Environmental Quality Act

The California Environmental Quality Act (CEQA) was enacted in 1970 as a system of environmental checks and balances for land-use development and management decisions in California. Environmental review may include an Environmental Impact Report (EIR). The EIR describes the scope of the applicant's proposal and analyzes all its known environmental effects.

CONDUCTING A MAC MEETING – SUMMARY

Each MAC represents its own unique community. Some MACs tend to be more formal in conducting their meetings, some are less formal. It is important to keep the MAC's goal in mind – to encourage public input on all county-related issues it considers, to gather and convey public input, and provide responsible advisory recommendations to the Board of Supervisors.

CONDUCTING A MAC MEETING - PROCEDURE

It is suggested that a regular MAC meeting be held within a reasonable time frame and that meetings held within 2 hours work well. Having time limits in place and maintaining a positive and productive dialog is imperative.

The Chairman should follow these procedural steps:

1. Call the meeting to order.
2. Ask MAC members to introduce themselves or the MAC secretary can do a roll call.
3. Ask everyone to stand for the Pledge of Allegiance (if applicable).
4. Ask for a motion to approve the agenda.
5. Ask for a motion to approve the draft minutes.
6. Ask for any public comment for any topic not listed on the agenda.

The Chairman should then continue in the order items are listed on the agenda.

CONDUCTING A MAC MEETING - APPROVAL OF AGENDA

The agenda must be approved prior to discussion. There may be instances where an item is removed from the agenda, however; be mindful there may be audience members who have come to the meeting to hear that particular item. If removing an item, the Chair should ask the audience if there is anyone who has attended the meeting to hear the item; the secretary can get their name and address and send them an agenda when the particular item is back on the agenda.

CHANGING THE ORDER OF AGENDA ITEMS

The Chairman will want to be mindful whenever possible of the time constraints or other specific needs raised by their guests/presenters when composing the agenda. If Planning staff request early placement on the agenda, the chair can certainly consider that and weight it amongst their other meeting needs. It is permissible to change the order of items listed on the agenda to accommodate requests.

APPROVAL OF DRAFT MINUTES

MAC members should review the draft minutes prior to attending the meeting and be prepared to make any changes during the open public meeting.

MAKING CHANGES TO DRAFT MINUTES

During a public meeting, if a request to change the draft minutes is made by a MAC member, presenter or member of the public, the MAC should discuss the request to determine if the draft minutes should be modified or not. Grammatical errors and minor wording changes do not require discussion or a vote however, if there is content change, such as removing an entire paragraph, the MAC must vote to approve the changes as requested or vote to approve the draft minutes as originally provided.

PUBLIC COMMENT SECTION | TOPICS NOT LISTED ON THE AGENDA

The Brown Act requires that the MAC have an item listed on its agenda before it can take action on it or even discuss the matter at any length. This is a matter of fairness so people interested in the subject, but who are not at the meeting, have notice that the MAC will consider it. If a topic has enough public interest or concern, the MAC Chairman may add the topic to the agenda for an upcoming meeting or the District Aide can research the issue internally and report back to the MAC and constituent.

PROCEDURE FOR PUBLIC INPUT ON AGENDA ITEMS

Public input is essential in making responsible recommendations on issues. To help assure a MAC's objectivity in considering a project – both real and perceived – public input should be solicited after a topic has been presented; before MAC members provide their views. The MAC members can then consider public comments before they ask their own questions, present their own views, and take a position on the project.

MEETING PROCEDURE FOR INFORMATION (NON-ACTION) ITEMS

The Chairman should follow these procedural steps:

1. Ask county staff to speak first (if applicable);
2. Ask the presenter to speak;
3. Ask the public for any questions or comments regarding the presentation
4. Ask MAC members for any questions;
5. Ask MAC members for comments, suggestions and ending remarks.

No formal action can be taken however; the MAC can ask the presenter to return at a later date to update the MAC on the status of the project. The MAC can ask the District Aide to follow-up on an issue and update the MAC at a later date.

MEETING PROCEDURE FOR ACTION ITEMS

The following procedure should be followed, the Chairman:

1. Ask county staff to speak first (if applicable);
2. Ask the presenter to speak;
3. Ask the public for any questions or comments regarding the presentation;
4. Ask MAC members for any questions
5. Close public comment and bring discussion back to the MAC for comments or suggestions;
6. The Chairman then indicates he/she will entertain a motion from the MAC;
7. Any MAC member can make a motion;

It is highly recommended that MAC members take a minute to write down their motion on a piece of paper and read it out loud. The written motion provides clarity as to the intended recommendation and can be utilized when drafting the recommendation letter.

9. Any MAC member can second the motion. If a motion is not seconded, then the motion dies.
10. The Chairman can then repeat the process of obtaining a motion.

CHAIRMAN'S ROLE IN HANDLING CONTROVERSIAL ISSUES

The MAC may occasionally consider an issue of great local concern, often a land use issue. Public discussion can become heated. In situations like this, the MAC Chairman must act from the onset to keep the discussion courteous and orderly. It is helpful to read the guidelines/meeting announcement governing speakers at the beginning of the meeting so members of the public know the process for speaking to the MAC. The meeting announcement can be found as an attachment at the end of this handbook.

CHAIRMAN'S ROLE IN HANDLING DISRUPTIONS

During a MAC meeting, out of courtesy, no one in the audience should be talking unless they are addressing the MAC or a presenter. If a person is speaking out of turn, it is the Chairman's responsibility to ask the person to wait his/her turn.

PROCEDURE FOR MEETING PRESENTERS

It is helpful to remember that presenters will have a wide range of presentation skills. Some may not have practice speaking before large groups and may need some encouragement from the MAC to proceed. On occasion, a MAC may want to discuss a topic of interest or concern. The District Aide assigned to the MAC will identify the right County Department to address the topic and arrange for a representative to attend the MAC meeting.

RECOMMENDATION LETTERS – SUMMARY

Every time a MAC votes on an advisory recommendation regarding a project or an issue, the Chair or a MAC member can draft a brief letter to the appropriate decision-making body summarizing the MAC's recommendation, including the motion. It is important the MAC communicates promptly with the Board of Supervisors, or with their District Supervisor, so their recommendations can be considered by the Planning Commission or the Board of Supervisors.

MAC recommendation letters must be sent to the Board of Supervisors' office and will be forwarded appropriately, regardless of the letter's addressee.

RECOMMENDATIONS LETTERS - CONTENT

The MAC can provide a recommendation letter that:

- Either supports the project as presented or opposes the project as presented; or
- Supports the project with suggested changes outlined; or
- Opposes the project due to specific outlined reasons; or
- States the MAC has concerns with specific elements of the project.
- The Chairman signs all MAC approved recommendation "letters". In the absence of the Chair and Vice-Chair, any other MAC member may sign.

RECOMMENDATION LETTERS - COMMENTS ONLY

In some cases, after hearing all available information on a project, a MAC may decide to make no recommendation on a project. The MAC would write a letter to the decision-making body with its comments, also indicating it has no recommendation on the entire project.

AGENDAS AND MINUTES OF MAC MEETINGS

The Board of Supervisors' office retains the official records of the MAC such as approved minutes, agendas and correspondence. Any public requests for copies of such documents should be in writing and sent to the Placer County Board of Supervisors, 175 Fulweiler Avenue, Auburn, CA 95603 or via email at [**bos@placer.ca.gov**](mailto:bos@placer.ca.gov)

Approved MAC minutes can also be accessed on the county website under Supervisor's Event Calendar at [**http://www.placer.ca.gov/bos/MACs.aspx**](http://www.placer.ca.gov/bos/MACs.aspx)

MAC Secretaries are responsible for maintaining a record of MAC agendas, approved minutes and correspondence however, any public requests for copies of such documents must be referred to the Board of Supervisors' office.

UNAPPROVED DRAFT MINUTES

The public may view draft minutes at the Board of Supervisors' office, if available. Providing copies of unapproved draft minutes is not permitted as changes to the minutes can occur during a MAC meeting.

USE OF MAC LETTERHEAD

MAC letterhead is used for official and approved purposes only. MAC letterhead may be used for agendas, minutes, and MAC approved recommendation letters. MAC members may not use MAC letterhead for individual views or personal letters.

CORRESPONDENCE SENT TO MACS

Some MACs have a post office box in their community. The Chairman should pick up and review correspondence from the P.O. Box at least once or twice a week to ensure that time sensitive items are heard by the MAC. Any major project applications or information should be reviewed with the District Aide prior to placing the item on the agenda. Bringing the mail to the subsequent MAC meeting is helpful and can be displayed for public viewing. If unable to get the mail, the Vice Chairman or another MAC member should pick it up.

MAC POST OFFICE BOXES

Granite Bay MAC - 8789 Auburn Folsom Rd., Suite C Granite Bay CA 95746

North Auburn MAC - P.O. Box 6983, Auburn CA 95604

Sheridan MAC - P.O. Box 185, Sheridan CA 95681

Rural Lincoln MAC - P.O. Box 716, Lincoln CA 95648

Horseshoe Bar MAC – P.O. Box 1081, Loomis CA 95650

Newcastle/Ophir MAC - P.O.Box 1222, Newcastle CA 95658

Penryn MAC - P.O. Box 498, Penryn CA 95663

Correspondence for the following MACs should be mailed or emailed to the Board of Supervisors' office for distribution to MAC members:

West Placer MAC

Foresthil Forum

Meadow Vista MAC

North Tahoe RAC

Weimar/Applegate/Colfax MAC

Squaw Valley MAC

Donner Summit MAC

Board of Supervisors – 175 Fulweiler Avenue, Auburn, CA 95603 or bos@placer.ca.gov

PROCESS FOR APPOINTMENTS TO SERVE ON A MUNICIPAL ADVISORY COUNCIL

APPLICATION TO SERVE ON A MAC

Any member of the community who lives or works in the unincorporated area of the County and who wishes to serve on Municipal Advisory Council must fill out an application and submit it to the Clerk of the Board's office. All MAC applications are kept on file for 2 years. Applications of persons appointed to sit on a MAC are kept until they are no longer a member. Application Forms can be obtained from the website www.placer.ca.gov or by contacting the Clerk of the Board 530-889-4020.

VACANCIES AND RESIGNATIONS

The Clerk of the Board's office maintains a database of information regarding each MAC member, each MAC seat and the term expiration date of the seat. If a member chooses not to be re-appointed or if a member chooses to resign prior to term expiration; or if a member is asked to resign from a MAC; the seat must be posted as vacant prior to appointing a new member. The Clerk of the Board's adheres to the following process to post and fill a vacancy:

1. A Notice of Vacancy for the MAC seat is posted in the lobby of the County Administrative Center 175 Fulweiler Avenue Auburn,
2. The Notice of Vacancy is posted a minimum of 10 days.
3. After the 10-day posting period, all applications currently received or on file are considered by the District Supervisor.
4. The District Supervisor recommends an applicant and the memo to appoint is on the next Board of Supervisors' agenda.
5. If approved by the Board of Supervisors, the new MAC member is appointed.

MAC SEATS – RESIGNATION LETTER

If a MAC member chooses to resign his/her position a written letter of resignation needs to be mailed to the Clerk of the Board's office at 175 Fulweiler Avenue, Auburn, CA 95603.

MAC SEATS - REAPPOINTMENTS

The District Supervisor may choose to reappoint the incumbent member or appoint a new one. If the Supervisor chooses to reappoint, the memo to reappoint is placed on an upcoming Board agenda for approval. If the term of the MAC seat has expired and the Supervisor chooses to appoint someone new to the seat, the memo to appoint is placed on an upcoming Board agenda for approval.

TYPES OF MAC MEETINGS

REGULAR MEETING

Eleven of the fourteen County MACs meet on a monthly basis; Penryn MAC and Horseshoe Bar MAC meet every other month and Donner Summit MAC meets on a quarterly basis.

SPECIAL MEETINGS

Sometimes the MAC must meet on a different date other than its regularly scheduled meeting date. This could be because a particular agenda item could draw a large audience or because the MAC must discuss an item in time to meet a deadline for the Board of Supervisors or the Planning Commission, or for another reason. The Chairman must confer with the District Aide to determine if a special meeting is warranted.

CANCELED MEETINGS

Occasionally, the MAC Chairman may decide to cancel a regularly scheduled meeting. The Chairman may do this after examining the mail, and after consulting with the District Aide to determine the MAC has no timely matters to consider. As MAC members are all volunteers, an occasional break is reasonable, especially during the winter holiday months and sometimes summer vacation months. There are also occasions when the MAC Chair learns there will not be a quorum of MAC members available for an upcoming meeting.

EMERGENCY MEETINGS

Given that MACs provide advisory recommendations only, it would be quite rare for a discussion item to qualify as an emergency. Therefore, any request to hold an emergency meeting to discuss a particular item, should be directed to the District Aide who will make the determination if an emergency meeting is permissible. Conducting a "Special" meeting, as described above, is permissible.

SPECIFIC DAY OF THE MONTH EACH MAC MEETS ON

The specific day of the month each MAC meets on is determined when the MAC is established. As MACs were created, meetings were scheduled throughout the month to allow county staff the ability to attend meetings, when needed. Too many MAC meetings held on the same night would not afford that opportunity.

MONTHLY MAC MEETING SCHEDULE

On occasion, the time or location of a MAC meeting may change. Please refer to the MAC agenda for current information.

Foresthill Forum, 1st Monday each month 7:00 PM

@ Foresthill Memorial Hall, 24601 Harrison Rd Foresthill

Granite Bay MAC, 1st Wednesday each month 7:00 PM

@ Eureka Union School District Administration Office, 5455 Eureka Road Granite Bay

Meadow Vista MAC, 1st Wednesday each month 6:00 PM

@ Placer Hills School, 16801 Placer Hills Road, Meadow Vista, Room #2

North Auburn MAC, 2nd Tuesday each month 6:00 PM,

@ CDRA Building - Planning Commission Chambers, 3091 County Center Drive, Auburn

Sheridan MAC, 2nd Wednesday each month 7:00 PM,

@ Stewart Hall, 6005 Camp Far West Road, Sheridan

North Tahoe RAC, 2nd Thursday each month 6:00 PM, location alternates

@ North Lake Tahoe Conf. Center 8318 North Lake Blvd, Kings Beach (no-host parking)

OR @ Tahoe City Public Utility District Office, 221 Fairway Drive, Tahoe City

West Placer MAC, 2nd Wednesday each month 7:00 PM

@ Creekview Ranch Middle School, Library Bldg. 8779 Cook Riolo Road Roseville

Rural Lincoln MAC, 3rd Monday each month 7:00 PM

@ Mt. Pleasant Hall, 3333 Mt Pleasant Road, Lincoln

Horseshoe Bar MAC, 3rd Tuesday every other month (January – November) 6:00 PM

@ Loomis Library, 6050 Library Drive, Loomis

Newcastle/Ophir MAC, 3rd Thursday each month 7:00 PM

@ Ophir Elementary School, 1373 Lozanos Road, Newcastle

Penryn MAC, 4th Tuesday every other month (January – November) 7:00 PM,

@ Loomis Veterans Memorial Hall, 5955 Horseshoe Bar Road, Loomis

Weimar/Applegate/Colfax MAC, 3rd Wednesday each month 6:00 PM

@ Colfax Veterans Memorial Hall, 22 Grass Valley Street, Colfax

Squaw Valley MAC, 1st Thursday of each month 6:00 PM

@ Squaw Valley Public Services District – Community Meeting room / Fire Dept, 305 Squaw Valley Road, Olympic Valley

Donner Summit MAC, quarterly meetings beginning in January held 3rd Thursday 6:00 PM

@ Village Hall Great Room or Judah Day Lodge, Coldstream Room Sugar Bowl, Norden

MEDIA PROMOTION AND COVERAGE - MAC MEETINGS

Media promotion and coverage of MAC meetings varies widely. Some newspapers include MAC meetings in their community calendar listings and others don't. MACs should become familiar with their local newspaper's procedures in regards to placing meeting information in the paper. MAC information is also available on the County's website www.placer.ca.gov/bos

COUNTY WEBSITE | www.placer.ca.gov

Because the MAC is an advisory body to the Board of Supervisors, created by the Board of Supervisors, it is appropriate that information about the MAC appear on the County's website. The County's website is very helpful and information is easily accessible. Currently information on all 14 MACs can be found at www.placer.ca.gov

PLACER COUNTY WEEKLY E-NEWSLETTER

The Placer County Public Information Office produces a weekly e-newsletter which is distributed each Friday. MAC agenda information is included. If interested in receiving this newsletter, please sign up at www.placer.ca.gov

MAC MEMBER - USE OF TITLE – SUMMARY

The title of MAC member is an appointed title not an elected title and the position is an advisory position not a decision-making or policy-making position. Generally, MAC members can use their titles but the effort must always be clear that they are taking a personal position and not a MAC position.

MAC MEMBER – GUEST COLUMNS OR LETTERS TO EDITOR

Some MAC members have written letters to the editor or guest columns on important community issues to raise local awareness of the MAC and its activities. MAC members may use their titles as members of a MAC however, they must clearly state that this is their personal view and not that of the MAC, unless authorized by the MAC board.

MAC MEMBER - USE OF TITLE / POLITICAL WEBSITE

MAC members may use their titles as members of a MAC however, they must clearly state that this is their personal view and not that of the MAC.

MAC MEMBER - USE OF TITLE / FORMER MAC MEMBER

A former MAC member may not use his/her title as a former member of a MAC.

MAC MEMBER – PERSONAL CONTACT INFORMATION

Disclosing MAC members' personal phone numbers, mailing addresses or email addresses is not permitted through the Board of Supervisors' office. Individual MAC members may disclose personal information to whomever they choose. If an applicant or member of the public would like to reach MAC members, they can do so by contacting the Board of Supervisors' office and the request will be forwarded to the individual MAC member. Requests must be sent via email to bos@placer.ca.gov or by mail to 175 Fulweiler Avenue, Auburn 95603 or by faxing the request to 530-889-4009.

If an applicant or member of the public would like MAC members to receive copies of documents, those documents should be emailed or mailed to the District Aide for distribution to MAC members

MAC MEMBER - ETHICS TRAINING AB-1234

MAC members are not required to complete AB1234 Ethics Training.

PLACER COUNTY PUBLIC HEARING BODIES

PLACER COUNTY BOARD OF SUPERVISORS

Placer County Supervisors are elected by district to four-year terms. The Board usually meets every other Tuesday at the County Administrative Center in Auburn. The Board also meets in North Lake Tahoe three or four times per year to address issues of particular importance to that region. The Board will occasionally schedule meetings at night or in another location, for hearings on land use projects that involve broad public interest.

Information regarding the Board of Supervisors can be found on the County's website at www.placer.ca.gov or by contacting the Board's office at 530-889-4010. Board agendas, minutes and video of board meetings can be found on the county website at <http://www.placer.ca.gov/bos/Agenda.aspx> Contact the Clerk of the Board at 530-889-4020 to obtain copies of all other official Board agenda material or sign up to receive email notifications.

PLACER COUNTY PLANNING COMMISSION

The Planning Commission is the principal hearing body on County planning and land use matters related to land use projects and long range plans for development. There are seven Planning Commissioners appointed by the Board of Supervisors. Five commissioners represent the five supervisorial districts and two at-large commissioners, one representing the county east of the Sierra crest, and one representing the county west of the crest. Planning Commission hearings are noticed and open to the public. Information regarding Planning Commission hearings can be found on the county's website www.placer.ca.gov/planning or by contacting the Planning Commission Clerk at 530-745-3000.

PLACER COUNTY ZONING ADMINISTRATOR (ZA)

The Zoning Administrator (Z.A.) serves as a hearing officer and is assigned the authority and original jurisdiction to investigate, consider, and approve or deny applications for Administrative Review Permits (ARP), Minor Use Permits (M.U.P.), and Variances. Zoning Administrator hearings are noticed and open to the public. Information regarding Zoning Administrator hearings can be found on the county's website www.placer.ca.gov/planning or by contacting the planning department at 530-745-3000.

PLACER COUNTY PARCEL REVIEW COMMITTEE (PRC)

The Parcel Review Committee is established as the hearing body for minor subdivisions, or parcel maps and minor boundary line adjustments. The committee is comprised of county staff from the department of health, planning and public works. PRC hearings are noticed and open to the public. Items reviewed by the Parcel Review Committee do not require MAC review. Information regarding Parcel Review Committee hearings can be found on the County's website www.placer.ca.gov/planning or by contacting the Planning Department at 530-745-3000.

PLACER COUNTY PLANNING COMMITTEES | INTERNAL REVIEW

PLACER COUNTY DEVELOPMENT REVIEW COMMITTEE (DRC)

The Development Review Committee (DRC) was established to review all Administrative Review Permits, Minor and Conditional Use Permits, Variances, Rezoning, Zoning Ordinance Text Amendment applications, Specific and General Plan Amendments, and Development Agreements and advises the Planning Director, Zoning Administrator, Planning Commission and Board of Supervisors on such applications. This project review group is comprised of staff from the department of health, planning, and public works. Items reviewed by the Development Review Committee (DRC) do not require MAC review.

Information regarding Development Review Committee (DRC) can be obtained by contacting the Planning Department at 530-745-3000.

PLACER COUNTY STAFF DESIGN / SITE REVIEW COMMITTEE (D/SRC)

The Staff Design/Site Review Committee was established by the planning director to review and approve, deny, or approve with conditions, all applications for design review approval. The committee is comprised of county staff from the departments of health, planning, public works and building. Items reviewed by the Design/Site Review Committee (D/SRC) do not require MAC review.

Information regarding Staff Design/Site Review Committee can be obtained by contacting the Planning Department at 530-745-3000.

PLACER COUNTY ZONING ORDINANCE \ INTERPRETATION OF SECTION 17.60.140A(6)

ZONING ORDINANCE / PLACER COUNTY CODE CHAPTER 17 – ZONING

The Zoning Ordinance can be found online at www.placer.ca.gov. Copies of the Zoning Ordinances can be purchased at the Planning Department 3091 County Center Drive, Auburn for \$26.00 (Fee amount is subject to change). Planning Department 530-745-3000.

INTERPRETATION OF ZONING ORDINANCE

The Planning Director is assigned the authority to interpret the requirements of the Zoning Ordinance.

ZONING ORDINANCE/ MUNICIPAL ADVISORY COUNCILS / SECTION 17.60.140 (A)(6)

Notice to Municipal Advisory Councils.

Any application that requires a public hearing before the Planning Commission shall first be submitted to any local municipal advisory council (MAC) whose boundaries encompass the proposed project area. The Planning Department shall transmit a copy of the project application to the appropriate MAC, and shall request the MAC's general review and comment prior to any scheduled hearing before the Planning Commission. Failure of the MAC to comment prior to the Planning Commission hearing shall not be cause for the Planning Commission hearing to be postponed.

ZONING ORDINANCE / INTERPRETATION OF 17.60.140 (A)(6):

MAC review should occur before any public hearing before the Planning Commission and there is no requirement under this section to submit all applications to the MAC.

ATTACHMENTS



MEMORANDUM
PLANNING DEPARTMENT COUNTY OF PLACER

TO: BOARD OF SUPERVISORS
FROM: PLANNING DEPARTMENT- FRED YEAGER
DATE: JANUARY 30, 1995
SUBJECT: ZONING TEXT AMENDMENT (ZTA-320) - MUNICIPAL ADVISORY
COUNCIL- REVIEW OF PROJECT PROPOSALS

SUMMARY: This report addresses an amendment to the County code that requires project applications to be submitted to, and considered by local Municipal Advisory Councils (MACs), before they go to the Planning Commission for consideration. The preparation of this amendment was done at the direction of the Board of Supervisors (at the meeting of Dec. 13, 1994).

BACKGROUND: The Board of Supervisors has previously directed the staff to prepare an amendment to the County Code that would make it mandatory that a proposed project application be submitted to a local MAC prior to being considered by the Planning Commission. This request was the result of concerns expressed to the Board about projects that affected local areas, yet had not been discussed by the MAC. At present, applicants are advised to address any local MAC, but it is not required.

ANALYSIS: The positive aspect of this proposal is that it will ensure that the local appointed advisory bodies have an opportunity to review all projects destined to be heard by the Planning Commission. It is likely to also result in additional public input on many projects due to the fact that the MAC'S typically meet at night and in the local area. The staff believes that it is appropriate to point out that this proposal could impact both the timing of the review of projects as well as increase the cost of the County's review. If projects are required to be reviewed by the MACs, it is likely that the staff will be requested to attend all such meetings to provide background, discuss concerns, and be available for answering questions. Due to budget constraints in the last three years the staff's attendance at MAC meetings has been very limited, compared to previous years. This additional time would either be added on to the review cost of a major project, or result in an additional cost to the general fund for smaller projects. Alternatively, the staff could be directed not to attend such meetings; however, we have found that the quality of the MAC's review and comments is improved substantially when staff is available to provide background and technical support.

The timing of the review of projects may be affected in cases where the scheduling of a Planning Commission hearing must be adjusted to accommodate the MAC'S once-a-month schedule. Again, this could be addressed by instructing the MAC's to hold special meetings, as necessary, to avoid such delays or that the MAC review occur early enough in the process to avoid any such delay.

PROPOSED AMENDMENT: Chapter 30, of the County Code, is the zoning ordinance. Section 1204 addresses "Permits: Procedure for Issuance; Application" and requires that requests for approval of permits must be filed on forms approved by the County, and that the current fees must accompany an application. It is proposed that Section 1205 (a) be added to require that applications for approval of projects that require Planning Commission review must first be submitted to any local MAC (if one exists) for that groups' review and comment.

RECOMMENDATION: Based on the Board's previous direction, it is recommended that the Board approve the attached ordinance.

Respectfully submitted,

~Original memo submitted with signature

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF PLACER, STATE OF CALIFORNIA**

In the matter of: MUNICIPAL ADVISORY COUNCIL REVIEW OF APPLICATIONS-SECTION 1205(a) ZONING TEXT AMENDMENT (ZTA-320)

Reso. No: _____
Ord. No: 4661-B

First Reading: _____

The following ORDINANCE was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held June 6, 1995, by the following vote on roll call:

Ayes: SANTUCCI, UHLER, WEYGANDT, BLOOMFIELD AND LICHAU

Noes: NONE

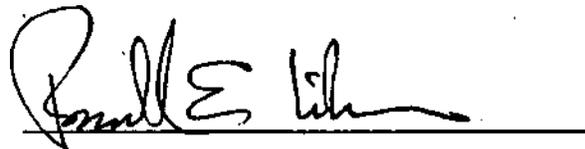
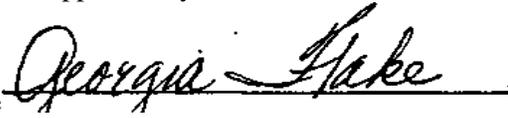
Absent: NONE

Signed and approved by me after its

passage

ATTEST:

Clerk of said Board



Chairman, Board of Supervisors

IT IS HEREBY ORDAINED that Section 1205(a) of Chapter 30 of the Placer County Code is amended as follows:

Section 1205
(a)

Notice of Hearing

Any application that requires a public hearing before the Planning Commission shall first be submitted to any local Municipal Advisory Council whose boundaries encompass the proposed project area. The Planning Department shall transmit a copy of the project application to the appropriate MAC, and shall request the MAC's general review and comment prior to any scheduled hearing before the Planning Commission. Failure of the MAC to comment prior to the Planning Commission hearing shall not be cause for the Planning Commission hearing to be postponed.

June 06, 1995 | Minutes of the Board of Supervisors County of Placer

Excerpt (Minute book 67, page 102)

PLANNING/ZONING TEXT AMENDMENTS (ZTA-320)/ MUNICIPAL ADVISORY COUNCIL REVIEW OF APPLICATIONS – Public hearing closed. MOTION Uhler/Santucci/Unanimous Ordinance 4661-B adopted amending Section 1205 (a), Chapter 30, Placer County Zoning Ordinance (ZTA-320) to require project applications be submitted to any local Municipal Advisory Council, whose boundaries encompass the proposed project area, for general review and comment prior to being submitted to the Planning Commission, with modifications as proposed by the Planning Director. Item to be brought back to the Board for review in July 1996. MOTION Uhler/Bloomfield/Unanimous

Fred Yeager advised that this would apply only to projects going to the Planning Commission and not smaller projects going to the Zoning Administrator; indicated concern with additional staff time that would be required to attend evening MAC meetings and increased budget costs; suggested alternatives such as flexible staff schedules for attending night meetings; and noted the Planning Departments would be responsible for noticing the MACs and planning could not hold up the process, if the MACs did not comment on a given project.

Staff recommended the Board approve the adoption of an Ordinance, relating to Municipal Advisory Council Review of Applications amending Section 1205 (a), Chapter 30, Placer County Code for Zoning Text Amendment (ZTA-320).

Supervisor Uhler indicated concern with costs associated with noticing projects to the MACs; supported the proposal, but suggested a one-year sunset clause, with the adoption of the ordinance, which failed for lack of support.

Supervisor Santucci did not want to add more government layers, but did want to make sure the MACs have all the information as well as the opportunity to “review” any projects.

John Marin, Administrative Assistant, stated that the MACs need to the proposed information before they make their decisions and suggested incorporating said information into the staff reports and into this review process by possibly using conditions of approval.

Supervisor Weygandt felt the earlier a project gets to the MACs, the better and opposed a one-year sunset clause.

Supervisor Bloomfield supported more local involvement in this process and felt this was a good compromise; stated the Board could review this process in one year, but opposed a one-year sunset clause.

Chairman Lichau opened the public hearing.

Ed Sandy, Chair Ophir/Newcastle Municipal Advisory Council, suggested some kind of guidelines for the MACs to go by.

Larry Jordan, Foresthill Chamber of Commerce, was not sure a sunset clause was necessary.

Richard Scholten, Chamonix Golf & Country Club, discussed encumbrances on developers by having multiple meetings with MACs.

Excerpt

PLANNING/MUNICIPAL ADVISORY COUNCIL REVIEW OF PROJECTS - Accepted update on the implementation of Ordinance 4661-B which mandated that projects coming before the Planning Commission must first be reviewed by the local Municipal Advisory Council.

Planning Director, Fred Yeager, said in July of 1995, the Board adopted Ordinance 4661-B which required that all items going to the Planning Commission must first be sent to the local Municipal Advisory Council for comment. Since that time, there have been a few issues that have arisen regarding the process. One MAC felt that all projects, not just Planning Commission items, should be heard by them. A second issue was timing of the MAC's review. Because MAC's meet once a month and the Planning Commission meets twice per month, the timing of MAC meetings did not always allow for a timely review. In addition, there were a few occasions where the MAC wanted to continue an item that had already been scheduled for a Planning Commission hearing. He believed it was not the intent of the ordinance to slow down the review process of matters scheduled before the Planning Commission and he did not recommend any changes be made. He merely wanted to inform the Board of how the process was working.

Supervisor Bloomfield felt the ordinance had some benefits and drawbacks as well. Sometimes a project proponent was disappointed with the MAC's comments and other times he was aware of comments from MAC members who would say they would help to get a project through. He was concerned with projects going to the Zoning Administrator not being sent to the MAC first because an appeal of the Zoning Administrator's decision is to the Planning Commission.

Mr. Yeager said the scheduling of items before the Planning Commission could be changed to include MAC review beforehand, however the Planning Commission would lose some flexibility and it would take longer to get a project to hearing. Supervisor Lichau noted that timing is a problem but MAC's are advisory to the Board of Supervisors not the Planning Commission.

MEMORANDUM
FROM THE OFFICE
OF COUNTY COUNSEL

TO: The Honorable Board of Supervisors
FROM: Anthony J. La Bouff, County Counsel
DATE: February 1, 2005
RE: Resolutions Amending Municipal Advisory Council Authorizing Resolutions

ACTION REQUESTED / RECOMMENDATION:

Approve each of the attached Resolutions amending the authorizing Resolution for eleven of the Municipal Advisory Council (hereinafter "MAC") in the County of Placer to change the term of member appointments so that the two year terms always end on January 31 of the appropriate year for MACs within supervisorial districts one, three, four, and five, reflect consistent language and format for each authorizing resolution, and to fix the member terms for all MACs, except those in district two, to commence with supervisorial terms when appropriate.

BACKGROUND/SUMMARY: On January 4, 2005 your Board directed staff to prepare an item for the January 18, 2005 agenda amending the Resolutions creating eleven of the Placer County MACs to affect a number of changes. On January 18, 2005 staff presented an agenda item reflecting the January 4, 2005 direction, including an amendment that would change MAC member terms to four years. Your Board directed staff to prepare an item for the February 8, 2005 agenda amending the Resolutions on the January 18, 2005 agenda to reflect MAC member terms of two years, while preserving the Resolutions' other changes to the Placer County MACs authorizing Resolutions.

The Board requested that the MAC resolutions be so that members serving on MACs in supervisorial districts one, three, four, and five serve two year terms commencing on or about February 1 of the appropriate year and ending on January 31 of the appropriate year, allowing newly elected supervisors to appoint members to MACs within their districts. Should a vacancy occur in a supervisorial seat in one of the above mentioned district, the newly appointed or elected supervisor will be able to appoint new MAC members to serve a term concurrent with the new supervisor's.

For the West Placer, North Auburn, Newcastle-Ophir, Penryn, Horseshoe Bar, and Granite Bay MAC the new two year terms would commence when the current supervisorial term ends in the district where the MAC is located. For the Meadow Vista, Weimar-Applegate-Colfax, Foresthill Forum, Squaw Valley, and North Tahoe MACs, the newly appointed members would serve two year terms commencing at appointment and ending on January 31, 2007.

The resolutions make consistent the language and format of eleven MAC authorizing resolutions. All of the requested amendments are reflected in the eleven resolutions amending the MAC authorizing resolutions.

The Board also requested that should it adopt a MAC manual, the MAC authorizing resolutions explicitly require compliance with the manual. County Counsel and Board staff will return to the Board with a proposed MAC manual at a future date.

As requested by the Board, the Rural Lincoln and Sheridan MACs authorizing Resolutions are not being amended.

RECOMMENDATION: Approve each of the attached Resolutions amending the authorizing Resolution for eleven of the MACs in the County of Placer.

PLACER COUNTY BOARD OF SUPERVISORS

Information regarding the current Placer County Board of Supervisors can be found by visiting the Placer County website at **<http://www.placer.ca.gov/BOS.aspx>**

The Placer County Board of Supervisors and their staff can be reached at 530-889-4010 or via email at **bos@placer.ca.gov**.

PLACER COUNTY PLANNING COMMISSION

Planning Commission

COMMISSIONERS

A listing of Planning Commissioners currently seated on the Planning Commission can be found at:

<http://www.placer.ca.gov/bos/ComComNu/ComComOtoZ/PlanningCom.aspx>

COMMITTEE PURPOSE:

Principal hearing body for the County on planning and related matters; accomplishes its mission by holding public hearings and making recommendations on proposed general plans, studies and zoning text amendments, reviewing and making decisions on major land development proposals and by encouraging citizen leadership and participation in the planning process.

COMMITTEE MEETINGS:

Second and fourth Thursdays at 10:00 a.m. in the Planning Commission Chambers, 3091 County Center Drive, Auburn, CA 95603.

Template – Meeting Announcement

MUNICIPAL ADVISORY COUNCIL'S
MEETING ANNOUNCEMENT

Welcome to the _____MAC meeting of _____, 20___. Agendas are available on the table near the door.

If you are here to speak on an issue not appearing on the agenda, you may do so during the public comment period. There is a three-minute time limit per speaker. The MAC is not permitted to take action on items addressed under public comment.

When you speak, clearly state your name and address for the record. All items on the agenda will be open for the public to address before final action is taken. There is a three-minute time limit per speaker, which will be monitored by a timer. The MAC Secretary will remind you when you have a minute left to speak.

If there is a person speaking on behalf of a group, with no other testimony from another member of the group, please identify yourself as such and your time may be extended at the pleasure of the MAC. Keep in mind that the Chairman has the discretion of limiting the total discussion time on any item.

After public comment has concluded on an agenda item, discussion amongst the MAC members will take place in order to make a recommendation or comment.

We ask that you please refrain from making comments while seated in the audience, unless you have been called upon.

Thank you for your participation and cooperation.

Municipal Advisory Councils of Placer County Handbook

