

# Regional Planning Advisory Committees

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## RPAC PURPOSE & PROCEDURES

(Adopted by Mono County Board of Supervisors Sept. 1, 1998)

### PURPOSE

The purpose of Mono County's Regional Planning Advisory Committees is to advise the Mono County Board of Supervisors, Planning Commission and Planning Division on the development, review, implementation and update of the Mono County General Plan and associated area/community Plans. In order to accomplish this purpose, the RPACs may:

1. Conduct and facilitate community planning meetings.
2. Provide assistance to the Mono County Planning Division and other County staff in identifying local planning issues, including community development constraints and opportunities.
3. Assist in preparing, reviewing and commenting on proposed community vision statements, planning policy and implementing ordinances affecting the local area, including proposals of Mono County, the Mono County Local Transportation Commission (LTC), the Mono County Collaborative Planning Team (CPT) and other requesting agencies.
4. Periodically (at least once a year) review the adequacy and applicability of local general plan policies.
5. Assist county staff in conducting planning studies in support of community planning efforts and plan implementation, including rezoning studies.
6. Review and comment on proposed plans and environmental studies prepared by other agencies that may impact the local area or conflict with existing community plans.
7. Assist in the development and review of capital improvement plans for Mono County, the LTC, and other requesting agencies.
8. Serve as a community forum and information clearinghouse on community planning issues.

### MEMBERSHIP

Unless specifically established by the Mono County Board of Supervisors, each RPAC may establish its own membership requirements. Membership should be open to all residents, business operators and landowners in a community area. To the greatest extent possible, RPACs should be composed of a representative cross section of community interests. It is suggested that each RPAC consist of seven to 11 members, appointed by the local supervisor, with Board concurrence.

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## **STAFF SUPPORT**

Mono County staff services for RPACs shall be coordinated by the Mono County Planning Division. Available staff services may include: agenda preparation; securing meeting locations; preparing press releases; posting and mailing agendas; preparing meeting notes/minutes; arranging for refreshments for special meetings; providing presentations on local planning matters; scheduling meeting speakers; preparing RPAC correspondence,; and presenting RPAC positions to the Planning Commission, Board of Supervisors, LTC, CPT, and other agencies. Community assistance in providing RPAC support services is strongly encouraged. Staff costs associated with RPACs should be recorded in the newly established RPAC budget unit of the Mono County budget.

## **MEETING GROUND RULES**

Each RPAC should establish ground rules for the conduct of its meetings. Although all RPACs may not be subject to the Brown Act, all meetings should be conducted in compliance with the Brown Act. Meetings should also be conducted following common principles of fairness and respect. All in attendance should be given an opportunity to be heard. Each agenda shall include a public comment section during which planning-related items not on the agenda may be discussed.

Each RPAC should appoint a Chair, moderator, or facilitator from its membership to conduct meetings, and secretary from its membership to take meeting notes/minutes. Meetings should generally not exceed two hours in length. Meetings should be conducted at locations easily accessible to the general public, and at times convenient to the public. Monday night meetings during football season should be avoided. RPACs should meet periodically, on an as-needed basis, or set regular meetings dates, such as the second Thursday of each month. In some instances, RPAC meeting frequency may be limited due to constraints on Planning Division staffing levels or workload. The Planning Division may request RPACs to skip meetings or stagger meeting dates to accommodate staff limitations. It should be noted that RPAC staff support is provided to promote community involvement in the local planning process. The Chair is charged with conducting an orderly meeting that conforms to the agenda and purpose of the meeting.

## **RPAC RECOMMENDATIONS**

RPAC recommendations should generally reflect a consensus. A consensus is not necessarily unanimous agreement, but rather is reached when everyone can live with a decision. When it is clear that opinions on an issue are divided, a vote may be necessary. Although voting is usually faster than building consensus, it often creates winners and losers; losers may feel left out or angry, which could lead to later community conflicts. Compromise and consensus are therefore preferred over formal votes.