

Regional Planning Advisory Committees

PO Box 347
Mammoth Lakes, CA 93546
760-924-1800 phone, 924-1801 fax
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760-932-5420 phone, 932-5431 fax
www.monocounty.ca.gov

RPAC PURPOSE & PROCEDURES

Originally adopted by Mono County Board of Supervisors Sept. 1, 1998

Revised February 9, 2016

PURPOSE

The purpose of Mono County's Regional Planning Advisory Committees (RPACs) 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.
9. Periodically develop and prioritize local projects of interest to the RPAC that are beyond the scope of Planning Advisory functions and may require County resources and staff support beyond the regular RPAC support duties of the Planning Division. Develop and implement strategies to move identified projects forward with appropriate County Departments and outside agencies.
- 8.10. Serve as a forum for discussion and opportunity to provide individual public comments on planning applications of local, regional or countywide importance.

MEMBERSHIP

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. Each RPAC shall consist of five to 15 members, with four year staggered terms. Following submittal of a standard application to the Community Development Department, RPAC applicants shall be considered and recommended exclusively by the local supervisor and appointed by the Board of Supervisors.

More on back...

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. The Planning Division will assign an "RPAC Planner" to each RPAC. The RPAC Planner, in addition to the services listed above, shall prepare a Planning Update for each RPAC meeting as a regular agenda item. The Planning Update will include brief discussion and opportunity for individual public comment to be received on all active planning applications of local, regional or countywide importance. The Planning Update may be verbal or written at the direction of the RPAC members. Community assistance in providing RPAC support services is strongly encouraged.

MEETING GROUND RULES

Each RPAC should establish bylaws for the conduct of its meetings, and RPAC bylaws shall be ratified by the Board of Supervisors. 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. 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.