

# **Antelope Community Planning Advisory Council**

## **CPAC MEMBER**

### **INFORMATION BINDER**





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# INTRODUCTION

This informational binder is provided to assist you in carrying out your functions as a Council member. The Sacramento County Board of Supervisors has appointed you as a representative of your community, to participate on the local planning council. The council will review all planning projects for compatibility with your community plans, goals and objectives, and make recommendations to the County Planning staff, the Board of Supervisors and all other county Planning hearing bodies.

## ***What is Community Planning Advisory Council***

CPAC is the acronym for Community Planning Advisory Council. There are currently fourteen CPACs established by the Board of Supervisors in the unincorporated area of the county to provide local forums to develop and propose community goals and objectives. All fourteen councils go by CPAC with the exception of Delta, who uses DMAC, for Delta Citizen's Municipal Advisory Council. *(For details on the establishment and responsibilities of the CPACs refer to Chapter 2.36 of the County Code).*

Listed below are the current Supervisors and the corresponding CPACs in their districts.

<b>District 1</b>	<b>District 2</b>	<b>District 3</b>	<b>District 4</b>	<b>District 5</b>
<b>Phil Serna</b>	<b>Patrick Kennedy</b>	<b>Susan Peters</b>	<b>Sue Frost</b>	<b>Don Nottoli</b>
Natomas	South Sacramento	Arden Arcade	Antelope	Cosumnes
North Highlands/Foothill Farms	Vineyard	Carmichael/Foothill Farms	Orangevale	Delta (DMAC)
South Sacramento		Cordova	Cordova	Southeast Area
Rio Linda/Elverta		Fair Oaks	Cosumnes	Vineyard
		North Highlands/Foothill Farms	Fair Oaks	
			Carmichael/Foothill Farms	
			North Highlands/Foothill Farms	
			Rio Linda/Elverta	

The CPAC's were established to encourage citizen participation in the planning process. The CPACs vote to recommend approval or denial of projects to the final hearing body, the Zoning Administrator, the Subdivision Review Committee, the Planning Commission or the Board of Supervisors.

## ***Council Functions***

The Council's function in the planning process is to review and comment on proposed Community Plan Amendments, Rezones, Use Permits, Variances, General Plan Amendments and other pertinent planning proposals. The Board of Supervisors and Sacramento County Planning commissions may seek the Council's participation on other related matters, as they deem necessary. The Council can also develop and/or propose new amendments to existing Community Plans and other pertinent plans.

## ***County Planning Representatives***

Two County Planning Representatives are assigned to each CPAC. These County Planning Representatives attend CPAC meetings to assist the CPAC members in ensuring that meetings run smoothly. They provide not only guidance, but information on the County's planning policies and regulations. The County Planning Representatives are not there to advocate for or against a project.

The names of these County Planning representatives are reflected on the CPAC agendas, meeting cancellation letters, and calendars.

## ***County Planning Secretary's Responsibilities***

The County Planning Secretary provides administrative support to all fourteen CPACs. The County Planning Secretary's primary responsibilities include maintaining the CPAC member roster, scheduling meetings, reserving venues, preparing, mailing and posting of notices and agendas. You may contact *County Planning Secretary* at 916-874-539.

## ***Importance of a Quorum***

A valid CPAC vote requires a *quorum* which is the majority (greater than half) of the appointed members. Without a quorum, no action can be made on any planning item for review

## ***The Brown Act***

The Brown Act is a California Government Code enacted by Legislature on the rights of the public to remain informed on the actions of, and deliberations conducted by, their elected/appointed public servants. A pamphlet is provided by the Office of the Attorney General and can be found at: [http://caag.state.ca.us/publications/2003\\_Intro\\_BrownAct.pdf](http://caag.state.ca.us/publications/2003_Intro_BrownAct.pdf) or request a copy from *County Planning Secretary* at 916-874-5397.

## ***Annual CPAC Calendar***

CPACs generally hold their meetings once a month. The individual CPAC calendars reflect the meeting schedules for the year and the meeting place (venue).

## ***Annual CPAC Appreciation Event***

The purpose of the CPAC Appreciation & Training is to show appreciation to our CPAC Council Members for their time, commitment and dedication during their service as a CPAC Council Member, as well as provide training, updates and review general procedures.

## ***Open Meeting Requirements***

In following through with the Brown Act, *property owners* within 500-foot radius of the project location must be informed of when and where the CPAC will meet to discuss and/or vote on a project. Public hearing notices are mailed at least 10 days prior to the scheduled meeting.

- All CPAC meetings are covered by the Brown Act
- All business must be conducted in an open and public meeting
- Watch for serial meetings, particularly email chains
- A majority of council members may meet as long as business is not discussed, such as at a luncheon or conference
- Individual contacts between a member and others are exempted, but keep in mind the duty to make a decision based on the record
- All votes must be cast in public and no preliminary or email votes are permitted

- All materials must be made available to the public at the same time they are made available to the Council members
- Memos from County Counsel are not public documents
- Emails to and from CPAC members are public documents
- CPAC documents may become part of the administrative record in the event of litigation

### ***Public's Right to Participate at Meetings***

- The public has a right to participate at meetings, and may comment on any agenda item
- The public has broad constitutional rights to comment on any subject relating to the business of the council, and no attempt should be made to restrict the content of the speech
- Reasonable time limits may be imposed
- Members of the public may tape or record the meeting
- Agendas must be posted 72 hours in advance; posted on the County's website and on site
- The council may not consider a matter not on the posted agenda
- Public comment for items not on the agenda is allowed under Public Comment. No action is allowed
- If a member of the public is disruptive to the extent the meeting cannot be conducted in an orderly fashion, the council may exclude the disruptive persons, or clear the room

### ***Meeting Minutes & Referral Form***

The Secretary for the Council or appointed member shall prepare an accurate record of all the proceedings. Minutes of the meeting shall contain the following:

- *Role and Attendance*
- *Approval of Minutes*
- *Motions*
- *Name of Maker and the Second*
- *Vote Reasons*
- *Pertinent Comments to explain the action taken*
- *Adjournment*

The CPAC Referral Form must be completed by the Secretary for the Council or appointed member and given to the County Planning Representative at the end of the meeting.

### ***Appeal Procedures***

- Any interested person, including a CPAC, may appeal a decision of the Subdivision Review Committee, Chief Building Inspector, Zoning Administrator, or Planning Commission
- Appeals may be made on final decisions only, not recommendations
- Appeals must be filed not later than 10 calendar days after the date on which the act or determination appealed from is made.
- There is no filing fee if the appeal is filed by a CPAC, if approved by a majority of CPAC members meeting in open session, and the matter of the appeal has community-wide significance as stated in the appeal form
- CPAC may pre-authorize appeal at the same meeting the item is heard but an appeal form must still be filed







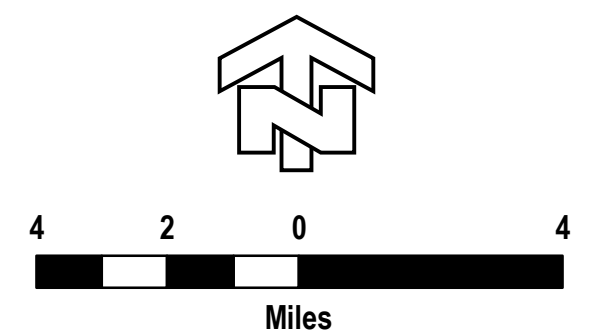
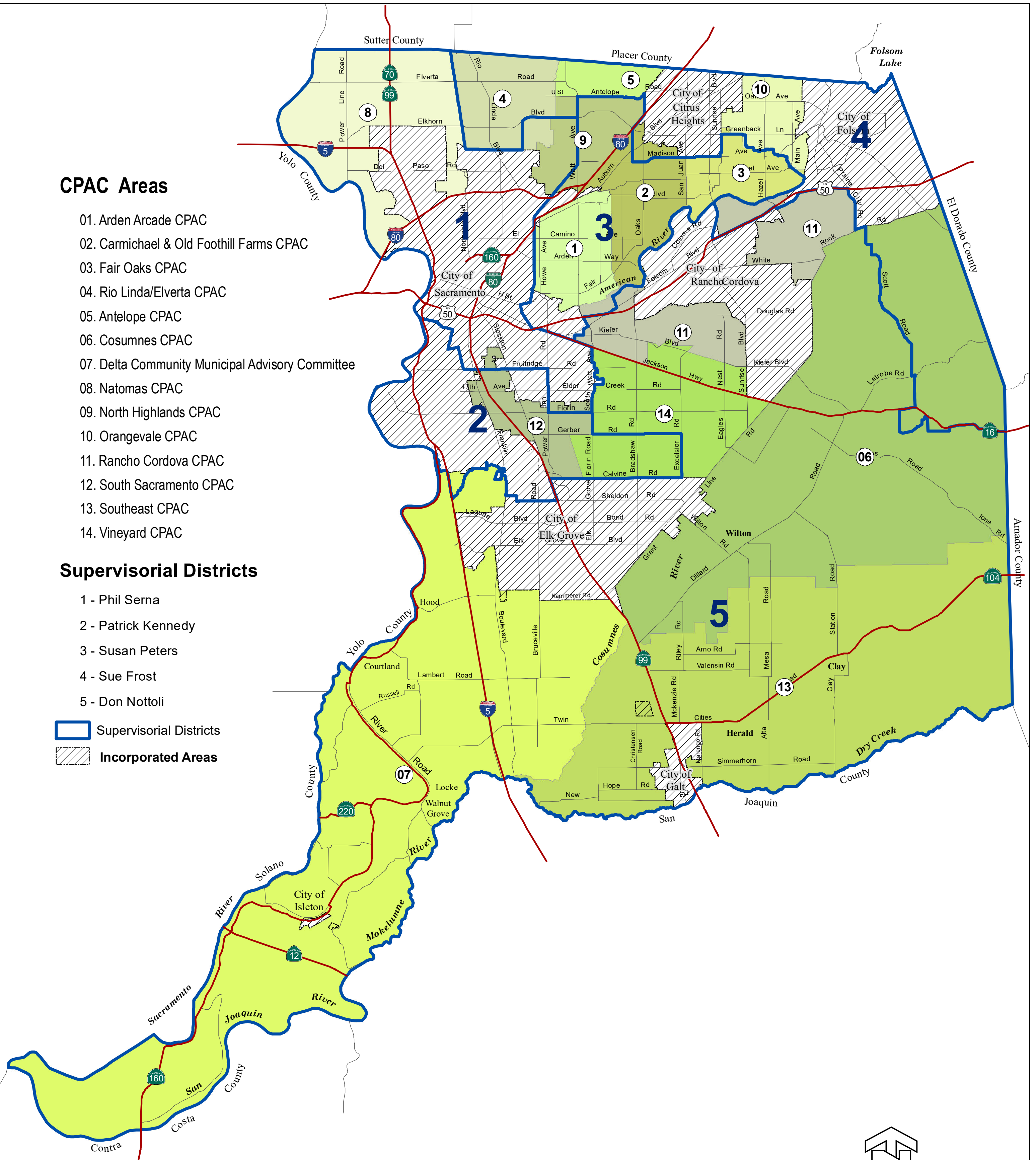
## CPAC Areas

01. Arden Arcade CPAC
02. Carmichael & Old Foothill Farms CPAC
03. Fair Oaks CPAC
04. Rio Linda/Elverta CPAC
05. Antelope CPAC
06. Cosumnes CPAC
07. Delta Community Municipal Advisory Committee
08. Natomas CPAC
09. North Highlands CPAC
10. Orangevale CPAC
11. Rancho Cordova CPAC
12. South Sacramento CPAC
13. Southeast CPAC
14. Vineyard CPAC

## Supervisory Districts

- 1 - Phil Serna
- 2 - Patrick Kennedy
- 3 - Susan Peters
- 4 - Sue Frost
- 5 - Don Nottoli

-  Supervisory Districts
-  Incorporated Areas





## CHAPTER 2.36

### COMMUNITY PLANNING ADVISORY COUNCIL

#### Sections:

- 2.36.010 Authority to establish.
- 2.36.020 Purpose.
- 2.36.030 Community planning advisory committee.
- 2.36.040 Members.
- 2.36.043 Exceptions.
- 2.36.045 Removal of members.
- 2.36.050 Establishment.
- 2.36.060 County responsibility.
- 2.36.070 Council budget.
- 2.36.080 Financial disclosure.
- 2.36.090 Limitation on authority.

**2.36.01 AUTHORITY TO ESTABLISH.** The Board of Supervisors may by resolution establish community planning advisory councils (hereinafter “councils”) throughout the unincorporated area of the county for planning area which have an adopted community plan. A council established pursuant to this chapter shall have the powers and duties specified in this chapter and in the establishing resolution. (SCC 194 Sec. 3 (part), 1975).

**2.36.020 PURPOSE.** (a) It is the intent of the Board of Supervisors in establishing councils that the councils serve to:

- 1) Encourage citizen participation in the planning processes:
- 2) Provide local forums to develop and propose community goals and objectives:
- 3) Serve as a local sounding board for new proposals offered by county staff and others:
- 4) Assist the county planning agencies and the Board of Supervisors in carrying out approved community plans and the county’ general plan.

(b) The councils shall be advisory only to county agencies. (SCC 194 Sec. 3 (part), 1075).

**2.36.030 COMMUNITY PLANNING ADVISORY COMMITTEE.** The Board of Supervisors may, by resolution at its sole option, establish community planning advisory committees for a given planning area before establishing a council as provided in Section 2.36.010. The board shall specify in the resolution the duties of the committee which typically shall be (1) developing new or initial community plan or (2) updating an existing community plan. The committee shall continue in existence until the work on the community plan has been approved by the Board of Supervisors. Committee members shall be appointed by the Board of Supervisors. (SCC 234 Sec. 1, 1975: SCC 194 Sec.3 (part), 1975).

**2.36.040 MEMBERS.** There shall be at least five (5) but not more than fifteen (15) members of a council. Members shall be residents of the planning area. Members shall serve for

a period of two (2) years. No members shall serve more than two (2) consecutive terms. Any person appointed to fill an unexpired portion of an existing term, may serve two (2) terms following the expiration of the existing term. Members first appointed shall serve either a one (1) or a two-year term so that as nearly as possible an equal number of terms shall expire each year. The first members of a council shall determine by lot at their first meeting which of them shall serve for one (1) or two (2) years respectively. The Board in selecting members shall give consideration to individuals who serve or have served on community planning advisory committees or similar committees. Vacancies in councils shall be filled by the Board of Supervisors. Publicity shall be given of vacancies to attract individuals who wish to serve on councils. (SCC 406 Sec. 1, 1980: SCC 194 Sec. 3 (part), 1975).

**2.36.043 EXCEPTIONS.** Notwithstanding any provision of Section 2.36.040 to the contrary, in the event the Board of Supervisors determines that there are insufficient applicants to fill a vacancy on a Community Planning Advisory Council, the Board may either: (1) terminate existence of the Council; or (ii) extend for a period of sixty days the term or tenure of the member or members of the Council whose cessation of membership creates the vacancy or vacancies, for the purpose of further solicitation of applications for appointment at the conclusion of the sixty-day period, if there are still insufficient applicants, the Board may alternatively terminate the Council or extend the term of preceding members additional periods of sixty days for further solicitation of applicants. (SCC 554 Sec.1, 1983).

**2.36.045 REMOVAL OF MEMBERS.** Notwithstanding any provision of this Chapter or resolution adopted hereunder to the contrary, each member of a community planning advisory council shall serve at the pleasure of the Board of Supervisors and may be removed during the member's term at the will of the Board. (SCC 512 Sec. 10, 1982).

**2.36.050 ESTABLISHMENT.** The councils shall be established by the board of supervisors who shall adopt a resolution of establishment for each council. The resolution shall set forth the following matters and such other matters as the Board of Supervisors deems appropriate.

- a) **Members, Appointment.** The resolution shall specify the number of members, the terms thereof and the minimum requirements for continued eligibility for membership. The members shall be appointed as provided in Section 2.36.040.
- b) **Council Offices.** The council shall have a chairperson, a vice-chairperson and a secretary who shall be elected at the initial public meeting and annually thereafter by the council members.
- c) **Planning Area.** The jurisdiction of each council herein referred to as the planning area shall be established by the board of supervisors. The Board shall seek the advice of the policy and project planning commissions and planning staff in determining a planning area. Planning areas shall not have overlapping boundaries.
- d) **Meetings of Councils.** All meetings of a council shall be open to the public and shall be held within the planning area or meetings shall be as provided in the council rules.
- e) **Council Functions.** The function of a council may include:
  - 1) Updating community goals and plans:
  - 2) Developing and proposing community improvement programs:

- 3) Reviewing and commenting upon proposed amendments to the general plan, specific plans, zoning changes, conditional use permits and related zoning matters and subdivision;
- 4) Such other matters as the Board of Supervisors deems appropriate.
- f) Internal Organization and Operation of Council. Except as otherwise provided by law or resolution of establishment, each council shall determine its own organization and method of operation. The council may form committees to conduct its affairs from its membership, from residents in the planning area or a combination of residents and council members.
- g) Quorum. A majority of the appointed members shall constitute a quorum of a council. A majority of the quorum shall constitute sufficient votes of the members for the transaction of council business.
- h) Council Rules. The council shall adopt operating rules and procedures which shall be approved by the county counsel not later than the second regular meeting of a council. Copies of the rules shall be available to the public at the office of the secretary of the county planning commissions. The rules shall include but not limited to:
  - 1) Conduct of meetings;
  - 2) Selection of meeting sites;
  - 3) Mailing address(es) of the council;
  - 4) Telephone number(s) of council;
  - 5) Response time to project and other matters referred to the council by the county;
  - 6) Retention of official records of the council;
  - 7) Notice of meetings to: residents, press, promoters of projects and others. (SCC Sec.1, 1978: SCC 234 Sec.2 1975: SCC194 Sec.3 (part), 1975).

**2.36.060 COUNTY RESPONSIBILITY.** The county shall, subject to approval by the Board of Supervisors, provide staff assistance to councils to prepare and update community plans and proposed amendments to the county general plan. The county shall make reasonable efforts to notify councils of actions taken by county agencies on matters which have been referred to and commented upon by councils. (SCC 194 Sec.3 (part), 1975).

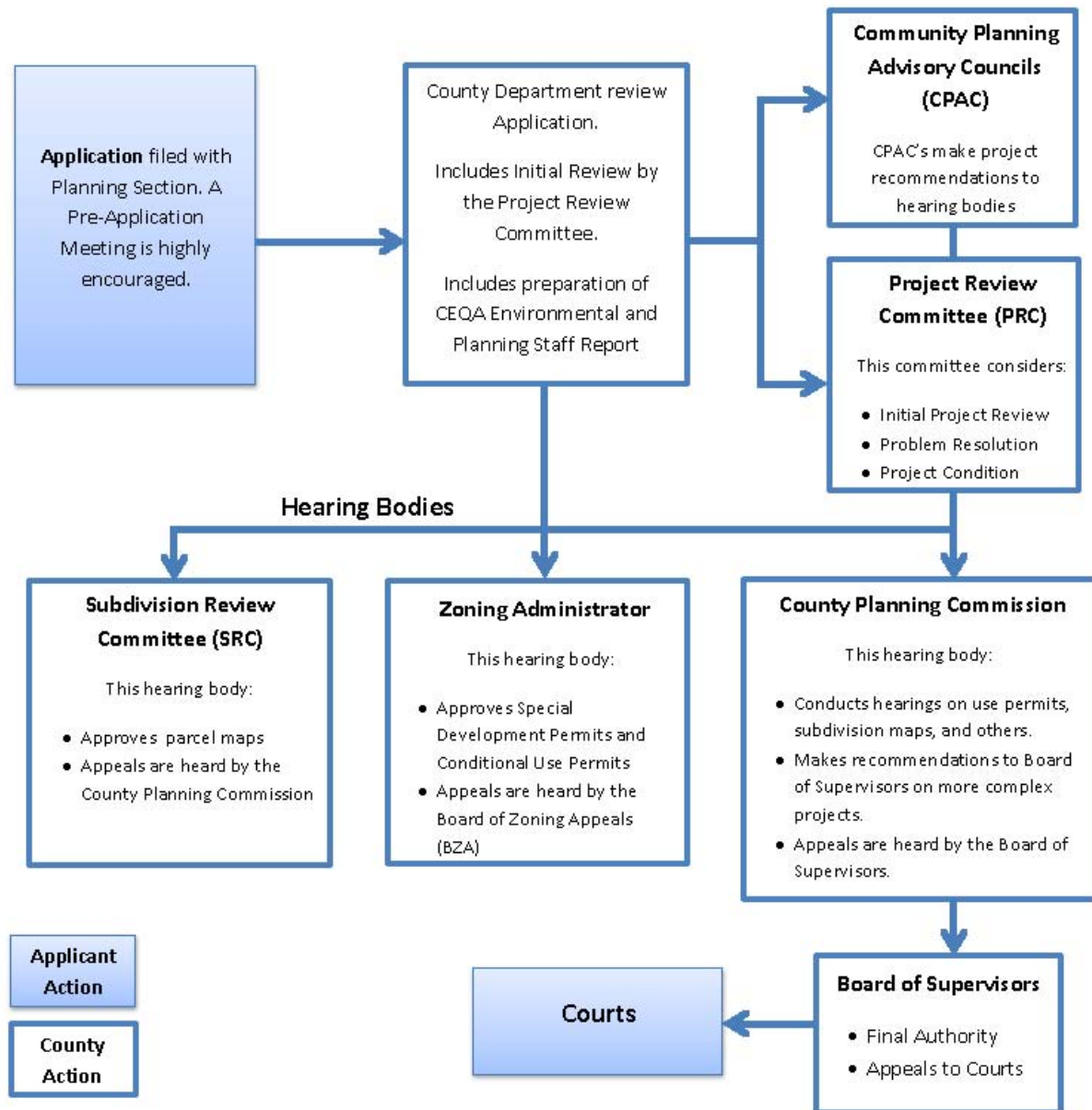
**2.36.070 COUNCIL BUDGET.** Each council shall, on a schedule to be determined by the county executive, prepare and submit to the county an annual budget for proposed council expenditures. (SCC 194 Sec. 3 (part), 1975).

**2.36.080 FINANCIAL DISCLOSURE.** All appointees to community planning advisory councils and community planning advisory committees established pursuant to this chapter shall comply with all state and county laws, ordinances and regulations relating to conflict of interest and financial disclosure. (SCC 234 Sec. 3, 1975).

**2.36.090 LIMITATION ON AUTHORITY.** Unless specified in the resolution of establishment, a council shall not represent the community to any state, county, city, special district or school district, agency or omission or any other organization on any matter concerning the community. (SCC 362 Sec.2, 1978).



# Hearing Process







## CPAC ROSTER

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Antelope						
Meeting: Every 1st Thursday						
Time: 7:00 pm						
Officer Election: January						
Assigned Managers:						
Jessica Lynch						
Kate Rose						
Meeting Dates: In Yellow						
Holidays: In Red						
Project Due Date: In Green						
Venue:						
North Highlands/Antelope Library						



## **ANTELOPE COMMUNITY PLANNING ADVISORY COUNCIL OPERATING RULES**

- 1) **TIME AND PLACE:** Regular meetings of the council shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at the location announced in the public notice. Meetings shall begin at 7:00 p.m. The time or place of a meeting may be changed, provided the Planning Department is notified and the alternate meeting place is posted at the regular meeting place.
- 2) **ADDRESSES AND PHONE NUMBERS:** The addresses and phone number of the Council shall be that of the residence of the Chairperson of the Council or such other contact person designated by the Council.

The current address and phone number of the Council shall be placed on file with the CPAC Secretary (County clerical staff), the Board of Supervisors' office, and the Secretary of the Planning Commission.

- 3) **PROCEDURES FOR THE CONDUCT OF MEETINGS:** As a general rule, meetings shall be conducted as informally as possible and still maintain order and carry out the business of the Council. If deemed necessary by the Chairperson or by a majority of the Council, Robert's Rules of Order, or other appropriate procedures may be invoked to properly conduct the business of the Council. The Chairperson shall explain, prior conducted and the rules that everyone will be expected to adhere to. If a time limit on speakers is imposed, a timer shall be used, or a person other than the Chairperson shall keep time.

### **ORDER OF BUSINESS:**

#### **A. INTRODUCTION**

- 1) Role of the Council
- 2) Introduction of Members and Recognition of New Members, Staff and Others present to assist the Council.
- 3) Quorum Determination
- 4) Explanation of Hearing Procedures. Procedures may be adjusted, depending on the situation.
- 5) Public Announcements

#### **B. APPROVAL OF MINUTES**

#### **C. PLANNING ITEMS**

- 1) Applicant's Presentation
- 2) Report by Investigating Member
- 3) Questions by Council Members

- 4) Public Comments/Questions
- 5) Close the Public Hearing
- 6) Discussion by Council
- 7) Council Action on Recommendations and Conditions

#### D. OTHER BUSINESS

#### E. ANNOUNCEMENTS/ADJOURNMENT

#### MINUTES:

Minutes of the meeting shall contain the following at minimum:

ROLE AND ATTENDANCE; APPROVAL OF MINUTES; MOTIONS; NAME OF MAKER AND THE SECOND; VOTE; REASONS; CONDITIONS, AND PERTINENT COMMENTS TO EXPLAIN THE ACTION TAKEN; ADJOURNMENT.

The Secretary shall record the minutes and attach the Referral Forms or other information deemed necessary to explain the action. The Minutes shall be signed by the Chairperson and countersigned by the Secretary or Acting Secretary.

#### VOTING RESPONSIBILITY:

All members of the Council present shall have and shall cast one (1) vote on every motion or issue before the Council. The Chairperson shall have the right to make and second motions and shall vote as a tie-breaker in the event of an evenly split decision. Any declaration to abstain shall be justified by a reason, which shall be duly recorded in the minutes. Abstentions on the basis of conflict of interest should be based on the "Conflict of Interest" statement in the Bylaws.

- 4) INVESTIGATING AND REPORTING PROCEDURES: The Chairperson shall assign a member the prime responsibility for investigating applications and referrals. This member shall be known and referred to as the Investigating Member. The Investigating Member shall make a report to the Council on the surrounding land use and conditions on the site, relative to the request. When applicable, the relationship to the Community Plan and/or the General Plan shall be presented.

If the applicant, neighbor, or others have been contacted, a report shall be given on their responses. **THE INVESTIGATING MEMBER SHALL NOT MAKE A RECOMMENDATION UNTIL THE HEARING HAS BEEN CLOSED AND THE COUNCIL MEMBERS HAVE COMPLETED THEIR DISCUSSION.** As a courtesy, the Investigating Member may be offered the opportunity to make the motion.

- 5) NOTICE OF MEETING: Notice of meetings may be given by mail, telephone, publication, news release, County referral, posting, personal contact or by any combination of such methods of communication.

The Chairperson shall mail the agenda to the CPAC Secretary (Community Planning Advisory Council Secretary) at the Sacramento Planning Department at least ten (10) working days prior to the meeting. The County will then be responsible for notifying the applicants. While it is not required, the Council or Investigating Member may give notice to the number of neighbors deemed desirable to provide the input on a project that may affect them. The County Secretary may be contacted for forms used to notify the neighbors. If a special study has been requested by the Board of Supervisors or a controversial project involving a large area requires notice, contact the Senior Planner, to determine if notice by the County is appropriate.

- 6) RESPONSE TIME: The Council shall respond to the applications and other matters referenced to it in a timely matter that will accommodate authority, and staff. If additional time is required by the Council to obtain adequate information and testimony, the Chairperson or Secretary shall be authorized to seek such extension from the appropriate authority as may be necessary.

The Chairperson, or such other Member as he/she may designate, shall be responsible for the preparation and delivery of the Council's response and recommendation to the appropriate authority within two (2) working days after the council's decision. The Council shall make a concerted effort to respond prior to the hearing or other action dates set forth in referrals to the council.

- 7) ATTENDANCE: When it is not possible to attend a meeting, a member should advise the Chairperson. If a member is absent from three (3) consecutive meetings without notifying the Chairperson, the Council may recommend to the Board that the member be removed from the Council. Before an official action is taken to remove the member, a notice shall be sent to the member explaining the pending action and providing an opportunity for the member to appear at the next meeting to discuss his/her future intentions.
- 8) MEMBERS RIGHTS: Nothing shall preclude a member from exercising his/her right of free speech nor from acting as a private citizen on any matter or issue, provided, however, that in exercising such rights, the member shall make clear that he/she is acting on his/her own behalf and shall specifically disclaim and deny any authority to speak for or on behalf of the Council, unless authorized by a majority vote to represent the Council before an appropriate body.
- 9) RETENTION OF RECORDS: The Planning Department shall keep the agendas, minutes, and other pertinent correspondence for at least two (2) years, which shall be available to any Council member upon request. The Council shall maintain its records for a minimum of at least two (2) years.
- 10) AMENDMENTS: These operating rules may be amended at any regular meeting of the Council by motion duly made, seconded, and carried by a majority vote.





**ANTELOPE COMMUNITY PLANNING ADVISORY COUNCIL  
BYLAWS**

- 1) **NAME:** The Council shall be known as the Antelope Community Planning Advisory Council; hereinafter referred to as Council.
- 2) **FUNCTIONS OF THE COUNCIL:** The Council has been established to encourage citizen participation in the planning processes and to provide forums to propose and review community and county-wide goals and objectives.

The Council is authorized to:

- a. Review and comment upon proposed Zoning Code Amendments, Variances, Use Permits, General Plan Amendments, Specific Plan Amendments, and other pertinent planning proposals.
  - b. Develop new and/or propose amendments to existing community plans and county-wide plans affecting the council's jurisdiction.
  - c. Comment upon implementation of community plans and other pertinent plans.
  - d. Such other matters from time-to-time as the Board of Supervisors or Project or Policy Planning Commissions deem appropriate.
- 3) **PLANNING AREA:** The Council is authorized to have jurisdiction for the matters specified herein in the planning area described on Exhibit A of Resolution No. 90-1193 as it now exists or hereafter may be amended.
- 4) **MEMBERS:** The Council shall have seven (7) members who shall serve at the pleasure of the Board of Supervisors. Each member shall be a resident of the Planning area described in Paragraph 3 and shall serve more than two (2) year term. No member shall serve more than two (2) full consecutive terms. A member may remain on the Council at the pleasure of the Board of Supervisors, when an extension of time is approved by the appointing Board member and until replaced by a new member.
- 5) **VACANCIES:** Vacancies in the Council shall be filled by the Board of Supervisors. Publicity shall be given in the planning area in a manner to be decided by the Board of Supervisors of the Board's intention to fill a vacancy. The purpose of the publicity is to attract individuals who may wish to serve on the Council.
- 6) **CONTINUED ELIGIBILITY:** A member who has had three (3) consecutive unexcused absences from regular meetings of the Council, or inexcusably fails to complete assigned agenda projects as investigating member on three (3) occasions in a twelve month period, shall forfeit his or her membership. The Board of Supervisors, however, in its sole discretion, may excuse a member's absence and restore the individual to membership in the Council.
- 7) **REMOVAL FROM OFFICE:** The Board of Supervisors may remove any Council member from office for cause satisfactory to the Board itself. The Board's determination of satisfactory cause shall be conclusive.

- 8) COUNCIL OFFICERS: The Council shall have the following officers:
- a. The Chairperson shall provide over meetings of the Council and shall act as liaison person with the Staff and other County officials. He/She shall be responsible for receiving delivery of applications and other communications from the County, and assigning projects to the investigating members of the Council for a report. The Chair person may delegate any part of the duties to another member, but he/she shall retain the responsibility for performance. The Chairperson or designated representative shall be responsible for reviewing and signing the referral forms before they are returned to the County.
  - b. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson. He/She shall receive all, "Action Summaries" from the County and report on the actions of the County on projects of interest to the Council.
  - c. The Secretary shall prepare and keep the minutes of the meetings of the Council, maintaining an accurate record of all the proceedings. He/She shall respond, as authorized by the Council, to correspondence and other communications to the Council. The Secretary shall maintain files of the records of the Council for a period of two (2) 2 years or as long as determined to be necessary for convenience of the Council. The County will maintain a file for the Council for at least two years. In the absence of the Secretary, an Acting Secretary may be appointed for each meeting by the Chairperson.
  - d. The officers shall be elected by the Council members at the first regular meeting of January and shall be seated the first meeting in February.
- 9) INTERNAL ORGANIZATION: The Council may provide for officers, in addition to those set forth in Paragraph 8, provided the terms and election conform to the requirements of Paragraph 8. The Council may also form committees from its members and residents of the planning area to assist the Council.
- 10) QUORUM: The Quorum shall consist of majority of the appointed members. A concurrence of a majority of the quorum shall constitute a sufficient number of members to transact any Council business, including the election of officers.
- 11) COUNCIL MEETINGS: All meetings of the Council shall be open to the public and shall be held within the planning area and at a reasonable time so that the public can attend. Meetings shall be published at least one (1) week prior to scheduled meeting.
- 12) COUNCIL RULES: The Council rules shall provide for the following:
- a. Procedures for the conduct of regular and special meetings.
  - b. The meeting place or places of the Council.
  - c. The mailing address of the Council.
  - d. The telephone number of the Council.
  - e. The names/addresses/telephone numbers of the officers of the Council.
  - f. The procedures to hear and comment upon matters referred to the Council by the Board of Supervisors, the County, and others.
  - g. The form of notices to the press, residents, promoters of projects, and other regarding Council matters.
  - h. The retention of records of the Council.

- 13) FINANCIAL DISCLOSURE: Members, before assuming office and annually, shall comply with Chapter 2.65 of Sacramento County Code relating to financial disclosure.
- 14) CONFLICT OF INTEREST: No Council member shall make, participate in making, or in any way attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect for him/her personally, distinguishable from its effect on the public generally.
- 15) AMENDMENTS: These bylaws may be amended upon the submission of a motion to amend, in writing.



RESOLUTION NO. 90-1193

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY  
OF SACRAMENTO ESTABLISHING THE ANTELOPE COMMUNITY  
PLANNING ADVISORY COUNCIL**

---

WHEREAS, Chapter 2.36 of the Sacramento County Code authorizes the Board of Supervisors by resolution to establish community planning advisory councils (hereinafter councils); and

WHEREAS, the Board of Supervisors deems it appropriate to establish a council for the area generally known as the Antelope Community; and NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Sacramento County does hereby establish the Antelope Community Planning Advisory Council subject to the requirements, rules and other matters as are set forth in Exhibit A which said is made part of this Resolution.

BE IT FURTHER RESOLVED that the Clerk of the Board of Supervisors shall:

1. Send a copy of this Resolution to the Policy Planning Commission and the Project Planning Commission and such other agencies and organizations as the clerk deems appropriate; and
2. Cause a notice of the establishment of the Council to be published in a newspaper which has circulation in the area to be served by the new Council.

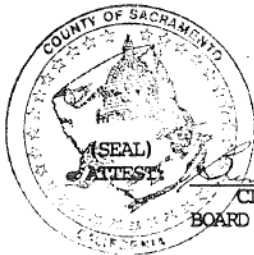
On a motion by Supervisor T. JOHNSON, seconded by Supervisor J. STRENG, the foregoing resolution was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California, this 10<sup>th</sup> day of JULY, 1990, by the following vote, to wit:

**AYES:**        **Supervisors**   T. Johnson, Smoley, Streng, G. Johnson

**NOES:**        **Supervisors**   None

**ABSENT:**    **Supervisors**   Collin

**ABSTAIN:**   **Supervisors**   None



Montland J. Johnson  
CHAIRMAN OF THE BOARD OF SUPERVISORS  
OF SACRAMENTO COUNTY, CALIFORNIA

Donna A. Williams  
CLERK OF THE  
BOARD OF SUPERVISORS

In accordance with Section 25103(b), the Government Code of the State of California, a copy of this document has been delivered to the Chairman of the Board of Supervisors, County of Sacramento on:

FILED

JUL 10 1990

BOARD OF SUPERVISORS

BY Donna A. Williams  
CLERK OF THE BOARD

JUL 10 1990

By Harry A. Donaldson  
Deputy Clerk, Board of Supervisors

## EXHIBIT A TO RESOLUTION NO. 90-1193

1. NAME: The Council shall be known as the Antelope Community Planning Advisory Council; hereinafter referred to as Council.
2. FUNCTIONS OF THE COUNCIL: The Council has been established to encourage citizen participation in the planning processes and to provide community forums to propose and review community and countywide goals and objectives. The Council is authorized to:
  - a. Review and comment upon proposed zoning code amendments, variances, use permits, general plan amendments, specific plan amendments and other pertinent planning proposals.
  - b. Develop new and/or propose amendments to existing community plans.
  - c. Comment upon the implementation of community plans and other pertinent plans.
  - d. Such other matters as from time to time the Board of Supervisors or Project or Policy Planning Commissions deem appropriate.
3. PLANNING AREA: The Council shall have jurisdiction for the matters specified in paragraph 2 in the planning area described as follows:

On the westerly side, 28<sup>th</sup> Street to Elverta Road and Dry Creek to the County line; on the north, the Placer County and Sacramento County boundary; on the east, the Southern Pacific Company's tracks south to Antelope Road; on the south, Antelope Road (U Street) from the Southern Pacific Company's tracks west to 28<sup>th</sup> Street.
4. MEMBERS: The Council shall have seven (7) members who shall serve at the pleasure of the Board of Supervisors. Each member shall be a resident of the planning area described in Paragraph 3 and shall serve for a two (2) year term. No member shall serve more than two consecutive terms. Members first appointed shall serve either a one or two year term so that nearly as possible an equal number of terms shall expire each year. At the first meeting of the Council the members shall by lot determine that four (4) members shall have a term of one year and three (3) members shall have a term of two years.
5. VACANCIES: Vacancies in the Council shall be filled by the Board of Supervisors. Publicity shall be given in the planning area in a manner to be decided by the Board of Supervisors of the Board's intention to fill a vacancy. The purpose of the publicity is to attract individuals who may wish to serve on the Council.
6. CONTINUED ELIGIBILITY: A member who is absent from three (3) consecutive regular meetings of the Council shall forfeit his or her membership. The Board of Supervisors, however, in its sole discretion, may excuse a member's absence and restore the individual to membership in the Council.
7. REMOVAL FROM OFFICE: The Board of Supervisors may remove any Council member from office for cause satisfactory to the Board itself. The Board's determination of satisfactory cause shall be conclusive.

8. COUNCIL OFFICERS: The Council shall have the following officers:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary

The officers shall be elected at the first regular meeting of the Council and shall serve for a period of one year. Officers shall be elected annually thereafter.

9. INTERNAL ORGANIZATION: Except as provided herein, the Council shall determine its own organization and procedures. The Council may provide for officers in addition to those set forth in paragraph 8; provide the terms and election conform to the requirements of paragraph 4. The Council may also form committees from its members and residents of the planning area to assist the Council.

10. QUORUM: A quorum of the Council shall consist of four (4) members. A majority of the quorum shall constitute a sufficient number of members to transact any Council business, including the election of officers.

11. COUNCIL MEETINGS: All meetings of the Council shall be open to the public and shall be held within the planning area and at a reasonable time so that the public can attend.

12. COUNCIL RULES: Not later than the second regular meeting the Council shall adopt operating rules which shall be approved by the County Council.

The rules shall provide for:

- a. Procedures for the conduct of regular and special meetings.
- b. The meeting place or places of the Council.
- c. The mailing address of the Council.
- d. The telephone number of the Council.
- e. The names, addresses and telephone number of the officers of the Council.
- f. The procedures to hear and comment upon matters referred to the Council by the Board of Supervisors and other.
- g. The form of notices to the press, residents, promoters of projects and other regarding Council matters.
- h. The retention of records of the Council.

13. FINANCIAL DISCLOSURE: Before assuming office members shall comply with Chapter 2.65 of the Sacramento County Code relating to financial disclosure.

14. COUNCIL BUDGET: The Council shall assist in the preparation of an annual budget for proposed Council expenditures in a form and on a schedule to be determined by the County Executive.



APPROVED  
BY ORDINANCE SCC-7427  
BOARD OF SUPERVISORS

APR 07 2009  
By *Cyril Lee*  
Clerk of the Board

## COUNTY OF SACRAMENTO

### OFFICE OF THE COUNTY

#### *Inter-Department Correspondence*

---

March 19, 2009

To: Chairman and Members  
Board of Supervisors

From: Krista Whitman  
Supervising Deputy

Subject: CPAC Ordinance Amendment  
Agenda- March 31, 2009

**Supervisory**  
**District:** All

#### **RECOMMENDATION:**

Introduce the attached amendment to Sacramento County Code section 2.36.040, waive reading and continue to the next meeting for final adoption.

#### **DISCUSSION:**

Section 2.36.040 of the County Code provides that members of Community Planning Advisory Councils (CPAC) shall serve no more than two consecutive two-year terms. Due to the difficulty of filling available seats, the Board has requested an ordinance amendment allowing three consecutive two-year terms.

The attached ordinance amendment would allow CPAC members to serve three consecutive two-year terms. Members may be reappointed after they have served six years, provided that they have not served in the two years prior to reappointment.

If you have any questions, please feel free to contact me.

*Krista Whitman*  
KRISTA WHITMAN

Enclosure  
cc: Robert Sherry

An Ordinance of the Sacramento County Relating to Terms for Community Planning  
Advisory Council Appointees

The Board of Supervisors of the County of Sacramento, State of California, ordains as follows:

Section 1. Section 2.36.040 of Chapter 2.36, Title 2, of the Sacramento County Code is amended to read as follows:

**2.36.040 Members.**

There shall be at least five (5) but not more than fifteen (15) members of a council. Members shall be residents of the planning area. Members shall serve for a period of two (2) years. No member shall serve more than three (3) consecutive terms, but a member may be reappointed if such member has not served within the year prior to such reappointment. Any person appointed to fill an unexpired portion of an existing term, may serve two (2) terms following the expiration of the existing term. Members first appointed shall serve either a one (1) or two (2) year term is that nearly as possible an equal number of terms shall expire each year. The first members of a council shall determine by lot at their first meeting which of them shall serve for one or two (2) years respectively. The Board in selecting member shall give consideration to individuals who serve or have serve on community planning advisory committees or similar committees. Vacancies in councils shall be filled by the Board of Supervisors. Publicity shall be given of vacancies to attract individuals who wish to serve on councils.

Section 2. This ordinance was introduced and the title thereof read at the regular meeting of the Board of Supervisors on March 31, 2009 and on March 31, 2009, further reading was waived by the unanimous vote of the Supervisors present.

This ordinance shall take effect and be in full force on and after thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days from the date of its passage it shall be published once with the names of the members of the Board of Supervisors voting for and against the same, said publication to be made in a newspaper of general circulation published in the County of Sacramento.

On a motion by Supervisor Dickinson, seconded by Supervisor Yee, the foregoing ordinance was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California, this 7<sup>th</sup> day of April 2009, by the following vote:

Ayes: Supervisors, Dickinson, MacGlashan, Nottoli, Yee, Peters

Noes: Supervisors, None

Absent: Supervisors, None

Abstain: Supervisors, None



*Susan Price*

Chair of the Board of Supervisors  
of Sacramento County, California

In accordance with Section 25103 of the Government Code  
of the State of California a copy of the document has been  
delivered to the Chairman of the Board of Supervisors, County  
of Sacramento on 4/7/09

ATTEST: *Cynthia Lee*  
Clerk, Board of Supervisors

By *V. Bolin*  
Deputy Clerk, Board of Supervisors

**FILED**  
BOARD OF SUPERVISORS

APR 07 2009

BY *Cynthia Lee*  
CLERK OF THE BOARD

APPROVED  
BY ORDINANCE SCC No. 1436  
BOARD OF SUPERVISORS

AUG 04 2009  
By Cyril Lee  
Clerk of the Board

## COUNTY OF SACRAMENTO

### OFFICE OF THE COUNSEL

#### *Inter-Department Correspondence*

July 20, 2009

To: Chairman and Members  
Board of Supervisors

From: Krista Whitman  
Supervising Deputy

Subject: CPAC Ordinance  
Agenda-July 28, 2009

**Supervisory District: All**

#### **RECOMMENDATION:**

Introduce the attached amendment to Sacramento County Code section 2.36.040, waive reading and continue to the next meeting for final adoption.

#### **DISCUSSION**

In April 2009, Section 2.36.040 of the County Code was amended to allow members of the Community Planning Advisory Councils (CPACs) to serve three consecutive two year terms. The Board has requested a further amendment to allow members who were appointed to fill an unexpired vacancy to serve an additional three terms, provide that they filled less than half of an existing term. The attached amendment so provides.

If you have any questions, please feel free to contact me.

Krista C. Whitman  
KRISTA WHITMAN

Attachment  
cc: Robert Sherry

**SCC NO. 1436**

**AN ORDINANCE OF THE SACRAMENTO COUNTY CODE RELATING TO TERMS FOR  
COMMUNITY PLANNING ADVISORY COUNCIL APPOINTEES**

The Board of Supervisors of the County of Sacramento, State of California, ordains as follows:

SECTION 1. Section 2.36.040 of chapter 2.36, Title 2, of the Sacramento County Code is amended to read as follows:

**2.36.040 Members**

There shall be at least five (5) but not more than fifteen (15) members of a Council. Members shall be residents of the planning area. Members shall serve for a period of two (2) years. No member shall serve more than three (3) consecutive terms, but a member may be reappointed if such member has not served within the year prior to such reappointment. Any person appointed to fill less than half of an unexpired existing term, may serve three (3) more terms following the expiration of the existing term. Any person appointed to fill half or more of an expired existing term may serve two (2) consecutive terms following the expiration of the existing term. Members first appointed shall serve either a one (1) or two (2) year term so that nearly as possible an equal number of terms shall expire each year, The first members of a Council shall determine by lot at their first meeting which of them shall serve for one (1) or two (2) years respectively. The board in selecting members shall give consideration to individuals who serve or have served on Community Planning Advisory Committees or similar committees. Vacancies in Council shall be filled by the Board of supervisors. Publicity shall be given of vacancies to attract individuals who wish to serve on Councils.

SECTION 2. This ordinance was introduced and the title thereof read at the regular meeting of the Board of Supervisors on July 28, 2009, and on August 4, 2009, further reading was waived by the unanimous vote of Supervisors present.

This ordinance shall take effect and be in full force on and after thirty (30) days from the date of its passage and before the expiration of fifteen (15) days from the date of its passage it shall be published once with names of the members of the Board of Supervisors voting for and against the same, said publication to be made in a newspaper of general circulation published in the county of Sacramento.

On a motion by Supervisor MacGlashan, seconded by Supervisor Yee, the foregoing ordinance was passed and adopted by the Board of Supervisors of the

County of Sacramento, State of California, this 4<sup>th</sup> day of August 2009, by the following vote:

Ayes: Supervisors, Dickinson, MacGlashan, Nottoli, Yee

Noes: Supervisors, None

Absent: Supervisors, None

Abstain: Supervisors, Peters



*Susan Peters*

Chair of the Board of Supervisors  
of Sacramento County, California

In accordance with Section 25103 of the Government Code  
of the State of California a copy of the document has been  
delivered to the Chairman of the Board of Supervisors, County  
of Sacramento on 8/4/09

*V. Roberts*  
Deputy Clerk, Board of Supervisors

ATTEST:

*Cyrus Lee*  
Clerk, Board of Supervisors

**FILED**  
BOARD OF SUPERVISORS

AUG 04 2009  
BY *Cyrus Lee*  
CLERK OF THE BOARD

## ***CPAC Meeting Minutes & Referral Form Procedures***

It is the duty of each individual Council's Secretary or appointed member to take **Meeting Minutes** and complete the **CPAC Referral Form** during each meeting. The Council's Secretary or appointed member must submit the **Meeting Minutes** and **CPAC Referral Form**.

**Meeting Minutes** can be hand written or typed but **must** include the following:  
(See example of how to complete)

- Role & Attendance (CPAC members and County Planning Representatives)
- Quorum Determination/ County Planning Representatives
- Approval of minutes from previous meeting
- Project information listed on the agenda
- Council recommendation
- Motions
- Votes
- Council actions
- Conditions
- Adjournment

If handwritten, the Council Secretary or appointee must sign the minutes before giving to the County Planning Representative.

If typed, please email the minutes to County Planning Representative(s) **no later than 3 days** after the meeting. *The County Planning Representative's email addresses are listed on the agendas.*

The **CPAC Referral Form** should be handwritten, signed and given to the County Planning Representative at the end of the meeting. (See example of how to complete)

If you have any questions, please contact the *County Planning Secretary* at (916) 874-5397.

**Please go to the next page for instructions and examples.**



# MINUTES

## ANTELOPE COMMUNITY PLANNING ADVISORY COUNCIL

North Highlands/ Antelope Library  
4235 Antelope Road  
Antelope, CA 95843

Thursday, February 24, 2017

7:00 PM

<http://www.per.saccounty.net/CPAC/Pages/CPAC-Antelope.aspx>

Applicant or appointed representative must be present for the item to be heard. If you are unable to attend, please contact the following:

Antelope CPAC Chair Delrae Pope (916) 765-9626 [delraemarie@yahoo.com](mailto:delraemarie@yahoo.com)

Sacramento County Planning and Environmental Review Division representatives for the Antelope Area

Senior Planner Jessica Heuer (916) 874-8379 [heuerj@saccounty.net](mailto:heuerj@saccounty.net)

Associate Planner Kate Rose (916) 874-1192 [rosekat@saccounty.net](mailto:rosekat@saccounty.net)

To contact the Planning and Environmental Review Division Call (916) 874-5397.

To receive notifications or obtain more information regarding:  
Sacramento County public meetings: <https://public.govdelivery.com/subscriber/new>

Current Planning projects, visit the Planning Projects Viewer web page at [www.per.saccounty.net/CPAC/Pages/CPAC-Antelope.aspx](http://www.per.saccounty.net/CPAC/Pages/CPAC-Antelope.aspx)

To submit project comments to CPAC members, email them to [cpac@per.saccounty.net](mailto:cpac@per.saccounty.net) with the relevant project using the project name, control number or address.

**OFFICERS:** Delrae Pope **P** Chair  
Kathleen Beck **P** Vice-Chair  
Joseph Pachec **P** Secretary

**MEMBERS:** Ken Topper **U** Joseph Kammerer **P**  
Emily Biggs **P** Barbara Pantoja **EXA**

**COUNTY PLANNING REPRESENTATIVES:** Jessica Heuer **P** Kate Rose **P**

### 2. Take Attendance

Put the following next to each person's name:

P - EXA - U

### 3. Quorum/ County Planning Representatives

Circle YES or No for the following:

-Was there a Quorum determination?

-Was a County Planning Representative in attendance?

EXA – Excused Absence	U - Unexcused Absence	P – Present
QUORUM DETERMINATION:	Yes	No
COUNTY PLANNING REPRESENTATIVE:	Yes	No

Matters under the jurisdiction of the CPAC that are not posted on the agenda may be addressed by the general public following completion of the regular agenda. The CPA may also accept testimony.

### 1. Call the Meeting to Order

The Chair will call the meeting to order. Record the time here.

CALL MEETING TO ORDER: 7:05 PM

- Call meeting to order
- Introduction of members, staff, and County representatives
- Explanation of the Role of the Council
- Council to consider approval of the January 15, 2017 minutes **APPROVED**

### 4. Approval of Previous Meeting Minutes

The CPAC must either approve or continue the minutes from the previous meeting.



## PLANNING ITEMS FOR REVIEW:

1. Control No.: PLNP2016-02302 Vettle Residential Accessory Dwelling  
 APN: 234-090-0290  
 Applicant/ Owner: Joe Fonner  
 Location: A project located at 9970 Mindy Lane, approximately 250 feet North of Freeman Road in the Cosumnes community.  
 Request: A Use Permit to allow an existing 1,200 square-foot dwelling to be used as a residential accessory dwelling, effective upon the construction of a new primary dwelling on approximately 2.53 acres in the A 2 zone.  
 Final Hearing Body: ZA  
 Investigating Member: N/A  
 Lead Planner: Ciara Atilano, Assistant Planner, (916) 874-1628, [atilanoc@sacounty.net](mailto:atilanoc@sacounty.net)

Entitlement(s): UPZ

[Click here for more information.](#)

### COUNCIL RECOMMENDATION:

TIME: 8:20 PM

Motion by: Janie

Seconded by: Zane

Vote

Yes 6

No 0

Abstain 0

Absent 2

Action: Recommended Approval

### 5. Council Recommendation

Record the following:  
 -Start time for each project  
 -Motions including who  
 -Vote totals (Yes/ No)  
 -Any action(s) taken by the CPAC

Note: This CPAC has the right to file an appeal with the County of Sacramento when the committee or official takes an action or determination that conflicts with community-wide policies as understood by the respective CPAC and its constituency. During the Appeal hearing, the applicant or appointed representative must be present.

Motion by:

Seconded by:

Vote:

Yes:

No:

Abstain:

Absent:

Comments:

### 6. Appeals

If a member of a CPAC wishes to appeal an item on the agenda, the CPAC must vote and fill out the appeal section. Similar to the Council Recommendation section above.

### OTHER BUSINESS:

Council will be moving meetings from the first Friday of the month to the third Friday of the month.

### 7. Other Business

If there is any other business that was discussed, this is recorded here.

### PUBLIC COMMENT:

N/A

### 8. Public Comment

If there is any public comment, it must be recorded here.

ADJOURNMENT: 9:15 PM

### 9. Adjournment

At every meeting, you must record when the meeting has ended.

The meeting is open to the public. Persons with disabilities: Requests for interpretation services, or other accommodations, should be made through the County Planning and Development Department at (916) 874-5397, no later than five working days prior to the meeting. California Relay interpretation service for deaf, hard-of-hearing, and/or speech-impaired persons. 1-800-735-2929



YOUR LINK  
TO COUNTY SERVICES  
ONLINE, OR ON THE GO!

[www.311.SacCounty.net](http://www.311.SacCounty.net) | Dial 3-1-1  
 Outside unincorporated Sacramento County  
 Dial 916-875-4311

HEARING DATE:	
PLANNER:	
NOTICES:	

## CPAC REFERRAL

PMR. SPPadd		
Cordova		
ER RELEASE	Y	N
	<input type="checkbox"/>	<input type="checkbox"/>

3/22/17	Drudgeton Court Tentative Parcel Map	PLNP2017-00456
DATE	PROJECT NAME	CONTROL NO.

APPLICANT: Daniel Dawes	AP.N.: 126-0150-205	ZONING: A-5
ADDRESS: 6532 Drudgeton Ct	CONTACT: Daniel Dawes	COM. PLAN: AR-5
CITY/STATE: Rancho Cordova, CA	TELEPHONE: 916-659-3265	GEN. PLAN: Ag-Res

REQUEST: A Tentative Parcel Map to divide approximately .45 acres into two lots in the A-5 zone and a Special Development Permit to allow the lots to deviate from the minimum lot size.

### 2. Attendance/ Quorum

-Write how many Council members were present.  
  
-Click YES or No if there was a Quorum.

### 1. Meeting Date

☐ ADJACENT CPAC (If Applicable)  
Vineyard

REVISED APPLICATION: ☐

### 3. Project Compatibility

Is the project compatible with the area/ neighborhood?

ADJACENT CPAC - PLEASE PRINT OR TYPE

1. Meeting date(s) at which proposal discussed: 3/7/17

2. Number of council members present: 5 Quorum: YES ☒ NO ☐

3. Is the proposal compatible with the area or neighborhood in which proposed: YES ☒ NO ☐

4. Summarize neighborhood response or reaction: Neighbors would prefer this project

### 5. Motioned by

Record 1<sup>st</sup>/ 2<sup>nd</sup>

### 4. Community Response

Summarize any community comments and concerns.

5. Motion by: John Murphy Seconded by: Scott Jonte

6. Council recommendation: APPROVAL ☐ DENIAL ☐ CONTINUE ☒ Date: 4/5/17

7. Council vote on motion to reflect recommendation  
YES: 5 NO: 0 ABSTAIN: 0 ABSENT: 0

8. Comments/conditions on recommendation: Continue until Vineyard CPAC meetin on April 13, Scott will cntact the neighbors. Addresses of existing communities will be provided so the pu and members can see these communities in action.

### 6. Council Recommendation

Click either:  
-Approve  
-Denial  
-Continue (include next meeting date)

### 7. Council Vote

Record votes to reflect Council Recommendation.

### 9. Investigating Member

Name of person goes here.

### 10. Signature/ Date

Secretary or Chairperson must sign and date

### 8. Council Comments/ Date

Council comments regarding the Council's Recommendation.

## INTRODUCTIONARY SCRIPT FOR THE CPAC CHAIRPERSON

### Revised February 21, 2017

---

Welcome to tonight's meeting and thank you for coming. My name is \_\_\_\_\_ . I am the Chair person for the Community Name Community Planning Advisory Council, also known as the Community Name CPAC.

The CPAC members are volunteer citizens appointed by the Sacramento County Board of Supervisors. The councils shall be advisory only to county agencies. The purpose of the CPAC is to encourage citizen participation in the planning processes, provide local forums to develop and propose community goals and objects, to serve as a local sounding board for new proposals offered by county staff and other and to assist the county planning agencies and the Board of Supervisors in carrying out approved community plans and the county's general plan.

The function of the CPAC may include updating community goals and plans, develop and propose community improvement programs, review and comment upon proposed amendments to the general plan, specific plan, zoning changes, conditional use permits and related zoning matters. Advisory recommendations are forwarded to hearing bodies including the Zoning Administrator, the Subdivision Review Committee, the County Planning Commission and the Board of Supervisors.

Our meetings are always open to the public and are listed in local neighborhood newspapers, posted at libraries and meeting sites, courtesy notices are mailed to the

property owners with 500 feet of the project based on the address on record and posted on the County's website.

**INTRODUCTIONS:** Have CPAC members, planning representatives and other agency representatives introduce themselves. *(This can be used to take roll call).*

**PROCEDURES:** Our procedures here tonight will be as follows;

- Calling of Items by Chair
- Planning Staff overview of entitlement request and process
- Investigating member comments
- Applicant presentation
- Questions by CPAC members
- Public comment
  - ✓ Fill out speaker request
  - ✓ Be recognized by Chair; one person speaking at a time
  - ✓ Direct comments to CPAC members
  - ✓ Time limit to comments (2-5 minutes typical)
- Applicant response to questions and issues
- Council discussion
- Vote by Council

# **Introduction to Robert's Rules of Order**

## **What Is Parliamentary Procedure?**

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

## **Why is Parliamentary Procedure Important?**

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.

3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

#### How are Motions Presented?

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

## Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.





## Quick Links

### ***CPAC General Information***

Procedural Information for CPAC members

Introductory Script for CPAC Chairperson

Appeal Procedures of Final Land Use Decisions

Brown Act Requirements Summary

<http://www.per.saccounty.net/CPAC/Pages/default.aspx>

### ***Planning Projects Viewer***

Track private applications in your community and throughout the unincorporated county.

<https://planningdocuments.saccounty.net/>

### ***Sacramento County Zoning Code***

Information regarding the Sacramento County Zoning Code.

<http://dev.per13.saccounty.net/LandUseRegulationDocuments/Pages/Sacramento%20County%20Zoning%20Code.aspx>

### ***Sacramento County General Plan***

Information regarding the Sacramento County General Plan.

<http://dev.per13.saccounty.net/PlansandProjectsIn-Progress/Pages/GeneralPlan.aspx>

### ***Geographic Information Systems (GIS) data.***

Downloadable GIS Data from the Sacramento County GIS Department with links to other sources of data.

[http://generalmap.gis.saccounty.net/JSViewer/county\\_portal.html](http://generalmap.gis.saccounty.net/JSViewer/county_portal.html)

### ***311 Connect Brochure***

Information on the public link to county services. Citizens can report a neighborhood issue (e.g. stray animals, abandoned vehicles) and more!

<http://dev.per13.saccounty.net/CPAC/Documents/CPAC%20311%20Brochure%203-14.pdf>

