

**A Policy of the Gualala Municipal Advisory Council**

**(Adopted 1 July 2010)**

**Policy Regarding the Processing of Permit Applications for GMAC Review:**

One of the specifically enumerated advisory powers of the Gualala Municipal Advisory Council (GMAC) is “Planning” in the Gualala area. Resolution Number 97-03 5 of the Mendocino County Board of Supervisors specifically states that GMAC is to “advise the Board of Supervisors on current and long term planning and development projects.”

There are instances when one or more agencies from the County of Mendocino (County) may request the GMAC to review permit applications within its sphere of influence.

The GMAC members wish to adopt a formal and consistent protocol for such instances for purposes of transparency, clarity, and to diminish any suggestion of conflicts of interest. Therefore, Council members will adhere to the following:

- 1) Upon receipt of a permit application from the a County agency, either the GMAC Secretary or its Administrator will date-stamp the permit application.
- 2) If the permit application is received on or before the 20th of the month, the GMAC Secretary, or its Administrator will be responsible for assigning at least two (2) GMAC members to personally make a site visit prior to the next regularly-scheduled GMAC meeting. The GMAC members that were assigned to visit the site will lead the discussion on the permit application.
- 3) If the permit application is received after the 20th of the month, the permit application will be deferred until the next regularly-scheduled GMAC meeting where the GMAC chair will be responsible for assigning at least two (2) GMAC members to personally make a site visit prior to the next regularly-scheduled GMAC meeting. The GMAC members that are assigned to visit the site will lead the discussion on the permit application.
- 4) This policy will be reviewed and revised as necessary.