

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

**(Adopted 1 July 2010)**

**Policy Regarding Notification to Individuals, Agencies, or Stakeholders  
Scheduled as a GMAC Agenda Topic:**

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.”

Each GMAC meeting agenda has the potential of being populated with one or more items of public and Council discussion. These may include, but are not limited to, permit applications that have been submitted for GMAC review, introduction of special guests, i.e., a County or State representative, issues of public health or welfare.

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) Referred Permit Applications: It shall be the responsibility of the Council Secretary to make a reasonable effort to inform property owners when a permit application is under review by GMAC. Notification shall include the following information:
  - a. Name of permit applicant.
  - b. Project description.
  - c. Name, title, and phone number of project coordinator.
  - d. Date, time, and place of GMAC meeting at which permit application will be discussed.
  - e. Notification shall include the following admonition:

“One or more referral agencies connected with your permit application have the right to cancel the review process temporarily or permanently. GMAC may not know if your permit application has been cancelled or postponed until only hours before a scheduled meeting. Therefore, treat this notification as a courtesy notice only. It is highly recommended that you keep in close contact with the project coordinator at the regulatory agency that referred this permit application to GMAC, to confirm that postponement or cancellation will not affect GMAC’s hearing.”
- 2) Special Guests: It shall be the responsibility of the inviting or designated GMAC member to inform the “special guest” of the time and place of the meeting to which they are invited. Invitation/confirmation may be by traditional mail or email, and

must include the following:

- a. Date, time, and place of GMAC meeting at which they will be introduced.
  - b. Subject on which they will speak, if applicable.
  - c. The responsible GMAC member will also be required to follow-up guest appearance with a courtesy “thank you” note on behalf of the GMAC and the community.
  - d. Invitation and follow-up note(s) will be forwarded to the GMAC Secretary for the record.
- 3) Other: When an issue of planning, public health and welfare, or other subject of public concern is deemed appropriate for discussion at a GMAC meeting, it shall be the responsibility of the designated “lead” GMAC member to inform the stakeholders of the time and place of the meeting to which they are invited. Invitation/confirmation may be by traditional mail or email, and must include the following:
- a. Date, time, and place of GMAC meeting at which the subject will be introduced.
  - b. Subject on which discussion will be based.
  - c. It is suggested that responsible GMAC member follow-up stakeholder appearance(s) with a courtesy “thank you” note on behalf of the GMAC and the community.
  - d. Invitation and follow-up note(s) will be forwarded to the GMAC Secretary for the record.

If topic is scheduled for a future GMAC meeting at a GMAC meeting, both the “Lead” and stakeholders will be identified at the meeting.

If a GMAC member wishes that a topic be added to the next regularly-scheduled meeting or that a Special Meeting be created to discuss the matter, at a point between regularly scheduled meetings, they will refer to the Council Chair for guidance.

Appropriateness of subject for GMAC consideration, and the creation of a stakeholders list shall be done between the requesting GMAC member and the Council Chair. If the requesting GMAC member is the Council Chair, then the Council Chair shall defer to the Council Vice-Chair. Do not confer with other members of GMAC. Brown Act statutes must be observed!

- 4) This policy will be reviewed and revised as necessary.