

MidCoast Community Council  
P.O. Box 64  
Moss Beach, CA 94038

Date: Thursday, February 12, 1998  
Time: 7:30 PM  
Location: Three-Zero Café

**\*SPECIAL MEETING  
PLANNING AND ZONING  
COMMITTEE MEETING  
AGENDA**

1. Objectives and expectations of Planning and Zoning (P&Z) Committee:  
Mission Statement. (sponsor: David Spiselman, 20 minutes)
2. Appointment of <sup>Vice</sup> Co-Chair, decision on length of Chair's term <sup>1 yr.</sup> (sponsor: Laura Stein, 5 minutes)
3. Voting Procedure (20 minutes)
4. Procedure/structure for P&Z meetings: (30 minutes)
  - a. use of facilitator and recorder
  - b. room arrangement
  - c. what methods and techniques of discussing, planning, problem-solving, and decision making are we going to use
  - d. how we will determine tasks, deadlines, and responsibilities
  - e. enforced time limits - *UNLESS WE HAVE AN AGENDA TO CONTINUE*
  - f. use of consent agenda *+ Concept Plan Committee*
  - g. meeting date (day of the week) - *REMOVES THE SUNDAY*
  - h. handling of mail
  - i. keys for P&Z members to MCCC office / *MAILBOXES? INSTEAD PROBLEM ASK!*
  - j. accountability: informing chair of anticipated absence to meeting
  - k. filing *↳ COMMUNICATION OF MCCC MEMBER I fill in*
5. Use of subcommittees for: (30 minutes)
  - a. long-term planning (i.e. ABAG study, CCAG report, Substandard Lot study, MidCoast Economic Feasibility study, Master Plan revisions at the Airport and Harbor, Coastal Trail Plans, Design Review)
  - b. use of subcommittees for short-term planning
  - c. criteria to determine classification: short-term vs. long-term
6. How will P&Z interface with: (30 minutes)
  - a. other committees
  - b. the MCCC

\*The key objective being to prevent duplication of effort and overlap

\* Set NEXT AGENDA