

INTRODUCTIONARY SCRIPT FOR THE CPAC CHAIRPERSON

Revised March 18, 2013

The Call to Order – Welcome

Welcome to tonight's meeting and thank you very much for coming. My name is _____ and I am Chair of the _____ Community Planning Advisory Council (also known as the _____ CPAC. The CPAC members are volunteer citizens appointed by our Board member, _____, to make advisory recommendations on land use projects in our community. The purpose of the CPAC is to encourage citizen participation in the planning process. We represent community interests and are the forum for early review of a project. The CPAC makes advisory recommendations on planning proposals such as use permits, zoning changes, lot splits, and variances. These 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 guide for such land use recommendations may include the _____ Community Plan, the County General Plan, and the Zoning Code, as well as your input.

Our meetings are always open to the public and are: listed in local neighborhood newspapers; posted at libraries and meeting sites; and posted on the County's website. The CPAC meetings are subject to Brown Act requirements. Courtesy notices are mailed to the property owners within 500 feet of the project based on the address on record with the County Assessor; however, if you did not receive such a notice and want to be added to the mailing list, please leave your address with the Planner tonight.

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

Procedures:

Our procedure here tonight will be as follows:

- Calling of item 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