

COUNTY OF SAN MATEO PLANNING AND BUILDING

Agricultural Advisory Committee

Jess Brown Ryan Casey Crystal Chaix
Marylin Johnson Dr. Igor Lacan Peter Marchi
James Oku Natalie Sare Daniel Theobald
Koren Widdel

Cole Mazariegos-Anastassiou
John Vars

County Government Center
455 County Center, 2nd Floor
Redwood City, CA 94063
650-363-4161 T
www.planning.smcgov.org



Regular Meeting

AGRICULTURAL ADVISORY COMMITTEE
Half Moon Bay Library, Community Room A
620 Correas St., Half Moon Bay
Monday, April 13, 2026
6:00 p.m. to 8:00 p.m.
<https://smcgov.zoom.us/j/93855047132>

*****IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE*****

This meeting of the Agricultural Advisory Committee will be held at the Ted Adcock Community Center, South Day Room, located at 535 Kelly Avenue, Half Moon Bay, California. Members of the public will be able to participate in the meeting in person at the Ted Adcock Community Center, South Day Room, or remotely via the Zoom platform. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions below.

Public Participation

The Agricultural Advisory Committee meeting may be accessed remotely by members of the public through Zoom online at: <https://smcgov.zoom.us/j/93855047132>. **The meeting ID is:** 938 5504 7132. The meeting may also be accessed via telephone by dialing +1 (669) 900-6833 (Local). **Enter the meeting ID:** 938 5504 7132 and then press #. Members of the public can also attend this meeting physically at the Ted Adcock Community Center – South Day Room, 535 Kelly Ave, Half Moon Bay.

*Written public comments may be emailed to rmiller@smcgov.org, and such written comments should indicate the specific agenda item on which you are commenting.

*Spoken public comments will be accepted during the meeting in-person or remotely through Zoom at the option of the speaker. Public comments in-person will be taken first, followed by speakers on Zoom. All public comments must relate to something that is within the subject matter jurisdiction of this agency. If a comment does not relate to the subject matter jurisdiction of this agency, we will interrupt your comment and move on to the next speaker.

***Please see instructions for written and spoken public comments at the end of this agenda.**

ADA Requests

Individuals who require special assistance or a disability related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact Robby Miller, Planning Liaison, as early as possible but no later than 10:00 a.m. on the business day before the meeting at (650) 363-1818 and/or rmiller@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

CALL TO ORDER & ROLL CALL**PUBLIC COMMENT**

*This item is reserved for persons wishing to address the Committee on any Agricultural Advisory Matter on consent agenda or matters not on the agenda. Public Speakers are customarily limited to **3 minutes**. See instructions explained at the end of this agenda regarding instruction for public comment. Please note that the Committee cannot discuss or act on an item not on the agenda.*

ACTION TO SET AGENDA & TO APPROVE CONSENT AGENDA ITEMS

This item is to set the final consent agenda and regular agenda and for approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.

CONSENT AGENDA

- 1. Consideration of the Minutes of the Agricultural Advisory Committee for May 12, 2025 and March 9, 2026.**

END OF CONSENT AGENDA

REGULAR AGENDA

6:10

- 2. AAC Procedural Rules Amendments (75 min) – Discussion, etc.**

Presenter: Summer Burlison, Senior Planner, San Mateo County Planning & Building Department

Action Request: Discuss and provide feedback.

- 3. AAC Meeting Location (10 min) – Discussion on Half Moon Bay Library, etc.**

Presenter: Planning Liaison, Robby Miller

Action Request: Vote on meeting room location: Ted Adcock Center or HMB Library

- 4. Physical Packets (10 min) – Discussion, etc.**

Presenter: Planning Liaison, Robby Miller

Action Request: Discussion

- 5. COMMITTEE MEMBERS UPDATES & QUESTIONS** to allow Committee Members to share news and/or concerns for items not on the agenda

- 6. PLANNING LIAISON REPORT**

Presenters: Robby Miller, Planning and Building Staff

- 7. ADJOURNMENT**

ADDITIONAL INFORMATION**Next Meeting**

The next regularly scheduled Agricultural Advisory Committee meeting is on **May 11, 2026**.

Correspondence to the Committee

Robby Miller, Agricultural Advisory Committee Liaison
455 County Center, 2nd Floor
Redwood City, CA 94062
(650) 363-1818
Email: rmiller@smcgov.org

Materials Presented for the Meeting

Applicants and members of the public may submit materials to the Agricultural Advisory Committee. All materials (including but not limited to models and pictures) submitted on any item on the agenda are considered part of the administrative record for that item and must be retained by the Committee Secretary, or other designee. If you wish to retain the original of an item, a legible copy must be left with the Committee Secretary, or other designee.

Agendas & Staff Reports

To view the agenda, please visit our website at <https://planning.smcgov.org/agricultural-advisory-committee>. Staff reports will be available on the website one week prior to the meeting. For further information on any item listed below, please contact the corresponding Project Planner indicated. To subscribe to the Agricultural Advisory Committee agenda mailing list, please "subscribe" to email updates at the above website link.

Zoom

For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly. See instructions below for public comment on Zoom.

***INSTRUCTIONS FOR PUBLIC COMMENT DURING MEETINGS**

Public comments in-person will be taken first, followed by speakers on Zoom.

In-person

If you wish to address the Members of the Agricultural Advisory Committee, please raise your hand for the Chair to acknowledge you. Once acknowledged, please start by clearly stating your first and last name for the record. If you have anything that you wish distributed to the Agricultural Advisory Committee and included in the official record, please hand it to the Committee Secretary and/or Chair, or other designee, who will distribute the information to the Agricultural Advisory Committee members and staff.

Via Zoom

1. The Agricultural Advisory Committee meeting may be accessed remotely by members of the public through Zoom online at: <https://smcgov.zoom.us/j/93855047132>. **The meeting ID is:** 938 5504 7132. The meeting may also be accessed via telephone by dialing +1 669-900-6833 (Local). **Enter the meeting ID:** 938 5504 7132 and then press #.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up to date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionalities may be disabled in older browsers including internet explorer.
3. You may be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Committee calls for the item on which you wish to speak, click on "raise hand" or *9 if calling in on a phone. The Secretary will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
5. When called, please limit your remarks to the time limit allotted.

Written Comments

Written public comments may be emailed in advance of the meeting. Please read the following instructions

carefully:

1. Your written comment should be emailed to rmiller@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. If your emailed comment is received by 5:00 p.m. on the business day before the meeting, it will be provided to the Members of the Agricultural Advisory Committee and made publicly available on the agenda website under the specific item to which your comment pertains. If emailed comments are received after 5:00 p.m. on the business day before the meeting, the Planning Liaison will make every effort to either (i) provide such emailed comments to the Agricultural Advisory Committee and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted, or are read during the meeting, they will still be included in the administrative record.

Public records that relate to any item on the agenda for a regular meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Agricultural Advisory Committee.

ROLL SHEET – April 13, 2026

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Voting Members													
James Oku Farmer	X	X		X	X	X		X	X	X		X	
Natalie Sare Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
John Vars Farmer	X	X		X		X		X	X		X		
Peter Marchi Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
Ryan Casey Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
Cole Mazariegos-Anastassiou Farmer	X	X		X	X	X	X	X	X		X	X	
Crystal Chaix Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
Daniel Theobald Ag Business	X		X	X		X		X	X			X	
Marilyn Johnson Public Member		X	X	X	X		X	X	X	X	X	X	
**Vacant Public Member													
**Vacant Conservationist													
**Vacant - Natural Resource Conservation													
San Mateo Co. Agricultural Commissioner: Koren Widdel	X	X	X	X	X		X	X	X	X	X	X	
Farm Bureau Exec. Director: Jess Brown	X	X	X		X	X	X	X		X	X	X	
UC Co-Op Extension Rep.: Dr. Igor Lacan	X		X										
Staff Liaison													
San Mateo Co. Planning Liaison: Robby Miller	X	X	X	X	X^	X		X	X	X	X	X	

X: Present Blank Space: Absent or Excused Grey Color: No Meeting *Special Meeting
 **Position Vacant ^Alternate



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

1



County of San Mateo Planning & Building Department Agricultural Advisory Committee

Natalie Sare, Chair
Peter Marchi, Vice Chair
Cole Mazariegos-Anastassiou
Crystal Chaix
Daniel Theobald

Eric Hagstrom
James Oku
John Vars
Marilyn Johnson
Ryan Casey

Dr. Igor Lacan
Jess Brown
Koren Widdel

County Office Building
455 County Center, 2nd Floor
Redwood City, California 94063
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planning.smcgov.org

DRAFT ACTION MINUTES

Monday, May 12, 2025

A full recording of this meeting can be accessed on the official government YouTube channel of the County of San Mateo at:

<https://youtu.be/P9XgcMxGuRM>

1. Call to Order

Chair Natalie Sare called the meeting to order at 6:06 p.m.

2. Member Roll Call

Regular Committee Members Present:

James Oku
Natalie Sare
John Vars
Peter Marchi
Ryan Casey
Cole Mazariegos-Anastassiou
Crystal Chaix
Marilyn Johnson
Erik Hagstrom

Regular Committee Members Not Present:

Daniel Theobald

Nonvoting Committee Members Present:

Koren Widdel, San Mateo County Agricultural Commissioner
Jess Brown, San Mateo County Farm Bureau Executive Director

Nonvoting Committee Members Not Present:

Jim Howard, Natural Resource Conservation Staff
Igor Lacan, UC Co-Op Extension Representative

Planning Liaison Present:

Olivia Boo, Planning Staff Liaison

Robby Miller, Planning Staff Liaison

3. **Oral Communications** to allow the public to address the Committee on any matter not on the agenda.

SPEAKERS:

Public Speaker, Kerry Burke, is looking forward to hearing feedback regarding the April 2025 special workshop. Speaker Burke asked if the Exhibit E list can be returned when the agenda has fewer items. On Wednesday night, the Midpeninsula Regional Open Space District will be holding a Board meeting in Half Moon Bay to discuss recent water issues at Johnston Ranch and a water acquisition in La Honda - the agenda is on the Midpeninsula Regional Open Space District's website.

Supervisor Aide, Mike O'Neill, informed that there may be comments regarding the Request for Proposal process for leasing the Midpeninsula Open Space District space. This item is likely not on Midpeninsula's agenda but the public may comment during Oral Communications. The Board of Supervisors passed the Farm Labor Housing loan program (Department of Housing) on their May 6 agenda, Option A has been approved.

4. **Committee Member Update(s) and/or Questions** to allow Committee Members to share news and/or concerns for items not on the agenda.

SPEAKERS:

San Mateo County Agricultural Commissioner, Koren Widdel, announced the Farm Working Housing Loan Program, Option A, by the Department of Housing passed. It is not forgivable compare to the past programs. The Ag Department had the As Fresh as it Gets peninsula showcase last Monday. The Ag Department is looking for informal Requests for Proposal for pest control for the noxious weed management program.

Supervisor Aide, Mike O'Neill, Phase 1 of the Housing Loan Program covers the first 12 months of the program. The maximum loan amount is \$100,000. If funds are still available, Phase 2 would cover a maximum loan amount of \$200,000. O'Neill will invite Department of Housing staff to speak to the AAC.

Committee Chair, Natalie Sare, asked when the Markegard and Terra Gardens projects will return to the AAC. Regarding the Farm Labor Housing Loan Program, has the income percentage lowered. Chair Sare suggested inviting the Department of Housing to share an overview of the new Loan Program and to add the Farm Labor Housing program on the June Agenda.

Committee Member, Cole Mazariegos-Anastassiou, stated the Department of Housing staff may not need to come to an AAC meeting, since the information will be available when the document is published.

Committee Member, Crystal Chaix, announced the 34th annual Burt Silva Golf Event will be on June 11, 2025.

Committee Member, John Vars, announced there is a Farm Worker Commission meeting on May 14 from 6:00 p.m. - 7:30 p.m. at the Half Moon Bay Library.

Committee Member, Marilyn Johnson, introduced herself as new public seat AAC member. Regarding the Farm Labor Housing Loan Program, it would be helpful to have the Department of Housing staff come to an AAC meeting to hear Committee suggestions.

Committee Member, Erik Hagstrom, introduced himself as a new public seat AAC member.

5. **Planning and Building Department Director's Report.** *(Planning Liaison)*
The next meeting is June 9, 2025.

SPEAKERS:
None.

6. **Consideration of Meeting Minutes** for the April 14, 2025 AAC meeting.

SPEAKERS:
Committee Member, Crystal Chaix, motioned to approve the minutes with one revision, to correct the adjourned time to 6:59 p.m.
Motion passed, 7-0.
Two abstained

7. **Discussion** of the results from the April 14, 2025 Workshop.

SPEAKERS:
Committee Chair, Natalie Sare, reported back on comments and suggestions received at the workshop. There is desire to share the results with Supervisor Ray Mueller by an informal meeting. Committee Member Cole Mazariegos-Anastassiou is discussing with groups his farm works with regarding internships. Suggestion to invite the Future Farmers of America (FFA) to attend an AAC meeting to foster the relationship with the AAC Committee. The subcommittee will present focus points to the AAC Committee.

Committee Member, Cole Mazariegos-Anastassiou, proposed an outline format of workshop summary, and requested to agendize it for next meeting.

Committee Member, Crystal Chaix, supported the AAC Committee invite FFA students to AAC to share with the students what the Committee does. There is a school board meeting this week, FFA and ag need agriculture support due to some school classes potentially being cut related to FFA.

Committee Member, Marilyn Johnson, raised that high school seniors do senior exit projects. Proposes an AAC Member can go to the high school and do a presentation to the students, before inviting the students to an AAC meeting.

Committee Vice Chair, Peter Marchi, proposed to also invite leaders of FFA and 4H to visit AAC meeting, to ask FFA and 4H how the AAC Committee can support FFA and 4H. There is concern of FFA program getting cut from freshman class. Proposed the option for the workshop summary to agendize for June and continue to July, as needed.

Committee Member, Jess Brown, the high school is cutting agriculture classes, the cuts may impact the FFA classes being offered. Asked if the subcommittee will be returning with workshop summary recommendations.

Committee Member, James Oku, changes to FFA may result in impacts to continuation of classes if there are low sign-ups for freshman classes. For workshop summary, he's interested in starting with the 24 workshop points, then to allow for edits.

Public Speaker, Bridget Jett, reported incoming freshman class will be significantly affected and students will be behind in FFA program. It's important to speak on this item at the school board meeting.

San Mateo County Agricultural Commissioner, Koren Widdel, asked if the workshop summary notes can be shared with the Committee members.

Supervisor Aide, Mike O'Neill, explained the subcommittee has to be less headcount than a majority of the AAC, the limit is 4 members. If a majority then public notice is required. The subcommittee can prepare a draft workshop report for the AAC, the draft will be published on the County website for review and comment by the Committee Members and members of public.

Committee Member, John Vars, offered that due to the maximum subcommittee headcount (4 members), he can withdraw from workshop subcommittee and hear the workshop summary along with the broader AAC.

Committee Member, Ryan Casey, asked if there is a need to divide the workshop summary results to be discussed across more than one meeting in order to have some discussion in June with the option to continue the item to a future meeting.

Committee Member, Cole Mazariego-Anastassiou, motioned to agendize the Workshop to June 2026 and to discuss public comments and create a draft letter to submit to Supervisor Mueller and Steve Monowitz, Director of Planning and Building. Motion seconded by Committee Member, Marilyn Johnson. Motion passed 9-0.

8. **Adjournment**. Chair Natalie Sare adjourned the meeting at 7:37 p.m.

**X: Present Blank Space: Absent or Excused Grey Color: No meeting *Special Meeting
Position Vacant



County of San Mateo Planning & Building Department Agricultural Advisory Committee

Natalie Sare, Chair
Peter Marchi, Vice Chair
Cole Mazariegos-Anastassiou
Crystal Chaix
Daniel Theobald

Ryan Casey
James Oku
John Vars
Marilyn Johnson

Dr. Igor Lacan
Jess Brown
Koren Widdel

County Office Building
455 County Center, 2nd Floor
Redwood City, California 94063
650/363-1825
planning.smcgov.org

MINUTES

Monday, March 9, 2026

IN-PERSON WITH REMOTE PARTICIPATION

A full recording of this meeting can be accessed on the official government YouTube channel of the County of San Mateo at: <https://www.smcgov.org/planning/event/agricultural-advisory-committee-meeting-march-9-2026>.

Call to Order

Chair Natalie Sare called the meeting to order at 6:03 p.m.

Member Roll Call

Regular Committee Members Present:

Natalie Sare
Peter Marchi
Ryan Casey
Crystal Chaix
Marilyn Johnson
Cole Mazariegos-Anastassiou
Daniel Theobald
James Oku

Regular Committee Members Not Present:

John Vars

Nonvoting Committee Members Present:

Koren Widdel, San Mateo County Agricultural Commissioner
Jess Brown, San Mateo County Farm Bureau Executive Director

Nonvoting Committee Members Not Present:

Igor Lacan, UC Co-Op Extension Representative

Planning Liaisons Present:

Robby Miller, Planner II, San Mateo County Planning & Building Department

Public Comment to allow the public to address the Committee on any matter **not** on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time.

SPEAKERS

Public Speaker, Kerry Burke, announced Farm Day at end of March

Public Speaker, Joaquin Jimenez, announced running for County Supervisor 6

Action To Set Agenda & To Approve Consent Agenda Items

1. Consideration of the Minutes of the Agricultural Advisory Committee for February 9, 2026.

SPEAKERS

Committee Member, Crystal Chaix, motions to reject the March agenda for not including the physical packets as an agenda item.

Vice Chair, Peter Marchi, seconds motion.

Committee Member, Marilyn Johnson, doesn't recall voting on motion

Chair, Natalie Sare, responds that it was voted on approximately 4 months ago.

Committee Member, Crystal Chaix, responds that the Committee asked it to be put on the agenda for discussion then, and is not getting full packets mailed to her.

San Mateo County Agricultural Commissioner, Koren Widdel, asks whether the motion is to not approve the agenda or not to approve the consent item with the minutes.

Chair, Natalie Sare, responds that minutes will be voted on separately.

Planning Liaison, Robby Miller, responds that this agenda item is only for setting the order, and asks for clarification from County Counsel or Angela Montes.

Chair, Natalie Sare, responds that under Section 3B of the Bylaws, the Chair and Vice-chair have a special duty to ask for agenda approval.

Committee Member, Crystal Chaix, asks to make a friendly addendum to the motion to put the packets item on the next meeting agenda.

Planning & Building Staff, Angela Montes, responds that this is not the opportunity to add items for next meeting, and is only to set the agenda for today.

County Counsel, Brian Pettit, responds that the agenda for today has already been approved and this action is only to set the agenda for today.

Committee Member, James Oku, asks what 'set the agenda' means.

County Counsel, Brian Pettit, responds that it is confirming the order and items of the agenda

COMMITTEE ACTION:

Member, Crystal Chaix, motions to reject the March agenda for not including the physical packets as an agenda item. Vice Chair, Peter Marchi, seconds motion. **Motion denied 2-5, 1 abstain** (Mazariegos-Anastassiou, Oku, Theobald, Casey, Johnson dissenting with Sare abstaining)

Committee Member, Daniel Theobald motions to approve the agenda. Committee Member, Ryan Casey seconds motion. **Motion passed 7-0, 1 abstain** (Sare).

Committee Member, Crystal Chaix Cole motions to approve February 9, 2026 minutes. Committee Member, Cole Mazariegos-Anastassiou seconds motion. **Motion passed 6-0, 1 abstain** (Sare).

Committee Member, Marilyn Johnson motions to set the agenda and approve the consent agenda item. Committee Member, Mazariegos-Anastassiou seconds motion. **Motion passed 5-0, 3 abstain** (Chaix, Oku, Sare abstain).

Regular Agenda

2. **Owners:** Katherine Nolan-Srevaux
Applicant: Toby Long, AIA (Project Architect)
File Number: PLN2024-00210
Location: Pescadero Creek Road, Unincorporated County of San Mateo
Assessor's Parcel No.: 088-090-030

Consideration of Coastal Development Permit (CDP), Planned Agricultural District (PAD) Permit, Grading Permit (GP) to construct a new 2,446 sq. ft. single-family home with a 568 sq. ft. attached two-car garage and 522 sq. ft. detached pool house, new septic system, and three 4,900-gallon water tanks on a legal 86,622 sq. ft. parcel. The project also involves an After-the-Fact CDP to legalize the conversion of an existing well. A total of 385 cubic yards (c.y.) of grading is proposed including 295 c.y. of cut and 90 c.y. of fill. The property is located in the Pescadero Rd County Scenic Corridor within the unincorporated Pescadero area of San Mateo County. The CDP is appealable to the California Coastal Commission. Presenter: Planning Staff, Sonal Aggarwal

SPEAKERS

Committee Member, Crystal Chaix, asks whether property was farmed

Committee Member, Marilyn Johnson, responds that it was an orchard in the 1960's or 70's.

Property Owner, Katherine Nolan-Srevaux, adds that the previous owner told them no farming activity has occurred since 1985.

Chair, Natalie Sare, asks if there is a prime soils map.

Presenter, Sonal Aggarwal, responds.

Vice Chair, Peter Marchi, asks how deep the sanitary seal and how many gallons per minute for the existing well.

Presenter, Sonal Aggarwal, responds that she does not have that information and it was reviewed by Environmental Health as an after-the-fact permit.

Committee Member, James Oku, asks whether there is commercial farming happening on the adjacent parcels and size of them.

Presenter, Sonal Aggarwal, responds that adjacent parcels are similar size to subject parcel and not aware of commercial farming activity.

Committee Member, Marilyn Johnson, asks if the well is agriculture or domestic.

Presenter, Sonal Aggarwal, agriculture well converted to a domestic well.

Property Owner, states that the flow rate of the well is 4.2 gallons per minute and 38 feet deep.

Committee Member, Marilyn Johnson, states that there is a commercial vineyard nearby.

Property Owner, Katherine Nolan-Srevaux, responds in the affirmative.

Vice Chair, Peter Marchi, states that wells need to be 50 feet from the property line.

Presenter, Sonal Aggarwal, responds that the well was approved by Environmental Health under a non-conforming permit and is allowed to stay and be converted to

domestic well.

Committee Member, Cole Mazariegos-Anastassiou, asks owner whether they had plans to have farming activity on some of the best orchard land in the County.

Property Owner, Katherine Nolan-Srevaux, responds that they do not have plans, but proposing to plant native landscaping to support farming activity.

Vice Chair, Peter Marchi, asks about the well sanitary seal depth.

Applicant, Toby Long, responds that it is 10 feet according to the original permit in 1964.

Vice Chair, Peter Marchi, asks what Ed Diaz from Environmental Health said about building a house with a 10-foot sanitary seal.

Presenter, Sonal Aggarwal, responds that Environmental Health conditionally approved the well and she will look for the condition.

Committee Member, Ryan Casey, states that he does not think this project will impact agriculture due to the small parcel size, limited agricultural activity in the area, and low well flow rate.

Applicant, Toby Long, makes brief presentation to Committee.

Public Speaker, Karey Burke, states the damage for agriculture already happened when it was subdivided into smaller parcels. 1964 well records will be very hard to find. The CDP for the house covers the conversion of the well, not an after-the-fact permit. Can only get pump test after CDP is issued. Wishes the County would not designate such small parcels as PAD.

Public Speaker, Bridgette Jett, agrees that the staff report is misleading regarding the well permit being approved, and recommend the staff report be updated for Planning Commission.

Vice Chair, Peter Marchi, starts to talk about the well sanitary seal.

Applicant, Toby Long, states that they found another document recovered from the County archive that says the sanitary seal is 20 feet instead of 10 feet.

Chair, Natalie Sare, asks if the documentation can be presented to the Committee.

Presenter, Sonal Aggarwal, displays the approved septic exemption letter by Environmental Health for the Committee.

COMMITTEE ACTION:

Committee Member, James Oku motions to recommend approval of the project if the staff report is updated with the correct well permit information. Committee Member, Ryan Casey seconds motion. **Motion failed 4-4**, (Mazariegos-Anastassiou, Johnson, Chaix, Sare).

SPEAKERS

Vice Chair, Peter Marchi, asks whether the septic system leach line setbacks are met.

Applicant, Toby Long, responds in the affirmative.

Presenter, Sonal Aggarwal, responds in the affirmative.

Committee Member, Cole Mazariegos-Anastassiou, states that he would vote yes if the applicant would agree to lease out at least 2/3rds of an acre to a farmer for orchard.

Vice Chair, Peter Marchi, states that the parcel zoning allows for one density credit for a single family house, concerns that the small parcel size makes it not viable for commercial agriculture, and it meets many of the requirements.

Committee Member, Crystal Chaix, agrees with Cole and asks if the conversion of the well to domestic will impact potential farming activity.

Committee Members, respond that it will not have an impact.

Committee Member, James Oku, small space leases are not recommended due to the complexity of parking and separating utilities.

Committee Member, Ryan Casey, agrees and reiterates that the damage was done when the parcel was subdivided.

Chair, Natalie Sare, responds that the parcels is mostly prime soil.

Committee Member, Daniel Theobald, advises that the next motion should encourage but not require the applicant to grow.

Committee Member, Cole Mazariegos-Anastassiou, states that the location has unique climate and many farmers in the area would like to lease even a ½ acre of that land, and offers himself as resource to connect the owner with farmers.

COMMITTEE ACTION:

Committee Member, Cole Mazariegos-Anastassiou motions to recommend approval of the project with encouragement to have agricultural activity. Committee Member, Daniel Theobald, seconds motion. **Motion passed 8-0.**

Committee Member, Crystal Chaix, motions to add an addendum to the passed motion to add a statement to correct the staff report to clarify the well permit information.

Committee Member, Daniel Theobald, seconds motion. **Motion (addendum) passed 8-0.**

3. AAC Meeting Location. Presenter: Planning Liaison, Robby Miller,

SPEAKERS

Committee Member, Marilyn Johnson, voices noise concerns with the Half Moon Bay room being adjacent to the larger room.

Committee Member, James Oku, asks whether Ted Adcock also has a 8:15pm hard stop time.

Presenter, Robby Miller, responds that Half Moon Bay Library and Ted Adcock have a 8:15pm hard stop time.

Committee Member, Crystal Chaix, states that she researched the Old Train Depot and found that there is no wifi, but County has portable wifi equipment to possibly use. Their hard stop is 10:45pm because cleaning stuff comes at 11pm. Bathrooms get locked at 10 pm. No charge. They have tables and chairs. Need to pick up and return the key. All we need to do is call them to reserve. ADA compliant.

Committee Member, James Oku, concerned that the County wifi equipment will not be able to support video conferencing.

Committee Member, Cole Mazariegos-Anastassiou, would consider the Old Train Depot if wifi is feasible, and asks if they use the Library and don't like it, if the Committee can come back here.

Presenter, Robby Miller, responds that we could but need a permanent location soon to deal with insurance.

Committee Member, Ryan Casey, states that the library seems to be a good fit for the group, and recalls the Old Train Depot being cold and without heat. Prefers not to move to that location if the only reason is because meetings can go longer.

Committee Member, Crystal Chaix, asks about the hard stop time and bylaws.

County of San Mateo Senior Planner, Summer Burlison, responds.

Public Speaker, Bridgette Jett, states that previous AAC meetings were held 6-8pm in winter and 7-9pm during the summer coinciding with daylight savings to give farmers more time to do farming activity.

COMMITTEE ACTION:

Committee Member, Cole Mazariegos-Anastassiou, motions to have the meeting at the Half Moon Bay library next month, and Committee Member, Marilyn Johnson, will bring wifi information about the Old Train Depot for a final vote on location. Committee Member, Marilyn Johnson seconds motion. **Motion passed 6-2** (Sare, Chaix dissenting)

4. **January Retreat.** Presenter: Robby Miller, Planning Liaison, County of San Mateo Planning & Building Department.

SPEAKERS

Committee Member, Crystal Chaix, stated she and her neighbor did not receive the Williamson Act Contract annual letter. She had to talk with three people before getting some answers.

Presenter, Robby Miller, responds that Tiffany Gee is the Planning Staff member that can help answer some questions regarding the audit.

Public Speaker, Karey Burke, asks that the audit is only for non-compliant properties.

Presenter, Robby Miller, responds in the affirmative.

Public Speaker, Karey Burke, states that the Committee also is involved when Williamson Act Contracts need to be amended.

Committee Member, Crystal Chaix, asks how the Committee's input - which was summarized in the January Retreat Summary - is going to be handled moving forward on projects that do not go to Planning Commission.

Presenter, Robby Miller, responds that Committee can go through Chair or directly to me for answers, and mentions Planning Liaison Report has a section for additional announcements that will be used to provide follow up on these type of items.

Public Speaker, Karey Burke, states that the January Retreat Summary, did not fully grasp the joint meeting between Planning Commission and the Committee, and will bring it up again when Debbie comes back.

5. **AAC Procedural Rules Amendments – Introduction and Discussion.** Presenter: Summer Burlison, Senior Planner, County of San Mateo Planning & Building Department.

SPEAKERS

Committee Member, Crystal Chaix, asks to keep the line throughout San Mateo County on Rule 1B.

Committee Member, Marilyn Johnson, asks a clarifying question about Rule 1B.

Committee Member, Crystal Chaix, asks to be provided with Rule 1B resolution.

Presenter, Summer Burlison, responds in the affirmative.

Committee Member, Crystal Chaix, asks a clarifying question about Section 2.1 under Rule 2B.

Vice Chair, Peter Marchi, asks to increase the 12-year term limit of Members in Section 2.4

Presenter, Summer Burlison, responds that that change would most likely require Board of Supervisor approval.

County Counsel, Brian Pettit, confirms that Board would need to modify their Standing Rules.

6. **Committee Member Update(s) and/or Questions** to allow Committee Members to share news and/or concerns for items **not** on the agenda
7. **Planning Liaison Report.**
Planning Liaison, Robby Miller, Planning & Building Department
8. **Adjournment.** Chair Natalie Sare tabled items 6 and 7 to next meeting, and adjourned the meeting at 8:18 p.m.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

2

**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: April 13, 2026

TO: Agricultural Advisory Committee

FROM: Summer Burlison, Planning Staff, 650/363-1815

SUBJECT: CONTINUING INTRODUCTION AND DISCUSSION of Amendments to the Procedural Rules of the San Mateo County Agricultural Advisory Committee.

PROPOSAL

At the March 9, 2026 AAC meeting, the AAC discussed Rules 1B and 2B. Embedded hyperlinks to referenced codes throughout Attachment B (Proposed Amendments to the Procedural Rules) are highlighted in yellow.

Amendments to the Procedural Rules of the San Mateo County Agricultural Advisory Committee (hereafter Procedural Rules) are being proposed to ensure the Procedural Rules remain relevant; align with current state and local laws and regulations, including those for conducting public business pursuant to the Ralph M. Brown Act, and conflict of interest rules, common rules of parliamentary procedure, and the San Mateo County Standing Rules for County Boards, Commissions, and Advisory Committees; and meet the evolving needs of the Committee to support the Committee's effectiveness and efficiency.

RECOMMENDATION

Read and discuss the proposed Amendments to the Procedural Rules, pursuant to Rule 9B, and continue the item to a future AAC meeting for approval of a Resolution to adopt the Amendments.

BACKGROUND

The San Mateo County Agricultural Advisory Committee (AAC) was established with the adoption of the Planned Agricultural District (PAD) zoning regulations on October 16, 1979, by Board Ordinance No. 2614. The AAC is authorized by Section 6365 of the PAD zoning regulations to assist in the achievement of the objectives of the PAD Ordinance and the San Mateo County Local Coastal Program and in the preservation of agriculture on the coastside by advice and recommendation to the Planning Commission and the Board of Supervisors.

The AAC is subject to the County's Standing Rules for County Boards, Commissions, and Advisory Committees established in March 1999 pursuant to Board of Supervisors Resolution No. 62607, last significantly amended on February 26, 2008, by Board Resolution No. 069276, and last amended by the Board of Supervisors on January 23, 2024. The Standing Rules require each County board, commission and advisory committee to adopt rules of procedure governing the conduct of meetings and other necessary administrative matters, which are submitted to the County Attorney for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The Procedural Rules of the San Mateo County AAC were adopted in November 2004, and have not been amended since adoption. State and County laws and procedures have changed since the AAC's Procedural Rules were adopted in 2004, and the proposed Amendments would update the Rules to align with those changes, as well as to meet the evolving needs of the Committee and to support the Committee's effectiveness and efficiency.

Pursuant to Rule 9B, the AAC may amend the Procedural Rules by resolution through a majority vote after first conducting a meeting to read and discuss the proposed amendments.

The County Attorney's Office has reviewed and approved the proposed Amendments.

ATTACHMENTS

- A. Existing Procedural Rules of the AAC, adopted November 2004
- B. Proposed Amendments to the Procedural Rules
- C. Draft Resolution for Amendments to the Procedural Rules



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT A

**PROCEDURAL RULES OF THE SAN MATEO COUNTY
AGRICULTURAL ADVISORY COMMITTEE**

Rule 1B ***Authority and Purpose.***

These Procedural Rules of the Agricultural Advisory Committee (hereafter the AAC) are adopted pursuant to San Mateo County Board of Supervisors Resolution No. 65019, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County Counsel for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The purpose of this Committee is to assist in the achievement of the objectives of the Planned Agricultural District Ordinance and the San Mateo County Local Coastal Program. More particularly, the Committee is to actively assist in the preservation of agriculture throughout San Mateo County by advice and recommendation to the Planning Commission and the Board of Supervisors.

Rule 2B ***Members.***

Section 2.1 **General.**

The AAC Committee is authorized by Section 6362 of the County Zoning Regulations, and responsibilities and membership are specified by resolutions of the Board of Supervisors. (hereafter, "the Board.") At the time these rules are being prepared, the most recent Board resolution is No. 066501, adopted on February 24, 2004. However, it is understood that subsequent resolutions may be adopted by the Board of Supervisors, and that in any event, the members, the member's terms, and the member's duties are as set forth in the most current Board of Supervisors resolution. In the event of an inconsistency between these rules and any Board of Supervisors resolution, any Board Resolution will take precedence over these Rules.

Section 2.2 **Number.**

The current membership as established by the Board of Supervisors includes a total of fifteen (15) members, which total includes eleven (11) voting members and four (4) non-voting members as follows:

Voting members

- a. Seven (7) farmer/growers,
- b. One (1) agricultural business representative,
- c. One (1) conservationist, and
- d. Two (2) public members.

Non-voting members

The following or their designees:

- a. The County Agricultural Commissioner,
- b. County Director, UC Cooperative Extension,
- c. The Executive Director of the San Mateo County Farm Bureau, and
- d. United States Natural Resources Conservation Service (USNRCS), District Conservationist for San Mateo County.

Section 2.3 Appointment.

All members other than those serving by virtue of their official capacity shall be appointed by the Board of Supervisors of San Mateo County and shall serve at the pleasure of the Board.

Section 2.4 Length and limitation of terms.

Members shall serve terms of office of four (4) years. At the conclusion of a term, a member may be reappointed to another term. No member appointed by the Board may serve on the Commission for more than a total of twelve (12) years of full terms. This limitation does not include partial terms at the beginning or conclusion of a member's service. "Non-voting members" are those who serve by virtue of their public office, other specifically designated office, or representation of a specific agency. Non-voting members' terms shall be for the term of their office, or for the term of their designation by the agency they represent.

Section 2.5. Dates of Terms.

Terms are for a fixed period. They shall begin on October 1, and end on September 30, four years thereafter. The fact that a member may be appointed or begin his or her service in the middle of a term does not affect the starting or ending dates of the term.

Section 2.6 Resignation.

Any member may resign effective on giving written notice to the Clerk of the Board of Supervisors and the secretary of the AAC, unless the notice specifies a later time for his or her resignation to become effective. The acceptance of a resignation shall not be necessary to make it effective.

Section 2.7 Removal.

Any member appointed by the Board may be removed from office at any time for any reason or without any reason by the Board.

Section 2.8 Vacancies.

Any vacancy on the AAC, however created, shall be filled for the unexpired term by the Board. Each vacancy shall be filled by an individual having the qualifications of his or her predecessor.

Section 2.9 Action by the Board.

Notwithstanding the foregoing, the qualifications, term and other conditions of AAC membership shall be as determined from time to time by action of the Board.

Section 2.10

No member will act on behalf of the AAC as a whole verbally, in writing or otherwise unless specifically authorized to do so by a majority vote of the AAC.

Rule 3B Officers.

The Officers shall be a Chairperson, who shall preside at all meetings of the full AAC, and a Vice-Chairperson who in the Chairperson's absence or inability to act shall preside at the meetings. If both the Chairperson and Vice-Chairperson are absent or unable to act, the

members present shall select one of the members present to act as chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson. The officers shall be elected annually at the first meeting in October or at an adjournment of that meeting. The officers shall serve for one (1) year terms. The positions of Chairperson and Vice-Chairperson shall be filled by farmers.

Special duties of the Chair and Vice-chair are as follows:

- a. To prepare agendas for meetings in cooperation with such other persons from other governmental agencies as may be required;
- b. To convene meetings
 - (1) call to order
 - (2) ask for public comment
 - (3) ask for agenda approval
 - (4) approval of minutes
 - (5) close meeting
 - (6) to conduct the business of the meetings according to parliamentary procedure;
- c. To serve as a link between the Board of Supervisors and the AAC.
- d. To coordinate reports to the Board of Supervisors.

Rule 4B Meetings.

Sec. 4.1 Regular and Special Meetings.

The date, time and place of regular meetings shall be established by resolution of the AAC. The AAC shall meet regularly on the second Monday of each month. Special meetings shall be held at any time and place at the call of the Chairperson or a majority of the authorized number of members.

Sec. 4.2 Open and Public.

Meetings shall be open and public and all persons shall be permitted to attend.

Sec. 4.3 Notice.

The Committee shall set a regularly occurring date for its regular meetings. Thereafter, no notice of any regular meeting need be given. Written notice of each special meeting shall be delivered personally or by mail to each member and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice shall be received at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the agenda for the meeting. Written notice may be dispensed with as to any Member who at or prior to the time the meeting convenes files with the Clerk a written waiver of notice. Such waiver may be given by telegram. Such written notice also may be dispensed with as to any Member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting. In cases of emergency, notice of special meetings may be dispensed with only to the extent permitted by applicable law.

Sec. 4.4 Attendance and Participation.

Members must attend the regular meetings of the AAC and of committees to which they are appointed and shall contribute their time and special abilities as may be required for the benefit of the AAC. If a Member is unable to attend a meeting, he or she shall so inform the Chair giving the reason therefore. Failure to attend a meeting without first notifying the Chair shall, except in cases of emergency or extreme hardship, be treated as an unexcused absence. Two (2) unexcused absences during a six-month period shall be grounds for a request that the Board remove the Member.

Sec. 4.5 Quorum.

A majority of the voting members of the AAC present in person shall constitute a quorum for the transaction of business at any regular or special meeting of the AAC or any committee.

Sec. 4.6 Meeting Agendas.

The AAC shall prepare an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting. The Chair or Vice-chair of the AAC, in conjunction with persons from

other governmental agencies as may be required, shall prepare an agenda for the upcoming meeting. A Committee member may contact the chair or vice-chair to request that an item be placed on the agenda. In order to be placed on the printed agenda, the item must be submitted at least ten (10) days prior to the meeting. Any member of the public may request that a matter directly related to the Committee's business be placed on the agenda within the same time period. The AAC may limit the total time to be devoted to any matter at the meeting and may limit the time allowed for any one person to speak on any matter. Each agenda for a regular meeting shall provide an opportunity for members of the public to address the AAC directly on items of interest to the public that are within the subject matter jurisdiction of the AAC. At least 72 hours before a regular meeting, the agenda shall be posted in the Hall of Justice and Records, at a location designated by the Clerk of the Board of Supervisors. No action shall be taken at a regular meeting on any item not appearing on the posted agenda; provided, however, that the Members may take action on items of business not appearing on the posted agenda if: (1) the AAC determines by a majority vote that an emergency situation exists under California Government Code section 54956.5; (2) the AAC determines by a two-thirds vote of the Members, or, if less than two-thirds of the Members are present, by a unanimous vote of those Members present, that the need to take the action arose subsequent to the posting of the agenda; or (3) the item was included in the posted agenda for a meeting of the AAC occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. At least 24 hours before a special meeting, the Secretary shall cause the agenda for the meeting to be posted with the call and notice of the meeting at the Hall of Justice and Records, or, as determined by duly adopted resolution of the AAC, any other location that is freely accessible to members of the public. No business not set forth in the posted agenda shall be considered by the AAC at such special meeting.

Sec. 4.7 Conduct of Business.

The items on the agenda shall be considered in order unless the Chairperson shall announce a change in the order of consideration. Unless an agenda item identifies a particular source for a report, the Chair or county liaison shall present the item, after which members may comment, and then the topic shall then be open to public comment upon recognition of the speaker by the

Chairperson. The rules in Sturgis Standard Code of Parliamentary Procedures shall rule where applicable and not in conflict with adopted guidelines of the AAC.

Sec. 4.8 Resolutions.

All official acts of the AAC shall be taken and authorized by resolution, adopted on motion, duly made, seconded and adopted by vote of the Members.

Sec. 4.9 Voting.

All resolutions to the AAC shall be adopted by the affirmative vote of a majority of the Members, constituting a quorum, present and voting except as otherwise provided by law or these bylaws.

Sec. 4.10 Disqualification from Voting.

A Member shall be disqualified from voting on any resolution relating to a transaction in which he or she has a financial interest, as required by law and the Conflict of Interest Policy of the AAC. Except as required by law and the Conflict of Interest Policy of the AAC, no Member shall be disqualified from serving as a Member or taking part in any proceedings of the AAC because of any financial interest of a Member.

Sec. 4.11 Minutes.

The Secretary (County Planning Division liaison) shall prepare the minutes of each meeting of the AAC. The minutes shall be an accurate summary of the AAC's or committee consideration of each item on the agenda and an accurate record of each action of the AAC. At a subsequent meeting, the minutes shall be submitted for approval by a majority vote of Members in attendance at the meeting covered by the minutes. When approved, the minutes shall be kept with the record of proceedings of the AAC.

Sec. 4.12 Public Records.

All documents and records of the AAC, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code Section 6250 et seq).

Rule 5B *Committees.*

Sec. 5.1 **Appointment.**

The AAC may by resolution, from time to time, create and appoint the members of such committees and subcommittees as it deems necessary to carry out its purposes. Subcommittees may include persons who are not members of the AAC. Each such subcommittee shall report its activities, progress and findings to the AAC as a whole at its next regularly scheduled meeting. If a majority of the AAC approves any recommendation from the subcommittee, such recommendation shall be reported to the Board of Supervisors.

Sec. 5.2 **Standing Committees.**

Sec. 5.3 **Meetings.**

Regular meetings of committees and subcommittees shall be held at such times and places as are determined by the AAC. Special meetings may be held at any time and place as may be held at any time and place as may be designated by the Chairperson, the Chair or county liaison or a majority of the members of the committee or subcommittee. A majority of the authorized number of members of the committee or subcommittee shall constitute a quorum for the transaction of business.

Sec. 5.4 **Open and Public.**

Meetings of committees and subcommittees will be open and public.

Rule 6B *Conflict of Interest Policy.*

Sec. 6.1

Each member of the AAC shall file statements disclosing reportable investments, business positions, interest in real property and income in accordance with the Political Reform Act of 1974 (Government Code Section 81000 et seq.) and the regulations of the Fair Political Practices Commission.

Sec. 6.2

A member of the AAC shall not make, participate in making or in any way attempt to use the member's position to influence a decision in which the member knows or has reason to know the member has a financial interest.

Rule 7B Annual Work Plan.

The AAC will develop an annual work plan, and submit an annual report to the Board of Supervisors. The AAC shall hold an annual planning and review meeting. The date and time shall be selected by the Committee. At the meeting, the AAC shall review its accomplishment plan and Bylaws. The members shall develop an annual workplan for the succeeding year. The AAC shall report periodically to the Board of Supervisors. An annual report shall be submitted to the Board and the report shall be presented by the chairperson accompanied by at least one other member of the AAC.

Rule 8B Oath of Office.

Before beginning service, each member will take an oath of office, to be personally administered by the Clerk of the Board of Supervisors or a deputy of said Clerk.

Rule 9B Amendment of Procedural Rules

These Rules may be amended only by a resolution of the AAC at any meeting of the AAC. Proposed additions or amendments to the Rules shall be submitted to members of the AAC in writing to be read and discussed before adoption. Rules will, barring emergencies, be adopted or amended after consideration at two (2) meetings of the AAC. The formal adoption of policies shall be by majority vote of all AAC members and the action shall be recorded in the minutes of the AAC. Only those written statements so adopted and recorded shall be regarded as official.

Adopted November 2004



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT B

**PROPOSED REVISIONS TO THE PROCEDURAL RULES OF THE SAN MATEO
COUNTY AGRICULTURAL ADVISORY COMMITTEE**

Proposed changes to the Procedural Rules of the San Mateo County Agricultural Advisory Committee are shown below, with additions shown in underline and deletions in ~~strikethrough~~. The reason(s) for the proposed changes are shown in purple text. Embedded hyperlinks to referenced codes are highlighted in yellow.

Rule 1B - Authority and Purpose
<p>These Procedural Rules of the Agricultural Advisory Committee (hereafter the AAC <u>or Committee</u>) are adopted pursuant to San Mateo County Board of Supervisors Resolution No. <u>65019 069276</u>, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County Counsel <u>Attorney</u> for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The purpose of these AACommittee <u>is</u> to assist in the achievement of the objectives of the Planned Agricultural District Ordinance and the San Mateo County Local Coastal Program. More particularly, the <u>AACommittee</u> is to actively assist in the preservation of agriculture throughout San Mateo County <u>on the coastside</u> by advice and recommendation to the Planning Commission and the Board of Supervisors.</p> <p>Reason: Grammatical corrections; clarifications; alignment with Board of Supervisors Resolution No. <u>066502</u> and <u>County Zoning Regulations Section 8.106.160</u> (p.191), which define the purpose of the Agricultural Advisory Committee.</p>
Rule 2B - Members
<p><u>Section 2.1 - General.</u></p> <p>The AAC Committee is authorized by Section 6362 <u>8.106.160</u> of the County Zoning Regulations, and responsibilities and membership are specified by resolutions of the Board of Supervisors. (hereafter, "the Board-"). At the time these rules are being prepared, the most recent Board resolution is No. <u>0665012</u>, adopted on February 24, 2004. However, it is understood that subsequent resolutions may be adopted by the Board of Supervisors, and that</p>

in any event, the ~~m~~Members, the ~~m~~Member's terms, and the ~~m~~Member's duties are as set forth in the most current Board-of-Supervisors resolutions. In the event of an inconsistency between these ~~r~~Rules and any applicable Board-of-Supervisors-resolution, ~~any~~the Board Resolution will take precedence over these Rules.

Reason: Grammatical corrections, clarifications.

Section 2.2 - Number.

The current membership as established by the Board of Supervisors includes a total of fifteen (15) ~~m~~Members, which total includes eleven (11) voting ~~m~~Members and four (4) non-voting ~~m~~Members as follows:

Voting ~~m~~Members

- a. Seven (7) farmer/growers,
- b. One (1) agricultural business representative,
- c. One (1) conservationist, and
- d. Two (2) public members.

Non-voting ~~M~~members

The following or their designees:

- a. The County Agricultural Commissioner,
- b. County Director, UC Cooperative Extension,
- c. The Executive Director of the San Mateo County Farm Bureau, and
- d. United States Natural Resources Conservation Service (USNRCS), District Conservationist
for San Mateo County.

Reason: Grammatical corrections.

Section 2.3 - Appointment.

All ~~m~~Members other than those serving by virtue of their official capacity shall be appointed by the Board of Supervisors of San Mateo County and shall serve at the pleasure of the Board.

Reason: Grammatical correction.

Section 2.4- Length and limitation of terms.

Members shall serve terms of office of four (4) years. At the conclusion of a term, a ~~Member~~ may be reappointed to another term. No ~~Member~~ appointed by the Board may serve on the ~~Committee~~ for more than a total of twelve (12) years of full terms. This limitation does not include partial terms at the beginning or conclusion of a ~~Member's~~ service, or holdover service at the request of the County caused by delay in appointing a replacement at the end of a Member's service. "Non-voting ~~Members~~" are those who serve by virtue of their public office, other specifically designated office, or representation of a specific agency. Non-voting ~~Members~~' terms shall be for the term of their office, or for the term of their designation by the agency they represent.

Reason: Grammatical corrections; alignment with the San Mateo Boards and Commissions Handbook, p.5 ("Members whose terms have expired may continue to serve until they are re-appointed, or the Board of Supervisors appoints a replacement.").

Section 2.5 - Dates of Terms.

Terms are for a fixed period. They shall begin on October 1, and end on September 30, four years thereafter. The fact that a ~~Member~~ may be appointed or begin his or her service in the middle of a term does not affect the starting or ending dates of the term.

Reason: Grammatical correction.

Section 2.6 - Resignation.

Any ~~Member~~ may resign effective on giving written notice to the Clerk of the Board of Supervisors ~~and the secretary of the AAC~~, unless the notice specifies a later time for his or her resignation to become effective. The written notice shall also be provided to the County Liaison and the Committee Chair. The acceptance of a resignation shall not be necessary to make it effective.

Reason: Grammatical corrections; alignment with San Mateo County Boards and Commissions Handbook, p.6 ("Submit a letter of resignation to your staff liaison.");

identification of key persons that should be made aware of when a Member provides written notice of resignation to ensure meetings are not adversely affected and so proper steps can be taken in a timely manner to fill the vacant seat.

Section 2.7 - Removal.

Any ~~m~~Member appointed by the Board may be removed from office at any time for any reason or without any reason by the Board.

Reason: Grammatical correction.

Section 2.8 - Vacancies.

Any vacancy on the AAC, however created, shall be filled for the unexpired term by the Board. Each vacancy shall be filled by an individual having the qualifications of his or her predecessor.

Reason: No changes proposed.

Section 2.9 - Action by the Board.

Notwithstanding the foregoing, the qualifications, term and other conditions of AAC membership shall be as determined from time to time by action of the Board.

Reason: No changes proposed.

Section 2.10

No ~~m~~Member will act on behalf of the AAC as a whole verbally, in writing or otherwise unless specifically authorized to do so by a majority vote of the AAC.

Reason: Grammatical correction.

Rule 3B - Officers

The Officers shall be a Chairperson, who shall preside at all meetings of the full AAC, ~~and a~~ Vice-Chairperson who in the Chairperson's absence or inability to act shall preside at the meetings, ~~and a Secretary who shall prepare the minutes of each meeting of the AAC and any correspondence on behalf of the AAC at their direction.~~ ~~If both the Chairperson and Vice-Chairperson are absent or unable to act, the members present shall select one of the~~

~~members present to act as chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson.~~—The officers shall be elected annually at the first meeting in October or at an adjournment of that meeting. The officers shall serve for one (1) year terms. At least one of ~~the~~ positions of Chairperson and Vice-Chairperson shall be filled by a farmers. If both the Chairperson and Vice-Chairperson are absent or unable to act, the Members present shall select one of the Members present to act as chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson.

Special duties of the Chair and Vice-chair are as follows:

- a. To collaborate with County staff in the ~~preparati~~one ~~of~~ meeting agendas, ~~for meetings in cooperation with~~ and such other persons from other governmental agencies as may be required;
- b. To convene meetings
 - (1) call to order
 - (2) ask for public comment
 - (3) ask for agenda approval
 - (4) approval of minutes
 - (5) close meeting
 - (6) to conduct the business of the meetings according to parliamentary procedure;
- c. To serve as a link between the Board of Supervisors and the AAC.
- d. To coordinate reports to the Board of Supervisors.

Reason: Grammatical corrections; addition of an AAC Secretary officer to support the Chairperson and Vice Chairperson; added flexibility in the criteria of who may serve as Chairperson or Vice Chairperson; clarification on participating roles of the Chairperson and Vice Chairperson in agenda preparation in alignment with San Mateo County Boards and Commissions Handbook, p.18 (“To develop a meeting agenda, the Chair collaborates with the staff liaison to coordinate the meeting’s agenda.”).

Rule 4B - Meetings

Sec. 4.1 - Regular and Special Meetings.

~~The date, time and place of regular meetings shall be established by resolution of the AAC.~~
The AAC shall meet regularly on the second Monday of each month during the times of 6:00 p.m. to 8:00 p.m. Advanced notice of any meeting date, time and location shall be provided at least 72 hours in advance of the meeting. Special meetings shall be held at any time and place at the call of the Chairperson or a majority of the authorized number of ~~m~~Members, in accordance with Section 4.3.

Reason: Grammatical corrections; clarifications on the meeting time and advance noticing requirements for meetings in alignment with the Brown Act pursuant to Government Code Section 54954(a) (“Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body.”).

Sec. 4.2 - Open and Public.

Meetings shall be open and public and all persons shall be permitted to attend.

Reason: No changes proposed.

Sec. 4.3 - Notice.

The ~~AA~~Committee shall set a regularly occurring date for its regular meetings. Thereafter, no notice of any regular meeting need be given. The Committee may conduct special meetings as provided for in the Ralph M. Brown Act (“Brown Act”), with ~~W~~written notice of each special meeting ~~being shall be~~ delivered personally or by mail to each ~~m~~Member and to each local newspaper of general circulation, radio or television station requesting notice in writing, as well as being posted to the County’s internet website. Such notice shall be received at least 24 hours before the time of such meeting as specified in the notice, unless notice is waived or excused as provided in the Brown Act. The call and notice shall specify the time and place of the special meeting and the agenda for the meeting. ~~Written notice may be dispensed with as to any Member who at or prior to the time the meeting convenes files with the Clerk a~~

~~written waiver of notice. Such waiver may be given by telegram. Such written notice also may be dispensed with as to any Member who is actually present at the meeting at the time it convenes.~~ Notice shall be ~~provided~~required pursuant to this section ~~prior to conducting a special meeting~~ regardless of whether any action is taken at the ~~special~~ meeting. In cases of emergency, notice ~~shall be provided consistent with the requirements of the Brown Act of special meetings may be dispensed with only to the extent permitted by applicable law.~~

Reason: Grammatical corrections; clarifications on procedure to align with the Brown Act pursuant to Government Code Sections 54956 and 54956.5 - Noticing special meetings and emergency meetings, and edits to simplify the provisions.

Sec. 4.4 - Attendance and Participation.

Members must attend the regular meetings of the AAC and of committees to which they are appointed and shall contribute their time and special abilities as may be required for the benefit of the AAC. If a Member is unable to attend a meeting, he or she shall so inform the Chair and County Planning Liaison giving the reason therefore. Failure to attend a meeting without first notifying the Chair and County Planning Liaison shall, except in cases of emergency or extreme hardship, be treated as an unexcused absence. Two (2) unexcused absences during a six-month period shall be grounds for a request that the Board remove the Member.

Reason: San Mateo County Boards and Commissions Handbook, p.6 (“If you are unable to attend, you must notify the staff liaison or the Chairperson of the Board or Commission to explain your reason for absence.”); identification of key persons who should be made aware when a Member will be absent from a meeting as Member absence could impact the necessary quorum for holding a meeting.

Sec. 4.5 - Quorum.

A majority of the seated voting ~~m~~Members of the AAC shall be present ~~in-person shall to~~ constitute a quorum that is necessary to convene a meeting for the transaction of business at any regular or special meeting of the AAC or any committee.

Reason: Grammatical corrections; clarifications on the necessary quorum for meeting efficiency; *Taxpayers for Livable Communities v. City of Malibu* (2005) 126 Cal.App.4th 1123, 1127 – (“The Brown Act requires a quorum of a legislative body to conduct its business in public meetings.”).

Sec. 4.6 - Meeting Agendas.

The AAC shall prepare an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting. The Chair or Vice-chair of the AAC shall collaborate with County staff in, ~~in conjunction with persons from other governmental agencies as may be required,~~ shall the preparation of an agenda for the upcoming meeting, in conjunction with persons from other governmental agencies as may be required. A Committee ~~m~~Member may contact the ~~e~~Chair or ~~v~~Vice-chair to request that an item be placed on the agenda. In order to be ~~placed~~considered for placement on the printed agenda, the item must be submitted at least ~~ten~~fifteen (10~~15~~) days prior to the meeting. Any member of the public may request that a matter directly related to the Committee’s business be placed on the agenda within the same time period. The AAC may limit the total time to be devoted to any matter at the meeting and may limit the time allowed for any one person to speak on any matter. Each agenda for a regular meeting shall provide an opportunity for members of the public to address the AAC directly on items of interest to the public that are not on the agenda, but that are within the subject matter jurisdiction of the AAC. At least 72 hours before a regular meeting, the agenda shall be posted in a location that is freely accessible to members of the public and on the County’s internet website~~the Hall of Justice and Records, at a location designated by the Clerk of the Board of Supervisors~~. No action shall be taken at a regular meeting on any item not appearing on the posted agenda, except as expressly authorized under the Brown Act. ; ~~provided, however, that the Members may take action on items of business not appearing on the posted agenda if: (1) the AAC determines by a majority vote that an emergency situation exists under California Government Code section 54956.5; (2) the AAC determines by a two-thirds vote of the Members, or, if less than two-thirds of the Members are present, by a unanimous vote of those Members present, that the need to take the action arose subsequent to the posting of the agenda; or (3) the item was included in the posted agenda for a meeting of the AAC occurring not more than five calendar days prior to the date action is taken on the~~

~~item, and at the prior meeting the item was continued to the meeting at which action is being taken.~~ At least 24 hours before a special meeting, the Secretary shall cause the agenda for the meeting to be posted with the call and notice of the meeting at ~~a the Hall of Justice and Records, or, as determined by duly adopted resolution of the AAC, any other~~ location that is freely accessible to members of the public. No business not set forth in the posted agenda shall be considered by the AAC at such special meeting.

Reason: Grammatical corrections; clarification on the participating roles of the Chairperson and Vice Chairperson in agenda preparation to align with proposed changes to Rule 3B and in alignment with [San Mateo County Boards and Commissions Handbook](#), p.18 (“Agenda Development”); clarifications for alignment with the Brown Act pursuant to [Government Code Section 54954.2](#) – Agenda requirements, adding more lead time necessary for agenda topic requests to ensure there is time to consider including in the next scheduled meeting agenda.

Sec. 4.7 - Conduct of Business.

The items on the agenda shall be considered in order unless the Chairperson ~~shall~~ announces ~~s~~ a change in the order of consideration, ~~subject to the approval of the AAC.~~ ~~Unless an agenda item identifies a particular source for a report, t~~The Chair ~~or county liaison~~ shall ~~read each item into the record~~present the item, ~~and the item may be presented by staff and/or the project proponent,~~ after which ~~m~~Members may ~~ask questions~~comment, and then the ~~item~~topic shall ~~then~~ be open to public comment upon recognition of the speaker by the Chairperson. ~~Upon close of the public comment period, the Committee shall deliberate and take action, if applicable.~~ The ~~rules~~procedures set forth in [Rosenberg’s Rules of Order Sturgis Standard Code of Parliamentary Procedures](#) shall rule where applicable and not in conflict with ~~these~~ adopted [Procedural Rules](#)~~guidelines~~ of the AAC.

Reason: Grammatical corrections; clarifications to support effective and efficient meetings; alignment with the [San Mateo County Boards and Commissions Handbook](#), pp.16-17 (“Basic Format for an Agenda Action Item Discussion”); alignment with [San Mateo Boards and Commissions Handbook](#), pp.9-10 (Recommending use of Rosenberg’s Rules of Order).

Sec. 4.8 - Resolutions.

~~All official acts of the AAC shall be taken and authorized by resolution, adopted on motion, duly made, seconded and adopted by vote of the Members. [Reserved]~~

Reason: Eliminate the need for official acts of the AAC to be made by resolution in alignment with San Mateo County Boards and Commissions Handbook, pp.16-17 (“Basic Format for an Agenda Action Item Discussion”) – Commissions act by motion and vote, and there is no resolution requirement.

Sec. 4.9 - Voting.

~~With the exception of any Member disqualified from voting on, or otherwise participating in, a matter due to a conflict of interest, All resolutions present voting Members of the AAC (including the Chair) are required to take action when a vote is called on a motion. Voting Members can either vote to approve the motion, vote to deny the motion, or abstain from voting. All actions of the AAC shall be approved adopted by a n the affirmative vote of a majority of the qualified Members present, constituting a quorum, present and voting except as otherwise provided by law or these Procedural Rules bylaws. A motion will carry only when a majority of the qualified Members present vote in the affirmative. Tie votes shall result in a failed motion.~~

Reason: Clarifications to support effective and efficient meetings; *Martin v. Ballinger* (1983) 25 Cal.App.2d 435, 437 (“Where there is a quorum present, and a majority of the quorum votes in favor of a proposition, it is carried, notwithstanding an equal number refuse or fail to vote...”); 62 Ops. Atty. Gen 698 (1979) (“A member who is not entitled to vote because of a conflict of interest, for example, is not counted for purposes of establishing a quorum on a particular question.”).

Sec. 4.10 - Disqualification from Voting.

A Member shall ~~not participate in any item before the Committee~~ ~~be disqualified from voting on any resolution~~ relating to ~~any matter transaction~~ in which he or she has a ~~disqualifying financial~~ interest, as required by law and the Conflict of Interest Policy

(Rule 6.B) of the AAC. Except as required by law and the Conflict of Interest Policy of the AAC, no Member shall be disqualified from serving as a Member or taking part in any proceedings of the AAC because of any financial interest of a Member.

Reason: Clarifications to support effective and efficient meetings; San Mateo County Boards and Commissions Handbook, p.38 (“To avoid actual bias or the appearance of possible improprieties, a public official is prohibited from participating in the decision and may recuse themselves from discussing, hearing or voting on the specific item.”)

Sec. 4.11 - Minutes.

The Committee Secretary (~~County Planning Division liaison~~) shall prepare ~~the~~ minutes of each meeting of the AAC. ~~These~~ minutes shall be ~~an accurate summary of the AAC’s or committee consideration of each item on the agenda and~~ an accurate record of each action of the AAC. At a subsequent meeting, the minutes shall be submitted for approval by a majority vote of Members in attendance at the meeting covered by the minutes. When approved, the minutes shall be kept with the record of proceedings of the AAC.

Reason: Alignment with the AAC Secretary officer role added to Rule 3B (Officers); San Mateo County Boards and Commissions Handbook, p.19 (“Meeting Minutes”).

Sec. 4.12 - Public Records.

All documents and records of the AAC, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code Section 6250 et seq).

Reason: No changes proposed.

Rule 5B - Committees

~~Sec. 5.1 – Appointment.~~

The AAC may ~~by resolution~~, from time to time, create and appoint the members of such standing or ad hoc committees and subcommittees as it deems necessary to carry out its purposes, ~~which~~. ~~Subcommittees~~ may include persons who are not members of the AAC. Each such committee or subcommittee shall report its activities, progress and findings to the AAC as a whole at its next regularly scheduled meeting. ~~If a majority of the AAC approves~~

~~any recommendation from the subcommittee, such recommendation shall be reported to the Board of Supervisors.~~

Reason: Grammatical corrections; clarifications for effective and efficient meetings; alignment with the Brown Act pursuant to **Government Code Section 54952** (Brown Act requirements apply to standings committees, but not ad hoc committees); alignment with **San Mateo County Boards and Commissions Handbook**, p.34 (“If a Board or Commission wishes to establish a standing or ad hoc committee of certain members, please check with the County Attorney regarding the establishment of such a subcommittee and the applicability of the Brown Act.”).

~~Sec. 5.2 – Standing Committees.~~

Reason: Eliminate unused section.

~~Sec. 5.3 – Meetings.~~

~~Regular meetings of committees and subcommittees shall be held at such times and places as are determined by the AAC. Special meetings may be held at any time and place as may be held at any time and place as may be designated by the Chairperson, the Chair or county liaison or a majority of the members of the committee or subcommittee. A majority of the authorized number of members of the committee or subcommittee shall constitute a quorum for the transaction of business.~~

Reason: Eliminate redundancy with Section 4.1 (Regular and Special Meetings) and Section 4.5 (Quorum).

~~Sec. 5.4 – Open and Public.~~

~~Meetings of committees and subcommittees will be open and public.~~

Reason: Eliminate redundancy with Section 4.2 (Open and Public).

Rule 6B - Conflict of Interest Policy

Sec. 6.1

Each ~~m~~Member of the AAC shall comply with all applicable laws governing conflicts of interest, including those concerning incompatibility of offices, Government Code Section 1090, and common law bias. ~~file statements disclosing reportable investments, business positions, interest in real property and income in accordance with the Political Reform Act of~~

~~1974 (Government Code Section 81000 et seq.) and the regulations of the Fair Political Practices Commission.~~

Reason: Alignment with the applicable San Mateo County Standing Rules for County Boards, Commissions, and Advisory Committees, Sections 3 and 4.

Sec. 6.2

~~A member of the AAC shall not make, participate in making or in any way attempt to use the member's position to influence a decision in which the member knows or has reason to know the member has a financial interest. Members of the AAC shall avoid impropriety and the appearance of impropriety, and shall not use their position to further their own pecuniary gain or for any other purpose not directly related to the function of the AAC.~~

Reason: Alignment with the San Mateo County Standing Rules for County Boards, Commissions, and Advisory Committees, Section 5.

Rule 7B - Annual Work Plan

~~The AAC will develop an annual work plan, and submit an annual report to the Board of Supervisors. The AAC shall hold an annual planning and review meeting to develop an annual work plan. The date and time for this meeting shall be selected by the AAC committee. At the meeting, the AAC shall review its accomplishments from the past year plan, develop an annual workplan for the succeeding year, and review these Procedural Rules Bylaws. The members shall develop an annual workplan for the succeeding year. The AAC shall report periodically to the Board of Supervisors. An annual report shall be submitted to the Board of Supervisors, and if a presentation is requested, and the report shall be presented by the eChairperson accompanied by at least one other mMember of the AAC.~~

Reason: Clarifications on procedures; alignment with San Mateo County Boards and Commissions Handbook, p.25 ("Annual Reports to the Board of Supervisors"); alignment with San Mateo County Standing Rules for County Boards, Commissions, and Advisory Committees, Section 20.

Rule 8B - Oath of Office

Before beginning service, each ~~m~~Member ~~will~~shall take an oath of office, to be personally administered by the Clerk of the Board of Supervisors or a deputy of said Clerk.

Reason: Grammatical corrections.

Rule 9B - Amendments of Procedural Rules

These Procedural Rules may be amended only by a resolution of the AAC at any meeting of the AAC. Proposed additions or amendments to the Rules shall be submitted to ~~m~~Members of the AAC in writing to be read and discussed before adoption. Rules will, barring emergencies, be adopted or amended after consideration at two (2) meetings of the AAC. The approval of amendments to the Procedural Rules ~~formal adoption of policies~~ shall be by majority vote of all seated Voting AAC m Members of the AAC, and such~~the~~ action shall be recorded in the meeting minutes ~~of the AAC~~. ~~Only those written statements so adopted and recorded shall be regarded as official.~~

Reason: Grammatical corrections; clarifications on process.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT C

RESOLUTION NO. _____

**AGRICULTURAL ADVISORY COMMITTEE, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA**

* * * * *

**RESOLUTION ADOPTING AMENDMENTS TO THE PROCEDURAL RULES OF THE
SAN MATEO COUNTY AGRICULTURAL ADVISORY COMMITTEE, ATTACHED
HERETO AS ATTACHMENT A**

RESOLVED, by the Agricultural Advisory Committee (hereafter Committee) of the County of San Mateo, State of California, that

WHEREAS, Standing Rules for County Boards, Commissions, and Advisory Committees were established by the County of San Mateo Board of Supervisors in March 1999 pursuant to Board of Supervisors Resolution No. 62607, and these Standing Rules were last significantly amended on February 26, 2008 by Board of Supervisors Resolution No. 069276, and were last amended by the Board of Supervisors on January 23, 2024 ; and

WHEREAS, the Standing Rules require each County board, commission and advisory committee to adopt rules of procedure governing the conduct of meetings and other necessary administrative matters, which must be submitted to the County Attorney for review and approval, and thereafter filed with the Clerk of the Board of Supervisors.

WHEREAS, the current Procedural Rules of the San Mateo County Agricultural Advisory Committee (hereafter Procedural Rules) were adopted in November 2004, which allow the Committee to amend the Procedural Rules by resolution through a

majority vote pursuant to Rule 9B after first conducting a meeting to read and discuss the proposed amendments; and

WHEREAS, the Amendments included as Attachment A ensure the Procedural Rules remain relevant; align with current state and locals laws and regulations, including those for conducting public business pursuant to the Ralph M. Brown Act and conflict of interest rules, common rules of parliamentary procedure, and the San Mateo County Standing Rules for County Boards, Commissions, and Advisory Committees; and meet the evolving needs of the Committee to support the Committee’s effectiveness and efficiency; and

WHEREAS, on March 9, 2026 and April 13, 2026 the Committee conducted public meetings to read and discuss the proposed Amendments.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Agricultural Advisory Committee adopts the Amendments to the Procedural Rules of the San Mateo County Agricultural Advisory Committee, attached hereto as Attachment A, which shall be effective immediately upon adoption.

* * * * *

**PROCEDURAL RULES OF THE SAN MATEO COUNTY
AGRICULTURAL ADVISORY COMMITTEE**

Rule 1B Authority and Purpose.

These Procedural Rules of the Agricultural Advisory Committee (hereafter the AAC or Committee) are adopted pursuant to San Mateo County Board of Supervisors Resolution No. 65019069276, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County Attorney Counsel for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The purpose of theis AACommittee is to assist in the achievement of the objectives of the Planned Agricultural District Ordinance and the San Mateo County Local Coastal Program. More particularly, the AACommittee is to actively assist in the preservation of agriculture on the coastside throughout San Mateo County by advice and recommendation to the Planning Commission and the Board of Supervisors.

Rule 2B Members.

Section 2.1 General.

The AAC Committee is authorized by Section 63652 of the County Zoning Regulations, and responsibilities and membership are specified by resolutions of the Board of Supervisors. (hereafter, "the Board.") At the time these rules are being prepared, the most recent Board resolution is No. 0665024, adopted on February 24, 2004. However, it is understood that subsequent resolutions may be adopted by the Board of Supervisors, and that in any event, the Members, the mMember's terms, and the mMember's —duties are as set forth in the most current Board of Supervisors resolutions. In the event of an inconsistency between these Rules and an applicably Board of Supervisors resolution, theany Board Resolution will take precedence over these Rules.

Section 2.2 Number.

The current membership as established by the Board of Supervisors includes a total of fifteen (15) mMembers, which total includes eleven (11) voting mMembers and four (4) non-voting mMembers as follows:

Voting ~~m~~Members

- a. Seven (7) farmer/growers,
- b. One (1) agricultural business representative,
- c. One (1) conservationist, and
- d. Two (2) public ~~m~~Members.

Non-voting ~~M~~Members

The following or their designees:

- a. The County Agricultural Commissioner,
- b. County Director, UC Cooperative Extension,
- c. The Executive Director of the San Mateo County Farm Bureau, and
- d. United States Natural Resources Conservation Service (USNRCS), District Conservationist for San Mateo County.

Section 2.3 Appointment.

All ~~m~~Members other than those serving by virtue of their official capacity shall be appointed by the

Board of Supervisors of San Mateo County and shall serve at the pleasure of the Board.

Section 2.4 Length and limitation of terms.

Members shall serve terms of office of four (4) years. At the conclusion of a term, a ~~m~~Member may be reappointed to another term. No ~~m~~Member appointed by the Board may serve on the ~~Committeession~~ for more than a total of twelve (12) years of full terms. This limitation does not include partial terms at the beginning or conclusion of a ~~m~~Member's service, or holdover service at the request of the County caused by delay in appointing a replacement at the end of a Member's service. "Non-voting ~~m~~Members" are those who serve by virtue of their public office, other specifically designated office, or representation of a specific agency. Non-voting ~~m~~Members' terms shall be for the term of their office, or for the term of their designation by the agency they represent.

Section 2.5. Dates of Terms.

Terms are for a fixed period. They shall begin on October 1, and end on September 30, four years thereafter. The fact that a ~~m~~Member may be appointed or begin his or her service in the middle of a term does not affect the starting or ending dates of the term.

Section 2.6 Resignation.

Any ~~m~~Member may resign effective on giving written notice to the Clerk of the Board of Supervisors, ~~the County Planning Liaison, and the Committee Chair~~ and the secretary of the AAC, unless the notice specifies a later time for his or her resignation to become effective. ~~The written notice shall also be provided to the County Liaison and the Committee Chair.~~ The acceptance of a resignation shall not be necessary to make it effective.

Section 2.7 Removal.

Any ~~m~~Member appointed by the Board may be removed from office at any time for any reason or without any reason by the Board.

Section 2.8 Vacancies.

Any vacancy on the AAC, however created, shall be filled for the unexpired term by the Board. Each vacancy shall be filled by an individual having the qualifications of his or her predecessor.

Section 2.9 Action by the Board.

Notwithstanding the foregoing, the qualifications, term and other conditions of AAC membership shall be as determined from time to time by action of the Board.

Section 2.10

No ~~M~~member will act on behalf of the AAC as a whole verbally, in writing or otherwise unless specifically authorized to do so by a majority vote of the AAC.

Rule 3B Officers.

The Officers shall be a Chairperson, who shall preside at all meetings of the full AAC, ~~and~~ a Vice-Chairperson who in the Chairperson's absence or inability to act shall preside at the

meetings, and a Secretary who shall prepare the minutes of each meeting of the AAC and any correspondence on behalf of the AAC at their direction. ~~If both the Chairperson and Vice-Chairperson are absent or unable to act, the members present shall select one of the members present to act as chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson.~~ The officers shall be elected annually at the first meeting in October or at an adjournment of that meeting. The officers shall serve for one (1) year terms. At least one of the positions of Chairperson and Vice-Chairperson shall be filled by a farmer. ~~If both the Chairperson and Vice-Chairperson are absent or unable to act, the Members present shall select one of the Members present to act as chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson.~~

Special duties of the Chair and Vice-chair are as follows:

- a. To collaborate with County staff in the preparation of meeting agendas, ~~for meetings in cooperation with~~ and such other persons from other governmental agencies as may be required;
- b. To convene meetings
 - (1) call to order
 - (2) ask for public comment
 - (3) ask for agenda approval
 - (4) approval of minutes
 - (5) close meeting
 - (6) to conduct the business of the meetings according to parliamentary procedure;
- c. To serve as a link between the Board of Supervisors and the AAC.
- d. To coordinate reports to the Board of Supervisors.

Rule 4B ***Meetings.***

Sec. 4.1 **Regular and Special Meetings.**

~~The date, time and place of regular meetings shall be established by resolution of the AAC.~~ The AAC shall meet regularly on the second Monday of each month during the times of 6:00 p.m. to

89:00 p.m. Advanced notice of any meeting date, time and location shall be provided at least 72 hours in advance of the meeting. Special meetings shall be held at any time and place at the call of the Chairperson or a majority of the authorized number of ~~m~~Members, in accordance with Section 4.3.

Sec. 4.2 Open and Public.

Meetings shall be open and public and all persons shall be permitted to attend.

Sec. 4.3 Notice.

The AACCommittee shall set a regularly occurring date for its regular meetings. Thereafter, no notice of any regular meeting need be given. The Committee may conduct special meetings as provided for in the Ralph M. Brown Act (“Brown Act”), with wWritten notice of each special meeting beingshall be delivered ~~personally or by mail~~ to each ~~m~~Member and to each local newspaper of general circulation, radio or television station requesting notice in writing, as well as being posted to the County’s internet website. Such notice shall be received at least 24 hours before the time of such meeting as specified in the notice, unless such notice is waived or excused as provided in the Brown Act. The call and notice shall specify the time and place of the special meeting and the agenda for the meeting. ~~Written notice may be dispensed with as to any Member who at or prior to the time the meeting convenes files with the Clerk a written waiver of notice. Such waiver may be given by telegram. Such written notice also may be dispensed with as to any Member who is actually present at the meeting at the time it convenes.~~ Notice shall be providedrequired pursuant to this section prior to conducting a special meeting regardless of whether any action is taken- at the ~~special~~ meeting. In cases of emergency, notice shall be provided consistent with the requirements of the Brown Act~~notice of special meetings may be dispensed with only to the extent permitted by applicable law.~~

Sec. 4.4 Attendance and Participation.

Members must attend the regular meetings of the AAC and of committees to which they are appointed and shall contribute their time and special abilities as may be required for the benefit of the AAC. If a Member is unable to attend a meeting, he or she shall so inform the Chair and County Planning Liaison giving the reason therefore. Failure to attend a meeting without

first notifying the Chair and County Planning Liaison shall, except in cases of emergency or extreme hardship, be treated as an unexcused absence. Two (2) unexcused absences during a six-month period shall be grounds for a request that the Board remove the Member.

Sec. 4.5 Quorum.

A majority of the seated voting ~~m~~Members of the AAC shall be present ~~in person shall to~~ constitute a quorum that is necessary to convene a meeting for the transaction of business at any regular or special meeting of the AAC or any committee.

Sec. 4.6 Meeting Agendas.

The AAC shall prepare an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting. The Chair or Vice-chair of the AAC shall collaborate with County staff ~~in, in conjunction with persons from other governmental agencies as may be required, shall with~~ the preparation of an agenda for the upcoming meeting, ~~in conjunction with persons from other governmental agencies as may be required.~~ A Committee ~~m~~Member may contact the Chair or Vice-chair to request that an item be placed on the agenda. In order to be eligible considered for placement to be placed on the printed agenda, the item must be submitted at least ten-fifteen (15) days prior to the meeting. Any member of the public may request that a matter directly related to the Committee's business be placed on the agenda within the same time period. The AAC may limit the total time to be devoted to any matter at the meeting and may limit the time allowed for any one person to speak on any matter. Each agenda for a regular meeting shall provide an opportunity for members of the public to address the AAC directly on items of interest to the public that are not on the agenda, but that are within the subject matter jurisdiction of the AAC. At least 72 hours before a regular meeting, the agenda shall be posted in a location that is freely accessible to members of the public- and on the County's internet website ~~the Hall of Justice and Records, at a location designated by the Clerk of the Board of Supervisors.~~ No action shall be taken at a regular meeting on any item not appearing on the posted agenda, ~~provided, however, that the Members may take action on items of business not appearing on the posted agenda- except as expressly authorized under the Brown Act. if: (1) the AAC determines by a majority vote that an emergency situation exists under California Government Code s~~ Section

~~54956.5; (2) the AAC determines by a two-thirds vote of the Members, or, if less than two-thirds of the Members are present, by a unanimous vote of those Members present, that the need to take the action arose subsequent to the posting of the agenda; or (3) the item was included in the posted agenda for a meeting of the AAC occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.~~ At least 24 hours before a special meeting, the Secretary shall cause the agenda for the meeting to be posted with the call and notice of the meeting at ~~the Hall of Justice and Records, or, as determined by duly adopted resolution of the AAC, any other a~~ location that is freely accessible to members of the public. No business not set forth in the posted agenda shall be considered by the AAC at such special meeting.

Sec. 4.7 Conduct of Business.

The items on the agenda shall be considered in order unless the Chairperson ~~shall~~ ~~announce~~announces a change in the order of consideration, subject to the approval of the AAC. ~~Unless an agenda item identifies a particular source for a report, t~~The Chair or ~~county~~ ~~liaison~~designee shall read each agenda item into the record~~present the item,~~ and the item may be presented by staff and/or the project proponent~~[someone],~~ after which ~~M~~members may ask question~~comment,~~ and then the item~~topic~~ shall ~~then~~ be open to public comment upon recognition of the speaker by the Chairperson. Upon close of the public comment period, the Committee shall deliberate and takes action, if applicable. The procedures set forth~~rules~~ in Rosenburg's Rules of Order Sturgis Standard Code of Parliamentary Procedures shall rule where applicable and not in conflict with these adopted Procedural Rules~~guidelines~~ of the AAC.

Sec. 4.8 Resolutions.

~~All official acts of the AAC shall be taken and authorized by resolution, adopted on motion, duly made, seconded and adopted by vote of the Members. [Reserved]~~

Sec. 4.9 Voting.

With the exception of any Member disqualified from voting on, or otherwise participating in, a matter due to a conflict of interest, a~~All resolutions~~ present voting M~~members of the AAC that represent the quorum~~ (including the Chair) are required to take action when a vote is called on a

~~motion is made.~~ Voting Members can either vote to approve the motion, vote to deny the motion, or abstain from voting. All actions of motions to the AAC shall be ~~approved-adopted~~ by ~~a n the~~ affirmative vote of a majority of the ~~qualified~~ Members ~~present~~, ~~constituting a quorum, present and voting~~ except as otherwise provided by law or these ~~Procedural Rules~~ ~~bylaws~~. A motion will carry only when a majority of the ~~qualified~~ Members ~~present~~ vote in the affirmative. Tie votes shall result in a failed motion.

Sec. 4.10 Disqualification from Voting.

A Member shall ~~not participate in any item before the Committee~~ ~~be disqualified from voting on any resolution~~ relating to ~~any matter transaction~~ in which he or she has a ~~disqualifying financial~~ interest, as required by law and the Conflict of Interest Policy (Rule 6.b) of the AAC. Except as required by law and the Conflict of Interest Policy of the AAC, no Member shall be disqualified from serving as a Member or taking part in any proceedings of the AAC because of any financial interest of a Member.

Sec. 4.11 Minutes.

The Committee Secretary (~~County Planning Division liaison~~) shall prepare ~~the~~ minutes of each meeting of the AAC. ~~These~~ minutes shall be ~~an accurate summary of the AAC's or committee consideration of each item on the agenda and~~ an accurate record of each action of the AAC. At a subsequent meeting, the minutes shall be submitted for approval by a majority vote of Members in attendance at the meeting covered by the minutes. When approved, the minutes shall be kept with the record of proceedings of the AAC.

Sec. 4.12 Public Records.

All documents and records of the AAC, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code Section 6250 et seq).

Rule 5B Committees.

~~Sec. 5.1 Appointment.~~

The AAC may ~~by resolution~~, from time to time, create and appoint the members of such standing or ad hoc committees and subcommittees as it deems necessary to carry out its purposes, ~~which-~~ Subcommittees may include persons who are not members of the AAC. Each such committee or subcommittee shall report its activities, progress and findings to the AAC as a whole at its next regularly scheduled meeting. ~~If a majority of the AAC approves any recommendation from the subcommittee, such recommendation shall be reported to the Board of Supervisors.~~

Sec. 5.2 Standing Committees.

Sec. 5.3 Meetings.

~~Regular meetings of committees and subcommittees shall be held at such times and places as are determined by the AAC. Special meetings may be held at any time and place as may be held at any time and place as may be designated by the Chairperson, the Chair or county liaison or a majority of the members of the committee or subcommittee. A majority of the authorized seated number of members of the committee or subcommittee shall constitute a quorum for the transaction of business.~~

Sec. 5.4 Open and Public.

~~Meetings of committees and subcommittees will be open and public.~~

Rule 6B Conflict of Interest Policy.

Sec. 6.1

Each ~~m~~Member of the AAC shall comply with all applicable laws governing conflicts of interest, including those concerning incompatibility of offices, Government Code Section 1090, and common law bias. ~~file statements disclosing reportable investments, business positions, interest in real property and income in accordance with the Political Reform Act of 1974 (Government Code Section 81000 et seq.) and the regulations of the Fair Political Practices Commission.~~

Sec. 6.2

~~A member of the AAC shall not make, participate in making or in any way attempt to use the member's position to influence a decision in which the member knows or has reason to know the member has a financial interest. Members of the AAC shall avoid impropriety and the appearance of impropriety, and shall not use their position to further their own pecuniary gain or for any other purpose not directly related to the function of the AAC.~~

Rule 7B *Annual Work Plan.*

~~The AAC will develop an annual work plan, and submit an annual report to the Board of Supervisors.~~ The AAC shall hold an annual planning and review meeting to develop an annual work plan. The date and time for this meeting shall be selected by the ~~Committee~~ AAC. At the meeting, the AAC shall review ~~its accomplishments from the past year plan, develop an annual workplan for the succeeding year, and review these Procedural Rules its Bylaws.~~ its accomplishments from the past year plan, develop an annual workplan for the succeeding year, and review these Procedural Rules its Bylaws. ~~The members shall develop an annual workplan for the succeeding year.~~

~~The AAC shall report periodically to the Board of Supervisors.~~ An annual report shall be submitted to the Board and the report shall be presented by the chairperson accompanied by at least one other member of the AAC of Supervisors, and if a presentation is requested, the report shall be presented by the Cchairperson accompanied by at least one other ~~M~~member of the AAC.

Rule 8B *Oath of Office.*

Before beginning service, each ~~m~~Member ~~will~~ shall take an oath of office, to be personally administered by the Clerk of the Board of Supervisors or a deputy of said Clerk.

Rule 9B *Amendment of Procedural Rules*

These Procedural Rules may be amended only by a resolution of the AAC at any meeting of the AAC. Proposed additions or amendments to the Rules shall be submitted to ~~M~~members of the AAC in writing to be read and discussed before adoption. Rules will, barring emergencies, be adopted or amended after consideration at two (2) meetings of the AAC. The approval of amendments to the Procedural Rules ~~formal adoption of policies~~ shall be by majority vote

of all ~~seated Voting AAC M~~members of the AAC, and ~~such~~the action shall be recorded in the ~~meeting minutes of the AAC. Only those written statements so adopted and recorded shall be regarded as official.~~

Adopted ~~November 2004~~ [Insert date]

~~S:\Gail Raabe\Ag Advisory Comm\AAC rules.doc~~



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

6

**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: April 13, 2026

TO: Agricultural Advisory Committee

FROM: Planning Staff

SUBJECT: Planning Liaison Report

CONTACT INFORMATION: Robby Miller, Planner, rmiller@smcgov.org

The following is a list of Planned Agricultural District Permits and Coastal Development Exemptions for the rural area of the County that have been received by the Planning Division from February 27, 2026 to March 31, 2026.

PLANNED AGRICULTURAL DISTRICT (PAD) PERMIT OUTCOMES

One PAD application was heard or considered by the Board of Supervisors and/or Planning Commission during this time period.

1. Owner/Applicant:	Erik Markegard/Erik Markegard
File Number:	PLN2023-00112
Location:	350 Madera Ln., San Gregorio
Assessor's Parcel No.:	081-320-030

Conduct a public hearing to consider an appeal of the Planning Commission's decision to adopt an Initial Study/Mitigated Negative Declaration (IS/MND), pursuant to California Environmental Quality Act (CEQA), and approve an After-the-Fact Planned Agricultural District (PAD) Permit to legalize an existing cargo container storage building, a man-made pond, and a water tank on a legal 25,253 sq. ft. parcel located at 350 Madera Lane in the unincorporated San Gregorio area of San Mateo County. Please direct questions to project Planner, Sonal Aggarwal at, saggarwal@smcgov.org.

This project was continued at the March 24, 2026 BOS Meeting to a future hearing date until the project goes back to Agricultural Advisor Committee (AAC) for a vote and submit the relevant missing documents, such as a letter for Mid-Peninsula Regional Open District and PG&E for the other properties leased by the applicant.

UPCOMING PLANNED AGRICULTURAL DISTRICT PERMIT PROJECTS

No PAD permit applications were received by the Planning Division during this time period.

COASTAL DEVELOPMENT EXEMPTIONS (CDX) FOR AGRICULTURAL PROJECTS

Two CDX applications for agricultural projects were submitted during this time period (see Attachment A)

ADDITIONAL ANNOUNCEMENTS

1. At the March 10, 2026 BOS meeting, they approved four reappointments for a full 4-year term effective 10/01/2025-09/30/2029: Marilyn, Peter, Ryan, & James (see Attachment B)
2. Vacancy-Public Member & Conservationist (See Attachment C)
3. Next meeting is on May 11, 2026.

ATTACHMENT(S)

- A. List of CDX Permits
- B. Reappointments
- C. Vacancy Notice

Permit Number	RECORD NAME	DATE OPENED	DESCRIPTION	APN	ADDR FULL LINE1	RECORD STATUS
PLN2026-00110	Road Repair	3/24/2026	CDx application by CalTrans to repair failing pavement at post mile 13.5 on Highway 1, in Pescadero. Surface runoff seeping into pavement cracks has caused over-saturation and collapse of the supporting soil, resulting in pavement settlement at this location. The dips and cracks have exposed the subsurface layers of the pavement, allowing water to collect and further degrade the structural integrity of the roadway. As the settlement currently measures about 3 inches, it poses a threat to road users. Temporary traffic control will be implemented during construction activities. The project will grind the existing hot mix asphalt (HMA) on the roadway and then perform any work necessary to buttress and reinforce the distressed pavement structural section. The roadway will then be repaved with HMA and HMA fabric. Any damaged or removed pavement delineation and striping will be replaced. All work will be limited to the existing paved roadway prism and the roadway will not be expanded.	086121050	Cabrillo HWY, CA	Approved
PLN2026-00111	Reservoir Expansion	3/24/2026	CDx and Grading Exemption for the expansion of an existing stock pond and construction of an additional irrigation reservoir for the agricultural operations at Johnston Ranch while also addressing chronic erosion issues and restoring habitat for wildlife. Project components include: 1. New reservoir with pond liner providing approximately 15 acre-feet of storage. 2. Improvements at an existing reservoir to increase water storage to approximately 5 acre-feet. 3. Pump station and associated pipeline to irrigate nearby fields using water stored in the new reservoir. 4. New stream channel to restore the hydraulic connection between the existing reservoir watershed and Arroyo Leon creek through an existing culverted crossing under Higgins Canyon Road. 5. Improvements to the existing reservoir spillway. Work shall consist of: 1. Mass grading 2. Installation of concrete structures and pipes to control the flow and distribution of water between the reservoirs and Arroyo Leon creek, and to help protect against erosion 3. Strategic installation of rock armor to protect flow paths from erosion 4. Revegetation using native plant material collected onsite and seeding with a native and sterile seed mix for erosion control.	065210280	HIGGINS PURISIMA RD, HALF MOON BAY, CA 94019-0000	Submitted
PLN2026-00119	CDX	3/30/2026	CDX for agricultural wells in the PAD/CD zone.	088132060	DEARBORN PARK RD, PESCADERO, CA 94060- 0000	Submitted



County of San Mateo

Inter-Departmental Correspondence

Department: BOARD OF SUPERVISORS
DISTRICT 2
File #: 26-198

Board Meeting Date: 3/10/2026

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: President Noelia Corzo, District 2
Subject: Reappointments to the Agricultural Advisory Committee

RECOMMENDATION:

Recommendation for reappointments to the Agricultural Advisory Committee, each representing Public member, each for a full 4-year term effective October 1, 2025 through September 30, 2029:

- A) Marilyn Johnson, representing Public member, for a first full term; and
- B) Peter Marchi, representing Farmer/Grower, for a second full term; and
- C) Ryan Casey, representing Farmer/Grower, for a first full term; and
- D) James Oku, representing Farmer/Grower, for a first full term.

BACKGROUND:

The Agricultural Advisory Committee actively assists in the preservation of agriculture in San Mateo County through advice and recommendation to the Planning Commission and the Board of Supervisors.

DISCUSSION:

These reappointments reflect full 4-year terms effective October 1, 2025 through September 30, 2029. Marilyn Johnson was initially appointed in March 2025 to serve as a Public member on the Agricultural Advisory Committee a seat carrying an existing partial term ending September 30, 2025. This reappointment would reflect a first full term Peter Marchi was initially appointed to partial term on the Committee in 2019, and this reappointment would reflect a second full term. Ryan Casey and James Oku were each initially appointed to a partial term in December 2022 and are being recommended for their first full term.

Marilyn Johnson is a resident of Half Moon Bay who brings extensive experience to the position,

having previously served on the Agricultural Advisory Committee for 16 years. Marilyn comes from three generations of San Mateo County Coastside farmers and finds serving on the Committee to be beneficial for the agriculture community. She also brings local civic and volunteer experience as a 4-H Project and Community Leader, Future Farmers of America Advisor, and Johnston House Foundation Board Member.

Peter Marchi is a third-generation farmer on the San Mateo County coastside and has many years of experience and knowledge to contribute to the Agricultural Advisory Committee. The history of his agriculture background began when his family started a project to grow and sell pumpkins along the roadside. Peter Marchi and his brothers and he also worked on the family farm planting, irrigating, hoeing weeds and harvesting. They started at a very young age. By the time Peter was a teenager, he and his brother took care of a field of brussels sprouts for the crop to harvest. Peter Marchi was also active in 4-H with projects with sheep, beef gardening and shop. By the time he finished high school, his father placed him in charge of a 150 acre farm.

Ryan Casey is the owner of Blue House Farm, located in San Gregorio and Pescadero. The farm grows Certified Organic vegetables, fruits, and cut-flowers. Ryan started the farm in 2005 and now owns 75 acres, leases another 75, and employees 35 people year-round. He has worked with POST, the RCD, the NRCS, and the County of San Mateo on numerous projects over the years.

James Oku is a fourth-generation farmer in San Mateo County. His family originally started growing cut flowers in 1902 and has diversified into hydroponic deep water culture lettuce and continues to look at other viable agricultural crops. His family has a long history of agriculture on the coast. His father has been San Mateo County Farmer of the Year, and two of his Great-Grandfathers, Inosuke Oku and Sadakusu Enomoto, helped found the San Francisco Market. James Oku additionally also serves as a board member of the San Mateo County Farm Bureau, has worked with the San Mateo Resource Conservation District (RCD) on various projects, and the agricultural ombudsman in a focus group about the San Mateo County Agricultural Food Hub.

FISCAL IMPACT:

None.

NEWS

October 5, 2022 (updated February 26, 2026)

For Immediate Release - Notice of Vacancy

Agricultural Advisory Committee

President of the Board of Supervisors Noelia Corzo announced that applications are being accepted for appointments to the Agricultural Advisory Committee.

There are currently two (2) vacancies on the Committee representing: One (1) Conservationist; and One (1) Public member.


This fifteen-member Committee actively assists in the preservation of agriculture on the Coastside, advising and recommending to the County Planning Commission and the Board of Supervisors.

Meetings are held in-person on the second Monday of the month at 6:00 p.m., or at a time designated in advance. The regular meeting location will be at 535 Kelly Ave., Ted Adcock Community Center, South Day Room, in Half Moon Bay, or a nearby facility in Half Moon Bay.

Applications are being accepted on an ongoing basis at this time until positions are filled and can be submitted online on the County Website:

<https://www.smcgov.org/bnc/application-boards-commissions-and-committees>. Applications can also be obtained from Sherry Golestan, Deputy Clerk of the Board of Supervisors, at sgolestan@smcgov.org.

For information about the Agricultural Advisory Committee, contact Robby Miller, Planning Liaison, at rmiller@smcgov.org or (650) 802-2084. For information about this release contact Sherry Golestan, Deputy Clerk of the Board at sgolestan@smcgov.org.

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COUNTY OF SAN MATEO



**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: March 9, 2026

TO: Agricultural Advisory Committee

FROM: Planning Staff

SUBJECT: Director's Report

CONTACT INFORMATION: Robby Miller, Planner, rmiller@smcgov.org

The following is a list of Planned Agricultural District Permits and Coastal Development Exemptions for the rural area of the County that have been received by the Planning Division from January 28, 2026 to February 26, 2026.

PLANNED AGRICULTURAL DISTRICT (PAD) PERMIT OUTCOMES

One PAD application was heard or considered by the Board of Supervisors and/or Planning Commission during this time period.

1. Owner/Applicant:	Peter Marchi & Son Farms
File Number:	PLN2021-00432
Location:	123 Seaside School Road, San Gregorio
Assessor's Parcel No.:	081-250-030

Consideration of an After-the-Fact Coastal Development Permit (CDP), Planned Agricultural District Permit, Architectural Review Permit, and Kennel Permit, pursuant to Sections 6328.4 and 6353 of the Zoning Regulations, Section 261 of the California Streets and Highways Code, and Section 6.20.040 of the County Ordinance Code, respectively, and adoption of a Mitigated Negative Declaration, pursuant to the Environmental Quality Act, to allow a dog walking operation for a maximum of 75 dogs per day (Monday – Friday, 10:00 a.m. to 3:00 p.m., no weekends) within a fenced 23-acre portion of a 150-acre parcel, and legalize a five-stall carport structure and three cargo storage containers that support the dog walking operation located at located at 123 Seaside School Road in San Gregorio. The project is located in the Cabrillo Highway State Scenic Corridor and the CDP is appealable to the California Coastal Commission. Please direct questions to project Planner, Summer Burlison at, sburlison@smcgov.org.

This project was approved by the Planning Commission at their January 28, 2026 hearing.

UPCOMING PLANNED AGRICULTURAL DISTRICT PERMIT PROJECTS

No PAD permit applications were received by the Planning Division during this time period.

COASTAL DEVELOPMENT EXEMPTIONS (CDX) FOR AGRICULTURAL PROJECTS

No CDX permit applications were received by the Planning Division during this time period.

ADDITIONAL ANNOUNCEMENTS

1. Erik Hagestorm is no longer a Committee Member. He has moved out of the County and will not be re-applying for the public member position.
2. New SMC Boards and Commissions Handbook.
3. Next meeting is on April 13, 2026.