

# 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  
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[www.planning.smcgov.org](http://www.planning.smcgov.org)



## Regular Meeting

### AGRICULTURAL ADVISORY COMMITTEE Half Moon Bay Library, Community Room A

620 Correas St., Half Moon Bay  
Monday, May 11, 2026  
6:00 p.m. to 8:00 p.m.

<https://smcgov.zoom.us/j/96824509489>

### **\*\*\*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/96824509489>. **The meeting ID is:** 968 2450 9489. The meeting may also be accessed via telephone by dialing +1 (669) 900-6833 (Local). **Enter the meeting ID:** 968 2450 9489 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](mailto: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](mailto: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 October 20, 2025 and April 13, 2026.**

**END OF CONSENT AGENDA**

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**REGULAR AGENDA**

6:05

- 2. AAC Procedural Rules Amendments (30 min)** Presenter: Summer Burlison, Senior Planner, SMC Planning & Building Department

**Action Request:** Discuss and provide feedback.

- 3. PLANNING LIAISON REPORT (10 min)** Presenter: Robby Miller, Planning Liaison, SMC Planning & Building Department
- 4. AAC Meeting Location (5 min)** Presenter: Robby Miller, Planning Liaison, SMC Planning & Building Department

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

- 5. Workplan (60 min)** Presenters: Debbie Schechter, Schechter Consulting, Sophie Mintier, Asst. Director SMC Planning & Building Department, and Robby Miller, Planning Liaison.

**Action Request:**

- Begin to develop a workplan to identify and plan for implementation of AAC goals
- Brainstorm, discuss and narrow down potential goals, considering ongoing work and County programs/policies where AAC input is important
- Form subcommittees as needed to develop workplan
- Identify schedule and next steps for completing workplan

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

- 7. ADJOURNMENT**

**ADDITIONAL INFORMATION****Next Meeting**

The next regularly scheduled Agricultural Advisory Committee meeting is on **June 8, 2026**.

**Correspondence to the Committee**

Robby Miller, Agricultural Advisory Committee Liaison  
455 County Center, 2<sup>nd</sup> Floor  
Redwood City, CA 94062  
(650) 363-1818  
Email: [rmiller@smcgov.org](mailto: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/96824509489>. **The meeting ID is:** 968 2450 9489. The meeting may also be accessed via telephone by dialing +1 669-900-6833 (Local). **Enter the meeting ID:** 968 2450 9489 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](mailto: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 – May 11, 2026**

	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Members</b>													
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		
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		
Marilyn Johnson Public Member	X	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											
<b>Staff Liaison</b>													
San Mateo Co. Planning Liaison: Robby Miller	X	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

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### *DRAFT ACTION MINUTES*

**Monday, October 20, 2025**

IN-PERSON WITH REMOTE PARTICIPATION

Once available, a full recording of this meeting can be accessed at:  
<https://www.smcgov.org/planning/event/agricultural-advisory-committee-meeting-october-20-2025-adjusted-due-holiday>

### **REGULAR MEETING AGENDA**

**1. Call to Order**

Chair Natalie Sare called the meeting to order at 6:13 p.m.

**2. Member Roll Call**

Regular Committee Members Present:

Natalie Sare  
Peter Marchi  
Ryan Casey  
Cole Mazariegos-Anastassiou  
Crystal Chaix  
Marilyn Johnson

Regular Committee Members Not Present

James Oku  
John Vars  
Daniel Theobald  
Erik Hagstrom

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 Liaison:

Olivia Boo, Planning Liaison

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

**SPEAKERS**

Public Speaker, Kerry Burke, announced interested parties can buy tickets for the annual Farm Bureau As Fresh as it Gets Dinner on November 7, 2025.

4. **Action to Set Agenda and To Approve Consent Agenda Items**  
*(This item is to set the final consent and regular agenda, and for the recommendation for approval, or approval, of the items listed on the consent agenda. All items on the consent agenda are approved by one action.)*

**Consent Agenda**

5. **Consideration of Meeting Minutes** for the August 11, 2025 and September 8, 2025, AAC meetings.

August minutes

**Committee Action:**

Public Member, Marilyn Johnson, motioned to approve.  
Committee Member, Crystal Chaix, seconded the motion.

**Motion passed 6-0**

September minutes

**Committee Action:**

Committee Member, Cole Mazariello-Anastassiou, motioned to approve.  
Committee Member, Crystal Chaix, seconded the motion.

**Motion passed 5 – 0**

One abstained

6. **Owner/Applicant:** Daniel Sare and Natalie Sare  
**File Number:** PLN2025-00295  
**Location:** 78 Pilarcitos Creek Road, unincorporated Half Moon Bay  
**Assessor's Parcel No.:** Portion of 056-380-110 (formerly 056-380-020 and portion of 056-380-060)

Consideration of an Agritourism Event for the temporary, seasonal Santa's Tree Farm operation starting on November 22, 2025, and ending on January 5, 2026. No operational changes from last season. Project Planner: Summer Burlison, [sburlison@smcgov.org](mailto:sburlison@smcgov.org).

**SPEAKERS**

Committee Vice Chair, Peter Marchi, noted nothing has changed for this project since last year.

**Committee Action:**

Committee Vice Chair, Peter Marchi, motioned to approve the item.  
Committee Member, Marilyn Johnson, seconded the motion.

**Motion passed 5-0**

One abstained

- 7. **Owner/Applicant:** Water Solutions Inc./ Joshua Skolnick
- File Number:** PLN2025-00081
- Location:** West of Cabrillo Highway in the community of Pescadero, unincorporated San Mateo County
- Assessor’s Parcel No.:** 086-250-140, 086-250-150, 086-250-160

Consideration of a Coastal Development Permit (CDP), Planned Agricultural District (PAD) Permit, and Architectural Review Permit, for the drilling of a test domestic well to determine if adequate water is present to serve future development on an undeveloped 6.53-acre property. Two well locations are identified as potential well sites but only one well will be constructed and certified. The AAC previously recommended approval on June 12, 2022 for three test wells (PLN2022-00211); however, all three previously approved test wells were not found to be viable. The project is located in the Cabrillo Highway State Scenic Corridor. The CDP is appealable to the Coastal Commission. Project Planner: Kanoa Kelley, [kkelley@smcgov.org](mailto:kkelley@smcgov.org).

**SPEAKERS**

Committee Member, Marilyn Johnson, asked why there is no address and only parcel numbers.

Public Speaker, Bridget Jett, shared that no address is assigned until development is proposed.

**Committee Action:**

Committee Vice Chair, Peter Marchi, motioned to approve the item.  
Committee Member, Cole Mazariego-Anastassiou, seconded the motion.

**Motion passed 4-1**

One abstained

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**End of Consent Agenda**

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

**SPEAKERS**

Committee Vice Chair, Peter Marchi, shared that a fire in San Gregorio impacted 20 acres, and helicopters took water from his reservoir even though there’s a pipeline serving Pescadero High School.

San Mateo County Agricultural Commissioner, Koren Widdel, announced that the County Agriculture/Weights and Measures published a 2024 crop report that is available on the County website. The Grower’s annual workshop for continuing education will be

December 2, 2025 at 10 a.m. at the Half Moon Bay Library. The Mediterranean fruit fly is in Santa Clara County. Three new glassy-winged sharpshooter infestations have been found in El Dorado County, Kings County, and Stanislaus County, and these areas have quarantines. A new pest, the New World screwworm fly, was found in Central and South America and is moving into Mexico.

Committee Chair, Natalie Sare, shared that it's a challenge to make decisions on projects without hard copies of meeting packets, and it's costly for members to pay for hard copies. She requests to agendaize this topic for the next meeting to discuss viable options.

Committee Member, Cole Mazariegos-Anastassiou, shared that he uses his phone to review the packet.

Housing Development Specialist for the County Housing Department, Alejandro Segura, announced that at next month's AAC meeting, the Housing Department will be presenting an update on the farm labor housing loan program.

Committee Chair, Natalie Sare, motioned to discuss hard copies of meeting packets at the next AAC meeting to discuss a viable option.

Committee Member, Cole Mazaregos-Anastassiou, seconded the motion.

**9. Planning and Building Department Director's Report. (Planning Liaison)**

The next meeting is November 10, 2025.

**SPEAKERS**

None

**10. Committee Survey Results on (Committee) Functioning and Effectiveness.**

Presenter: Debbie Schechter, Schechter Consulting.

**SPEAKERS**

Committee Chair, Natalie Sare, gave feedback that it is nice to work with Debbie Schechter and that the collection of feedback on the topic was well done.

**11. Presentation on Proposed Farm Labor Housing Water System Program. Presenter:**

Heather Forshey, Director of Environmental Health Services.

**SPEAKERS**

Committee Vice Chair, Peter Marchi, asked if service for 1- 4 connections will be changed to State small systems, and how are small water systems and ADU systems treated compared to a residential system.

Public Speaker, BJ Burns, asked if the units that were found by the taskforce were all occupied farm laborers.

Public Speaker, Kerry Burke, commented that the testing cost will be a financial burden for owners and asked if there are options for water storage.

Committee Chair, Natalie Sare, asked if the AAC could provide input to Environmental Health. Chair Sare requested that Environmental Health be a future agenda item for the AAC to make recommendations. Chair Sare asked if there is funding to offset farm labor housing fees, and if some Measure K or grant program funds can be used by owners to offset costs.

Director of Environmental Health Services, Heather Forshey, confirmed that staff can return in January to the AAC.

Public Speaker, Bridget Jett, shared that the County covers permit funding for the next two years. Speaker Jett asked if the \$2,300 permit fee only covers staff time, inspection time, and does not include any testing, and what situation would change the funding, which is currently covered until June 2027 for permitting, while the fees for testing are the responsibility of the owner.

Committee Member, Cole Mazariegos-Anastassiou, commented that without long-term funding, the Environmental Health regulations could worsen the farm worker housing affordability.

Committee Member, Marilyn Johnson, asked about cost and supports the request for Environmental Health to return in November for further discussion.

Committee Vice Chair, Peter Marchi, shared that he sent an inquiry letter to the County Board of Supervisors regarding connecting to CSA-11.

**Committee Action:**

Committee Vice Chair, Peter Marchi, motioned for the item to return in a near future month.

Committee Member, Crystal Chaix, seconded the motion.

**Motion passed 5-1**

**Regular Agenda**

12.

**Owner/Applicant:** Peter Marchi & Son Farms/Smilin Dogs, Konrad Thaler  
**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 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. The project is located in the Cabrillo Highway State Scenic Corridor. The CDP is appealable to the California Coastal Commission. Project Planner: Summer Burlison, [sburlison@smcgov.org](mailto:sburlison@smcgov.org).

## **SPEAKERS**

Committee Chair, Natalie Sare, commented that the project is not on prime soils, there's no agricultural production on the portion of land where the proposed project will occupy, and the project doesn't have an effect on agricultural land.

### **Committee Action:**

Committee Member, Marilyn Johnson, motioned for the item to return in a near future month.

Committee Member, Crystal Chaix, seconded the motion.

### **Motion passed 5-0**

One abstained

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

UPDATED REPORT: Consideration of an After-the-Fact Planned Agricultural District (PAD) Permit to legalize the basement and first story of an existing cargo container storage building that was built without permits along with legalization of a man-made pond and a water tank on a legal 25,253 sq. ft. parcel. No trees were removed and approximately 98 cubic yards of grading was required for the pond. The property is located in the La Honda Road County Scenic Corridor and qualifies for a Coastal Development Exemption for agriculture-related development. Project Planner: Sonal Aggarwal, [saggarwal@smcgov.org](mailto:saggarwal@smcgov.org).

## **SPEAKERS**

Committee Chair, Natalie Sare, asked if the cargo storage is one or two story, and commented that the Committee has to take into consideration the neighbors.

Committee Member, Crystal Chaix, noted the storage unit is one story from La Honda Road and two-stories from Madera Lane.

Public Speaker, Ron Cardoza, commented that the person who tested the noise encroached on his property and the neighbor's property for the testing without the property owners' permission, the project affects neighboring properties, and requested the project be moved to the November meeting to allow for adequate time to discuss concerns.

Committee Member, Marilyn Johnson, shared that AAC members are volunteers and all arrived at 6 p.m. and would like the item continued to the November 2025 AAC.

### **Committee Action:**

Committee Member, Crystal Chaix, motioned to continue the item to November 2025 due to time constraints and the complexity of the project.

Committee Member, Marilyn Johson, seconded the motion.

### **Motion passed 6-0**

14. **Continuation - Summary of AAC's April 2025 Special Workshop**. Presenters: AAC Chair, Natalie Sare, and Workshop Subcommittee.

The item was deferred to the November 2025 meeting due to time constraints.

15. **Adjournment**. Committee Chair, Natalie Sare, adjourned the meeting at 8:15 p.m.

**ROLL SHEET – October 20, 2025**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
<b>Voting Members</b>													
James Oku Farmer		X	X	X	X	X	X	X		X	X	X	
Natalie Sare Farmer	X	X	X	X	X	X	X	X	X	X	X	X	X
John Vars Farmer	X	X	X		X		X	X		X		X	
Peter Marchi Farmer	X	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
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
Daniel Theobald Ag Business		X	X	X	X	X	X		X	X		X	
Erik Hagstrom Public Member								X	X			X	
Marilyn Johnson Public Member								X	X	X	X		X
<b>Non-Voting Members</b>													
**Vacant Conservationist													
**Vacant - Natural Resource Conservation													
San Mateo Co. Agricultural Commissioner: Koren Widdel	X	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
UC Co-Op Extension Rep.: Dr. Igor Lacan			X	X			X		X				
<b>Staff Liaison</b>													
San Mateo Co. Planning Liaison: Olivia Boo	X	X	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 & 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  
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## MINUTES

**Monday, April 13, 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-april-13-2026>.

### **Call to Order**

Chair Natalie Sare called the meeting to order at 6:00 p.m.

### **Member Roll Call**

#### Regular Committee Members Present:

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

#### Regular Committee Members Not Present:

Ryan Casey  
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:

Igor Lacan, UC Co-Op Extension Representative

#### Planning Liaisons Present:

Robby Miller, 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, Dr. Patrick Horn from Pescadero Municipal Advisory Council (PMAC), leading Housing Element Task Force and seeking input from AAC Chair or Members on sites analysis meeting and following meetings. Meeting dates are being worked out but within the next month.

Committee Member, John Vars, announces Farmworker Advisory Commission event for farmworkers and housing.

**Action To Set Agenda & To Approve Consent Agenda Items**

1. Consideration of the Minutes of the Agricultural Advisory Committee for May 12, 2025.

**COMMITTEE ACTION:**

Committee Member, Crystal Chaix, motions to approve the March 12, 2025 minutes. Committee Member, Marilyn Johnson, seconds motion. **Motion passed 7-0.**

Committee Member, Marilyn Johnson, motions to approve March 12, 2025 and the March 9, 2026 with corrections of committee member spellings, and set the agenda. Committee Member, Cole Mazariegos-Anastassiou, seconds motion. **Motion passed 6-1**, (Marchi dissenting).

Committee Member, Crystal Chaix Cole motions to reconsider the March 9, 2026 minutes to hear Marchi. Chair, Natalie Sare seconds motion. **Motion passed 7-0.**

**SPEAKERS:**

Vice Chair, Peter Marchi, concerned about minutes stating Cole would approve project on page 4.

Committee Member, Cole Mazariegos-Anastassiou, agrees that he meant consider instead of approve.

**COMMITTEE ACTION:**

Committee Member, Cole Mazariegos-Anastassiou motions to set the agenda and approve the minutes with corrections to March 9, 2026 of committee member spellings and to change Cole statement on page 4 to consider instead of approve for Item 2. Committee Member, Marilyn Johnson seconds motion. **Motion passed 7-0.**

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**Regular Agenda**

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

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

**SPEAKERS**

Committee Member, Crystal Chaix, requests to strike out Secretary proposal to do minutes for Rule 3B – Officers.

Committee Member, James Oku, agrees because it has been a point of contention for members who need to work.

Chair, Natalie Sare, concerned with opening up the Chair position to non-farmers.

Planning Liaison, Robby Miller, states that staff would like to have all committee members be eligible to be Chair and Vice Chair because as written it blocks 4 members from serving, to have a broader pool of candidates because Chair has been hard to fill at times, aligns with other Boards and Committees.

Chair, Natalie Sare, reiterates concern and adds that Chair should have farmer experience.

Presenter, Summer Burlison, mentions past situation where very qualified member was blocked from serving as Chair, and reminds committee that if someone is not qualified they do not have to vote for them.

Committee Member, James Oku, wants to keep Chair position to only farmers due to possible conflict of interest and would consider to open up the Vice Chair position for all members.

Vice Chair, Peter Marchi, states that filling vacancies have been more of the problem than filling the Chair or Vice Chair seat.

Koren Widdel, San Mateo County Agricultural Commissioner, states that farmers have the majority of seats for voting purposes, and Chair position is just procedural for meetings so encourages committee to allow all members be eligible for Chair/Vice Chair position.

Vice Chair, Peter Marchi, states that he wants to keep things the same.

Chair, Natalie Sare, states the risks outweigh the benefits and wants to keep it the same.

Committee Member, Marilyn Johnson, does not recall there being a problem filling the Chair/Vice Chair position in the 16 years on the committee and agrees with Koren position, but thinks it should remain with farmers.

Committee Member, Cole Mazariegos-Anastassiou, agrees with Koren, but thinks the change should be to add more farmers to the committee.

Jess Brown, San Mateo County Farm Bureau Executive Director, states that there seems to be consensus to keep things as is and to move on.

Chair, Natalie Sare, agrees and moves to next proposed changes.

Committee Member, Crystal Chaix, states to reject all the proposed changes for Rule 4B, does not want to have a set time limit to prevent project applicants from returning. Adds that a time limit should be an internal goal for the Committee.

Committee Member, James Oku, agrees and preferred the 7 pm meeting start time

Chair, Natalie Sare, agrees with Crystal and adds that the time limit also can be unfair to project Planners.

Committee Member, James Oku, asks a clarifying question regarding Section 4.3.

County Counsel, Brian Pettit, responds.

Committee Member, Cole Mazariegos-Anastassiou, suggests to add email to the paragraph since that is common practice.

County Counsel, Brian Pettit, clarifies that this section does not change how agenda packets will be delivered to members.

Chair, Natalie Sare, announces that Committee accepts all Section 4.3 proposed Staff changes.

Committee Member, Crystal Chaix, asks how a member is removed with two unexcused absences as stated in Section 4.4.

Presenter, Summer Burlison, responds that Staff or committee could.

County Counsel, Brian Pettit, agrees that Executives at the Planning & Building Department or Committee could enforce removal.

Chair, Natalie Sare, announces that Committee accepts all Section 4.4 proposed Staff changes.

Committee Member, Crystal Chaix, states that Ron Sturgeon does not think 'seated' should be in Section 4.5 and asks why it was added.

County Counsel, Brian Pettit, responds.

Vice Chair, Peter Marchi, states that in the past all seats open or not were counted toward the majority.

County Counsel, Brian Pettit, asks members if they are wanting to make it harder to have a quorum.

Presenter, Summer Burlison, states that when she was Liaison, there were many unfilled seats, so only seated members were counted to have meetings.

Chair, Natalie Sare, asks for the law from Brian.

Committee Member, James Oku, requests to clearly state that unfilled seats do not get counted.

Committee Member, Crystal Chaix, agrees.

Chair, Natalie Sare, agrees.

Vice Chair, Peter Marchi, asks a clarifying question.

County Counsel, Brian Pettit, responds.

Chair, Natalie Sare, announces that Committee accepts all Section 4.5 proposed Staff changes.

Committee Member, Crystal Chaix, suggests 'in cooperation' language for Section 4.6.

Presenter, Summer Burlison, states that previous input was reason for 'shall collaborate'.

Committee Member, Marilyn Johnson, asks why items are changed to 15 days from 10 days.

Presenter, Summer Burlison, responds that 10 days is when Staff tries to send out packets so 10 days is too early for new items.

Chair, Natalie Sare, announces that Committee accepts all Section 4.6 proposed Staff changes.

Chair, Natalie Sare, announces that Committee accepts all Section 4.7 proposed Staff changes.

Committee Member, Crystal Chaix, asks why Section 4.8 was removed.

Presenter, Summer Burlison, responds that the Committee makes recommendations and the Board passes resolutions.

Committee Member, James Oku, asks a clarifying question.

County Counsel, Brian Pettit, responds and makes a suggested edit to remove 'authorized by resolution' language.

Committee Member, Crystal Chaix, asks if Section 4.8 name should be 'Recommendation'.

Jess Brown, San Mateo County Farm Bureau Executive Director, states that 'Official Acts' is more appropriate.

Chair, Natalie Sare, announces that Committee accepts all Section 4.9 proposed Staff changes.

Chair, Natalie Sare, announces that Committee accepts all Section 4.10 proposed Staff changes.

Committee Member, Crystal Chaix, proposes not to change Secretary to Committee and keep the Secretary as Planning Liaison.

Committee Member, Marilyn Johnson, proposes not to change the second sentence.

Committee Member, James Oku, agrees.

Chair, Natalie Sare, announces that Committee does not accept any Section 4.11 proposed Staff changes.

Vice Chair, Peter Marchi, asks a clarifying legal question regarding Section 4.10  
County Counsel, Brian Pettit, responds.  
Committee Member, Crystal Chaix, asks format question.  
Presenter, Summer Burlison, responds.  
Committee Member, Marilyn Johnson, concerned about Section 5.1 strikeout of last sentence.  
Committee Member, James Oku, agrees with Marilyn to keep.  
Presenter, Summer Burlison, responds that the change was made because the Committee is supposed to be reporting to the Board of Supervisors as a natural function  
Committee Member, James Oku, asks if agritourism updates ever got to the Board of Supervisors.  
Chair, Natalie Sare, announces that Committee accepts all Section 5.1 proposed Staff changes, except removing the last sentence.  
Chair, Natalie Sare, announces that Committee accepts all Section 5.2 proposed Staff changes.  
Committee Member, Crystal Chaix, asks a question about Section 5.3 regarding removing the entire section.  
County Counsel, Brian Pettit, responds that this Section is covered by Brown Act.  
Vice Chair, Peter Marchi, asks if the Committee needed to have a quorum for subcommittees.  
County Counsel, Brian Pettit, responds in the affirmative for standing committees.  
Chair, Natalie Sare, asks a question about the difference between Ad Hoc and Standing Subcommittee.  
County Counsel, Brian Pettit, responds.  
Committee Member, Cole Mazariegos-Anastassiou, proposes to add more farmers and remove public member in Section 2.2 due to interest from others he knows.  
Presenter, Summer Burlison, responds that that kind of change is only possible by the Board of Supervisors and adds that it could be looked at by the Committee separately.  
Chair, Natalie Sare, asks Planning Liaison to agendize that.  
Vice Chair, Peter Marchi, responds that there used to be more farmers but had trouble filling seats so it shrunk down.  
Committee Member, John Vars, asks if farmers can serve as a public member.  
Presenter, Summer Burlison, responds in the affirmative.  
Chair, Natalie Sare, announces that the Committee will restart with Section 5.3 at next meeting.

**3.AAC Meeting Location (10 min) – Discussion on Half Moon Bay Library, etc.**  
**Presenter: Planning Liaison, Robby Miller**

**SPEAKERS:**

Committee Member, Marilyn Johnson, states that Mike's internet service could run a hybrid meeting and would charge \$100 for the Starlink equipment and if Committee member sets it up or \$400 for him to set it up.  
Staff, Angela Montes, interrupts to ask Chair to open public comment for item #2 for the record.  
Chair, Natalie Sare, asks for public comment for item #2 and received no comments. Proceeds to close public comment for item #2.  
Jess Brown, San Mateo County Farm Bureau Executive Director, asks how many people the library room can accommodate.  
Planning Liaison, Robby Miller, responds that room can be expanded if the adjacent room is rented.

Committee Member, Marilyn Johnson, asks if it is required to film the meeting.  
County Counsel, Brian Pettit, responds that it is not a legal requirement.  
Committee Member, John Vars, asks if 8 pm is the library room stop time.  
Planning Liaison, Robby Miller, responds that 8:15 is the hard stop, but would like to end before and have everyone out by 8:15.  
Public Member, Karey Burke, states that the County would need to consider the cost of Starlink and asks a question about setting it up.  
Committee Member, Marilyn Johnson, responds.  
Committee Member, James Oku, asks Staff how the technology at the library compares in terms of internet and audio.  
Planning Liaison, Robby Miller, responds that he will have to wait until he hears the recording.  
Supervisor Mueller Aide, Mike O'Neill, asks if Old Train Depot is ADA compliant  
Committee Member, Crystal Chaix, responds in the affirmative.  
Committee Member, Crystal Chaix, motions to meet with Mr. Avarado at the Old Train Depot to go over the set up of the Starlink.  
Committee Member, James Oku, makes a substitute motion to form a subcommittee to meet with the Planning Liaison at the Old Train Depot and go through the Starlink setup.  
Chair, Natalie Sare, asks if the room insurance can be delayed or a vote is needed now.  
Planning Liaison, Robby Miller, responds that he believes it can be delayed until next meeting.  
Committee Member, Crystal Chaix, withdraws her motion.  
Vice Chair, Peter Marchi, asks if the Planning Liaison needs more time to collect information.  
Planning Liaison, Robby Miller, states that the challenges will be Starlink cost and using private equipment.  
Jess Brown, San Mateo County Farm Bureau Executive Director, states that the main reason for the Old Train Depot is the extra time for meetings, and asks Planning Liaison if the County has restrictions on working more than 2 hours.  
County Counsel, Brian Pettit, responds that he does not know if the Planning Director will authorize it.  
Supervisor Mueller Aide, Mike O'Neill, asks if the Old Train Depot has a TV Monitor.  
Committee Member, Crystal Chaix, responds that she does not know.

### **COMMITTEE ACTION:**

Committee Member, James Oku motions to form a subcommittee to meet with the Planning Liaison at the Old Train Depot and go through the Starlink setup. Committee Member, Marilyn Johnson seconds motion. **Motion passes, 7-0.**

Chair, Natalie Sare, states that James, Crystal, and Marilyn will be the subcommittee and the Planning Liaison will find out about the cost and insurance.

Committee Member, James Oku motions to keep the meetings at the Half Moon Bay Library in the interim. Committee Member, Cole Mazariegos-Anastassiou, seconds motion. **Motion passes, 7-0.**

Chair, Natalie Sare, states that James, Crystal, and Marilyn will be the subcommittee and the Planning Liaison will find out about the cost and insurance.

Planning Liaison, Robby Miller, ask County Counsel if Committee needs to vote to table

items 4, 5, and 6.

County Counsel, Brian Pettit, responds in the affirmative if there is time.

**COMMITTEE ACTION:**

Vice Chair, Peter Marchi, motions to table items 4, 5, and 6 to next meeting. Committee Member, Cole Mazariegos-Anastassiou, seconds motion. **Motion passes, 7-0.**

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7. **Adjournment.** Chair, Natalie Sare, adjourned the meeting at 8:13 p.m.



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

**ITEM**

**2**

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

**DATE:** May 11, 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 April 13, 2026 AAC meeting, the AAC discussed Rules 3B, 4B, and part of 5B. Embedded hyperlinks to referenced codes throughout Attachment B (Proposed Amendments to the Procedural Rules) are highlighted in yellow. Since the April 13, 2026 AAC meeting, one revised edit proposal from staff has been made to Rule 2B, Section 2.4, and is highlighted in green.*

*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. A revised edit proposal by staff has been made to Rule 2B, Section 2.4 and is highlighted in green.

<b>Rule 1B - Authority and Purpose</b>
<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 <del>Counsel</del> <u>Attorney</u> for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The purpose of <del>thise AA</del> <u>Committee</u> 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 <u>AA</u> <del>Committee</del> is to actively assist in the preservation of agriculture <del>throughout San Mateo County</del> <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>
<b>Rule 2B - Members</b>
<p><u>Section 2.1 - General.</u></p> <p>The AAC <del>Committee</del> is authorized by Section <del>6362</del> <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</p>

understood that subsequent resolutions may be adopted by the Board ~~of Supervisors~~, and that in any event, the ~~m~~M~~Members~~, the ~~m~~M~~Member's~~ terms, and the ~~m~~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~~R~~ules~~ and any applicable Board ~~of Supervisors~~ resolution, any 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~~M~~Members~~, which total includes eleven (11) voting ~~m~~M~~Members~~ and four (4) non-voting ~~m~~M~~Members~~ as follows:

#### Voting ~~m~~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 ~~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 mMember'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.~~ **Members are allowed to fill a partial term and then serve a full 12-year term without counting the partial term towards the total. Members whose terms have expired may continue to serve until they are re-appointed, or the Board of Supervisors approves a replacement.** "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.

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 ~~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.

Reason: Grammatical correction.

Section 2.6 - Resignation.

Any ~~m~~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~~**M**ember 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~~**M**ember 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 preparation of meeting~~ 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.

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 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 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.

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 standing 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 AACCommittee. 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 RulesBylaws. ~~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 ~~e~~Cchairperson accompanied by at least one other ~~m~~Member 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 these 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 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; and

**WHEREAS**, on March 9, 2026, April 13, 2026, and May 11, 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 AACCommittee~~ 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 ~~AACCommittee~~ is to actively assist in the preservation of agriculture ~~on the coastsides 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 636~~52~~ 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. 06650~~21~~, 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 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) ~~members~~, which total includes eleven (11) voting ~~members~~ and four (4) non-voting ~~members~~ as follows:

### Voting mMembers

---

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

### 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 mMembers 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 mMember may be reappointed to another term. No mMember 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.~~ Members are allowed to fill a partial term and then serve a full 12-year term without counting the partial term towards the total. Members whose terms have expired may continue to serve until they are re-appointed, or the Board of Supervisors approves a replacement. "Non-voting mMembers" are those who serve by virtue of their public office, other specifically designated office, or representation of a specific agency. Non-voting mMembers' 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 67:00 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 ~~AAC~~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 wWritten 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 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 ~~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~~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 (150) 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~~m~~embers 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~~m~~embers 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 Mmembers 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 nthe 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 Mmembers 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~~. ~~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, ~~t~~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 ~~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~~m~~embers 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 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**

**3**

**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](mailto: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](mailto: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.

**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](mailto: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](mailto: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
<a href="#">PLN2026-00110</a>	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
<a href="#">PLN2026-00111</a>	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
<a href="#">PLN2026-00119</a>	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

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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 Coastsides, 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](mailto:sgolestan@smcgov.org).

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

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# COUNTY OF SAN MATEO



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

**DATE:** May 11, 2026

**TO:** Agricultural Advisory Committee

**FROM:** Planning Staff

**SUBJECT:** Planning Liaison Report

**CONTACT INFORMATION:** Robby Miller, Planner, [rmiller@smcgov.org](mailto: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 April 1, 2026 to May 1, 2026.

**PLANNED AGRICULTURAL DISTRICT (PAD) PERMIT OUTCOMES**

No PAD permit applications were heard or considered by the Board of Supervisors and/or Planning Commission during this time period.

**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 applications for agricultural projects were submitted during this time period.

**ADDITIONAL ANNOUNCEMENTS**

1. Vacancy-Public Member & Conservationist (See Attachment A)
2. Next meeting is on June 8, 2026.

**ATTACHMENT(S)**

- A. Vacancy Notice

# NEWS

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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.


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

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# COUNTY OF SAN MATEO





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

**ITEM**

**5**

**Work Plan Template Chart**

<b>Goal and Outcome:</b>					
<b>Activities/Action Steps &amp; Level of Effort</b> (high, med, low)	<b>Who is Responsible?</b>	<b>Timeline</b>	<b>Resources/Partners</b>	<b>Outcomes/Indicators of Progress</b>	<b>Status</b>