

COUNTY OF SAN MATEO PLANNING AND BUILDING

Agricultural Advisory Committee

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

Cole Mazariegos-Anastassiou
John Vars

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



Regular Meeting

AGRICULTURAL ADVISORY COMMITTEE

Supervisor Ray Mueller's Coastside Office

270 Capistrano Rd., Unit G, Half Moon Bay

Monday, June 8, 2026

6:15 p.m. to 8:15 p.m.

<https://smcgov.zoom.us/j/85427865209>

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

This meeting of the Agricultural Advisory Committee will be held at the Coastside office of Supervisor Ray Mueller, located at 270 Capistrano Rd., Unit G, Half Moon Bay, California. Members of the public will be able to participate in the meeting in person at the office, 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/85427865209>. **The meeting ID is:** 854 2786 5209. The meeting may also be accessed via telephone by dialing +1 (669) 900-6833 (Local). **Enter the meeting ID:** 854 2786 5209 and then press #. Members of the public can also attend this meeting physically at Supervisor Ray Mueller's office, located at 270 Capistrano Rd., Unit G, Half Moon Bay.

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

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

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

ADA Requests

Individuals who require special assistance or a disability related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact Robby Miller, Planning Liaison, as early as possible but no later than 10:00 a.m. on the business day before the meeting at (650) 802-2084 or rmiller@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

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

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

ACTION TO SET AGENDA & TO APPROVE CONSENT AGENDA ITEMS

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

CONSENT AGENDA

- 1. Consideration of the Minutes of the Agricultural Advisory Committee for July 14, 2025 and May 11, 2026.**

END OF CONSENT AGENDA

REGULAR AGENDA

6:20

- 2. SMC Compost Program (15 min)** Presenter: Doug Millar, Resource Conservation District

Action Request: Q&A.

- 3. AAC Procedural Rules Amendments (15 min)** Presenter: Summer Burlison, Senior Planner, Planning & Building Department

Action Request: Vote to approve the Resolution Adopting Amendments to the Procedural Rules of the San Mateo County Agricultural Advisory Committee.

- 4. Workplan (75 min)** Presenters: Debbie Schechter, Schechter Consulting.

Action Request:

- Review and narrow down goals and activities from May 11th goals brainstorm
- Form subcommittees as needed to develop workplan
- Identify schedule and next steps for completing workplan

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

- 6. PLANNING LIAISON REPORT**

Presenters: Robby Miller, Planning and Building Department

- 7. ADJOURNMENT**

ADDITIONAL INFORMATION**Next Meeting**

The next regularly scheduled Agricultural Advisory Committee meeting is on **July 13, 2026**.

Correspondence to the Committee

Robby Miller, Agricultural Advisory Committee Liaison
455 County Center, 2nd Floor
Redwood City, CA 94062
(650) 802-2084
Email: rmiller@smcgov.org

Materials Presented for the Meeting

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

Agendas & Staff Reports

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

Zoom

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

***INSTRUCTIONS FOR PUBLIC COMMENT DURING MEETINGS**

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

In-person

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

Via Zoom

1. The Agricultural Advisory Committee meeting may be accessed remotely by members of the public through Zoom online at: <https://smcgov.zoom.us/j/85427865209> **The meeting ID is:** 854 2786 5209. The meeting may also be accessed via telephone by dialing +1 669-900-6833 (Local). **Enter the meeting ID:** 854 2786 5209 and then press #.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up to date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionalities may be disabled in older browsers including internet explorer.
3. You may be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Committee calls for the item on which you wish to speak, click on "raise hand" or *9 if calling in on a phone. The Secretary will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
5. When called, please limit your remarks to the time limit allotted.

Written Comments

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

carefully:

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

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

ROLL SHEET – JUNE 8, 2026

	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Members													
James Oku Farmer		X	X	X		X	X	X		X	X	X	
Natalie Sare Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
John Vars Farmer		X		X		X	X		X		X	X	
Peter Marchi Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
Ryan Casey Farmer	X	X	X	X	X	X	X	X	X	X			
Cole Mazariegos-Anastassiou Farmer		X	X	X	X	X	X		X	X	X	X	
Crystal Chaix Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
Daniel Theobald Ag Business	X	X		X		X	X			X		X	
Marilyn Johnson Public Member	X	X	X		X	X	X	X	X	X	X	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												
Staff Liaison													
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

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

DRAFT ACTION MINUTES

Monday, July 14, 2025

IN-PERSON WITH REMOTE PARTICIPATION

Once available, 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-july-14-2025>

1. Call to Order

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

2. Member Roll Call

Regular Committee Members Present:

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

Regular Committee Members Not Present:

Erik Hagstrom

Nonvoting Committee Members Present:

Koren Widdel

Nonvoting Committee Members Not Present:

Igor Lacan
Jess Brown

Planning Liaison:
Olivia Boo, Planning Liaison

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

No Speakers

4. **Consideration of Meeting Minutes** for the April 14, 2025 and June 9, 2025 AAC meetings.

SPEAKERS

Committee Member, Marilyn Johnson, inquired as to why responses to minutes are not included.

Committee Member, Daniel Theobald, motioned to accept the April 14, 2025 minutes. Committee Member, Ryan Casey, seconded the motion.

Motion passed 8-0.

Committee Member, Daniel Theobald motioned to accept the June 9, 2025, minutes. Committee Member, Marilyn Johnson, seconded the motion.

Motion passed 7-0.

1 abstained - Committee Member, James Oku

5. **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, commented **that** when he asked to get his labor camp connected, he was told that connection is only available for the township. The selection to allow private connections is very restrictive. Marchi asked if LAFCO can attend a future AAC meeting to answer questions.

Public Speaker, Kerry Burke, commented that there was a lot of effort to approve CSA 11 for the fire station and the high school; it involved an amendment to the Local Coastal Program to allow the water connection to the rural area which is not normal. The allowance was due to the fire station and the high school qualifying as institutions.

Committee Chair, Natalie Sare, commented that many Planning Department projects have come to AAC and approved by the Planning Department without returning the Committee for further input. Sare would also like to invite LAFCO staff to speak to the Committee.

Committee Member, Marilyn Johnson, asked Committee Vice Chair, Peter Marchi, if others wish to also have public connection from CSA-11 and if there are other farmers that can benefit.

Commented [SB1]: Not sure what you are meaning here. Is it that projects are skipping AAC?

Commented [OB2R1]: Does my revision make sense?

San Mateo County Agricultural Commissioner, Koren Widdel, announced that the United States Representative Sam Licardo's office is having a meeting on August 14, 2025 at 1:15 p.m., at Supervisor Mueller's coastside office. The meeting is for Representative Licardo's staff to hear about local agriculture concerns.

Supervisor Aide, Mike O'Neill, announced the August 14 meeting will be held at 270 Capistrano Rd., Supervisor Mueller's Office.

Committee Chair, Natalie Sare, asked when the Terra Gardens and Markegard Planning projects will return to AAC. The AAC workshop subcommittee tentatively plans to present a summary at the August meeting.

Planning Liaison, Olivia Boo, announced the Markegard project return timeline is unknown at this time, and Terra Gardens is tentatively expected to return in August 2025.

6. **Planning and Building Department Director's Report.** (*Planning Liaison*)
The next meeting is August 11, 2025.

No SPEAKERS

7. **Presentation** on Farm Labor Housing Loan Program. Presenters: Karen Coppock and Alejandro Segura, San Mateo County Department of Housing.

SPEAKERS

Vice Chair, Peter Marchi, asked if the loan is a forgivable loan; whether the loan to upgrade units has to meet current code compliance versus the code in effect at the time of construction; who the Department of Housing is reaching out to; and for the family units, what if the proposed unit is for 10 laborers.

Commented [SB3]: Not sure this makes sense - whether the loan meets code compliance...for what?

Commented [SB4]: Should this be "out"

Chair, Natalie Sare, asked which code are units required to meet; in the taskforce report, is payment retroactive if compliance is done in 90 days; does this program pay retroactively. Sare noted that it's imperative this program should have been brought to AAC during the research process. Sare asked for clarification that if you have four adults in the same house, unrelated to each other, do they need to meet the criteria for a four-person income in one unit.

Karen Coppock, Housing Development Supervisor, responded that the units should meet current code; many of the changes to the program were made by the Board of Supervisors; the loan cannot be prepaid; if you are a family, you are considered one household and all the income totals are for one family. If four unrelated adults, occupy a unit, each individual is considered a separate household. The loan amount of \$100,000 is per property. The purpose is to bring the housing up to code.

Public Member, Kerry Burke, asked whether the program covers what the owner hasn't been able to comply with on their own; whether these owners get priority; and if the owner is required to submit documentation each year.

Committee Member, John Vars, commented that he didn't see improvements to the program in the current farm labor housing program. Additionally, if an owner is trying to build for the test of time, owners will be discouraged from proposing something nicer. He appreciates the proactive sharing of the information. Vars asked that for the owners included in the survey, have the units been installed?

Supervisor Aide, Mike O'Neill, asked if the AMI is revised annually and if the loan number is also revised.

Committee Member, James Oku, asked if he takes a loan and has 10 units and he uses the loan for 1 unit, will all units be affected by the maximum caps.

Committee Member, Cole Mazariegos-Anastassiou, asked that with old units some bunk houses need renovation so would \$100,000 still be the maximum. In the previous version of the loan program, there were complicated tax provisions. For deductions for the new loan, Mazariegos-Anastassiou asked how the numbers break down.

Committee Member, Daniel Theobald, commented that \$100,000 is not enough benefit to encourage application if there are too many legalization issues to be fixed. Thus, owners may not take advantage, and then the opportunity will be lost.

San Mateo County Building Official, Christopher Raglan, responded that building inspectors would inspect for life and safety, and that then the loans would apply to that.

Committee Member, Marilyn Johnson, asked if the money is only to be used towards repair/remodel of existing units.

8. **Overview of the Amendments to the Minimum Wage Ordinance** - effective July 10, 2025. Presenters: Shane Ross and Shireen Malekafzali (San Mateo County Office of Labor Standards and Enforcement).

SPEAKERS

Chair, Natalie Sare, asked if California law supersedes San Mateo County or is it the federal law that supersedes San Mateo County.

Committee Member, James Oku, asked what are some of the civil issues rather than criminal issues because he would assume most of that stuff would have been criminal, wage theft.

Public Member, Kerry Burke, asked if the presentation and slide deck indicate that there are services for the six cities but not the unincorporated area, and whether services also apply to the San Mateo County area.

Committee Member, Daniel Theobald, commented a lot of times what is seen is programs like this have all the best intentions of helping out people who need it and genuinely if somebody is being taken advantage of. Even when trying to do something

good to protect people, oftentimes it ends up harming those very people because it is made impossible for farmers to employ them and give them a wage at all.

Supervisor Aide, Mike O'Neill, asked whether the chart handout stating 25 employees refers to head count or full-time equivalent employees.

Committee Member, John Vars, commented that he appreciates this proactive sharing of information with the community and getting all this information out. As he started his business he didn't know all of the rules and it wasn't necessarily easy to access that information and he thinks that efforts like this are really important to make sure everybody understands what their responsibilities are.

9. **Update on Request to Return to In-Person Only AAC Meetings** - County update on the request by AAC to return to in-person only meetings and stop the current hybrid meeting format. Olivia Boo, Planning Liaison.

Planning Liaison, Olivia Boo, reported that Planning and Building Department management confirmed the AAC Committee will not return to 100% in-person meetings, and instead will continue as hybrid meetings. For violation projects, Planning staff recommends that the owner/applicant attend the AAC meeting in-person.

SPEAKERS

Committee Chair, Natalie Sare, proposed to continue this item to the August meeting due to time constraints.

10. **Adjournment.**

Chair Natalie Sare adjourned the meeting at 8:05 p.m.



County of San Mateo Planning & Building Department Agricultural Advisory Committee

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

Ryan Casey
James Oku
John Vars
Marilyn Johnson

Dr. Igor Lacan
Jess Brown
Koren Widdel

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MINUTES

Monday, May 11, 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: [Agricultural Advisory Committee Meeting - May 11, 2026 | County of San Mateo, CA](#)

Call to Order

Chair Natalie Sare called the meeting to order at 6:01 p.m.

Member Roll Call

Regular Committee Members Present:

Natalie Sare
Peter Marchi
Crystal Chaix
Marilyn Johnson
Cole Mazariegos-Anastassiou (Late)
James Oku
John Vars (Late)
Daniel Theobald

Regular Committee Members Not Present:

Ryan Casey

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, Karey Burke, congratulates Cole Mazariegos-Anastassiou about his farm.

Action To Set Agenda & To Approve Consent Agenda Items

1. Consideration of the Minutes of the Agricultural Advisory Committee for October 20, 2025 and April 13, 2026.

COMMITTEE ACTION:

Committee Member, James Oku motions to set the agenda and approve the minutes with corrections to April 13, 2026 of member name spelling and corrections to October 20, 2025 to modify member statement. Committee Member, Marilyn Johnson seconds motion. **Motion passed 7-0-0-1. (Mazariegos-Anastassiou not present)**

Regular Agenda

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

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

SPEAKERS

Committee Member, Marilyn Johnson, states wanting to keep Section 5.3

Committee Member, James Oku, states that Section 2.4 was updated

Presenter, Summer Burlison, responds that only Section 2.4 edits have been included in draft and reviews the changes.

Chair, Natalie Sare, announces that Committee accepts Section 2.4 proposed changes and will continue with Section 5.3 review.

Committee Member, Crystal Chaix, asks if the presentation document has all the changes from last meetings.

Presenter, Summer Burlison, responds that the presentation does not have all the changes incorporated and says that a clean copy will be presented at next meeting.

Committee Member, Marilyn Johnson, states that the last sentence of Section 5.3 is not totally the same as the other Section.

Presenter, Summer Burlison, responds that it is discussed in Section 4.5.

Committee Member, Crystal Chaix, asks why seated was added to Section 4.5.

Presenter, Summer Burlison, responds.

Chair, Natalie Sare, asks clarifying question, asks if there are any additional issues with Section 4.5, and moves to Section 5.4.

Presenter, Summer Burlison, explains why Section 5.4 is a redundancy.

Committee Member, Crystal Chaix, agrees that it can be eliminated.

Chair, Natalie Sare, asks if there are any additional issues with Section 5.4, and moves to Section 6.1.

Vice Chair, Peter Marchi, asks what code Government Code Section 81000 is.

County Counsel, Brian Pettit, responds that it refers to the Political Reform Act of 1974

and does apply to AAC directly.

Chair, Natalie Sare, asks why it was put in the Bylaws.

County Counsel, Brian Pettit, responds that at the time of the Bylaws creation, AAC was on County list for bodies that needed to file the Form 700. That error was discovered later on and the body no longer needs to file it because advisory bodies are not subject to the Political Reform Act.

Committee Member, Marilyn Johnson, states that the Form 700 was not required at the inception of AAC, but later on.

Vice Chair, Peter Marchi, agrees and added that members dropped out when the Form was required, Ron Sturgeon brought the Political Reform Act to the ACC, and some AAC members complained to the County about why PMAC did not have to file the Form which helped spark the change a few years later.

Chair, Natalie Sare, asks why Government Code Section 1090 was added.

County Counsel, Brian Pettit, responds that it involves contracts that AAC would enter into.

Chair, Natalie Sare, asks if it should be removed based on limited information.

Committee Member, Crystal Chaix, asks if Williamson Act Contracts apply.

County Counsel, Brian Pettit, reads subsection (a) of 1090.

Chair, Natalie Sare, expresses concern how it relates to farmers buying items from other farmers.

Committee Member, Daniel Theobald, responds that that situation is likely not applicable.

Vice Chair, Peter Marchi, tells a story about a past situation with his business buying some things from another farm business.

Chair, Natalie Sare, states that it should be removed if it does not apply to AAC.

County Counsel, Brian Pettit, responds that 1090 does apply to AAC and that the concerns brought up do not conflict with this law because they are personal contracts instead of contracts made by the AAC.

Committee Member, Cole Mazariegos-Anastassiou, adds that the last phrase of subsection (a) 'in their official capacity' alludes that personal contracts are not applicable.

Koren Widdel, San Mateo County Agricultural Commissioner, asks if Williamson Act Contracts recommendations apply to this law.

County Counsel, Brian Pettit, responds that it does not because the AAC is not entering into the contract.

Committee Member, Marilyn Johnson, asks if leasing land from a Williamson Act Contract that was reviewed by AAC would be a conflict of interest.

County Counsel, Brian Pettit, responds that it would not because that would not be a contract that AAC entered into and provides an example.

Committee Member, Daniel Theobald, agrees that 1090 is a good addition, and members should recuse themselves of voting if there is a personal interest whether it is in the Bylaws or not.

Chair, Natalie Sare, asks for an example.

Committee Member, Daniel Theobald, responds with an example.

Chair, Natalie Sare, states that there is some personal relationship matters that create a fine line.

Committee Member, Daniel Theobald, agrees and adds that the Bylaws should not address every conflict of interest scenario, AAC members should be ethical, and this is in there to cover the County.

Committee Member, Cole Mazariegos-Anastassiou, adds that Section 6.2 is more relevant to member concerns.

Committee Member, James Oku, agrees.

County Counsel, Brian Pettit, responds that he is OK to remove the Government Code Section 1090 language since the law applies regardless of whether it is in the Bylaws.

Chair, Natalie Sare, asks to go to Section 6.2 to see if that helps clarify Section 6.1.

Presenter, Summer Burlison, reads Section 6.2 and states this is more applicable to member concerns.

Chair, Natalie Sare, asks that sometimes we are asked to recuse and other time to disclose it, would that be handled under this Section.

County Counsel, Brian Pettit, responds that the Political Reform Act is relevant to AAC because it provides a framework of impropriety, such as an applicant is a source of income, has provided a gift, real property is in the vicinity, or investment in a business.

Vice Chair, Peter Marchi, reiterates the past situation where he bought some stuff from another farmer and subsequently voted on a project concerning this farmer after disclosing it, and did so at the advice of his attorney because the purchase was a low amount.

County Counsel, Brian Pettit, responds that the Political Reform Act is confusing and if members should reach out to him if they think they might have a conflict of interest.

Adds that \$500 is a threshold for purchases and gift in the previous 12 months and real property investment of \$2000.

Chair, Natalie Sare, asks if he can share that information.

County Counsel, Brian Pettit, responds that the information is under the Political Reform Act.

Committee Member, Crystal Chaix, requests to add the information on conflict of interest dollar values to Section 6.1 and remove the specific law references.

Chair, Natalie Sare, agrees.

Committee Member, Daniel Theobald, expresses concern about adding numbers since they change over time, explains how members should bring up conflict of interest in meetings, and states these matters are very nuanced.

Vice Chair, Peter Marchi, voices concern about the \$500 threshold.

Chair, Natalie Sare, responds that if he discloses it to the group, it is OK.

Committee Member, Crystal Chaix, requests to replace Section 6.1 phrase 'including those concerning incompatibility of offices, Government Code Section 1090, and common law bias' with Daniel's explanation.

Committee Member, Daniel Theobald, responds that he does not think it is necessary to add his explanation.

Chair, Natalie Sare, disagrees and states that Crystal's strikethrough of Section 6.1 be done and asks if members want to add Daniel's explanation to Section 6.2.

Committee Member, Daniel Theobald, states Section 6.2 is OK as is, but if want to modify it suggests adding 'For example, if somebody believes they may have a conflict of interest, they should disclose it to the committee and recuse themselves if necessary' to the end of Section 6.2.

Chair, Natalie Sare, asks Summer if that statement is OK.

Presenter, Summer Burlison, asks County Counsel for comment.

County Counsel, Brian Pettit, states that he would need to review it and is concerned with changing anything that was put out by the County Standing Rules, but thinks it could be OK.

Chair, Natalie Sare, announces that the Committee wants that included in Section 6.2 and moves onto Rule 7B – Annual Work Plan.

Chair, Natalie Sare, announces that the Committee agrees to the changes for Rule 7B – Annual Work Plan and moves onto Rule 8B – Oath of Office.

Chair, Natalie Sare, announces that the Committee agrees to the changes for Rule 8B –

Oath of Office and moves onto Rule 9B – Amendments of Procedural Rules.
Committee Member, Crystal Chaix, asks if ‘Procedural’ should be changed to ‘Bylaws’.
Presenter, Summer Burlison, responds that although the Committee refers to this document as Bylaws, but is officially referred to as Procedural Rules throughout the document. Asks for County Counsel input on changing that.
County Counsel, Brian Pettit, states that it can be modified if wanted and just wants consistency throughout.
Koren Widdel, San Mateo County Agricultural Commissioner, asks if a resolution is needed to approve the changes.
Presenter, Summer Burlison, responds in the affirmative and says that is what will be voted on at next meeting.
County Counsel, Brian Pettit, states that the resolution was removed for the other sections but was kept in this section to keep amending the rules a formal process.
Chair, Natalie Sare, announces that the Committee agrees to the changes for Rule 9B, and asks for Brian to provide a summary or source link to any rule or regulation mentioned to the Planning Liaison.
Chair, Natalie Sare, opens public comment. No speakers.

3. Planning Liaison Report – Presenter: Planning Liaison, Robby Miller

SPEAKERS:

Committee Member, Marilyn Johnson, asks why a pond liner was used for one of the CDx listed in April Attachment A.
Planning Liaison, Robby Miller, responds for her to email him and he will look into it.
Committee Member, James Oku, reminds members that farmers can apply for the public member position.
Committee Member, Cole Mazariegos-Anastassiou, asks if farmers outside the county can apply for the public member position.
Planning Liaison, Robby Miller, responds to send him an email to confirm that is not allowed.

4. AAC Meeting Location – Presenter: Planning Liaison, Robby Miller

SPEAKERS:

Committee Member, Crystal Chaix, states concern with time restraint on Library and motions to have the meetings at Supervisor Ray Mueller’s office.
Chair, Natalie Sare, seconds motion.
San Mateo County Farm Bureau Executive Director, Jess Brown, asks if unlimited time is OK for County Staff.
Planning Liaison, Robby Miller, responds in the affirmative.
Committee Member, Daniel Theobald, states the hard stop time is preferred because of young kids at home.
San Mateo County Agricultural Commissioner, Koren Widdel, asks if Mueller’s office has equipment.
Supervisor Mueller’s Aide, Mike O’Neill, replies that they do not have a TV monitor but have a projection screen.
Assistant Director of Planning and Building, Sophie Mintier, states that Mueller’s office is a viable location and was previously past over because some members had issue with travel time. She added that the main concern is having reliable internet.

Committee Member, Cole Mazariegos-Anastassiou, states that he is concerned about the additional travel time and will vote against Mueller's office if the start time will not change by at least 15 minutes.

Committee Member, Marilyn Johnson, states that AAC used to meet at 7 pm starting in the springtime.

Committee Member, Cole Mazariegos-Anastassiou, suggests 6:30 or 6:15 pm start time.

Committee Member, James Oku, suggests meeting at the library for a few more months and asks if the insurance is an issue.

Planning Liaison, Robby Miller, responds that the insurance is different for each place and is waiting for more information.

San Mateo County Agricultural Commissioner, Koren Widdel, asks where the meetings were held when it started later.

Committee Member, Marilyn Johnson, responds that it was held at the Farm Bureau office and Old Train Depot.

Committee Member, Crystal Chaix, states that she is also concerned with the travel time but the unlimited time is more important and it checks all the other boxes for a location.

Committee Member, Daniel Theobald, asks if the office is leased by Ray Mueller or the County.

Supervisor Mueller's Aide, Mike O'Neill, responds that it is leased by the County.

Vice Chair, Peter Marchi, states that the meetings used to alternate between Half Moon Bay and Pescadero, and occasionally San Gregorio. Adds that one location was decided to ease the burden on County Staff.

Committee Member, James Oku, suggests an alternative motion to stay at the library until research can be completed on the viability of Mueller's office.

Committee Member, Crystal Chaix, responds that at the location was proposed as a viable option already at the January AAC retreat. Suggests holding two meetings there as a trial for the Planning Liaison to see how easy it is for setup.

Chair, Natalie Sare, states that the unlimited time will allow the Committee to due their due diligence.

COMMITTEE ACTION:

Committee Member, Crystal Chaix, motions to hold AAC meetings at Supervisor Ray Mueller's office for the next two meeting for a trial run. Chair, Natalie Sare, seconds motion. **Motion passes, 5-3-0-0** (Vars, Theobald, Marchi).

Committee Member, Cole Mazariegos-Anastassiou, motions to have an amendment to change the start time from 6 pm to 6:15 pm. **Amendment passes, 6-2-0-0** (Vars, Marchi).

5. Workplan - Presenters: Debbie Schecter, Sophie Mintier, and Planning Liaison, Robby Miller

SPEAKERS:

Committee Member, James Oku, states concern about not being involved with Williamson Act Contracts

Planning Liaison, Robby Miller, responds that there has not been a audit for several years and there have not been any recent contracts for the AAC to review.

Committee Member, Crystal Chaix, asks how often Williamson contracts get audited
Planning Liaison, Robby Miller, responds that he is not sure.

Committee Member, Crystal Chaix, asks if AAC helps with the audit.

Planning & Building Assistant Director, Sophie Mintier, responds that the goal is for AAC to be involved in the audit and says that this could be a Workplan item.

6. COMMITTEE MEMBERS UPDATES & QUESTIONS

SPEAKERS:

Committee Member, James Oku, asks about a status on the agritourism guidelines.
Planning & Building Assistant Director, Sophie Mintier, responds that the guidelines were never finalized and if they want to add to the Workplan for implementation or input to revision of the guidelines.

Chair, Natalie Sare, thanks Supervisor Ray Mueller for correcting another Supervisor regarding the hard work AAC does.

Committee Member, Crystal Chaix, asks for golfers or sponsors for the Farm Bureau golf event.

7. ADJOURNMENT Chair, Natalie Sare, adjourned the meeting at 8:11 p.m.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

3

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

DATE: June 8, 2026

TO: Agricultural Advisory Committee

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

SUBJECT: Consideration of a Resolution Adopting Amendments to the Procedural Rules of the San Mateo County Agricultural Advisory Committee.

PROPOSAL

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

That the Agricultural Advisory Committee (AAC) approve the Resolution Adopting Amendments to the Procedural Rules of the San Mateo County Agricultural Advisory Committee, included as Attachment C.

CHRONOLOGY

- February 9, 2026 - AAC meeting – introduction to proposed amendments to the Procedural Rules; item continued.
- March 9, 2026 - AAC meeting – discussion of the proposed amendments to the Procedural Rules (Rules 1B and 2B); item continued.
- April 13, 2026 - AAC meeting – continued discussion of the proposed amendments to the Procedural Rules (Rules 3B, 4B, and part of 5B); item continued.
- May 11, 2026 - AAC meeting – continued discussion of the proposed amendments to the Procedural Rules (part of 5B, 6B, 7B, 8B, and 9B).

June 8, 2026 - AAC meeting – consideration of a Resolution Adopting Amendments to the Procedural Rules.

BACKGROUND

The San Mateo County 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 (track changes version)
- C. Resolution Adopting 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 AMENDMENTS TO THE PROCEDURAL RULES OF THE SAN MATEO COUNTY AGRICULTURAL ADVISORY COMMITTEE

The proposed changes to the Procedural Rules of the San Mateo County Agricultural Advisory Committee (AAC) are outlined below with tracked changes. These modifications reflect only the changes that were documented and agreed upon by the AAC during meeting discussions held from February to May 2026. Hyperlinked sources remain highlighted in yellow.

Rule 1B - Authority and Purpose
<p>These Procedural Rules of the Agricultural Advisory Committee (hereafter the AAC <u>or Committee</u>) are adopted pursuant to San Mateo County Board of Supervisors Resolution No. <u>65019 069276</u>, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County <u>Counsel Attorney</u> for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The purpose of <u>these AACCommittee</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>AACCommittee</u> 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.</p> <p><u>Reason: Grammatical corrections; clarifications; current adopted Board of Supervisors Resolution specifying Standing Rules for County Boards, Commissions, and Advisory Committees.</u></p>
Rule 2B - Members
<p><u>Section 2.1 - General.</u></p> <p>The AAC <u>Committee</u> is authorized by Section <u>6362 8.106.160</u> of the County Zoning Regulations, and responsibilities and membership are specified by resolutions of the Board of Supervisors. (hereafter, "the Board.") At the time these rules are being prepared, the most recent Board resolution is No. <u>0665012</u>, adopted on February 24, 2004. However, it is understood that subsequent resolutions may be adopted by the Board <u>of Supervisors</u>, and that</p>

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

Reason: Grammatical corrections, clarifications.

Section 2.2 - Number.

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

Voting ~~m~~Members

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

Non-voting-Mmembers

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.

Unless specific exception is made by the Board, Members shall serve terms of office of four (4) years. At the conclusion of a term, a ~~m~~M~~Member~~ may be reappointed to another term. No ~~m~~M~~Member~~ appointed by the Board may serve on the ~~Committ~~te~~ession~~ 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 ~~m~~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~~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~~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~~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~~Member appointed by the Board may be removed from office at any time for any reason or without any reason by the Board.

Reason: Grammatical correction.

Section 2.8 - Vacancies.

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

Reason: No changes proposed.

Section 2.9 - Action by the Board.

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

Reason: No changes proposed.

Section 2.10

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

Reason: Grammatical correction.

Rule 3B - Officers

The Officers shall be a Chairperson, who shall preside at all meetings of the full AAC, and a Vice-Chairperson who in the Chairperson’s absence or inability to act shall preside at the meetings. ~~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. 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) to conduct the business of the meetings according to parliamentary procedure
~~close meeting~~
 - (6) close meeting ~~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; 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. 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 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 (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 that 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.~~ - Official Acts.

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

Reason: Modify acts of the AAC to be made by motion 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 to 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 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.

Reason: No changes proposed.

Sec. 4.12 - Public Records.

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

Reason: No changes proposed.

Rule 5B - Committees

~~Sec. 5.1—Appointment.~~

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

Reason: Grammatical corrections; clarifications for effective and efficient meetings; alignment with the Brown Act pursuant to [Government Code Section 54952](#) (Brown Act requirements apply to standings committees, but not ad hoc committees); alignment with [San Mateo County Boards and Commissions Handbook](#), p.34 (“If a Board or Commission wishes to establish a

standing or ad hoc committee of certain members, please check with the County Attorney regarding the establishment of such a subcommittee and the applicability of the Brown Act.”).

~~Sec. 5.2 – Standing Committees.~~

Reason: Eliminate unused section.

~~Sec. 5.3 – Meetings.~~

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

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

~~Sec. 5.4 – Open and Public.~~

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

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

Rule 6B - Conflict of Interest Policy

Sec. 6.1

Each ~~m~~Member of the AAC shall comply with all applicable laws governing conflicts of interest. ~~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. For example, a Member shall disclose any potential conflict of interest and, if necessary, recuse themselves.

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 AACommittee. 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 eChairperson accompanied by at least one other mMember of the AAC.

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

Rule 8B - Oath of Office

Before beginning service, each mMember ~~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 mMembers of the AAC in writing to be read and discussed before adoption. Rules will, barring emergencies, be adopted or amended after consideration at two (2) meetings of the AAC. The approval of

~~amendments to the Procedural Rules formal adoption of policies~~ shall be by majority vote of all ~~seated voting~~AAC ~~m~~ Members of the AAC, and ~~such~~the action shall be recorded in the ~~meeting minutes~~ of the AAC. ~~Only those written statements so adopted and recorded shall be regarded as official.~~

Reason: Grammatical corrections; clarifications on process.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT C

RESOLUTION NO. _____

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

* * * * *

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

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

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

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

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

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

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

WHEREAS, on March 9, 2026, 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 on this day of June 8, 2026, 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. 069276, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County Attorney for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The purpose of the AAC 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 AAC 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 is authorized by Section 8.106.160 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. 066502, adopted on February 24, 2004. However, it is understood that subsequent resolutions may be adopted by the Board, 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 resolutions. In the event of an inconsistency between these Rules and an applicable Board resolution, the 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.

Unless specific exception is made by the Board, Members shall serve terms of office of four (4) years. At the conclusion of a term, a Member may be reappointed to another term. No Member appointed by the Board may serve on the Committee for more than a

total of twelve (12) years of full terms. 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 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, 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 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. 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. 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, 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) to conduct the business of the meetings according to parliamentary procedure
- (6) close meeting;

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.

Section 4.1 Regular and Special Meetings.

The AAC shall meet regularly on the second Monday of each month. 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 Members, in accordance with Section 4.3.

Section 4.2 Open and Public.

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

Section 4.3 Notice.

The AAC 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 written notice of each special meeting being delivered to each 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. Notice shall be provided pursuant to this section prior to conducting a special meeting regardless of whether any action is taken at the meeting. In cases of emergency, notice shall be provided consistent with the requirements of the Brown Act.

Section 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.

Section 4.5 Quorum.

A majority of the seated voting Members of the AAC shall be present 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.

Section 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 the preparation of an agenda for the upcoming meeting, in conjunction with persons from other governmental agencies as may be required. A Committee

Member may contact the Chair or Vice-chair to request that an item be placed on the agenda. In order to be considered for placement on the printed agenda, the item must be submitted at least fifteen (15) days prior to the meeting. Any member of the public may request that a matter directly related to the Committee's business be placed on the agenda within the same time period. The AAC may limit the total time to be devoted to any matter at the meeting and may limit the time allowed for any one person to speak on any matter. Each agenda for a regular meeting shall provide an opportunity for members of the public to address the AAC directly on items of interest to the public that are not on the agenda, but that are within the subject matter jurisdiction of the AAC. At least 72 hours before a regular meeting, the agenda shall be posted in a location that is freely accessible to members of the public and on the County's internet website. 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. 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 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.

Section 4.7 Conduct of Business.

The items on the agenda shall be considered in order unless the Chairperson announces a change in the order of consideration, subject to the approval of the AAC. The Chair shall read each agenda item into the record, and the item may be presented by staff and/or the project proponent, after which Members may ask questions, and then the item shall 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 procedures set forth in Rosenberg's Rules of Order shall rule where applicable and not in conflict with these adopted Procedural Rules of the AAC.

Section 4.8 Official Acts.

All official acts of the AAC shall be taken by motion, duly made, seconded, and adopted

by vote of the Members.

Section 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 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 by a n affirmative vote of a majority of the qualified Members present, except as otherwise provided by law or these Procedural Rules. 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.

Section 4.10 Disqualification from Voting.

A Member shall not participate in any item before the Committee relating to any matter in which he or she has a disqualifying 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.

Section 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.

Section 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.

The AAC may, 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 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.

Rule 6B Conflict of Interest Policy.

Section 6.1

Each Member of the AAC shall comply with all applicable laws governing conflicts of interest.

Section 6.2

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. For example, a Member shall disclose any potential conflict of interest and, if necessary, recuse themselves.

Rule 7B Annual Work Plan.

The AAC shall hold an annual planning and review meeting to develop an annual work plan. The date and time for this meeting shall be selected by the AAC. At the meeting, the AAC shall review its accomplishments from the past year, develop an annual workplan for the succeeding year, and review these Procedural Rules. An annual report shall be submitted to the Board of Supervisors, and if a presentation is requested, 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 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 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 shall be by

majority vote of all seated Voting Members of the AAC, and such action shall be recorded in the meeting minutes.

Adopted June 8, 2026



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

4

Agricultural Advisory Committee Workplan Goals Discussion Notes

May 11, 2026

prepared by Debbie Schechter, Schechter Consulting

At its May 11, 2026 meeting, the Agricultural Advisory Committee participated in a facilitated discussion of potential goals for the Committee for the next year. These notes include potential workplan ideas from County Planning staff and roughly categorize the ideas generated by Committee members.

Potential Workplan Ideas from County Planning Staff:

- Review and provide input/recommendation on:
 - PAD permits, RM permits
 - Williamson Act audit, nonrenewals
 - Farm Labor Housing projects

- Provide input on:
 - LCP Amendments for Farm Labor Housing
 - Agritourism Guidelines – revised draft
 - Farmstand guidelines – final draft
 - Hoop House policy

Ideas from AAC Goals Brainstorm:

Overall goals: Preserve agriculture on the coast; help farmers move from generation to generation; increase farming opportunities

Policies, Permitting and Regulation: *Simplify permitting and regulations; develop policies and regulations to support County agriculture*

- Give input to synthesize all permitting relevant to agricultural properties/businesses.
Outcome: easy and straightforward for farmers to navigate permitting
- Offer suggestions for streamlining development on rural lands
- Farmworker housing:
 - Help farmers get lower permit fees for farm labor housing **the department already waives planning and building fees for farmworker housing*
 - Give input into new creative county policies on farmworker housing to address housing crisis in our community. Outcome: New rules/programs for farmworker housing in our county.
 - Allow multiple homesteads on farms
- Allow farm stays/agrotourism on all farms; allow more agrotourism

- Attend and learn about other counties' regulatory agreements on farmland to help our work with the County to ease regulations here. Report findings at AAC meeting.
- Increase crop production in San Mateo County through successful regulation changes and other needs
- Farm stand regulations and enforcement:
 - Simplify farm stand requirements, selling produce for legit local farmers
 - Help hold SMC roadside farm stands accountable. Confiscate and fine. Hold everyone to the same standards. No produce illegally crossing County lines to potentially create problems.
- Review growers workshop findings and vote on concerns/issues/ideas to report to the Board of Supervisors in the next nine months
- Review Williamson Act contracts and audits (ongoing)
- Develop policies to reduce open space and recreational land use conflicts with agriculture¹
- Develop policies to address wildfire and climate change resilience²
- Consider water development/conservation measures to support agriculture³

Community Engagement and Coordination: *Engage the farming community and coordinate with agriculture-related partners to hear ideas and collaborate on approaches.*

- Provide time at AAC meetings for farmers within our county to present their needs/skills/ideas. Have three to four speakers of local farmers annually.
- Improve cooperation with San Mateo County agriculture-related organizations (AAC, Farm Bureau, RCD, County Planning, Mid Pen/etc., organic/conventional)
- Promote our new agritourism guidelines

Resources for Farmers: *Provide resources for farmers to preserve and promote farming across generations*

- Provide irrigation water for farms
- Support the development of a youth agricultural program
- Create more resources for farmers: food hub, equipment lending, labor resources, training/retraining resources
- Support the development of a central ag marketing facility

¹, ², ³ These ideas were provided in public comment.

Market Development and Economics: *Increase revenue for San Mateo County growers*

- Give input into county's sourcing practices for produce to ensure large percentage of produce used in County run/funded institutions is from SMC growers. Outcome: at least 35% of produce in County-run/funded institutions is from SMC growers.
- Identify opportunities to increase sales for SMC agriculture

Committee Operations: *Improve effectiveness and efficiency of AAC..*

- Determine meeting location and time
- Improve Committee decisiveness
- More legal trainings
- Parliamentary procedures training: Sturgis

Work Plan Template Chart

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

Example Workplans

Here are two examples of recent workplans from other County commissions.

**San Mateo County Independent Civilian Advisory Commission
Work Plan Template**

Goal and Outcome:		Community/Staff Engagement:	5/2025	Community & Stakeholders	
Activities/Action Steps & Level of Effort (high, med, low)	Who is Responsible?	Timeline	Resources/Partners	Outcomes/Indicators of Progress	Status
1. Identify 3 neighborhoods by service calls, complaints, incarceration rates for forums	ICAC staff	8/2025	Community groups, including Fixin' SMC printout & CSM Community Info. Handbook 2025	Areas identified and potential meeting venues identified	
2. Develop 3 open-ended questions plus Exit Survey	Commission & ICAC staff	8/2025	Commissioners, ICAC staff & community input	Questions completed & Exit Survey completed	
3. Schedule meetings, publicize, work with neighborhood organizations. Have translators available.	ICAC staff	9- 12/2025	Community groups, City Councils, ICAC staff, Translators	3 meetings with minimum of 25 citizens each. Result - list of concerns & suggestions that the Comm. may consider for further study & possible recommendations on specific practices & policies	

4. Hear from Sheriff's Office representatives. Invite Union reps to speak at a meeting	ICAC staff	9/2025	SM Labor Council, Deputy Sheriff's Assoc., etc.	Presentation to Commission which may trigger more research on specifics and possible recommendations	
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SMART Goals Template (Source: Smartsheet)

Crafting SMART goals helps you identify the aspects of your project that are realistic and achievable; this exercise also helps you set a deadline. When writing SMART goals, use concise language and include only relevant information. This worksheet is designed to help you succeed, so be positive when answering the questions.

INITIAL GOAL	Write the goal that you have in mind.
SPECIFIC S	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
MEASURABLE M	How can you measure progress and know if you've met your goal?
ACHIEVABLE A	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for achieving this goal? Is the amount of effort required on par with what the goal will achieve?
RELEVANT R	Why am I setting this goal now? Is it aligned with our overall objectives?

TIME-BOUND

T

What's the deadline and is it realistic?

SMART
GOAL

Review your answers above and craft a new goal statement based on them.

San Mateo County Parks Commission

2025 Workplan Final Recommendations

1 May 2025

Purpose:

To support our role as advisors to the San Mateo County Board of Supervisors, this workplan should serve as a framework to:

- provide context for Commission meeting agendas, discussions with community members and partners, and subcommittee or working group structure and assignments
- align Commission's work with County and Parks Department priorities
- guide the Commission to develop policy and budget recommendations that advance the mission of San Mateo County Parks, within the available capacity of staff and other resources

Workplan Priorities:

Based on prior discussions, the Commission proposes organizing its 2025 work based on alignment with Parks Department priority areas and the Commission's overall role to advise the Board of Supervisors on parks policy and budget performance. The following topics have been identified as priority areas:

- Visitor Services: Partnerships and Connections
- Facilities & Infrastructure: Revitalize Coyote Point
- Natural Resource Management: Oversight of the State Fish & Game Propagation Fund
- Budget, Policy & Performance: Alignment with County Priorities
- Visitor Services: Accessibility & Sustainability

While these priority areas will guide the Commission's work, they are not meant to exclude other topics from being brought before the Commission, whether requested by the Board of Supervisors, Parks staff, the Commission itself, or the general public.

Priority Areas:

1. VISITOR SERVICES: Partnerships and Connections

Lead: Commissioner Block

Desired outcome: Exploring opportunities to improve interconnectedness of parks and public spaces, such as providing more options for access without cars, designing multi-use trail routes or finding ways to leverage resources across partners to encourage more multi-modal visitor use

Action plan: In consultation with Department staff, develop list of primary partners to approach for discussions and presentations to public Commission meetings. Partners could include: Together Bay Area, Santa Cruz Mountain Stewardship Network, Silicon Valley Bicycle Coalition, Bicycle and Pedestrian Advisory Council, Bay Area Trails Collaborative, etc.

2. FACILITIES & INFRASTRUCTURE: Revitalize Coyote Point

Lead: Commissioner Manneh

Desired outcome: Ensure the planned Revitalize Coyote Point project receives sufficient investment and other support to remain on track for timely completion

Action plan: Serve as Commission point of contact for any community outreach, activities, or funding appropriations requests needed to support the planned project.

3. NATURAL RESOURCE MANAGEMENT: Fish & Game Propagation Fund Oversight

Lead: Commissioner Rodriguez Mitton

Desired outcome: Evaluate 2024 program and consider recommendations for improvement for the 2026-2027 funding cycle

Action plan: Request follow-up conversations and final report from 2024 recipients; consult with CA Dept of Fish & Wildlife and Dept staff to inform recommendations for evaluation report

4. BUDGET, POLICY & PERFORMANCE: Alignment with County Priorities

Lead: Commissioner Rodriguez Mitton

Desired outcome: Assessment of County Parks current operations, identification of areas of merit and opportunities for further development, to ensure Parks Dept remains fiscally healthy and delivers an optimal visitor experience throughout all Parks facilities.

Action plan: Consult with County Executive staff and Supervisors to understand County priorities; survey best practices in comparable parks departments, and meet with community and agency stakeholders.

5. OTHER AREAS OF INTEREST: Accessibility and Sustainability

(Lead TBD and topics addressed based on Commission capacity)

- Support Parks policies, programs, and initiatives that uphold County's commitments to providing equitable access to Parks facilities and activities.
- Monitor visitor demographics to maintain visibility into demographic segments and support efforts to expand access for under-represented groups.
- Support Parks efforts to maintain alignment with County Sustainability goals and Community Climate Action Plans.
- Works towards exploration of expansion of regional transportation connections to enhance equitable access to parks across county, city, and regional open space



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

6

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

DATE: June 8, 2026

TO: Agricultural Advisory Committee

FROM: Planning Staff

SUBJECT: Planning Liaison Report

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

The following is a list of Planned Agricultural District Permits and Coastal Development Exemptions for the rural area of the County that have been received by the Planning Division from May 2, 2026 to May 28, 2026.

PLANNED AGRICULTURAL DISTRICT (PAD) PERMIT OUTCOMES

No PAD 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

One CDX application for agricultural project was submitted during this time period (see Attachment A)

ADDITIONAL ANNOUNCEMENTS

1. Daniel and Cole are planning to switch seats to give Daniel an opportunity to be eligible for a Chair/Vice Chair position.
2. Vacancy-Public Member & Conservationist-SMC Residents Only (See Attachment B)
3. Next meeting is on July 13, 2026 at Ray Mueller's Office.

ATTACHMENT(S)

- A. List of CDX Permit(s)
- B. Vacancy Notice

Permit Number	RECORD NAME	DATE OPENED	DESCRIPTION	APN	ADDR FULL LINE1	RECORD STATUS
PLN2026-00174	CDX	5/13/2026	CDX for a new agricultural well.	081013 060/081 013070	SAN GREGORIO, CA 94074	Submitted

NEWS

October 5, 2022 (updated February 26, 2026)

For Immediate Release - Notice of Vacancy

Agricultural Advisory Committee

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

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


This fifteen-member Committee actively assists in the preservation of agriculture on the 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.

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

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COUNTY OF SAN MATEO

