

2017 NORTH COUNTY SSPA PROCESS

TASK FORCE ROLES & RESPONSIBILITIES



Each member of the Board of Supervisors will appoint a Supervisor District Task Force(s) or designate a land use committee that will serve as the SSPA Task Force and the Task Force Chair. The Task Force will hold public meetings for the purpose of reviewing and making recommendations on the SSPA nominations submitted for the respective district. The Task Force recommendations will be forwarded to the Planning Commission and the Board of Supervisors, as well as the Staff recommendations.

Glossary of Participants

- The Task Force Chairs act as liaisons between the Task Force members and Staff. If the Task Force wishes Staff to provide information that requires extra preparation or participation of staff from another agency (Transportation, Parks, etc.), such a request must come through the Task Force Chairs to Staff.
- The Task Force Chairs will conduct the meetings in conformance with any ground rules that the Task Force may adopt.
- The Task Force will appoint or elect a Secretary who takes notes, keeps records of votes on the forms provided, and works with the Task Force Chair to create the Task Force report to be forwarded to the Planning Commission.
- **The Task Force Chairs should be made available to testify at the Planning Commission public hearings.**
- The Task Force members appointed to represent a homeowners/community association or other organization should report to their group about the activities and decisions of the Task Force. Throughout the Task Force process, coordination between the Task Force and the respective community organization is the responsibility of the Task Force member. Each Task Force member will vote on a recommendation for each nomination.
- The Planning Liaison will be a planner from the county who will present issues and recommendations relating to the nominations, serve as a resource to answer technical questions, and listen to the presentations by the nominators and the exchange of views by the Task Force.

Preparation (February 2018)

- Once identified by their district supervisor, Task Force members will be referred to the Planning 101 video and additional education resources on both the Comprehensive Plan home page and the SSPA website.
- Task Force Chair works with Planning Liaison and Board Office to draft the nomination review schedule and ground rules.

Community Screening Process (March – April 2018)

- Task Forces establish ground rules for conducting meetings and confirm the nomination review schedule at first district task force meeting.
- Task Force members participate in a Land Use College held during first district task force meeting.
- Task Forces meet to develop recommendations on nominations for/against Work Program inclusion for the Planning Commission.
- Task Forces prepare reports on voting results and summary comments for each nomination.

Planning Commission Public Hearing / Board of Supervisors Action Item (June – July 2018)

- The Task Force Chair may be asked to testify at the public hearings if additional explanation of the Task Force report for the screened nominations are needed.

Work Program Implementation (October 2018 Expedited Track; January 2019 - February 2019 Standard Track)

- The Task Forces receive nominations that have been added to the Work Program as Plan amendments.
- Task Forces meet to develop recommendations on Plan amendments for/against for the Planning Commission.
- Task Forces prepare reports on voting results and summary comments for each nomination.

Planning Commission / Board of Supervisors Public Hearings (January 2019 – February 2019 Expedited Track; May 2019 – June 2019 Standard Track)

- The Task Force Chair may be asked to testify at the public hearings if additional explanation of the Task Force report for the Plan amendments are needed.