

**ORANGE COUNTY BOARD OF SUPERVISORS**

**MINUTE ORDER**

**January 09, 2007**

Submitting Agency/Department: Resources and Development Management Department

Approve formation of Orange Park Acres Advisory Committee (OPAAC) and adopt Bylaws; appoint Orange Park Acres Residents John Cox, Richard Siebert, Michael Forkert, Tom Davidson, Monique McGinnis, Marty Poort, Mike Hughes, George Bloecher and Chuck McNees - District 3 (Continued from 12/19/06, Item 14)

**The following is action taken by the Board of Supervisors:**

APPROVED AS RECOMMENDED  OTHER

Unanimous  (1) VACANT: (2) MOORLACH: X (3) CAMPBELL: Y (4) NORBY: Y (5) BATES: Y

Vote Key: Y=Yes; N=No; A=Abstain; X=Excused; B.O.=Board Order

**Documents accompanying this matter:**

- Resolution(s)
- Ordinances(s)
- Contract(s)

Item No. 13  
File: 22224 BCC  
Special Notes:

Copies sent to:  
CEO  
RDMD/Planning – Charles Shoemaker  
Appointees  
Auditor  
1/18/07



I certify that the foregoing is a true and correct copy of the Minute Order adopted by the Board of Supervisors, Orange County, State of California.  
DARLENE J. BLOOM, Clerk of the Board

By: Nancy Pham  
Deputy



AGENDA STAFF REPORT

Agenda Item

14

ASR Control 06-002379

134

**MEETING DATE:** 12/19/06  
**LEGAL ENTITY TAKING ACTION:** Board of Supervisors  
**BOARD OF SUPERVISORS DISTRICT(S):** 3  
**SUBMITTING AGENCY/DEPARTMENT:** Resources and Development Management Department (Approved)  
**DEPARTMENT CONTACT PERSON(S):** Bryan Speegle (714) 834-4643  
 Polin Modanlou (714) 834-2742

RECEIVED  
 06 DEC - 06 AM 11:02  
 CLERK OF THE BOARD  
 ORANGE COUNTY  
 BOARD OF SUPERVISORS

**SUBJECT:** Formation of Orange Park Acres Advisory Committee

<b>CEO CONCUR</b> Concur	<b>COUNTY COUNSEL REVIEW</b> Approval Not Required	<b>CLERK OF THE BOARD</b> Consent Calendar 3 Votes Board Majority
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**Budgeted:** N/A                      **Current Year Cost:** N/A                      **Annual Cost:** N/A  
**Staffing Impact:** No                      **# of Positions:**                      **Sole Source:** N/A  
**Current Fiscal Year Revenue:** N/A  
**Funding Source:** N/A

**Prior Board Action:** N/A

**RECOMMENDED ACTION(S)**

1. Approve formation of the Orange Park Acres Advisory Committee and Bylaws.
2. Appoint the following candidates to the Orange Park Acres Advisory Committee: John Cox, Richard Siebert, Michael Forkert, Tom Davidson, Monique McGinnis, Marty Poort, Mike Hughes, George Bloecher, and Chuck McNees.

**SUMMARY:**

Resources and Development Management Department (RDMD) requests that the Board of Supervisors approve formation of Orange Park Acres Advisory Committee (OPAAC); adopt Bylaws; and appoint members.

**BACKGROUND INFORMATION:**

Resources and Development Management Department (RDMD) requests that your Board establish the Orange Park Acres Advisory Committee (OPAAC) to advise the County Zoning Administrator, Planning Commission, and County agencies on all planning, zoning, and other discretionary land use actions in the unincorporated areas of Orange Park Acres as delineated in the attached map.

The OPAAC is intended to provide a more formal and consolidated means of communication between the residents of unincorporated Orange Park Acres and the County Board of Supervisors and Planning Commission.

OPAAC members will be appointed for three years concurrent with Orange Park Association Board membership. Members of OPAAC will serve as volunteers and there will be no compensation for time, services or supplies. The recommendations of OPAAC will be advisory only and not binding on any County Agency.

**COMPLIANCE WITH CEQA:** The recommended action is not a project as defined by CEQA pursuant to Section 15378(b)(5) of the CEQA Guidelines.

**FINANCIAL IMPACT:**

N/A

**STAFFING IMPACT:**

N/A

**REVIEWING AGENCIES:**

County Counsel

**ATTACHMENT(S):**

Attachment A - Bylaws

Attachment B - Orange Park Acres Map

Attachment C - Creation and Nomination Forms



# Revision to ASR and/or Exhibits/Attachments

**Date:** December 28, 2006

**To:** Darlene J. Bloom, Clerk of the Board of Supervisors

**CC:** County Executive Office

**From:** Bryan Speegle, Director, RDMD

**RE:** Agenda Item(s) # *13* for the January 9, 2007 Board Meeting

**ASR Control #(s):** 06-002379

**Subject:** Formation of Orange Park Acres Advisory Committee

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Explanation:

Revised Recommended Action(s)

Make modifications to the:

Subject

Background Information

Summary

Revised Exhibits/Attachments (attached)

The attached document replaces the Attachment A previously submitted.

Additional Information and/or Correspondence (attached)

BYLAWS OF THE ORANGE PARK ACRES  
ADVISORY COMMITTEE

I. Purpose

The Orange Park Acres Advisory Committee (OPAAC) is established to advise the Orange County Zoning Administrator, Planning Commission, Board of Supervisors, and County agencies on all planning, zoning, and other discretionary land use actions of the County of Orange in the unincorporated areas of Orange Park Acres (OPA) (see attached map).

II. Responsibility

- A. The OPAAC is authorized by the Board of Supervisors to review applications referred by County Planning and Development Services (PDS) for development projects within unincorporated areas of OPA including General Plan amendments, zone changes, zone code amendments, area plans, subdivision maps, site plans, use permits, variances, and other discretionary permits or actions affecting OPA as determined by the Director, PDS.
- B. At a public meeting, OPAAC may, by majority vote, make comments and recommendations to the Director, PDS. The recommendations of the OPAAC shall be advisory only and not binding on any County agency.
- C. The OPAAC is not authorized to undertake any other activity including, but not limited to, lobbying, political or legal actions unless specifically authorized by the Board of Supervisors.

III. Membership

- A. Numbers:  
The OPAAC shall be composed of nine (9) voting members.
- B. Qualifications:  
Members shall be elected members of the Orange Park Association Board of Directors.
- C. Terms of Office:  
The term of office for OPAAC members shall be three (3) years concurrent with Orange Park Association Board of Directors membership. The initial terms of office for those appointments made with the creation of the OPAAC shall be as set forth in the Board of Supervisors minute order making the appointments.
- D. Appointments and termination of appointments:
  - 1. Appointment of each member requires a majority vote of the Board of Supervisors. Whenever a vacancy occurs due to any reason, the Supervisor



- for the Third District may nominate a replacement member and place the nomination on the consent calendar of the Board of Supervisors for approval.
2. The seat of any member who is not re-elected to the Orange Park Association Board is automatically vacated without action of the Board of Supervisors.
  3. The seat of any member who is no longer registered to vote at a residence located in OPA is automatically vacated without action of the Board of Supervisors.
  4. All members of the OCPAAC shall serve at the discretion of the Board of Supervisors; and any member may have his or her membership terminated by majority vote of the Board of Supervisors.

E. Officers:

1. The Officers of OPAAC shall be a Chair, Vice Chair, and Executive Secretary.
2. Officers shall be elected by a majority vote of the OPAAC membership at each annual organizational public meeting and shall serve until the next annual organizational public meeting.

IV. OPAAC Procedures:

- A. Six (6) members shall constitute a quorum of the OPAAC. No business shall be transacted in the absence of a quorum.
- B. The affirmative votes of five (5) members of the OPAAC, at a public meeting, are necessary to approve any item.
- C. The Chair, Vice Chair or Executive Secretary shall sign all written communications of the OPAAC.
- D. Minutes of each meeting shall be taken by the Executive Secretary, or if absent, another member appointed by the Chair. The minutes shall record (1) the attendance of each member present, (2) all motions made and seconded, and (3) how each member voted. For proposed development projects, the motion shall state whether OPAAC recommends approval or denial and any comments or recommendations for project modifications or conditions. No other information is required to be included in the minutes.
- E. OPAAC shall comply with all applicable provisions of the Ralph M. Brown Act Open Meeting Law.
- F. The OPAAC shall schedule regular meetings at least monthly at a location, date, and time to be established by the OPAAC, provided however that if no project applications have been referred to the OPAAC for the meeting, the Chair may cancel the monthly meeting.
- G. Prior to any meeting, the Executive Secretary or another member appointed by the Chair shall post an agenda for that meeting at three public locations to be determined by the OPAAC. OPAAC may also mail an agenda to landowners living in the vicinity of a project on the OPAAC meeting agenda and the project applicant with pre-addressed and stamped envelopes provided by the project applicant.

- H. All actions taken or recommendations made by the OPAAC shall be made or taken on its own behalf and not on behalf of the County of Orange.
- I. OPAAC is not an entity of the County of Orange.
- J. The recommendations and actions of the OPAAC are advisory only and are not binding upon the County of Orange, its boards, commissions, officers, employees or agents.
- K. The County of Orange does not provide staffing or other services to the OPAAC, except for specific matters as may be directed by the Board of Supervisors.

VI. Referral Procedures and Deadlines:

- A. Director PDS shall mail, fax or email all relevant project applications and supporting material to the addresses provided by the OPAAC members at least 45 calendar days prior to action.
- B. The OPAAC Chair shall place the referral on the agenda for action by the OPAAC at its next regularly scheduled meeting
- C. Failure of OPAAC to act on any matter does not limit the ability of the Director PDS or the Planning Commission to act on that matter.
- D. OPAAC members shall allocate sufficient time each month to thoroughly review each project application referral and shall be prepared to provide comments and take action at the next meeting.

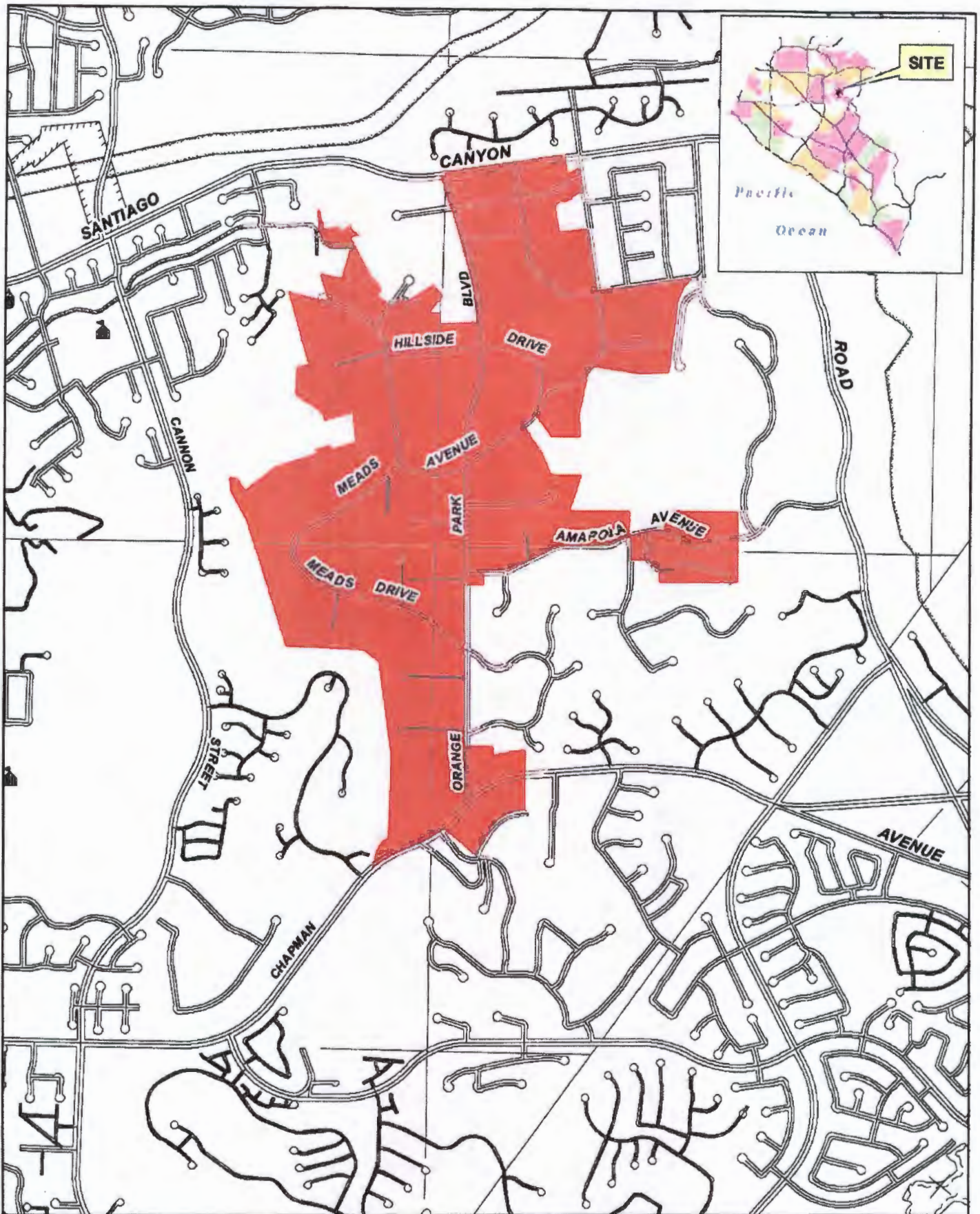
VII. Compensation:

Members serve as volunteers and there is no County compensation for time, services or supplies for OPAAC.

VIII. Amendments:

These bylaws may be amended by the Board of Supervisors.





PGIS04/OrangeParkAcres10-26-2006-b.mxd



**ORANGE PARK ACRES PLANNING ADVISORY COMMITTEE**





# Revision to ASR and/or Exhibits/Attachments

**Date:** January 5, 2007

**To:** Darlene J. Bloom, Clerk of the Board of Supervisors

**CC:** County Executive Office

**From:** Bryan Speegle, Director, RDMD

**RE:** Agenda Item(s) # 13 for the January 9, 2007 Board Meeting

**ASR Control #(s):** 06-002379

**Subject:** Formation of Orange Park Acres Advisory Committee

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Explanation:

- Revised Recommended Action(s)
  
- Make modifications to the:
  - Subject
  - Background Information
  - Summary
  
- Revised Exhibits/Attachments (attached)

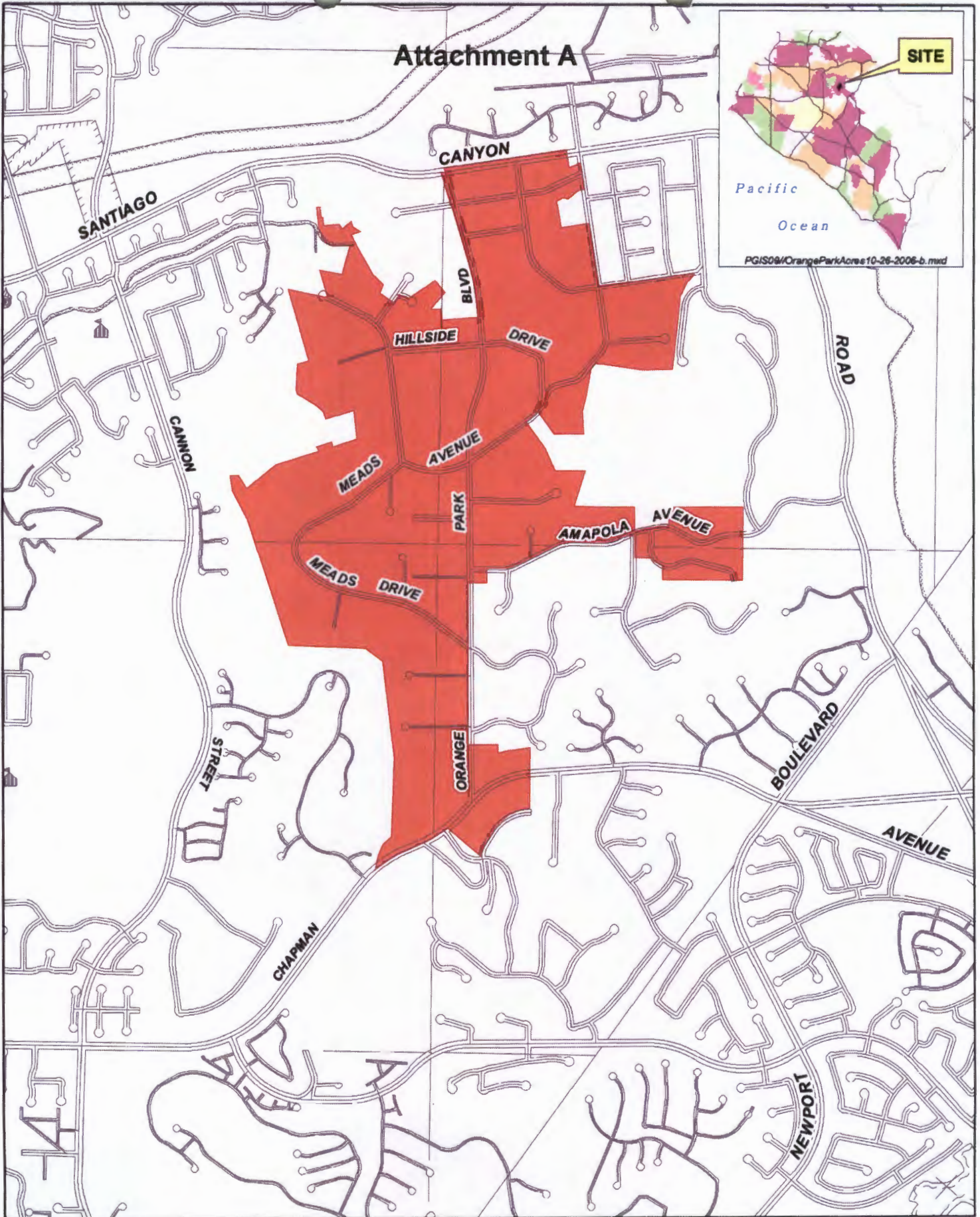
Attachment A (Bylaws) -- The attached revised Map replaces the map on page 4.

Attachment B (Map) -- The attached revised map replaces the map submitted previously.

Attachment C -- Revised Creation and Nomination Form replaces the previously submitted Form.

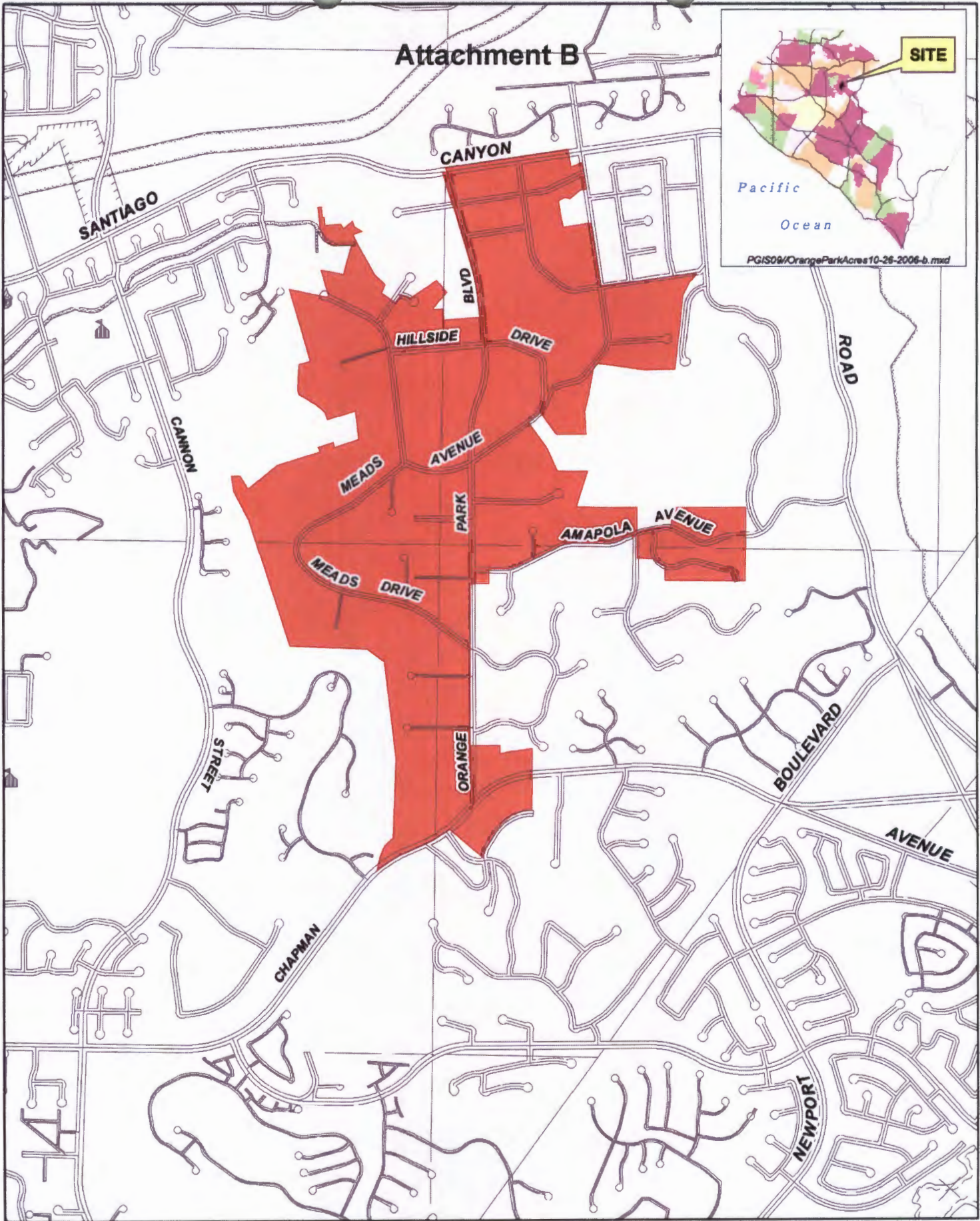
- Additional Information and/or Correspondence (attached)

# Attachment A





# Attachment B



ORANGE COUNTY BOARDS/COMMITTEES/COMMISSIONS

(INITIAL CREATION FORM)

Attachment C

BOARD/COMMITTEE/COMMISSION NAME: Orange Park Acres Advisory Committee

ENACTING AUTHORITY: County Board of Supervisors

PURPOSE: To Advise the County Zoning Administrator, Planning Commission, Board of Supervisors on discretionary land use actions of the County of Orange in the unincorporated areas of Orange Park Acres (OPA).

Sunset Clause:  Yes  No Sunset Date: \_\_\_\_\_

Single Purpose/Task. Terminate Committee at conclusion of Task/Project?  Yes  No

No. of Members: 9

Conflict of Interest Filing Requirement?  Yes  No

Initial Staggered Terms Required?  Yes  No (If yes please use describe under comments)

Term Length: No. of Years: 3

Member (s) date of appointment: 1/9/07

Terms of Office initial beginning date: The date appointed by the Board

How often do you meet?  Daily  Weekly  Monthly  As Needed  Other

Time of the meeting: 6:00p.m.

Compensation?  Yes  No Describe: \_\_\_\_\_

Minimum Qualifications Required?  Yes  No

Describe Qualifications if applicable: Shall be elected members of the Orange Park Association Board of Directors.

Duties: Review discretionary land use actions

Appointments are:  By Chair  By Board of Supervisors  Other

Nomination by:  At Large  By District  By Chair  By City Selection  Other

(Please specify "other" under comments and a breakdown of membership under comments)

Initial Roster of Members is attached  Bylaws are attached  Term Limits?

**Staff Support Contact Person:**

Name: Charles Shoemaker

Dept: Planning and Development Services (PDS)

Address: 300 N. Flower, 3<sup>rd</sup> Floor, Santa Ana, 92702

Phone: (714)834-2166

Fax: \_\_\_\_\_



COMMENTS:

All nine members are appointed by Third District Supervisor

The term of Office for OPAAC members shall be three (3) years concurrent with Orange Park Acres Association Board of Directors membership.