

# **Dry Creek Valley Citizens Advisory Council BLUE BOOK**

**August 21, 2012**

***Revised 11-13-2012 (new appointee)***

***Revised 8-20-2015 (limiting terms to two consecutive terms)***

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## **MISSION STATEMENT**

The mission of the Dry Creek Valley Citizens Advisory Council (“the DCVCAC ”) is to act as a bridge for communication between the County and local residents and businesses, and the general public on local planning decisions affecting the Dry Creek Valley.

The DCVCAC provides a forum for public expression and for making advisory recommendations to the County of Sonoma and its Permit and Resource Management Department, Board of Zoning Adjustments, Planning Commission, and Board of Supervisors on applications for use permits, rezonings, and general plan amendments in the Dry Creek Valley.

THE WITHIN INSTRUMENT IS A  
CORRECT COPY OF THE ORIGINAL  
ON FILE IN THIS OFFICE

# 13

Resolution No. 12-0410

ATTEST: **AUG 21 2012**

VERONICA A. FERGUSON, Clerk/Secretary  
BY: *Wooden*  
DEPUTY CLERK/ASST SECRETARY

County of Sonoma  
Santa Rosa, CA 95403

Date: August 21, 2012

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Establishing The Dry Creek Valley Citizens Advisory Council And Designating The Territory  
Subject To The Jurisdiction Of The Council.**

**Whereas**, the Dry Creek Valley in unincorporated Sonoma County, with its abundant natural resources, beautiful landscapes, rich agricultural heritage, and fertile alluvial soils, is an ideal environment for world renowned wine grapes, local residents and businesses, and visitors alike; and

**Whereas**, the County is responsible for local planning in the Dry Creek Valley; and

**Whereas**, Government Code section 31010 authorizes the Board of Supervisors to establish an advisory council for any unincorporated area in the county to advise the Board on such matters which relate to that area as may be designated by the Board; and

**Whereas**, the Board of Supervisors desires to establish the Dry Creek Valley Citizens Advisory Council ("the DCVCAC") to advise the Board and other County decision makers on local planning decisions relating to the Dry Creek Valley, to provide a regular forum for citizen participation in the formation of advisory recommendations on those decisions, and to provide a bridge for communication between the County and local residents and businesses, and the general public on local planning decisions affecting the Dry Creek Valley.

**Now, Therefore, Be it Resolved** that the Board of Supervisors hereby establishes the DCVCAC, subject to the following operative provisions:

1. The boundaries of the territory subject to the jurisdiction of the DCVCAC are shown in Exhibit "A," attached hereto and incorporated herein by this reference ("the DCVCAC Referral Area").
2. The DCVCAC shall consist of five members appointed by the Board of Supervisors. Two members shall be from the Dry Creek Valley Association, two members shall be from the Winegrowers of Dry Creek Valley, and one member shall be from the general public designated by the Fourth District Supervisor. All members shall be registered voters residing within the DCVCAC Referral Area. All members shall hold office for a term of two-years or until their successor is appointed and qualified, with the exception of the initial members. All members shall serve at the pleasure of the Board of Supervisors and may be removed from office at any time by the Board, with or without cause. The Board of Supervisors shall classify the initial members into two classes, one class consisting of one member from the Dry Creek Valley Association, one member from the Winegrowers of Dry Creek Valley, and the public member, and one class consisting of one member from the Dry Creek Valley Association and one member from the Winegrowers of Dry Creek Valley. The class of three members shall hold office until December 31, 2014, and the class of two members shall hold office until December 31, 2013.

3. The designated powers of the DCVCAC shall be to review and make advisory recommendations on the following three categories of local planning decisions in the DCVCAC Referral Area:

- (a) Use permit applications;
- (b) Rezoning applications; and
- (c) General plan amendment applications.

4. The designated duties of members of the DCVCAC shall be to:

- (a) Attend and participate in meetings of the DCVCAC;
- (b) Study and analyze appropriate material submitted;
- (c) Keep the Fourth District Supervisor informed of any necessary planning-related issues;
- (d) Serve on such subcommittees as may be designated by the DCVCAC;
- (e) Advise applicants of project issues and concerns; and
- (f) Vote on advisory recommendations or motions made by members of the DCVCAC.

5. The rules and procedures for governance of the DCVCAC shall be as set forth in Exhibit "B," attached hereto and incorporated herein by this reference. The rules and procedures may be amended or modified only upon the consent of the Board of Supervisors.

6. The County shall cooperate with the DCVCAC through the Permit and Resource Management Department and the Fourth District Supervisor's Office.

7. The establishment of the DCVCAC shall not be submitted to the voters of the Dry Creek Valley watershed.

**Be It Further Resolved** that the Board of Supervisors hereby authorizes the DCVCAC to contract with an independent contractor for administrative services. The costs for such services shall be shared by the Dry Creek Valley Association and the Winegrowers of Dry Creek Valley.

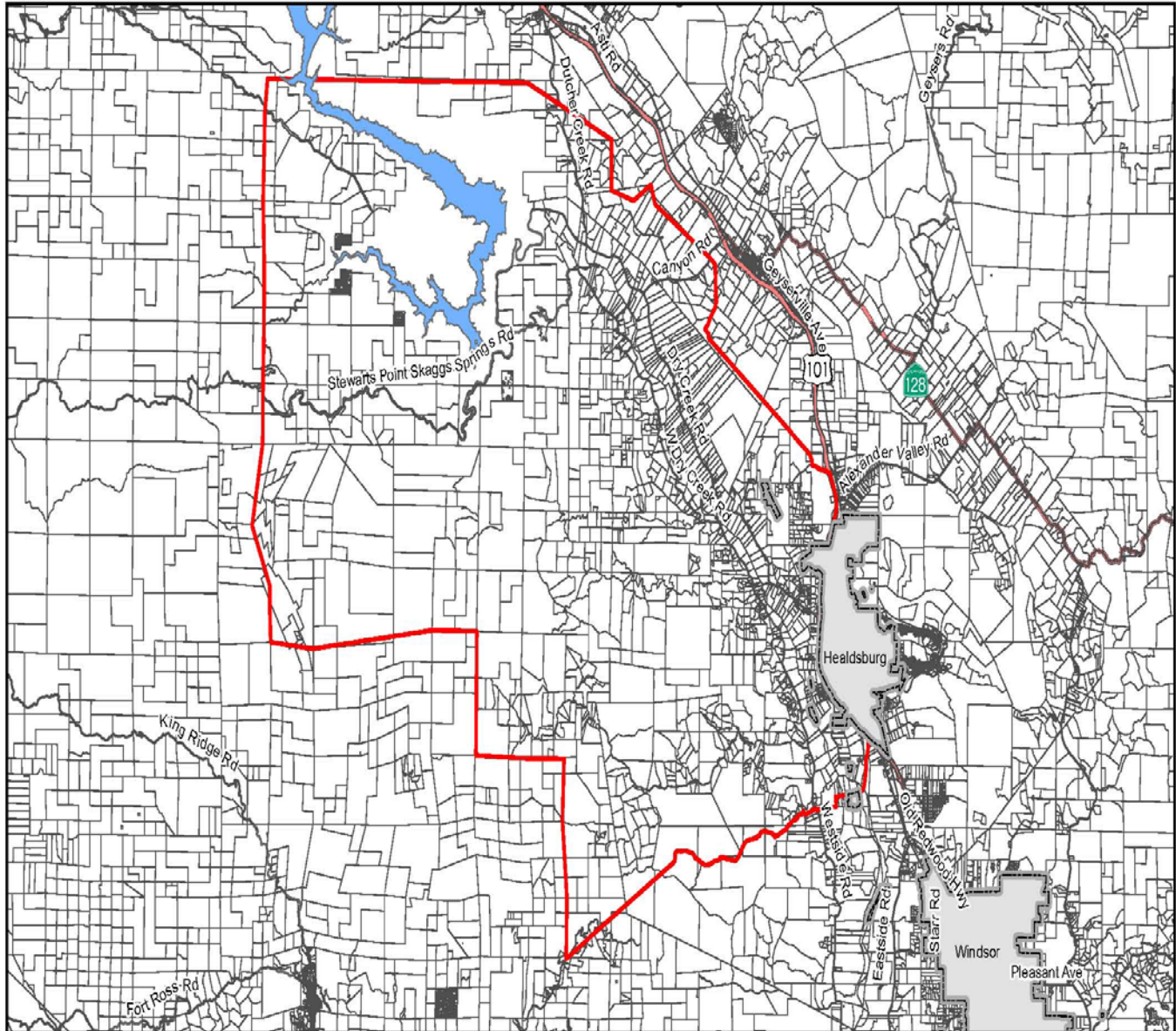
**Supervisors:**

<b>Brown: Aye</b>	<b>Rabbitt: Aye</b>	<b>McGuire: Aye</b>	<b>Carrillo: Aye</b>	<b>Zane: Aye</b>
<b>Ayes: 5</b>	<b>Noes: 0</b>	<b>Absent: 0</b>	<b>Abstain: 0</b>	

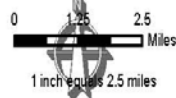
**So Ordered.**

## EXHIBIT "A" REFERRAL BOUNDARY

### Dry Creek Valley Citizens Advisory Council



Notes:  
 1. Parcel boundaries derived from 1:5000 outline maps and revised using Assessor Parcel Maps.  
 2. Discrepancies in parcel boundaries occur due to representation.  
 3. Data is for planning purposes.  
 4. Questions regarding this map and the data herein should be directed to PRMD (707) 565-1900.



#### Legend

- |  |   |   |
|--|---|---|
| <span style="border: 2px solid red; padding: 2px;"> </span> Dry Creek Appellation          | <span style="border: 1px solid black; padding: 2px;"> </span> Assessor Parcel                     | <span style="border-bottom: 2px solid red; width: 20px; display: inline-block;"></span> Highways                |
| <span style="background-color: gray; border: 1px solid black; padding: 2px;"> </span> City | <span style="background-color: blue; border: 1px solid black; padding: 2px;"> </span> Lake Sonoma | <span style="border-bottom: 2px solid black; width: 20px; display: inline-block;"></span> Main Arterial Streets |

County of Sonoma

**Permit and Resource Management Department**  
 2550 Ventura Avenue, Santa Rosa, California 95403  
 707-565-1900 FAX 707-565-1103

Author: PRMD Cartography: D. Reinier File: S:\GIS\DATA\PRMD\_BASE\PRMD Department Projects\Project Review\Dry Creek Valley Citizens Advisory Council.mxd Date: 12/22/2011

**EXHIBIT “B”**  
**DRY CREEK VALLEY CITIZENS RULES AND PROCEDURES**

**I. MEMBERSHIP**

- A. **Appointment.** The DCVCAC shall consist of five members appointed by the Board of Supervisors. All members shall hold office for a term of two-years or until their successor is appointed and qualified, except that two of the initial members shall serve a one-year initial term. All members shall serve at the pleasure of the Board of Supervisors and shall serve no more than two consecutive terms.
- B. **Quorum and Recommendations.** A majority of the members of the DCVCAC shall constitute a quorum for the transaction of business. No advisory recommendation of the DCVCAC shall be valid or binding unless four-fifths of all the members concur therein.
- C. **Office.** The principal place of business of the DCVCAC shall be determined by the DCVCAC. At a minimum, there shall be a telephone number where information may be obtained by the public, and a place where the agenda may be publicly posted. This need not be the same place where the DCVCAC itself meets.
- D. **Compensation.** Members of the DCVCAC shall serve without compensation.
- E. **Vacancies.** In event of the death, resignation, or inability to serve of any member of the DCVCAC, such condition shall be brought to the attention of the Board of Supervisors for appointment of a replacement. “Inability to serve” shall be determined by a four-fifths (4/5) vote of the DCVCAC. If any member of the DCVCAC misses two consecutive regular meetings without a valid reason, the Board of Supervisors, through the office of the Fourth District Supervisor, shall be notified and requested to appoint a replacement.

**II. MEETINGS**

- A. **Frequency and location of regular meetings.** There shall normally be one regular meeting of the DCVCAC each month, on a specific, consistent, day of the month, as determined by the chair or a majority of the members of the DCVCAC. The time of the meetings shall be scheduled to maximize assistance to the Permit and Resource Management Department, Board of Zoning Adjustments, Planning Commission, and Board of Supervisors. All meetings of the DCVCAC shall be held within the Dry Creek Valley area or at a City of Healdsburg facility. All meetings of the DCVCAC shall be in a building easily accessible to the public with facilities to accommodate interested members of the public.
- B. **Brown Act.** All meetings and all deliberations of the DCVCAC shall be open to the public and shall be governed by the Brown Act.

- C. **Rules of Procedure.** All meetings of the DCVCAC shall be conducted, insofar as practical, according to Roberts Rules of Order or other parliamentary authority adopted by the DCVCAC.
- D. **Presiding Officer.** The chair, or the vice chair in the chair's absence, shall preside over all meetings of the DCVCAC. In the case of absence of both the chair and the vice chair, the chair pro tem shall preside.
- E. **Agenda.** The chair and the secretary shall be responsible for setting the agenda of each meeting of the DCVCAC. The Fourth District Supervisor shall assign Fourth District staff to attend, as needed. The secretary shall post the agenda for each meeting of the DCVCAC at the Board of Supervisors office at least 72 hours in advance of the meeting.
- F. **Voting.** Each member of the DCVCAC shall be entitled to one vote. A member may abstain from voting in cases of conflict of interest, in which case he or she shall state what the conflict is and recuse themselves from discussion of the item. If more than one member must recuse him/herself on the same item, a quorum will not be established and the item cannot be formally reviewed by the DCVCAC. No proxies shall be permitted. All votes shall be public and properly recorded.
- G. **Minutes of Meeting.** The minutes of each meeting of the DCVCAC shall include a copy of the agenda, the official public record of the meeting, and shall indicate any actions taken by the DCVCAC. A copy of the minutes shall be sent to the Fourth District Supervisor and to the Permit and Resource Management Department for consideration by the appropriate decision-making body.
- H. **Special Meetings.** Special meetings of the DCVCAC may be called at any time by the Chair or a majority of the members of the DCVCAC. All special meetings shall be conducted in compliance with the Brown Act.
- I. **Quorum and Recommendations.** A majority of the members of the DCVCAC shall constitute a quorum for the transaction of business. No advisory recommendation of the DCVCAC shall be valid or binding unless four-fifths of all the members concur therein.



## **EXHIBIT “C”**

### **DRY CREEK VALLEY CITIZENS ADVISORY COUNCIL, THE BROWN ACT, AND E-MAIL COMMUNICATIONS**

#### **Background:**

The Brown Act, enacted in 1953, is intended to ensure that public bodies engage in their deliberations in a public setting. In essence, the Act requires (1) that the public have some notice of issues to be discussed at a meeting, and (2) that issues pending before a body are not discussed in advance by a majority of the members. This requirement prevents members from reaching a decision prior to a publicly accessible meeting.

Both the California Attorney General and the California League of Cities have prepared booklets to assist local government officials in understanding and complying with the Brown Act. The Attorney General’s guide is available at the following website: <http://ag.ca.gov/publications/#openmeetings>. The Attorney General has created a helpful summary of key Brown Act provisions, which is attached to this explanation. The League of Cities booklet, entitled “Open & Public IV,” can be purchased from the League, and is also available online at [www.ci.claremont.ca.us/download.cfm?ID=21498](http://www.ci.claremont.ca.us/download.cfm?ID=21498). This booklet includes a number of examples that are useful in determining how the provisions of the Brown Act should be interpreted and applied.

#### **E-Mail Communications:**

With the expansion of e-mail and its advantages of convenient, quick communications, many questions have arisen about how the Brown Act and the Public Records Act apply to this communication technology. E-mail should be used with caution: remember, your emails regarding public business are public records. Moreover, emails can result easily in inadvertent violations of the Brown Act.

#### **E-Mail Can Be Used To:**

- Distribute meeting minutes, agendas, and drafts of these documents
- Determine member availability for meetings
- To discuss similar administrative issues

#### **E-Mail *May Not* Be Used To:**

- Discuss pending issues before the body with a majority of its members.

Note: A member may discuss pending issues with other members outside of public meetings, as long as fewer than a majority engages in the discussion. The danger with email is that it can be forwarded easily; members are warned that they are responsible for limiting the dissemination of information to fewer than a majority of the body.

**EXHIBIT “D”**  
**DRY CREEK VALLEY CITIZENS ADVISORY COUNCIL**  
**ADMINISTRATIVE ROLES**

**CHAIR:**

- Preside over all regular meetings. Call for and preside over special meetings when necessary.
- Appoint Chair and members of ad hoc committees
- Acts as a liaison between the DCVCAC and the Fourth District Supervisor

**VICE-CHAIR:**

- Conduct meetings in the absence of the Chair
- Research and report to the DCVCAC any problem areas concerning items on the upcoming agenda
- Keep a master list of contact persons in governmental and private agencies the DCVCAC may find useful

**EXHIBIT “E”**  
**DRY CREEK VALLEY CITIZENS ADVISORY COUNCIL**  
**Scope of Work and Payment Terms for the Secretary to the DCVCAC**

The DCVCAC shall execute a contract and appoint a Secretary to the DCVCAC the first month of each year. The Secretary, who shall not be an official member of the DCVCAC but an independent contract professional, shall be compensated by the Winegrowers of Dry Creek Valley, at the rate of \$300 per month. The Dry Creek Valley Association and the Winegrowers of Dry Creek Valley each agree to contribute \$1,800 by December 15<sup>th</sup> of each year toward the compensation. The amount, totaling \$3,600, will be the total compensation for the DCVCAC Secretary.

**Administrative Role of Secretary:**

(non-member)

- Act as the contact for all potential applicants wanting to present at DCVCAC Meetings
- Prepare, distribute and post agendas for meetings at least 72 hours in advance of the meeting
- Keep minutes of all meetings, specifying the call to order, the attendees, the business conducted and the adjourning time
- Arrange sites for all meetings and confirm all necessary public posting requirements are completed in appropriate timelines
- Assist all DCVCAC members with compliance with the Brown Act
- Prepare and send communications as directed by the Chair
- Notify members of the DCVCAC of special meetings, giving the time, place and reason for meeting
- Keep an up-to-date roster of members of the DCVCAC, giving the name, mailing address, phone and fax numbers and email addressees
- Follow up on recommendations made by the DCVCAC
- Keep a list of items that the DCVCAC has acted upon and report back to the DCVCAC on their progress
- Send copies of the minutes to the Fourth District Supervisor’s Office, the Sonoma County Planning Commission and other appropriate bodies as indicated
- Prepare and store the DCVCAC member name plates

**EXHIBIT “F”**  
**DRY CREEK VALLEY CITIZENS ADVISORY COUNCIL**  
**Scope of Authority**

The DCVCAC is charged with examining, discussing, and making recommendations regarding Use Permits, Rezoning and General Plan amendment applications within the Dry Creek Valley watershed.

**Site Review.** All proposed use permits, rezoning applications, and General Plan amendments occurring in the Dry Creek Valley watershed may be visited on-site by any member of the DCVCAC or by an ad-hoc committee, appointed by the DCVCAC chair, consisting of at least two DCVCAC Members. DCVCAC Members will coordinate site visits directly with the applicant or owner.

**Ad Hoc Committee Report.** Any appointed ad-hoc committee will report to the full DCVCAC at its next regularly scheduled meeting, any recommendations on the proposed permit or General Plan amendments. The applicant or their representative will be expected to attend to make a presentation on their proposal and answer questions from DCVCAC Members and interested community attendees.

**DCVCAC Review.** The DCVCAC will recommend to the County’s PRMD its 4/5 consensus view after considering the ad-hoc committee’s report and any supplemental information supplied by the project applicant. Should the applicant or their representative not attend the DCVCAC’s review, the DCVCAC may make its recommendation based upon other information supplied by the ad-hoc committee and the County’s PRMD. As with any other project, any DCVCAC Member having a personal or professional relationship with the applicant that would bias the member’s judgment should refrain from participating in the review.

**Advisory Recommendation.** Minutes of the meeting detailing the DCVCAC’s recommendations will be forwarded by the DCVCAC’s Secretary to the County’s PRMD with a copy to the project applicant.

## **Sonoma County Planning Agency**

The Planning Agency (Planning Commission and the Board of Zoning Adjustments) serves primarily as the recommending body to the Planning Commission, Board of Zoning Adjustments and Sonoma County Board of Supervisors.

The Planning Agency consists of ten commissioners who are appointed by and serve at the pleasure of the Board of Supervisors. The commissioners rotate sequentially by district every ten months. The chairmanship of each body rotates yearly by district.

The Planning Commission holds public meetings and makes recommendations to the Board of Supervisors concerning updates and amendments to the County's General Plan and Zoning regulations. The Planning Commission also holds hearings and makes decisions on major subdivisions and mining proposals. There are five members who sit on the Planning Commission with one alternate for each district.

The Board of Zoning Adjustments conducts public hearings and makes decisions on applications for Use Permits, Zoning Variances and Coastal development Permits. There are five members who sit on the Board of Zoning Adjustments with one alternate for each district.

## **PURPOSE**

The purpose of this policy is to define the circumstances in which the County of Sonoma refers projects and applications to the Dry Creek Valley Citizens Advisory Council (DCVCAC) for comment.

## **GENERAL**

All applications for General Plan Amendments, Rezonings, and Use Permits within the Dry Creek Valley watershed shall be referred to the DCVCAC for review and comment.

## **AUTHORITY**

The Sonoma County Board of Supervisors created the DCVCAC by Resolution #12-0410 to serve as an advisory body on applications for use permits, rezoning and General Plan amendments within the Dry Creek Valley watershed.

## **PROCEDURE**

A. Following a determination that a proposal is subject to DCVCAC review, the County of Sonoma Planning staff shall deliver or have delivered a copy of the project application, and any available supporting materials to the Chairperson of the DCVCAC.

B. The chairperson will determine, with the DCVCAC's Secretary, whether to place the project on the next available agenda of the DCVCAC for comment.

C. If the item is brought to the DCVCAC for comment, it shall be the responsibility of the DCVCAC to prepare and deliver written minutes of the action to the County of Sonoma planning staff in a timely manner so that they may be forwarded to the hearing body at the time of project review.

D. The hearing body shall consider the comments of the DCVCAC in the course of its review of the project, but the comments shall not be considered binding and the hearing body shall act on the project application as it deems fit.

E. Project applicants must attend DCVCAC meetings when their project is being heard by the DCVCAC.

F. Projects referred to the DCVCAC for comment shall be reviewed by the DCVCAC within 45 days after the referral. The failure of the DCVCAC to make an advisory recommendation within 45 days after the referral shall be deemed to mean that the DCVCAC has no recommendation on the project.

G. This policy does not preclude the County of Sonoma or planning staff from referring issues to the DCVCAC for advice and comment that may not be subject to environmental review as defined by this policy.

## **RESPONSIBILITIES AND REVIEW**

A. The County of Sonoma is responsible for reviewing this policy no less than every ten years to determine whether it is still representative of the Dry Creek Valley and still an effective review board for the County. Changes may be made by a majority vote of the Board of Supervisors.

B. The Sonoma County Board of Supervisors will review this policy from time to time, as it deems necessary.

# **DRY CREEK VALLEY CITIZENS ADVISORY COUNCIL**

## **Frequently Asked Questions For Project Applicants Appearing before the DCVCAC**

*Congratulations on appearance before the Dry Creek Valley Citizens Advisory Council (DCVCAC) to discuss your proposed use permit, rezoning application, or request for a General Plan amendment. Your participation can give you important insight into the reaction your project will generate from concerned neighbors and citizens in the Dry Creek Valley.*

*This guide is intended to help you prepare for your hearing by describing the process, and listing the types of questions you might expect to hear from the DCVCAC. If you have further questions or concerns, please contact the DCVCAC Chair.*

### ***What is the DCVCAC?***

The DCVCAC is an advisory body formed by the Sonoma County Board of Supervisors. The group is chartered with the following mission statement:

The mission of the DCVCAC (“Council”) is to act as a bridge for communication between the County and local residents and businesses, and the general public on local planning decisions affecting the Dry Creek Valley.

The DCVCAC provides a forum for public expression and for making advisory recommendations to the County of Sonoma and its Permit and Resource Management Department, Board of Zoning Adjustments, Planning Commission, and Board of Supervisors on applications for use permits, rezonings, and general plan amendments in the Dry Creek Valley.

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The three main functions of the DCVCAC are to discuss, review and make recommendations regarding development proposals located in the Dry Creek Valley specifically related to:

- Use permits
- Rezoning Applications
- General Plan Amendments

### ***Who Sits on the DCVCAC?***

The Sonoma County Board of Supervisors appoints five members to the DCVCAC: two representatives from the Dry Creek Valley Association (DCVA), two representatives from the Winegrowers of the Dry Creek Valley (WDCV), and one general member designated by the Fourth District Supervisor. The DCVA and the WDVA are the two oldest and largest groups representing residents and property owners in the valley, each have been in existence for over 25 years with more than 150 members each. All appointees are registered voters within the referral area boundary.

In addition, the Fourth District County Planning Commissioner may attend meetings as an ex-officio member. The Planning Commissioner is not eligible to vote at DCVCAC meetings.

The DCVCAC has two officers (Chair and Vice Chair) and one private position (Secretary). The Chair is responsible for conducting meetings and setting the DCVCAC agenda. The Vice Chair supports the Chair



in business matters. The Secretary is an independent contract position and is hired and compensated by the DCVCAC. The Secretary is responsible for circulating referrals and correspondence to DCVCAC members, public posting of the meeting agendas, attending the DCVCAC meetings and preparing the minutes of each meeting, as well as maintaining files. Officers serve two year terms, with elections each January. Officers cannot serve more than two consecutive terms.

### ***Why was my Project Selected for Review by the DCVCAC?***

The Chair of the DCVCAC, with the assistance of the DCVCAC Secretary, selects projects and application proposals' for review based on his or her judgment of the potential impacts that the project may have on the Dry Creek Valley watershed.

### ***My Plans are only Conceptual at This Point; Should I present them now?***

The advantage to appearing before the DCVCAC is when your project is only in the conceptual stage is that you can get a sense of the community's response to your plans before spending a lot of time and money on a full-fledged design.

The disadvantage is that the DCVCAC is more likely to be unwilling to recommend approval of your plans/proposal without seeing more details, so they may ask you to reappear when you have completed your planning. The risk of appearing late in your project planning process is that the DCVCAC may recommend significant changes, or even recommend that your project be denied approval.

For projects that may generate community opposition of concerns, you might consider holding local community/neighborhood meetings before filing for a permit application. Most projects are handled in one hearing; however, it may be to your advantage to return to the DCVCAC for consideration of your revised plan.

### ***What Are the Key Areas of Concern that the DCVAC Members are Likely to Raise?***

Concerns will inherently vary, based on the type of project or proposal being reviewed. Often these topics come up during Commissions meetings:

- Traffic generation, particularly along windy and well worn County roads
- Parking
- Event Activity
- Scope of use permits
- Concentration
- Water use
- Sanitation and other matters of health and safety
- Well, septic, drainage and ground water questions
- Noise
- Visual impacts
- Appropriateness of project given zoning and other land use designations
- Preservation of trees and native habitats
- Other environmental impacts

### ***How are DCVCAC Meetings Organized?***

The DCVCAC generally meets at 6:00 pm on the third Thursday of each month at the City of Healdsburg Council Chambers, 401 Grove Street, Healdsburg, CA unless there are no items to review. Occasionally, the DCVCAC will re-schedule a meeting on another date or location, if there is a holiday, lack of quorum or meeting conflict. The agendas for the DCVCAC meetings are posted on the bulletin board at City Hall in Healdsburg and also at the bulletin board outside the Clerk of the Board of Supervisors office in Santa Rosa. You may also submit a written request to be sent the agendas to:

Secretary of the DCVCAC  
c/o Board of Supervisors 4<sup>th</sup> District  
575 Administration Drive, Room 100A,  
Santa Rosa, CA 95403

A regular meeting begins with a roll call and the approval of the minutes, followed by an opportunity for members of the public to address the DCVCAC on matters not otherwise on the agenda.

Typically a series of proposed projects and applications are then reviewed. Finally, the DCVCAC considers administrative issues, and reports from ad hoc committees.

### ***What Procedures Are Followed for the Project Review?***

Applicants or the representatives make a brief presentation before the DCVCAC, followed by a period for DCVCAC members to ask questions. The public is then given an opportunity to ask questions and/or comment on the project. The public may also submit written comments on a project prior to the meeting to the Secretary of the DCVCAC at the address noted above or submit them at the DCVCAC meeting.

The Chair will then close the public comment portion of the review, and DCVCAC members will then discuss the project and pass a recommendation. Please note that once the public comment portion of the review is closed, any additional comments or answers to questions from the DCVCAC members should be addressed through the Chair.

Recommendations from the DCVCAC require a 4/5ths vote and are advisory to the Sonoma County land use decision-makers for the project, which is generally the Board of Zoning Adjustments for Use Permits or the Planning Commission and Board of Supervisors for Rezonings and General Plan Amendments.

### ***How Should I Plan my Presentation?***

The best presentations begin with a complete application package. DCVCAC members often receive abbreviated project applications from the County, and if there is additional information that you would like them to have, please work with the Council Secretary to get the materials to the DCVCAC members in advance of the meeting.

A concise presentation is often better than a comprehensive one. Assume that the DCVCAC members have reviewed the package of information that describes your project, so your description of the application can be brief. It is helpful to describe exactly what approval you are seeking (i.e. a zoning change or a use permit) and what level of project planning you have completed (is this a conceptual review, or are there well-developed plans?).

Focus on the impacts that your project will have and how you intend to mitigate them. What concerns are neighbors of the project likely to have? Have you notified them of your plans, or held a meeting with them yet?

DCVCAC members will focus on their concerns during the question and answer period, so it is not necessary to try and anticipate and answer every concern in your presentation. If you would like guidance regarding preparation for your appearance, don't hesitate to contact the Chair in advance of the meeting.

### ***How Should I Handle Questions and Comments from the Audience?***

During the open comment period, members of the audience will have the opportunity to ask questions and state their opinions about your proposal. We recommend that you answer questions forthrightly and concisely. You should not feel obligated to respond to statements of opinion.

The Chair will help moderate this portion of the hearing. If the project is likely to engender a level of controversy or extensive feedback from the community, the Chair will likely establish guidelines for the public comment period, potentially including time limits for each speaker.

### ***What Happens to the Recommendations Made by the DCVCAC?***

The DCVCAC Secretary will capture all aspects of the project review in the meeting minutes. Minutes are distributed to the Sonoma County Fourth District Supervisor and to the County's Planning department.

One of the DCVCAC members appointed by the County is also charged with meeting directly with planning staff to review specific projects. The Sonoma County Planning Commissioner from the Fourth District is usually in attendance to hear discussion of projects, but will not take part in the question period.

### ***I Don't Like the Recommendation Passed by the Council ... Now What?***

Please remember that DCVCAC reviews are advisory in nature, and that you can certainly continue seeking approval for your project at the County. However, the DCVCAC strives to reflect the concerns and sense of opinion of the Dry Creek Valley, and you could consider putting this information to good use.

Can you modify your proposal to address the significant concerns raised at the hearing? If you choose to do so, you might also consider asking to appear before the DCVCAC again to review your modified plans.