

CASTAIC AREA TOWN COUNCIL LAND USE COMMITTEE
POLICIES AND PROCEDURES

ARTICLE 1 Statement of Purpose

The Land Use Committee will:

1. Review proposed development projects or land use alterations within the Castaic area and report their findings, together with any recommendations to the Town Council, **making sure that all proposed projects and land use alterations fall within the guidelines of the Castaic Area Community Standards District (C.S.D.) and One Valley One Vision (OVOV).**
2. Research, investigate or propose items of general planning interest, which are not project specific (including, but not limited to, such topics as general land use, circulation, traffic, housing, community design, open space, air quality, geological resources, biological resources, noise and public services) and make recommendations to the Town Council regarding such matters.

ARTICLE 2 Procedures

1. Land Use Committee will be held on a monthly basis as needed in a public place.
2. Meeting time, place and agenda will be announced at the Town Council meeting the month prior to the Land Use Committee meeting.
3. Every effort will be made to disseminate information to the public, **including making sure all applicants meet the posting requirements as outlined in the “Land Use Project Submission Guidelines”.**
4. The Committee will make reports to the full Town Council regarding items reviewed and/or acted upon at the first public meeting of the Town Council following the Land Use Committee meeting.
5. Minutes of the Committee meetings and reports to the Town Council will be submitted to the Town Council Secretary for archiving.

Castaic Area Land Use Committee Policies and Procedures Continued...

ARTICLE 3 Membership

1. The Committee will consist of **5** citizen members, **1 from each of the 5 council regions within the Castaic area as defined in article 5 of the council bylaws.**
2. Town Council members may not serve as voting members. **One member from the Town Council will chair the committee as a non-voting member of the committee. The committee chair will be appointed by the President of the Town Council and shall be confirmed by a majority vote of the Town Council. If the committee chair is not available for a meeting, the Town Council President, with the consensus of the Executive Committee, may appoint another Town Council member to chair the meeting.**
3. Members will serve a term of 1 year, January to December. **The committee chair shall present a list of potential committee members to the Town Council. All committee members shall be confirmed by a majority vote of the Town Council prior to taking a seat on the committee. Committee members are term limited to a maximum of no more than 8 years.**
4. Members who miss more than 3 consecutive meetings without cause may be dismissed.
5. Any Committee member with any potential conflict of interest with any item before the Committee must excuse him/herself from voting. Failure to do so will result in dismissal from the Committee.

ARTICLE 4 Committee Positions

1. One member of the Committee will be appointed Recording Secretary. Said person will take minutes of Land Use Committee meetings.
2. Other Committee Positions may be appointed as needed by the Committee chairperson.

Amended from Originals dated February 21, 2001

Approved on Date: December 4, 2014