

BYLAWS OF THE NORTH TUSTIN ADVISORY COMMITTEE

I. Purpose

The North Tustin Advisory Committee (NTAC) is established to advise the Orange County Zoning Administrator, Planning Commission, Board of Supervisors, and County agencies on all discretionary actions of the County of Orange in implementation of the North Tustin Specific Plan as well as comment on land development projects in the larger North Tustin unincorporated area.

II. Responsibilities

The NTAC is responsible for conducting public meetings for the purpose of considering proposed land development projects within the unincorporated North Tustin area including, but not limited to, General Plan amendments, Specific Plan amendments, area plans, subdivision maps, site plans, use permits, and variance permits. The NTAC shall report any recommendations on such projects to the Director, Planning and Development Services Department. The recommendations of the NTAC shall be advisory only and not binding on any County agency.

III. Membership

A. Number:

The NTAC shall be composed of seven (7) members.

B. Qualifications:

Members shall be residents of the Third Supervisorial District.

C. Terms of Office:

Beginning in 1999, the terms of office for new appointees shall begin in April and end two years hence on March 31. Terms of office for appointments made concurrent with the adoption of these bylaws shall be as set forth in the resolution making the appointment.

D. Appointment and termination of members:

1. Members shall be nominated by the Supervisor from the Third District and approved by the Board of Supervisors.
2. Any member who fails to attend three consecutive regular meetings shall automatically vacate their position.
3. Members serve at the discretion of the Board of Supervisors and may have their membership terminated by a majority vote of the Board of Supervisors.

E. Officers:

1. The officers of the NTAC shall be a Chairman, Vice Chairman, and Secretary.
2. Officers are elected by the membership of the NTAC at each annual organizational meeting and shall serve until the next organizational meeting.

F. Vacancies:

Vacancies in membership occurring prior to the expiration of a term of office shall be filled by the Board of Supervisors in the same manner as appointments to serve the balance of that term.

IV. Procedures

- A. Four members shall constitute a quorum of the NTAC. No business shall be transacted in the absence of a quorum.
- B. Action may be taken by a majority (3) of a quorum (4) of the members. Abstention shall count toward a quorum.
- C. Either the Chairman, Vice Chairman or Secretary shall sign all communications representing the recommendations of the NTAC.
- D. Minutes of each meeting shall be taken by the Secretary, or if absent, another member. 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 NTAC recommends approval or denial and any project modifications or conditions. No other information is required to be included in the Minutes.
- E. All meetings shall be open and public in accordance with the provisions of the Ralph M. Brown Act.
- F. The NTAC shall schedule regular monthly meetings at a location, date, and time to be established by the NTAC. Special meetings may be held in accordance with the Ralph M. Brown Act.
- G. Prior to any meeting, the Secretary or another member shall post an agenda for that meeting at three public locations to be determined by the NTAC in accordance with the Ralph M. Brown Act. They may also mail an agenda to landowners living in the vicinity of agendized projects with pre-addressed and stamped envelopes provided by the project applicant.

V. Amendments

These bylaws may be amended by the Board of Supervisors.

North Tustin Zoning

Orange County, California

