

**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.