

AGOURA VILLAGE SPECIFIC PLAN UPDATE

CITIZENS ADVISORY GROUP PURPOSE AND PROCEDURES

OVERVIEW OF THE CITIZENS ADVISORY GROUP

PURPOSE

The Citizens Advisory Group (CAG) will work under the direction of City Council to provide input and guidance to the Agoura Village Specific Plan Update (AVSPU) planning team (City and consultants) using the Planning Principles established for the AVSPU, along with an understanding and consideration of any economic and legal constraints and consequences applicable to proposed changes. The CAG will work with staff and consultants throughout the AVSPU process and develop recommendations to the City Council.

TERM

The Citizens Advisory Group is an ad-hoc committee appointed by the City Council. “Ad-Hoc” means it is a limited-term committee and will cease upon determination by City Council. Participation by members is voluntary and temporary.

SELECTION

Individuals interested in being a CAG member will be required to complete an application. Following the close of the application period, applications will first be reviewed by the Land Use Economic Development Committee (LUEDC). The LUEDC will then present a recommended list of CAG members to be considered and approved at a General Meeting of the City Council.

STANDARDS OF DECORUM

The Citizens Advisory Group members are expected to participate with the spirit of cooperation and an open mind. This includes respecting the value of a facilitated discussion including speaking one at a time, respecting the time of others to be heard, and actively listening and learning from all members.

Advisory Group members are expected to treat differences of opinion as a strength and respect all opinions discussed during meetings. No person attending an Advisory Group meeting shall intentionally disturb or distract from the conduct of the meeting.

The Advisory Group meetings shall be led by a facilitator. Individuals intentionally distracting from the meeting agenda or recognized person speaking shall be reminded to stop causing the disturbance or interfere with the conduct of the meeting. If the individual continues to be a disturbance to the meeting progress, the facilitator may make a formal request to the City Council, to permanently remove and/or replace that individual(s) from further participation in the Advisory Group.

MAKE UP OF ADVISORY GROUP

The Advisory Group is made up of no more than six (6) citizens or business owners from within the City of Agoura Hills, one (1) member from the unincorporated area of LA County proximate to Cornell Road and Malibou Lake, the Planning Commission Chair or his/her designee, and the two (2) Council members on the Land Use Economic Development Committee. In order to ensure a quorum exists should the need for a vote arise, the one (1) member from unincorporated LA County would be considered an ex-officio member, allowing for active participation in all discussions, but with no voting authority. Therefore, the Council-appointed ad hoc committee would consist of ten (10) members, with only nine (9) voting members.

ROLES OF MEMBERS

The Advisory Group will not be asked to formally vote on issues or items. Rather, CAG will be asked to consider information, provide input, listen to other members, and strive to find “consensus.”

If fundamental disagreements exist between Advisory Group members on central issues, then the complete range of perspectives will be presented to the City Council for further consideration.

For purposes of the Advisory Group, consensus is not defined as 100 percent agreement on all issues, but rather requires that all members understand that most often “consensus” is a result of compromise and collaboration. Furthermore, although 100 perfect agreement may not always be achieved, a common understanding can be reached so the process can continue to move forward.

MEETINGS

SCHEDULING

The Advisory Group will meet between February 2021 and October 2021. It is anticipated that the Advisory Group will meet approximately five (5) times. Additional meetings may be scheduled at the direction of City Staff or Council dependent on the project schedule.

Citizens Advisory Group Schedule
February 2021
April 2021
June 2021
August 2021
October 2021

DATE/TIME/LOCATION

The Advisory Group shall meet on the scheduled dates at times most convenient to a majority of CAG members, staff and consultant. Meetings may be conducted virtually via Zoom or in person, COVID restrictions permitting, at a location to be determined and as available.

ATTENDANCE

Attendance is expected at every Advisory Group meeting. If a member cannot attend a meeting, that member should inform the designated CAG facilitator 24-hours prior to the meeting.

FACILITATION

City staff or consultants will facilitate the meetings. The facilitator may intervene to keep the discussion moving, to conclude an item or topic, or to encourage equitable participation.

To respect all members' time, each meeting will focus on a specific topic related to the Agoura Village Specific Plan Update. When topics, ideas, or concerns that are not directly related to the AVSP come up during a meeting, Staff or consultant will note the thought for further consideration and follow-up outside of the CAG.

MINUTES

Notes will be taken at each meeting by staff or consultants. At the end of each meeting, Staff or consultants will review the notes with the group to confirm major themes, key take-aways, determine whether anything is missing, and summarize proposed action items. Differences of opinion on major issues will be noted providing the key feedback of all members. Meetings will be documented with meeting notes. These will be working notes, not verbatim minutes, and will be included in the Advisory Group's Administrative Record.