



MEMORANDUM

TO: City Council

FROM: Brian Pedrotti, Director of Community Development

SUBJECT: Amendments to Titles 2 and 3 of the Arroyo Grande Municipal Code Regarding Bylaws for the City's Advisory Bodies

DATE: April 8, 2025

RECOMMENDATION:

- 1) Introduce an Ordinance amending Titles 2 and 3 of the Arroyo Grande Municipal Code relating to the bylaws for various City bodies, titled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE AMENDING TITLES 2 AND 3 OF THE ARROYO GRANDE MUNICIPAL CODE RELATING TO BYLAWS FOR VARIOUS CITY BODIES AND FINDING THE ORDINANCE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT; and
- 2) Find that the Ordinance is exempt from the California Environmental Quality Act (CEQA) because it will not result in a direct or reasonably foreseeable indirect physical change in the environment. (State CEQA Guidelines section 15060, subd. (c)(2); 15061(b)(3)).

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

No financial impact is anticipated.

BACKGROUND:

The City Council of the City of Arroyo Grande has established various advisory and decision-making bodies by resolution, including:

- The **Architectural Review Committee (ARC)** is authorized by AGMC Chapter 2.19, and is responsible for reviewing and making architectural review recommendations on certain development projects.
- The **Planning Commission (PC)** is authorized by Arroyo Grande Municipal Code (AGMC) Chapter 2.18, and is responsible for reviewing and approving various planning and development projects.
- The **Tourism Business Improvement District (TBID)** is authorized by AGMC Chapter 3.46 and is responsible for providing revenue to defray the costs of services, activities and programs promoting lodging businesses in the district through the

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promotion of scenic, recreational, cultural and other attractions in the district as a tourist destination.

- The **Downtown Parking Advisory Committee (DPAB)** is authorized by AGMC Section 3.28.090 and is responsible for advising the City Council and making recommendations as to how the revenue derived from the additional levy of license taxes on parking shall be used and other parking-related issues.
- The **Community Services Grant Program Committee (CSGPC)** is responsible for advising the City Council on the issuance of Community Service Grant Program funds.

All of the City's bodies consist of five members appointed by each City Councilmember. Currently, these bodies have inconsistencies in the development of their bylaws and contain differing amendment provisions. PC and ARC operate under their own bylaws without formal City Council approval while the TBID includes the requirement that all amendments must be approved by the City Council. The DPAB and CSGPC operate without adoption of by-laws.

ANALYSIS OF ISSUES:

To ensure alignment with City policies and goals, the proposed Ordinance would establish a formal process whereby the bylaws of all bodies must be approved by the City Council.

This change would:

1. Enhance consistency between these bodies and overall City policies.
2. Provide greater transparency in the operation of these committees.
3. Allow for Council input on the governance of these important advisory and decision-making bodies.

ARC Bylaws. The ARC bylaws were adopted by the ARC in August of 2016, and have been historically amended by the ARC themselves. Approval by the City Council of the ARC bylaws will be a different process and represents the first time that the City Council has taken action on these. AGMC Section 2.19.060 currently states:

"The committee shall adopt bylaws, which shall establish rules, regulations, and procedures to conduct meetings. The bylaws shall include provisions for selection of a chairperson and vice-chairperson."

The proposed change is provided below with changes indicated by strikethrough and underlined text:

"The ~~committee~~ city council shall adopt bylaws, which shall establish rules, regulations, and procedures to conduct meetings. The bylaws shall include provisions for selection of a chairperson and vice-chairperson."

PC Bylaws. The current PC bylaws were adopted in 2009. Approval by the City Council of the PC bylaws will also be different from this historical amendment process. AGMC

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Chapter 2.18 currently is silent on the authority for approval of bylaws. The proposed addition to this AGMC Chapter is to include a new Section 2.18.110 stating:

"The city council shall adopt bylaws governing the membership and operations of the advisory board."

TBID Bylaws. The current TBID by-laws were adopted by the City Council in 2023. No action from the City Council is needed on the TBID bylaws.

DPAB Bylaws. Section 3.28.090 of the AGMC references the DPAB but is silent on the authority for bylaws. Further, the DPAB does not have adopted bylaws. The proposed change to this AGMC Chapter is to include a new Section 3.28.090.C stating:

"The city council shall adopt bylaws governing the membership and operations of the advisory board."

The CSGPC was established by City Council policy in 2014, does not have adopted by-laws, and are not referenced in the AGMC. Any future creation of by-laws or amendments to existing by-laws of any advisory body would also require Council approval.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Introduce the Ordinance as recommended; or
2. Modify as necessary and introduce the Ordinance; or
3. Provide other direction to staff.

ADVANTAGES:

A formal process whereby the bylaws of all City bodies are approved by the City Council enhances consistency and greater transparency in the governance of these bodies.

DISADVANTAGES:

None identified.

ENVIRONMENTAL REVIEW:

The proposed Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines sections 15060(c)(2) and 15061(b)(3) because it will not result in a direct or reasonably foreseeable physical change in the environment; and the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The code amendments would only establish the approval process for the bylaws of the City's bodies, which is not an authorization for any development or construction. Thus, it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activity is not subject to CEQA.

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PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2. A public hearing notice was published in the New Times on March 27, 2025.

ATTACHMENTS:

1. Proposed Ordinance