

County of Monterey

Government Center - Thyme Room
1441 Schilling Place
Salinas, CA 93901



Meeting Agenda - Final

Thursday, September 11, 2025
1:00 PM

Native American and Archeological Resources Technical **Advisory Panel**

The Recommended Action indicates the staff recommendation at the time the agenda was prepared. That recommendation does not limit the Native American and Archeological Resources Technical Advisory Panel alternative actions on any matter before it.

In addition to attending in person, public participation will be available by Zoom and/or telephonic means:

Zoom Meeting Link:

<https://montereycty.zoom.us/j/97150151151?pwd=SYIOBSzwkcSIUS6EWO8UNGBG7OpY.1>

Participate via Phone: 1-669-900-6833

Meeting ID: 971 5015 1151

Password: 825666

PLEASE NOTE: PUBLIC PARTICIPATION BY ZOOM IS FOR CONVENIENCE ONLY AND IS NOT REQUIRED BY LAW. IF THE ZOOM FEED IS LOST FOR ANY REASON, THE MEETING MAY BE PAUSED WHILE A FIX IS ATTEMPTED BUT THE MEETING MAY CONTINUE AT THE DISCRETION OF THE CHAIRPERSON.

If you choose not to attend the meeting in person, but desire to make general public comment, or comment on a specific item on the agenda, you may do so in two ways:

a. Submit your comment via email by 5:00 p.m. on the day prior to the meeting. Please submit your comment to the Clerk at mcdougalm@countyofmonterey.gov. In an effort to assist the Clerk in identifying the agenda item relating to your public comment please indicate in the Subject Line. Your comment will be placed into the record at the meeting.

b. You may participate through ZOOM or telephonically. For ZOOM or telephonic participation please join by computer audio using the links above.

DOCUMENT DISTRIBUTION: Documents related to agenda items that are distributed to the Panel Members less than 72 hours prior to the meeting shall be available for public inspection at the meeting the day of the meeting and in the Housing and Community Development Office located at 1441 Schilling Place, 2nd Floor, Salinas California. Documents submitted in-person at the meeting, will be distributed to the Panel Members. All documents submitted by the public at the meeting the day of must have no less than eight (8) copies. Comments received after the agenda item will be made part of the record if received prior to the end of the meeting.

ALTERNATIVE FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132) and the federal rules and regulations adopted in implementation thereof. For information regarding how, to whom and when a person with a disability who requires a modification or accommodation in order to participate in the public meeting may make

a request for disability-related modification or accommodation including auxiliary aids or services or if you have any questions about any of the items listed on this agenda, please call the Monterey County Housing and Community Development at (831) 755-5025.

1:00 P.M. - CALL TO ORDER

ROLL CALL

Erin Enright
Arianne Chow-Garcia
Susan Morley
Valentin Lopez
Tom "Little Bear" Nason

OPENING PRAYER

PUBLIC COMMENTS

This is a time set aside for the public to comment on a matter that is not on the agenda.

AGENDA ADDITIONS, DELETIONS AND CORRECTIONS

The Advisory Panel Clerk will announce agenda corrections, deletions and proposed additions, which may be acted on by the Native American and Archeological Resources Technical Advisory Panel as provided in Sections 54954.2 of the California Government Code.

ADVISORY PANEL COMMENTS, REQUESTS AND REFERRALS

This is a time set aside for the Advisory Panel to comment, request, or refer a matter that is on or not on the agenda.

ACCEPTANCE OF MINUTES

1. Acceptance of the October 31, 2024 Native American and Archaeological Resources Technical Advisory Panel Meeting Minutes.

Attachments: [Draft NAARTAP Minutes 103124](#)

SCHEDULED MATTERS

2.
 - a. Receive and review revised draft Statement of Interest;
 - b. Receive and review draft Solicitation Letter; and
 - c. Provide input to staff.

Project Location: Unincorporated Monterey County

Proposed CEQA Action: The action is exempt pursuant to Section 15061(b)(3), the common sense exemption, of the California Environmental Quality Act ("CEQA") Guidelines. There is no possibility this action may have a significant effect on the environment, and therefore, is not subject to CEQA

Attachments: [Staff Report](#)
 [Attachment 1 – Existing Statement of Interest](#)
 [Attachment 2 – Draft of Revised Statement of Interest](#)
 [Attachment 3 – Draft Solicitation Letter](#)
 [Attachment 4 – Bylaws of the Native American and Archaeological](#)
 [Resources Technical Panel](#)
 [Attachment 5 – Section 2.95 of the County of Monterey Code of](#)
 [Ordinances](#)

NAARTAP PENDING ISSUES/REQUESTS TRACKER

3. Review Ongoing Pending Issues Tracker.

Attachments: [Ongoing Pending Issues Tracking](#)

OTHER MATTERS

CLOSING PRAYER

ADJOURNMENT



County of Monterey

Item No.1

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: HCD 25-034

September 11, 2025

Introduced: 9/5/2025

Current Status: Agenda Ready

Version: 1

Matter Type: HCD Agenda Item

Acceptance of the October 31, 2024 Native American and Archaeological Resources Technical
Advisory Panel Meeting Minutes.

**MONTEREY COUNTY NATIVE AMERICAN AND ARCHEOLOGICAL
RESOURCES TECHNICAL ADVISORY PANEL (NAARTAP)
Draft Minutes**

**Thursday, October 31, 2024, at 1:00 p.m.
Monterey County Government Center
1441 Schilling Place, Salinas, CA 93901
San Antonio Room**

1:00 P.M. – CALL TO ORDER

The meeting was called to order by Chair Nason at 1:15 p.m.

ROLL CALL

Present:

Erin Enright

Thomas Whitley

Susan Morley

Tom “Little Bear” Nason

Valentin Lopez arrived at 1:20 p.m.

Absent:

Arianne Chow-Garcia

OPENING PRAYER

The opening prayer was led by Chair Nason.

PUBLIC COMMENT

None

AGENDA ADDITIONS, DELETIONS AND CORRECTIONS

None

ADVISORY PANEL COMMENTS, REQUESTS AND REFERRALS

Susan asked that the Panel discuss how cemeteries on Ag Lands are protected, as there are currently no protections for these sites.

Staff received the request and will add the item to the tracker.

Susan requested that the County allow a review panel to review reports that are prepared by Archaeologist to ensure all reports are prepared with the required information. Erin added that the Panel would like to review the County qualification standards/CEQA agency guidelines on the reports and provide support to the County to update the requirements.

Staff received the request and added the item to the tracker.

SCHEDULED MATTERS

1. a. Adopt Panel by-laws revised to reflect new meeting dates that avoid the quarterly occurrence of either the Solstice or the Equinox.

**MONTEREY COUNTY NATIVE AMERICAN AND ARCHEOLOGICAL
RESOURCES TECHNICAL ADVISORY PANEL (NAARTAP)
Draft Minutes**

**Thursday, October 31, 2024, at 1:00 p.m.
Monterey County Government Center
1441 Schilling Place, Salinas, CA 93901
San Antonio Room**

Jaime Scott-Guthrie presented the item.

Public Comment: None

It was moved by Erin Enright, seconded by Thomas Whitley and passed by the following vote to adopt the revised by-laws.

AYES: Erin Enright, Thomas Whitley, Susan Morley, Tom “Little Bear” Nason, Valentin Lopez

NOES: None

ABSENT: Arianne Chow-Garcia

ABSTAIN: None

b. Approve a draft letter to solicit interested parties to serve on the Panel.

Jaime Scott Guthrie presented the item.

Public Comment: None

It was moved by Erin Enright, seconded by Valentin Lopez and passed by the following vote to approve the letter and the statement of interest form with modifications to the statement of interest to include additional questions regarding the applicant’s experience, knowledge and affiliation with the Central Coast area and Tribes and a request to the Planning Commission to allow the Panel members to review all applications prior to going to the Planning Commission for recommendation.

AYES: Erin Enright, Thomas Whitley, Susan Morley, Tom “Little Bear” Nason, Valentin Lopez

NOES: None

ABSENT: Arianne Chow-Garcia

ABSTAIN: None

2. Receive a status update on the County of Monterey General Plan Housing Element Sixth Cycle Update (HEU6).

Jaime Scott-Guthrie and Melanie Beretti presented the item.

Public Comment: None

The Panel received the report and scheduled an AdHoc meeting to provide additional guidance to the County regarding the Housing Element Update.

**MONTEREY COUNTY NATIVE AMERICAN AND ARCHEOLOGICAL
RESOURCES TECHNICAL ADVISORY PANEL (NAARTAP)
Draft Minutes**

**Thursday, October 31, 2024, at 1:00 p.m.
Monterey County Government Center
1441 Schilling Place, Salinas, CA 93901
San Antonio Room**

3. Review the Pending Issues Tracker.

The Panel received the tracker.

FUTURE AGENDA ITEMS

None

OTHER MATTERS

None

CLOSING PRAYER

Valentin Lopez led the closing prayer.

ADJOURNMENT

The meeting was adjourned by Chair Nason at 3:44 p.m.



County of Monterey

Item No.2

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: HCD 25-032

September 11, 2025

Introduced: 9/5/2025

Current Status: Agenda Ready

Version: 1

Matter Type: HCD Agenda Item

- a. Receive and review revised draft Statement of Interest;
- b. Receive and review draft Solicitation Letter; and
- c. Provide input to staff.

Project Location: Unincorporated Monterey County

Proposed CEQA Action: The action is exempt pursuant to Section 15061(b)(3), the common sense exemption, of the California Environmental Quality Act ("CEQA") Guidelines. There is no possibility this action may have a significant effect on the environment, and therefore, is not subject to CEQA

STAFF RECOMMENDATION

Staff recommends that the Native American and Archaeological Resources Technical Advisory Panel:

- Receive and review revised draft Statement of Interest;
- Receive and review the draft Solicitation Letter; and
- Provide input to staff.

SUMMARY/DISCUSSION

Members of the Native American and Archaeological Resources Technical Panel ("Panel") are appointed by the County of Monterey Planning Commission after staff receives a Statement of Interest form filled out by the interested party. At the October 31, 2024, meeting staff provided the existing form (**Attachment 1**) to the Panel for review and the Panel requested revision of the form to include request for information on qualifications (**Attachment 2**).

The Panel also put forth a request to confirm if the County would be able to send out a solicitation letter. Staff confirmed with County Counsel that sending a solicitation letter is an appropriate action for staff (**Attachment 3**). Staff included the Bylaws of the Panel (**Attachment 4**) and Monterey County Code Section 2.95 (**Attachment 5**) as part of this report as both documents will be included as enclosures to the Solicitation Letter.

Staff recommends that the Panel receive and review the revised Statement of Interest, and receive and review the draft Solicitation Letter.

ENVIRONMENTAL REVIEW

The action is exempt pursuant to Section 15061(b)(3), the common-sense exemption, of the CEQA Guidelines. There is no possibility this action may have a significant effect on the environment, and therefore, is not subject to CEQA.

OTHER AGENCY INVOLVEMENT

None.

Prepared by: Jaime Scott Guthrie, AICP, Senior Planner - Advanced Planning 831-796-6414

Reviewed by: Sarah Wikle, Principal Planner - Advanced Planning

Approved by: Melanie Beretti, AICP, Chief of Planning

ATTACHMENTS

Attachment 1 - Existing Statement of Interest

Attachment 2 - Draft of Revised Statement of Interest

Attachment 3 - Draft Solicitation Letter

Attachment 4 - Bylaws of the Native American and Archaeological Resources Technical Panel

Attachment 5 - Section 2.95 of the County of Monterey Code of Ordinances



County of Monterey

Item No.

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: HCD 25-032

September 11, 2025

Introduced: 9/5/2025

Current Status: Agenda Ready

Version: 1

Matter Type: HCD Agenda Item

- a. Receive and review revised draft Statement of Interest;
- b. Receive and review draft Solicitation Letter; and
- c. Provide input to staff.

Project Location: Unincorporated Monterey County

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STAFF RECOMMENDATION

Staff recommends that the Native American and Archaeological Resources Technical Advisory Panel:

- Receive and review revised draft Statement of Interest;
- Receive and review the draft Solicitation Letter; and
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SUMMARY/DISCUSSION

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Staff recommends that the Panel receive and review the revised Statement of Interest, and receive and review the draft Solicitation Letter.

ENVIRONMENTAL REVIEW

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OTHER AGENCY INVOLVEMENT

None.

Prepared by: Jaime Scott Guthrie, AICP, Senior Planner - Advanced Planning 831-796-6414

Reviewed by: Sarah Wikle, Principal Planner - Advanced Planning

Approved by: Melanie Beretti, AICP, Chief of Planning

ATTACHMENTS

Attachment 1 - Existing Statement of Interest

Attachment 2 - Draft of Revised Statement of Interest

Attachment 3 - Draft Solicitation Letter

Attachment 4 - Bylaws of the Native American and Archaeological Resources Technical Panel

Attachment 5 - Section 2.95 of the County of Monterey Code of Ordinances

Attachment 1

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COUNTY OF MONTEREY

HOUSING AND COMMUNITY DEVELOPMENT

CRAIG W. SPENCER, DIRECTOR



Planning – Building - Housing
1441 Schilling Place, South 2nd Floor
Salinas, California 93901-4527
(831) 755-5025
www.Countyofmonterey.gov

Native American and Archaeological Resources Technical Advisory Panel Statement of Interest

Name: _____

Physical Residence Address: _____

Mailing Address (if different from physical residence): _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Members are appointed by the Monterey County Planning Commission and the members must meet one of the following minimum qualifications (Please check those that apply):

- ☐ An individual appointed by a California Native American Tribe (Provide a letter and/or ID card issued by the Tribe with the Statement of Interest);
- ☐ A Most Likely Descendant for the County of Monterey on the list maintained by the California Native American Heritage Commission; or
- ☐ A professional archaeologist familiar with Central Coast archaeology.

Reasons that I wish to participate as a member of the Native American and Archeological Resources Advisory Panel:

1. _____
2. _____
3. _____

Member Duties:

- a) Participate in, promote, and conduct public information, educational, and interpretive programs pertaining to archaeological and tribal cultural resource preservation, if authorized by the Chief of Planning.
- b) Assist the Chief of Planning in reviewing, updating, and maintaining archaeological sensitivity maps within the unincorporated area outside the Coastal Zone of the County.

- c) Make recommendations to the Chief of Planning regarding policies and procedures relating to the protection of archaeological and tribal cultural resources.
- d) Perform such other duties as may otherwise be requested by the Chief of Planning, the Planning Commission, or the Board of Supervisors.

NOTE: Members shall be expected to attend quarterly meetings of the NAARTAP which occur on the fourth day of the third week of each third month.

Sincerely,

Applicant

Date: _____

ORIGINAL

Attachment 2

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County of Monterey

HOUSING AND COMMUNITY DEVELOPMENT

Planning • Building • Housing

Craig Spencer, Director

1441 Schilling Place, 2nd Floor

Salinas, CA 93901

O: 831 755 5025

Native American and Archaeological Resources Technical Advisory Panel Statement of Interest

NOTE: Please see Part A to determine **minimum eligibility** before filling in the top of this form.

Name: _____

Physical Residence Address: _____

Mailing Address (if different from physical residence: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ E-mail: _____

PART A – Panel members are appointed by the County of Monterey Planning Commission. Fill out this section to determine if you meet the **minimum eligibility** requirement (Please check all that apply):

- ☐ An individual appointed by a California Native American Tribe.
- ☐ A Most Likely Descendant (MLD) for the County of Monterey on the list maintained by the California Native American Heritage Commission (NAHC).
- ☐ A professional archaeologist familiar with Central Coast archaeology.

PART B – Qualifications

Please describe experience, knowledge, expertise of Central Coast tribal culture and/or archaeologist (as applicable) that qualifies you to participate on the Native American and Archaeological Resources Advisory Panel (Attach additional sheets as necessary):



CountyofMonterey.Gov

PART C – Interest

Please describe why you wish to participate as a member of the Native American and Archeological Resources Panel (Attach additional sheets as necessary):

PART D – Member Duties

- a) Participate in, promote, and conduct public information, educational, and interpretive programs pertaining to archaeological and tribal cultural resource preservation, if authorized by the Chief of Planning.
- b) Assist the Chief of Planning in reviewing, updating, and maintaining archaeological sensitivity maps within the unincorporated area outside the Coastal Zone of the County.
- c) Make recommendations to the Chief of Planning regarding policies and procedures relating to the protection of archaeological and tribal cultural resources.
- d) Perform such other duties as may otherwise be requested by the Chief of Planning, the Planning Commission, or the Board of Supervisors.

NOTE: Members shall be expected to attend quarterly meetings of the NAARTAP which occur on the fourth day (Thursday) of the second week of each third month (March, June, September, December).

Sincerely,

Name

Date

Attachment 3

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COUNTY OF MONTEREY

HOUSING AND COMMUNITY DEVELOPMENT

CRAIG W. SPENCER, DIRECTOR



Planning – Building - Housing
1441 Schilling Place, South 2nd Floor
Salinas, California 93901-4527
(831) 755-5025
www.CountyofMonterey.gov

[DATE]

TO: Ancestral Native Tribes of lands within Monterey County
Registered Professional Archaeologists familiar with Central Coast Archaeology
FROM: Melanie Beretti, AICP, Chief of Planning
SUBJECT: Solicitation of Interest in Serving on the County of Monterey Native American and Archaeological Resources Technical Advisory Panel

Greetings,

Individuals in your organization may be uniquely qualified to serve on the Native American and Archaeological Resources Technical Advisory Panel ("Panel") with the County of Monterey Housing and Community Development Department ("HCD").

One of the following qualifications is a minimum requirement to be appointed to the Panel by the County Planning Commission:

- A representative appointed by a California Native American Tribe,
- Any individual on the California Native American Heritage Commission ("NAHC") Most Likely Descendant ("MLD") list, or
- A Registered Professional Archaeologist familiar with Central Coast archaeology.

The County encourages those who meet at least one of the three minimum requirements to fill out and submit the attached Statement of Interest form. By submitting the form and upon appointment to the Panel by the Planning Commission, you are committing to attendance at regularly scheduled Panel meetings which are held quarterly, and at special meetings, as determined by the Panel and as may be required from time to time.

As a Panel member, you will be serving the public by providing input on policy for the protection and treatment of archaeological and tribal cultural resources in the County. Chapter 2.95 of the Monterey County Code (MCC) establishes the Panel, and the Panel bylaws contain details on procedures, roles, and duties. Both are attached to this letter for reference. Submit the Statement of Interest to:

County of Monterey
Housing and Community Development Planning Division
Attn: Jaime Scott Guthrie, AICP, Senior Planner
1441 Schilling Place South, 2nd floor
Salinas, CA 93901

Or email to: Melissa McDougall McdougallM@CountyofMonterey.gov with copy to Jaime Scott Guthrie GuthrieJS@CountyofMonterey.gov. The Planning Commission will review qualifications and are responsible for appointing interested members to serve on the Panel. For questions, contact Jaime Scott Guthrie by email or phone at (831) 796-6414.

We look forward to hearing from you,

Melanie Beretti, AICP, Chief of Planning
Secretary to the Native American and Archaeological Resources Technical Advisory Panel

Enclosures:

- Statement of Interest form
- Bylaws of the Native American and Archaeological Resources Technical Panel
- Section 2.95 in Title 2 of the Monterey County Code of Ordinances

Attachment 4

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Bylaws of the County of Monterey

Native American and Archaeological Resources

Technical Advisory Panel

(Adopted pursuant to Chapter 2.95 of the Monterey County Code)

SECTION 1: NAME

1.01 Name. The name of this organization is the Native American and Archaeological Resources Technical Advisory Panel (NAARTAP) of the County of Monterey (County), which may be referred to as the NAARTAP.

SECTION 2: PURPOSE

2.01 Purpose. The purpose of the NAARTAP is to provide technical assistance to staff in determining how best to address monitoring and site treatment consistent with the policies of the General Plan, and to provide expertise for efforts by historical, educational, or other organizations to improve the public's recognition of the County's cultural heritage within the non-coastal or inland areas of the County.

SECTION 3: MEMBERSHIP AND MEMBER DUTIES

3.01 Number and Appointment. The NAARTAP shall comprise up to fifteen (15) members with a demonstrated interest in tribal cultural resources preservation. Members shall be appointed by the County of Monterey Planning Commission based on the criteria set forth in this section:

- a) NAARTAP members meet at least one of the following minimum qualifications:
 - An individual appointed by a California Native American Tribe;
 - A Most Likely Descendant for the County of Monterey on the list maintained by the California Native American Heritage Commission; or
 - A professional archaeologist familiar with Central Coast archaeology.

3.02 Member Duties.

- a) Participate in, promote, and conduct public information, educational, and interpretive programs pertaining to archaeological and tribal cultural resource preservation, if authorized by the Chief of Planning.
- b) Assist the Chief of Planning in reviewing, updating, and maintaining archaeological sensitivity maps within the unincorporated area outside the Coastal Zone of the County.
- c) Make recommendations to the Chief of Planning regarding policies and procedures relating to the protection of CEQA defined archaeological and tribal defined cultural resources.
- d) Perform such other duties as may otherwise be requested by the Chief of Planning, the Planning Commission, or the Board of Supervisors.

SECTION 4: TERMS OF MEMBERSHIP

4.01 Term. Each NAARTAP member shall hold office for a term of two (2) years. Each member may serve more than one term. Each NAARTAP member shall serve a complete two-year term and continue until a successor has been duly appointed and seated.

4.02 Vacancies. A vacancy shall be reported to the Secretary of the Planning Commission, when:

Bylaws of the County of Monterey

Native American and Archaeological Resources

Technical Advisory Panel

(Adopted pursuant to Chapter 2.95 of the Monterey County Code)

- a) A member fails to attend two consecutive meetings of the NAARTAP without good cause;
- b) A formal letter of resignation is submitted to the Secretary of the Planning Commission and/or the Chair; or
- c) A NAARTAP member no longer resides in the County, or otherwise does not meet the qualifications for the appointment.

4.03 Appointments. Each NAARTAP member shall be appointed by the Planning Commission. Interested individuals shall submit a written statement of interest to the Secretary of the Planning Commission. The written statement of interest shall include the person's qualifications to serve on the NAARTAP and commitment to serve and attend meetings during the term of office.

4.04 Compensation. Members shall receive no monetary compensation from the County for serving on the NAARTAP.

4.05 Conflict of Interest. A NAARTAP member with any financial interest in a matter before the NAARTAP must disqualify themselves from participation in any discussion or vote on such a matter.

SECTION 5: MEETING, MEETING RULES, AND RECORDS

5.01 Regular Meetings. The NAARTAP shall hold regular meetings within the County of Monterey at a place, time and date selected by a majority of the NAARTAP.

5.02 Conduct of Meetings. NAARTAP meetings shall be open and public and shall comply with all applicable requirements of the Ralph M. Brown Act (Government Code section 54950 *et seq.*) ("Brown Act") and shall be conducted in accordance with the agenda and order of business prepared for the meeting.

5.03 Regular Meeting, Time and Place. The NAARTAP shall annually adopt a regular meeting schedule. Regular meetings of the Native American and Archaeological Resources Technical Advisory Panel will be held on Thursday of the second week of each third month, unless otherwise adopted.

5.04 Special Meetings. Special meetings of the NAARTAP may be called by the Chair if written notice is mailed to all members at least seven (7) days prior to the meeting and all Brown Act requirements for special meetings are met.

5.05 Quorum. No action shall be taken by the NAARTAP unless a quorum is present.

5.06 Majority. A majority (more than 50%) of the appointed NAARTAP members shall comprise a quorum.

Bylaws of the County of Monterey

Native American and Archaeological Resources

Technical Advisory Panel

(Adopted pursuant to Chapter 2.95 of the Monterey County Code)

5.07 Minutes. Staff will prepare and distribute action minutes of each meeting of the NAARTAP.

5.08 Voting. At the time of voting on any issue before the NAARTAP, each voting member may cast one vote. Voting on all motions of the NAARTAP shall be by voice vote, calling for ayes and noes, except that if any member of the NAARTAP or the Secretary request a roll call vote, either before or after the voice vote is taken, then the vote shall be by roll call. If a majority of NAARTAP members voting approves a motion, the motion shall pass.

5.09 Agendas of Regular Meetings. Staff will prepare and distribute a notice and/or agenda setting forth all items of business to be transacted or discussed by the NAARTAP as well as staff reports for each meeting of the NAARTAP at least 72 hours prior to the meeting.

5.10 NAARTAP Rules and Responsibility. The NAARTAP is an advisory body and shall have no authority to grant permits and no permit enforcement authority. The NAARTAP shall be governed by these bylaws of the NAARTAP, and directed by Robert's Rules of Order, except as otherwise determined by the chair.

SECTION 6: OFFICERS AND DUTIES OF OFFICERS

6.01 List of Officers. The officers of the NAARTAP shall be the Chair and Vice-Chair.

6.02 Qualifications, Selection, and Term. Each Chair and Vice-Chair shall be members of the NAARTAP. The Chair and Vice-Chair shall be elected by, and serve at the pleasure of, the NAARTAP for a period of one (1) year and the election of officers shall occur at the first meeting of each calendar year or, when necessary, at the first meeting following a NAARTAP position becoming vacant.

6.03 Duties of Chair. The Chair shall:

- a) Preside at meetings of the NAARTAP.
- b) Take rollcall to establish a quorum and call the meeting to order (opens the meeting) or allow the Secretary to do the same.
- c) Review the agenda, note any changes thereto, announce the sequence of business per the agenda (or as modified), and explain why the meeting/hearing is being held.
- d) Review the procedures, rules and time limits to be in effect.
- e) Limit the time of the public comment upon a particular issue or item
- f) Moderate discussions.
- g) Ask that speakers identify themselves and ask speakers to limit themselves to new testimony.
- h) Open public meetings.
- i) Close the meeting to public comment prior to deliberations.

Bylaws of the County of Monterey

Native American and Archaeological Resources

Technical Advisory Panel

(Adopted pursuant to Chapter 2.95 of the Monterey County Code)

- j) Lead deliberations, help to summarize the issues, and ask for input or clarification from the NAARTAP members and Staff.
- k) When a motion is proposed, make sure that it is stated understandably and in full before a vote is taken and make sure that findings are adopted when required.
- l) Call for a vote on a recommendation by the NAARTAP. At the discretion of the Chair, the vote may be taken by voice or rollcall.
- m) Perform other duties customarily performed by a Chair.

6.04 Duties of the Vice-Chair. The Vice-Chair shall service as Chair at all meetings and hearings where the Chair is absent or is required to recuse himself or herself.

6.05 Chair Pro Tem. At any public hearing where both the Chair and Vice-Chair are absent, or where both are required to recuse themselves, the remainder of the NAARTAP shall by majority vote among its members, elect a member to be Chair Pro Tem for the duration of that public hearing, or portion thereof. The Chair Pro Tem shall serve in the same capacity as the Chair.

SECTION 7: STAFF AND DUTIES OF STAFF

7.01 Secretary. The Chief of Planning or designee shall serve as the Secretary for the NAARTAP, but shall not vote at the NAARTAP meetings.

7.02 Staff. Any staff person, intern, or volunteer in the employ of the County, including the Chief of Planning.

7.03 Duties of the Secretary. The Secretary shall:

- a) Maintain the records for the NAARTAP.
- b) Generally, supervise the technical and clerical work of the NAARTAP.
- c) Prepare the action meeting minutes.
- d) Carry out other duties as requested by the NAARTAP.

The Secretary may delegate to staff the actual performance of the task necessary to fulfill these duties.

7.04 Duties of Staff. Staff shall:

- a) Receive, review, and report on applications and referrals to the NAARTAP.
- b) Make written responses to local agency referrals.
- c) Prepare plans and reports as required by the NAARTAP and keep the NAARTAP informed of new matters involving the NAARTAP.
- d) Prepare letters regarding official action taken by the NAARTAP.
- e) Carry on correspondence at the direction of the NAARTAP.

SECTION 8: AGENDA

8.01 The agenda shall specify the time, location, and order of business of any meeting, and shall include at a minimum for the meeting:

Bylaws of the County of Monterey

Native American and Archaeological Resources

Technical Advisory Panel

(Adopted pursuant to Chapter 2.95 of the Monterey County Code)

- a) Call to Order and Traditional Native American Opening.
- b) Roll Call.
- c) Public Comment on non-agenda items.
- d) Agenda, Additions, Deletions and Corrections.
- e) NAARTAP Comments, Requests and Referrals.
- f) Approval of Minutes
- g) Scheduled Matters.
 - 1. Chair announces the public hearing by opening with a brief explanation of the item.
 - 2. Presentation is made by staff or the designee summarizing the item.
 - 3. Chair opens the meeting to the NAARTAP. Allow staff to respond, if applicable.
 - 4. Chair allows for Guest to present, if applicable.
 - 5. Chair announces the opening of the public portion of the meeting. Public comment is accepted regarding the item, in no particular order.
 - 6. Chair announces the closing of the public portion of the hearing.
 - 7. Discussion/Deliberation of the item by the NAARTAP.
 - 8. Chair calls for a motion on a recommendation regarding the item.
 - 9. Motion made, seconded and a roll call vote taken.

8.02 Other Matters.

8.03 Adjournment and Traditional Native American Closing.

SECTION 9: SUBCOMMITTEES

Subcommittees, as the NAARTAP shall deem necessary, may be established by the NAARTAP from time to time, and the members thereof shall be appointed by the Chair. The Subcommittee shall not consist of a majority of the members, so as not to create a quorum.

Updated on December 12, 2024

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Attachment 5

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2.95.010 - Creation of panel.

A technical advisory panel in the County of Monterey to be known as the Native American and Archaeological Resources Technical Advisory Panel (hereinafter referred to as Advisory Panel) applicable to the area of the County of Monterey outside the Coastal Zone is hereby created.

(Ord. No. 5253, § 3, 4-28-2015)

2.95.020 - Purpose and duties.

The purpose of the Advisory Panel is to:

- A. Participate in, promote, and conduct public information, educational, and interpretive programs pertaining to archaeological and tribal cultural resource preservation, if authorized by the Director of Planning.
- B. Assist the Director of Planning in reviewing, updating, and maintaining archaeological sensitivity maps within the unincorporated area outside of the Coastal Zone of Monterey County.
- C. Make recommendations to the Director of Planning regarding policies and procedures relating to the protection of archaeological and tribal cultural resources.
- D. Perform such other duties as may otherwise be requested by the Director of Planning, the Planning Commission, or the Board of Supervisors.

(Ord. No. 5253, § 3, 4-28-2015)

2.95.030 - Members.

- A. The Advisory Panel shall be comprised of up to fifteen (15) members with a demonstrated interest in tribal cultural resource preservation. Members shall be appointed to the Advisory Panel by the Monterey County Planning Commission based on the criteria set forth in this Section.
- B. Advisory Panel members shall meet at least one of the following minimum qualifications:
 - 1. An individual appointed by a California Native American Tribe to serve on the Advisory Panel;
 - 2. A Most Likely Descendant for Monterey County on the list maintained by the California Native American Heritage Commission; or
 - 3. A professional archaeologist familiar with Central Coast archaeology.

C.

Interested individuals shall submit a written statement of interest to the Secretary of the Planning Commission. The written statement of interest shall include the person's qualifications to serve on the Advisory Panel and commitment to serve and attend meetings during the term of office.

- D. The term of office for each member shall be two years. Members may serve more than one term.
- E. Members shall receive no monetary compensation from the County for serving on the Advisory Panel.

(Ord. No. 5253, § 3, 4-28-2015)

2.95.040 - Meetings, rules, and records.

- A. The Director of Planning, or the designee of the Director, shall serve as Secretary to the Advisory Panel and shall be custodian of the Advisory Panel's records. The Secretary shall generally supervise the technical and clerical work of the Advisory Panel.
- B. The Advisory Panel shall meet at least twice per calendar year. The Advisory Panel shall annually adopt a regular meeting schedule. A quorum shall consist of a majority of the appointed members.
- C. The Advisory Panel meetings shall be noticed, held, and conducted in accordance with the Ralph M. Brown Act.
- D. The Advisory Panel shall act only on matters referred to it by the Board of Supervisors, the Planning Commission, or Director of Planning.
- E. The Advisory Panel is an advisory body. It shall have no authority to grant permits and no permit enforcement authority.
- F. Advisory Panel members shall treat all members of the Advisory Panel, Monterey County staff, and the public in a respectful and courteous manner.
- G. Advisory Panel members with any financial interest in a matter before the Advisory Panel must disqualify themselves from participation in any discussion or vote on such a matter.

(Ord. No. 5253, § 3, 4-28-2015)



County of Monterey

Item No.3

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: HCD 25-033

September 11, 2025

Introduced: 9/5/2025

Current Status: Agenda Ready

Version: 1

Matter Type: HCD Agenda Item

Review Ongoing Pending Issues Tracker.

	9/3/2025 Version		JSG Updated for 2025 September 11 NAARTAP Meeting					
Native American and Archaeological Resources Technical Advisory Panel								
Pending Issues/Requests - Ongoing								
	Date Requested/ Added	Subject	Dept.	Status	Date Compl.	What is the Agenda Item?	Agenda Release Date	Staff Assigned
	1/25/2024	Bringing more members to the panel	HCD	Attachments: 1) Final solicitation letter for County staff and 2) Final Letter of Interest. 3) List of tribes and contacts who were sent a Solicitation letter by staff.	9/11/2025	1) Receive Final Solicitation Letter for the County to distribute. 2) Review and approve the revised Statement of Interest. 3) provide direction to staff.	9/4/2025	JSG
	2/3/2025	If the Panel has only five members, three members comprise a quorum. The Ad Hoc Committee was appointed with three members and will need to be reappointed by the Chair with two members in accordance with Section 9 of the By-laws	HCD	Added by JSG. After reappointment of the Ad Hoc Committee with two members, the newly appointed Ad Hoc Committee are allowed to meet.	9/11/2025	4) Appoint two Panel members to the HE6 Ad Hoc Committee.	9/4/2025	JSG/MM
	7/24/2024	HEU6 Status Update	HCD	Added by JSG. Brief Summary of Programs in the 2nd Draft HEU6 sent to CA HCD June 26/2025.	Next NAARTAP meeting for the Ad Hoc Cmte to report to whole Panel, and that follows the Ad Hoc Committee meeting.	Receive a brief summary of HE6 programs	TBD	JSG