

April 17, 2020

Attention: Community Planning Group Chairs and Vice Chairs

Subject: City Council action for Temporary Amendments of Council Policy 600-24 in response to the COVID-19 Emergency

Reference: March 25, 2020 Letter: Community Planning Group Meetings as it relates to COVID-19

The California Governor's Executive Orders N-25-20 and N-29-20, issued on March 12 and 17, 2020, respectively, suspended provisions of the Brown Act related to teleconferencing in response to the COVID-19 Emergency. On April 14, 2020, the City Council voted unanimously to approve the proposed temporary amendments of Council Policy 600-24. Within Council Policy 600-24, there are aspects of the annual March elections process and Brown Act meeting requirements that are now impacted, or changed due to the Governor's Executive Orders. The following is a summary of the temporary provisions to the Council Policy:

Article V - Elections:

- For Community Planning Groups (CPGs) that have not held March Elections, they will not be able to hold elections until the State of emergency has been lifted. Eligibility for candidates for the election after the State of Emergency will be as specified in Article V, Section 1.
- For CPGs that have not held March Elections, but have fewer candidates than vacancies, the election will become final and seating of new members will occur at their next meeting, or after the State of Emergency has been lifted for CPGs that opt to not meet during the State of Emergency.
- For CPGs that have held March Elections, the election will become final and seating of new members will occur at their next meeting, or after the state of emergency has been lifted for CPGs that opt to not meet during the State of Emergency

Article VI – Community Planning Group and Member Duties:

- Groups shall post a public notice of the meeting and the meeting agenda at least 72 hours before the date of the meeting. The notice with the agenda should provide information regarding how to join the teleconference or videoconference. This notice with the agenda shall be posted on the Group's website, if one exists. If a CPG does not have a website, they need to email the notice to sdplanninggroups@sandiego.gov and it will be posted on Planning Department's CPG webpage.
- Adjournment notices shall be posted on the Group's website, if one exists. If a CPG does not have a website, they need to email the notice to sdplanninggroups@sandiego.gov and it will be posted on Planning Department's CPG webpage.

Article VI – Community Planning Group and Member Duties:

For CPGs that have held their March Elections or have more vacancies than candidates as specified in the Temporary Provisions for Article V, shall provide their updated roster information to the Planning Department.

Article VI – Community Planning Group and Member Duties:

For CPGs that have held their March Elections or have more vacancies than candidates as specified in the Temporary Provisions for Article V, shall take the online training session (E-COW) within 60 days of being elected and are encouraged to attend the next in person training session made available once the State of Emergency has been lifted

The temporary suspension and provisions of the above listed portions of Council Policy 600-24 and Community Planning Group Bylaws would remain for the duration of the Governor's Orders pursuant to the State of Emergency. The Council Policy and Community Planning Group Bylaws would automatically revert to standard operations once the State of Emergency has been lifted.

Resources

- City Council Agenda for April 14, 2020, Item S500: Temporary Amendment of Council Policy 600-24 in Response to the COVID-19 Emergency:
<https://onbase.sandiego.gov/OnBaseAgendaOnline/Meetings/ViewMeeting?id=3878&doctype=1>
- Governor Newsom's Executive Order: <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>
- Council Policy 600-24: https://docs.sandiego.gov/councilpolicies/cpd_600-24.pdf
- Administrative Guidelines:
https://www.sandiego.gov/sites/default/files/legacy/planning/community/pdf/adminguidelines_finallosept2015.pdf

If you have any questions, please feel free to contact Laura C. Black, AICP, Deputy Director at lblack@sandiego.gov or 619-533-4549, or Tait Galloway, Program Manager at tgalloway@sandiego.gov or 619-533-4550.

Sincerely,



Mike Hansen

Director, Planning Department
MH/lcb

Community Planning Group Chairs and Vice Chairs

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cc: Honorable Mayor Kevin L. Faulconer
Honorable City Attorney Mara Elliott
Honorable City Councilmembers
Aimee Faucett, Chief of Staff, Office of the Mayor
Andrea Tevlin, Independent Budget Analyst
Jeff Sturak, Assistant Chief Operating Officer
Ronald H. Villa, Assistant Chief Operating Officer
Erik Caldwell, Deputy Chief Operating Officer, Smart & Sustainable Communities
Robert Vacchi, Deputy Chief Operating Officer, Neighborhood Services
Jessica Lawrence, Director of Policy & Council Affairs, Office of the Mayor