

Community Planners Committee

Planning Department • City of San Diego
9485 Aero Drive, MS 413 • San Diego, CA 92123
SDPlanningGroups@saniego.gov • (619)-235-520

Tuesday, February 28th, 2023

REGULAR MEETING AGENDA
LOCATION: By Video Conference
TIME: 6:00-7:45 p.m.

Zoom Meeting Instructions located on page 2

NOTE: If a Sign Language interpretation or language translation services are required, please visit www.sandiego.gov/planning/translation to submit a request at least (3) three workdays prior to the meeting date to insure availability. Times assigned for each item are approximate. The order of agenda items may be modified at the beginning of the meeting at the discretion of the Chair.

- ITEM #1 - 6:00** **CALL TO ORDER/ROLL CALL/MODIFICATIONS TO THE AGENDA:**
Please mute your microphone except when speaking. Meeting may be recorded.
- ITEM #2 - 6:05** **NON-AGENDA PUBLIC COMMENT - 2 minutes per issue**
Identification of issues that are within the jurisdiction of the CPC, but not on the agenda. No discussion or action is permitted, except to establish a subcommittee for study, or place the item on a future agenda.
- ITEM #3 - 6:10** **APPROVAL OF MINUTES OF JANUARY 23rd, 2023**
- ITEM #4 - 6:15** **UPDATE ON REQUIRED BYLAWS CHANGES (INFORMATION ITEM) -**
(Marlon Pangilinan, Senior Planner, Planning Department) Bylaw updates for all planning boards are required since the changes to council policy 600-24. There will be an update on this process.
- ITEM #5 - 6:40** **QUESTIONS REGARDING AB2449 (INFORMATION ITEM) -** (Marlon Pangilinan, Senior Planner, Planning Department) Any questions pertaining to AB2449 or the Memo from the City Attorney's office can be asked now.

ITEM #6 - 7:00 **PROPOSED CHANGES TO THE STREET PRESERVATION ORDINANCE (INFORMATION ITEM)** - (Chelsea Klaus, Deputy Director, Transportation Department) The City is probing to make changes to the part of the municipal code that stipulates requirements on excavators and restoring utility trenches in city streets.

ITEM #7 - 7:20 **LAND USE AND HOUSING COMMITTEE PRIORITIES (DISCUSSION ITEM)** - The discussion on which Land Use and Housing Priorities are also a priorities for this group will be continued from last meeting.

ITEM #8 - 7:50 **REPORTS TO CPC:**

- Staff Report
- Chair's Report
- CPC Member Comments

ITEM #8 - 8:10 **ADJOURN TO NEXT REGULAR MEETING: March 27th**

INSTRUCTIONS FOR PARTICIPATING IN THE LIVE VIRTUAL MEETING

To join the meeting, drag-and drop this URL into your browser or click on the link: <https://sandiego.zoomgov.com/j/1610111918?pwd=R1UxSW9pUjZITGR2RDY2U1RyUUhsZz09>

Meeting ID: 161 011 1918

Passcode: PcbQX5

Join the Webinar Via Phone Only (note: you will not be able to view the slideshow.)

You can use a phone number listed below to dial in for those who would rather call in. Upon dialing in you will be asked to enter the Meeting ID followed by pound, this ID can be found below.

+1 669 254 5252 US (San Jose)

Meeting ID: 161 011 1918

Passcode (for dialing in): 969393

The Zoom Application: Downloading the Zoom application to your device provides for the best results. You can register for free. If you are unable to download and run the Zoom

application for this meeting, you can choose “Join from your web browser” upon joining the meeting, which does not require downloading any plugins or software. Google Chrome is the recommended web browser.

The Participants button is at the bottom center of the Zoom video screen. Use this button to get both a list of participants and to expose the “Raise Hands” feature at the bottom.

Join the Meeting at the Scheduled Time:

Meeting participants will initially be admitted into the meeting “waiting room”. The Chair or staff will move participants from there to the meeting itself.

When you enter the meeting, all participants will be muted unless otherwise directed by the Chair. Leave your device muted during the meeting; this helps keep extraneous background sounds from interfering with the meeting.

Providing comments on non-agenda public comment and agenda items:

Via the Zoom: Participants will be muted on entry, and will need to “raise their hands” during each agenda item to be recognized by the Chair to speak. Thanks for your courtesy.

Via the phone: Send an email to KemptonT@sandiego.gov with your name and the item you want to address speak over

the phone, so you can be unmuted. Via email: Send an email to KemptonT@sandiego.gov with your name, the item and the comment you want read aloud.

Questions or Technical Issues

If you have any questions or technical issues prior to the meeting beginning, please contact Tony Kempton at KemptonT@sandiego.gov up to 15 minutes prior to the meeting for assistance. More comprehensive instructions how to join a Zoom meeting and how to test your computer or smartphone setup are available should you need them at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

February 21, 2023

Attention Community Planning Group Chairs and Vice Chairs,

Subject: In-Person & Virtual Community Planning Group (CPG) Meetings

Reference: [June 21, 2021 Letter: Community Planning Group In-Person Meeting Guidance](#)

Background

On January 24, 2023, the City Council declared a continued state of local emergency regarding the COVID-19 pandemic until February 28, 2023, pursuant to California Government Code Section 8630 and coinciding with the Governor's termination of the state of emergency. After such time, the emergency provisions of the Brown Act related to virtual meetings (i.e. by teleconference) will no longer be in place and all CPG meetings will need to be either conducted in-person or comply with Brown Act requirements for virtual meetings.

What does this mean?

- Starting March 1, 2023, all CPG meetings including standing subcommittee meetings are to be conducted under the Brown Act as they were prior to Governor's COVID-19 declared state of local emergency.
- CPGs will need to secure an accessible physical meeting location or comply the requirements for the Brown Act for virtual meetings.

Can CPGs still conduct a virtual meeting?

- Yes. CPGs do have the ability to hold virtual meetings, however, they must comply with the requirements of the Brown Act.

What are the requirements for holding a virtual meeting (i.e. by teleconference) under the Brown Act?

- Virtual meetings under the Brown Act where one or more members would appear virtually requires CPGs to do the following:
 - Post agendas at ALL teleconference locations containing information about the meeting, including the street address of all teleconference locations.
 - Allow the public access to ALL teleconference locations.

- Allow the public to make public comment from each teleconference location.
- All votes are to be taken by roll call.
- A teleconference location is the physical location where a CPG member is attending the meeting virtually such as a home or office.
- Please note that CPG members attending virtually will need to disclose their teleconference location on the agenda and allow public access to their location – this includes personal addresses. (Refer to the attached sample agenda.)

If the CPG members are physically present at the same meeting location, can the public participate virtually?

- Yes. The public can participate virtually if the CPGs do the following:
 - Allow the public to remotely observe the meeting.
 - Offer the public a call-in option to address the CPG.
 - Allow public comment must be in real-time.
 - State on the meeting agenda and notice how the public can access the meeting and offer comment.

Who is responsible for providing technical support for CPGs that decide to have a virtual meeting?

- CPGs are responsible for providing all necessary technology to conduct a teleconference meeting at ALL teleconference locations. This includes computers, wi-fi access, and audio/visual equipment.
- Anytime there is a technical interruption that prevents the CPG from broadcasting the meeting or prevents the public from providing comments remotely, the CPG cannot take further action on action items until public access is restored.

Who is responsible for providing meeting locations?

- CPGs are responsible for reserving and providing meeting locations.

Can CPGs use their annual stipend towards conducting virtual meetings or for meeting room reservations?

- Yes. Please follow the Planning Department Administrative Guidelines related to general information, CPG responsibilities, and reimbursement procedures located on the [CPG Resources Page](#).

Should you have any specific questions please contact your assigned [Community Planner](#) or email SDPlanningGroups@sandiego.gov. Planning Department staff will be discussing the return to in-person meetings at the February 28, 2023 Community Planners Committee meeting.

Sincerely,



Tait Galloway
Deputy Director

TG/mip

Attachment: 1. Sample Meeting Agenda with Additional Teleconference Locations

cc: Heidi Vonblum, Director, Planning Department
Michaela Valk, Director of Community Engagement, Mayor's Office
Matt Yagyagan, Deputy Director of Policy, Mayor's Office
Chris Ackerman-Avila, Policy Advisor, Mayor's Office
Coby Tomlins, Program Manager, Planning Department
Marlon Pangilinan, Interim Program Coordinator, Planning Department

(Sample agenda for board members attending the CPG meeting virtually from a teleconference location.)

Sample Community Planning Group

Meeting Notice and Agenda

Tuesday, February 14, 2023 at 6:00pm

In-Person Meeting Location:

Community Recreation Center, 1234 Anywhere Avenue, San Diego, CA 92199

ADDITIONAL TELECONFERENCE LOCATIONS:

The public may access and observe the meeting remotely and provide real-time public comment at the following teleconference locations:

Teleconference Location #1

SAMPL Business Conference Room
123 Trail Way 3rd Floor
San Diego, CA 92199

Teleconference Location #2

2324 Residence Lake Place
San Diego, CA 92199

Virtual Meeting Log-in Information: See Page 2.

- Item 1: CALL TO ORDER/ROLL CALL
- Item 2: APPROVAL OF THE AGENDA
- Item 3: APPROVAL OF THE MINUTES
- Item 4: NON-AGENDA PUBLIC COMMENT
- Item 5: GOVERNMENT LIAISON REPORTS
- Item 6: CONSENT ITEMS
- Item 7: ACTION/INFORMATION ITEMS
- Item 8: ADJOURNMENT

Virtual Meeting Log-in Information

This meeting will be broadcasted for the public participating remotely. If at any anytime there is a technical interruption that prevents the SDCPG from broadcasting the meeting or prevents the public from providing comments remotely, the CPG will not take further action on any action items until public access is restored.

HOW TO CONNECT TO THE MEETING USING THE ZOOM APPLICATION

To join the meeting, drag-and drop this URL into your browser or follow the link:
<https://us02web.zoom.us/j/89401876803?pwd=bTN0NVJLMmZDR2dKSzRxY3lOMZjyUT09>

Meeting ID: 894 0187 6805
Passcode: 790109

To dial-in from your phone, please use the following number: (669) 900-6833. Then follow the prompts to enter the Meeting ID and Password listed above.

Meeting participants will initially be admitted into the meeting “waiting room”. The Host/Facilitator will move participants from there to the meeting itself. Participants will be muted on entry and will need to “raise their hands” to be recognized to speak. Thanks for your courtesies!

Leave your device muted during the meeting; this helps keep extraneous background sounds from interfering with the meeting. If you are joining us via telephone, you can mute/unmute yourself via pressing *6.