

2016 Community Orientation Workshop (COW)

Planning Department



Agenda

8:30 a.m.	Introduction & Review of Purpose and Structure of Workshop
8:40 a.m.	Greetings to Planning Group Members
9:10 a.m.	Roles & Responsibilities of Community Planning Groups
9:40 a.m.	Questions & Answers
10:10 a.m.	Break
10:30 a.m.	First Breakout Session
11:30 a.m.	Second Breakout Session
12:30 p.m.	End of Workshop

Purpose of COW Training

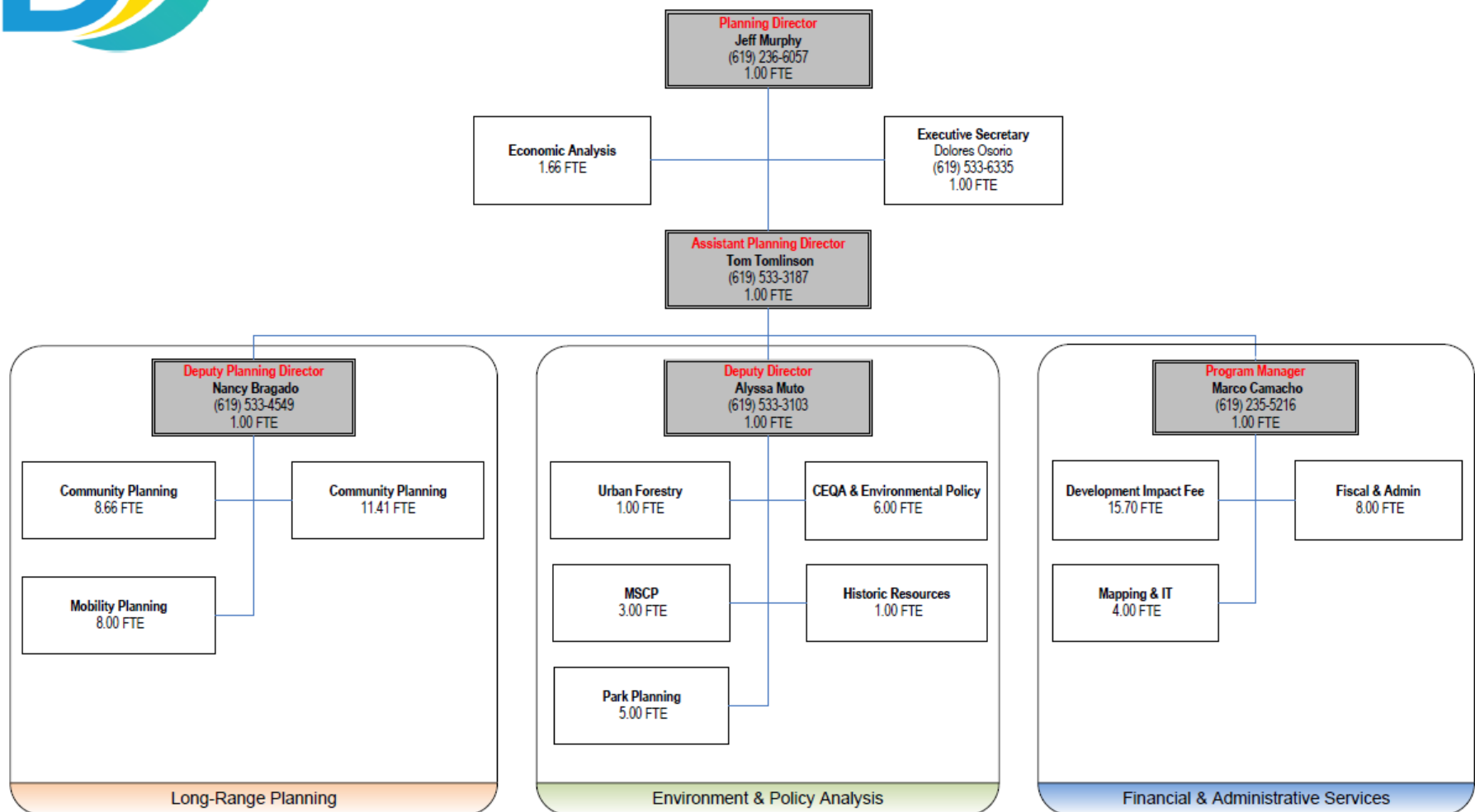
- Review community planning group operations & procedures
- Meet requirement for legal indemnification
- Overview of municipal code development standards & processes



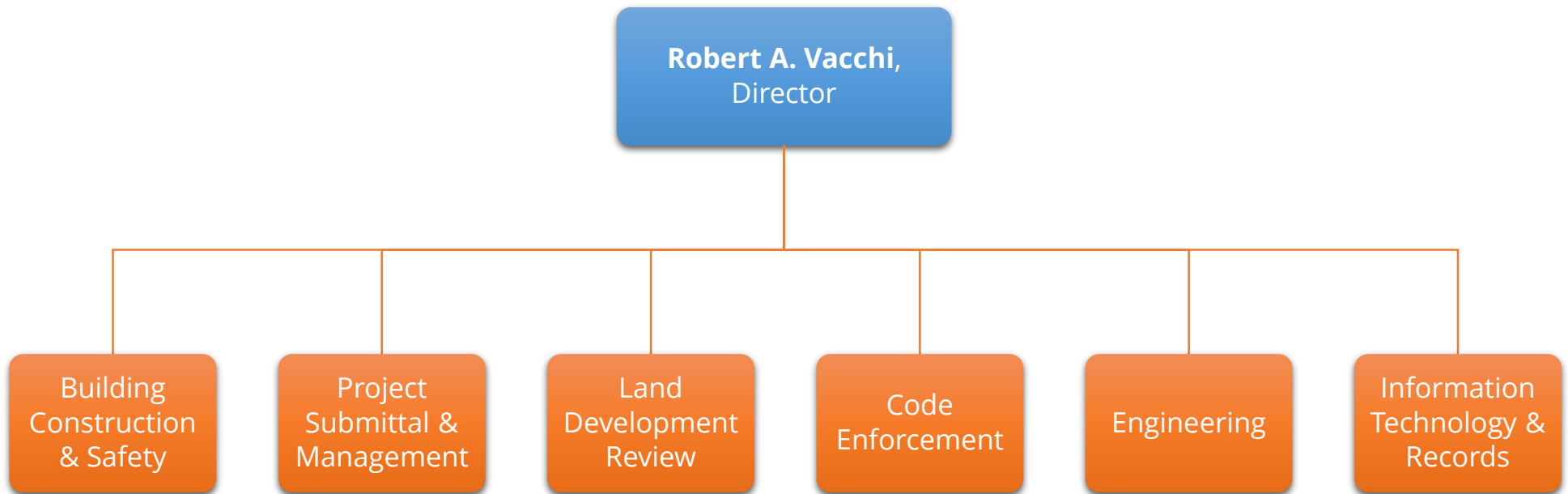


Neighborhood Services Branch PLANNING DEPARTMENT

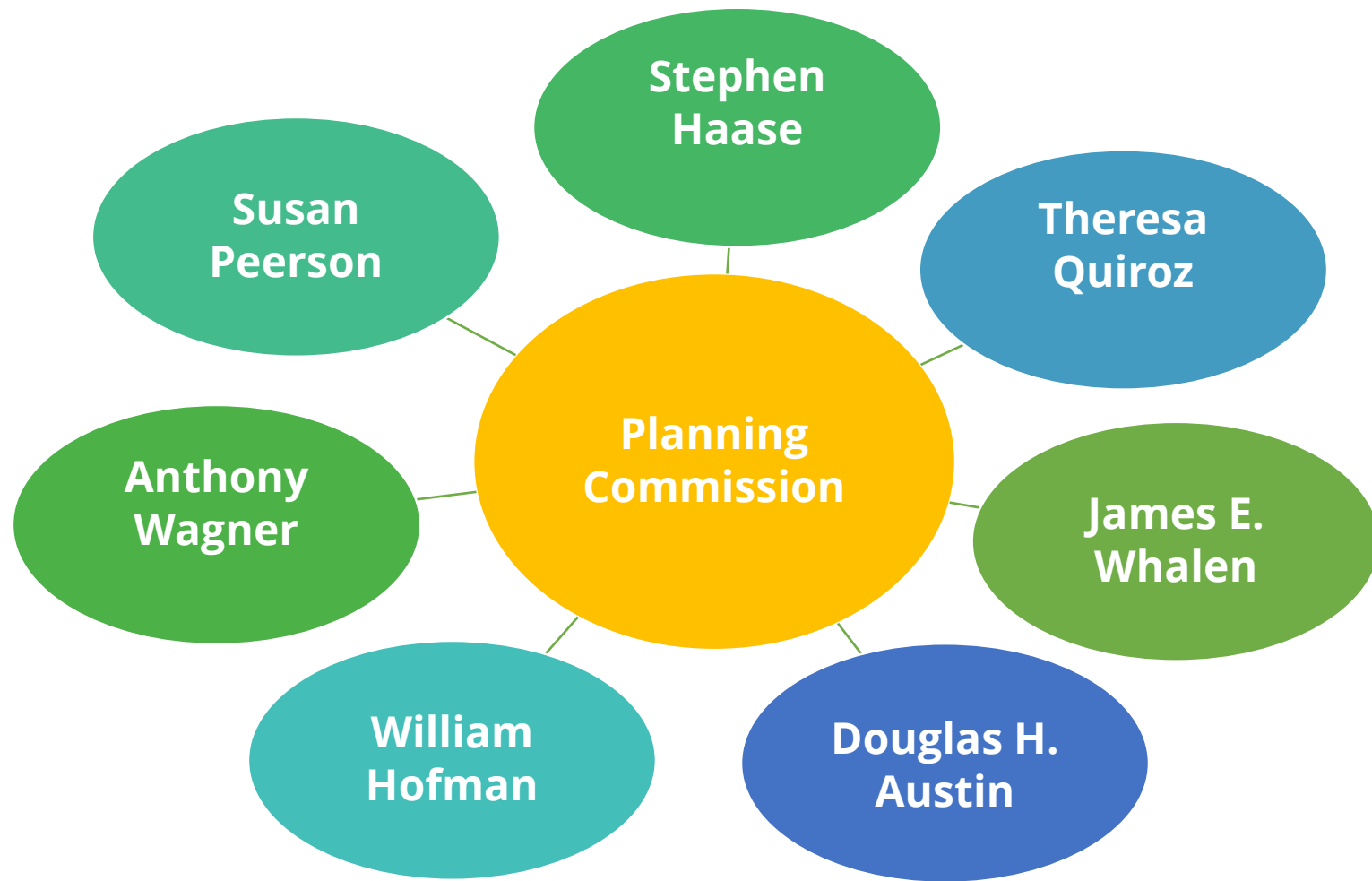
Fiscal Year 2016



Development Services Department



Planning Commission



Planning Group Roles & Responsibilities

Council Policy 600-24:
Standard Operating Procedures and
Responsibilities of Recognized Community
Planning Groups





CPG Governing Documents

Community Planning Group Bylaws

Council Policy 600-24

Administrative Guidelines

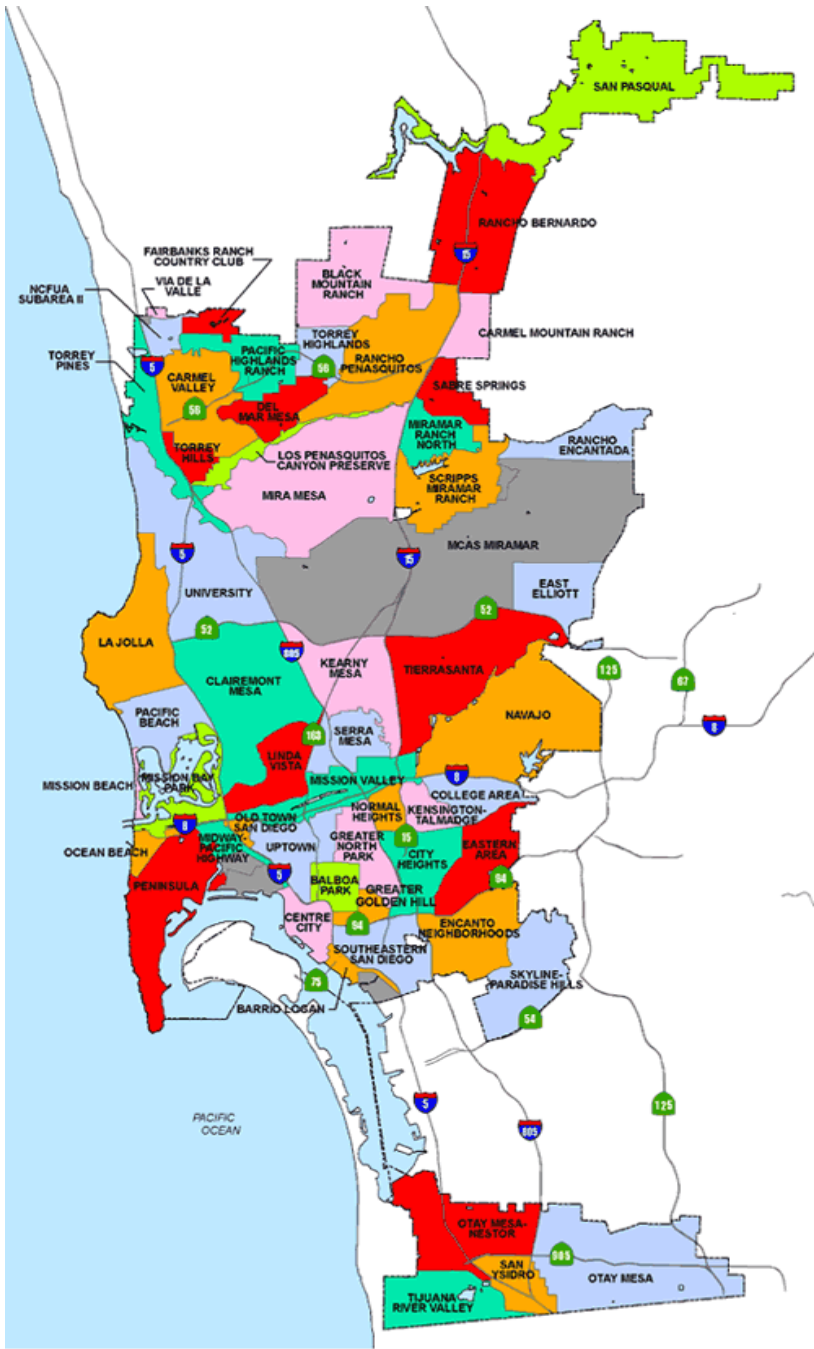
Indemnification Ordinance



Council Policy 600-24

Background

- Role of community planning groups as advisory bodies
- Set standards in exchange for official recognition
- Role of Community Planners Committee



Article I: Name

- Name
- Boundaries
- Positions
- Opinions



Article II: Purpose

- Advisory recommendation
- Project review
- City staff assistance
- Nonpartisan/nonsectarian
- Political elections & ballot initiatives
- Timely review and response to projects
- Bylaws amendments

Article III: Organization

- Quantity of members
- Recognized members
- Representative of community / eligibility
- Terms
- Retain eligibility
- Compliance / Violations



Article IV: Vacancies

- Declaring vacancies
- Filling vacancies
- Unable to fill vacancies



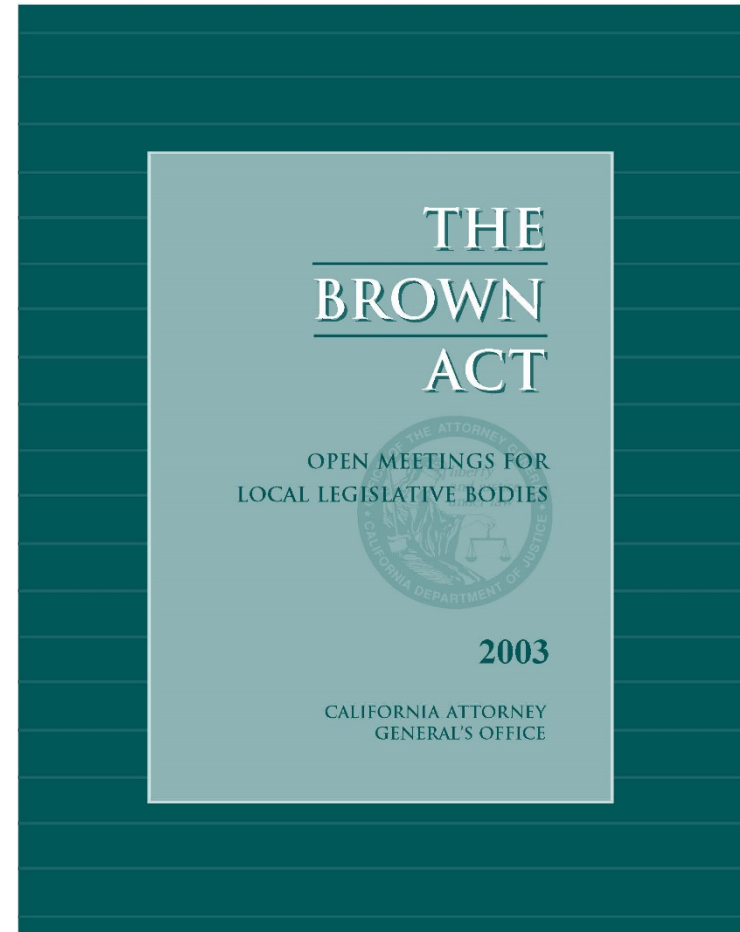
Article V: Elections

- Meeting attendance requirement
- Publicizing elections
- Voting
 - Secret written ballot
 - No proxies
 - Multiple voting times



Article VI: Duties

- Cooperatively work with City staff
- Refrain from detrimental conduct
- Brown Act provisions





Brown Act Influences

- Meeting requirements
- Transparent & open deliberations
 - Avoid collective concurrence
 - Avoid serial meetings
- Public right to attend & provide comment
 - Notice requirements
 - Agenda descriptions
 - Items not on agenda

Article VI: Duties (continued)

Meeting procedures

- Regular meeting agenda posting
- Quorum and public attendance
- Public comment
- Adjournments & continuances
- Consent agenda



Article VI: Duties

Meeting Procedures

- Development project review
- Action on agenda items
- Special meetings
- Emergency meetings
- Right to record
- Disorderly conduct



Article VI: Duties

Subcommittees

- Standing Subcommittees
- Ad Hoc Subcommittees
- Subcommittee composition
- Recommendations

Meeting Documents & Records

- Agenda by mail
- Agenda at meeting
- Minutes
- Records Retention

Abstentions and Recusals



Recusal vs. Abstention

Recusal

Direct Economic Interest in the project

Member must state that they are recusing

Member must not participate in discussions as a planning group member

Recused member does not count towards quorum

Recused member may not vote (not calculated in majority vote)

Abstention

State up-front (Preferred)

Knowing you will not be voting on the action item

Counts as a quorum

Vote counted as abstention (not calculated in majority vote)

Not known up-front

Declare abstention at the end of the discussion

Counts as a quorum

Vote counted as abstention (not calculated in majority vote)

Article VI Duties

- Community outreach
- Planning group documents
 - Roster
 - Annual Report
- Financial contributions



Article VII Officers

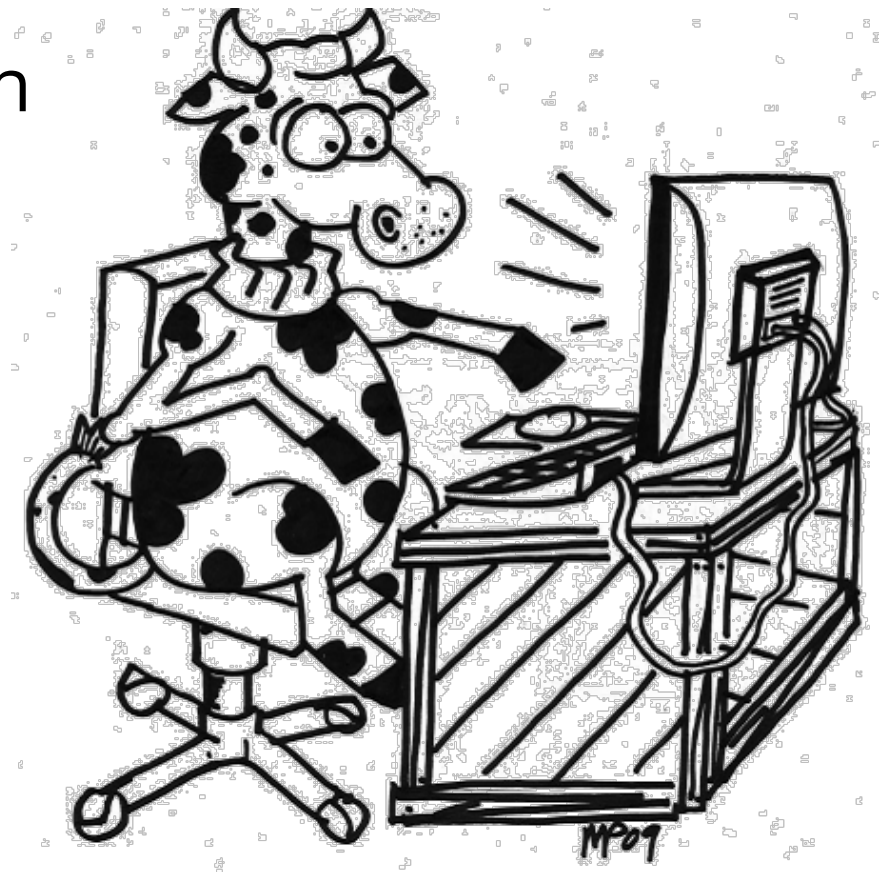
- Chairperson
- Vice Chairperson
- Secretary
- Other officers



Article VIII: Policies & Procedures

Operating procedures

- Community participation
- Planning group composition
- Conduct of meetings
- Member and group responsibilities
- Elections



Article IX: Rights & Liabilities

Indemnification & representation

- Indemnification Ordinance (2009)
- Defense and Indemnity for Community Planning Groups & members
- Must meet all required circumstances

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

SUBJECT: STANDARD OPERATING PROCEDURES AND RESPONSIBILITIES
OF RECOGNIZED COMMUNITY PLANNING GROUPS

POLICY NO.: 600-24

EFFECTIVE DATE: November 14, 2014

BACKGROUND:

Community planning groups have been formed and recognized by the City Council to make recommendations to the City Council, Planning Commission, City staff, and other governmental agencies on land use matters specifically concerning the preparation of, adoption of, implementation of, or amendment to, the General Plan or a land use plan when a plan relates to each recognized community planning group's planning area boundaries. Community planning groups also advise on associated matters as described in Article II, and on other land use matters as requested by the City or other governmental agencies.

The Community Planners Committee (CPC), comprised of a representative of each recognized community planning group, was formed in 1970 to advise on the "new" 1967 General Plan and has since continued in its vital role advising the City on planning issues of citywide significance and in the development of subsequent General Plans and their amendments and implementation. The CPC is separately authorized under Council Policy 600-09.

Community planning groups are private organizations; however, to be recognized by the City as the official voice of their community, groups must adhere to Council Policy 600-24 as well as their City-approved bylaws. The City does not direct or recommend the election of specific individual members following the initial recognition of the community planning group, nor does the City appoint members to groups, or recommend removal of individual members of a group. The City does not delegate legal authority to community planning groups to take actions on behalf of the City. Community planning groups are voluntarily created and maintained by members of communities within the City. Council Policy 600-24 was created to establish minimum standards and provide guidance for organizations operating as City Council officially recognized community planning groups (herein after referred to as "community planning groups").

Community planning groups are advisory bodies created by an action of the City Council, and are subject to California's Open Meeting Law, the Ralph M. Brown Act ("Brown Act") (California Government Code Sections 54950 through 54963).

CP-600-24

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Article IX: Rights & Liabilities (cont.)

Brown Act remedies & penalties

- Bylaws
- Civil penalties
- City Attorney assistance

CP 600-24 Violations & remedies

- Members violations
- Group violations



Resource Links

- **Community Planning Group Web Page**
www.sandiego.gov/planning/community/cpg/
- **Community Planning Group Email**
SDPlanningGroups@sandiego.gov
- **Brown Act Resources**
California Attorney General
<http://oag.ca.gov/open-meetings>
League of Cities
<http://www.cacities.org/Resources/Open-Government>

Questions & Answers





Breakout Sessions

Nancy
Bragado

General Plan and Climate Action Plan

Kerry
Santoro &
Morris Dye

**Development Review Process,
Discretionary Permits, CEQA & Open
DSD**

Tim
Anderson
& Leslie
Sennett

Code Enforcement
