

2017 Community Orientation Workshop (COW)

Planning Department



8:30 a.m.	Sign-in
9:00 a.m.	Introduction & Review of Purpose and Structure of Workshop
9:05 a.m.	Greetings to Planning Group Members
9:40 a.m.	Roles & Responsibilities of Community Planning Groups
10:10 a.m.	Questions & Answers
10:15 a.m.	Break
10:40 a.m.	Description of Breakout Sessions
11:00 a.m.	First Breakout Session
11:30 a.m.	Second Breakout Session
12:30 p.m.	End of Workshop



Jeff Murphy

Director, Planning Department



Stephen Haase

Planning Commission Chair



David Moty

Community Planners Committee Chair

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

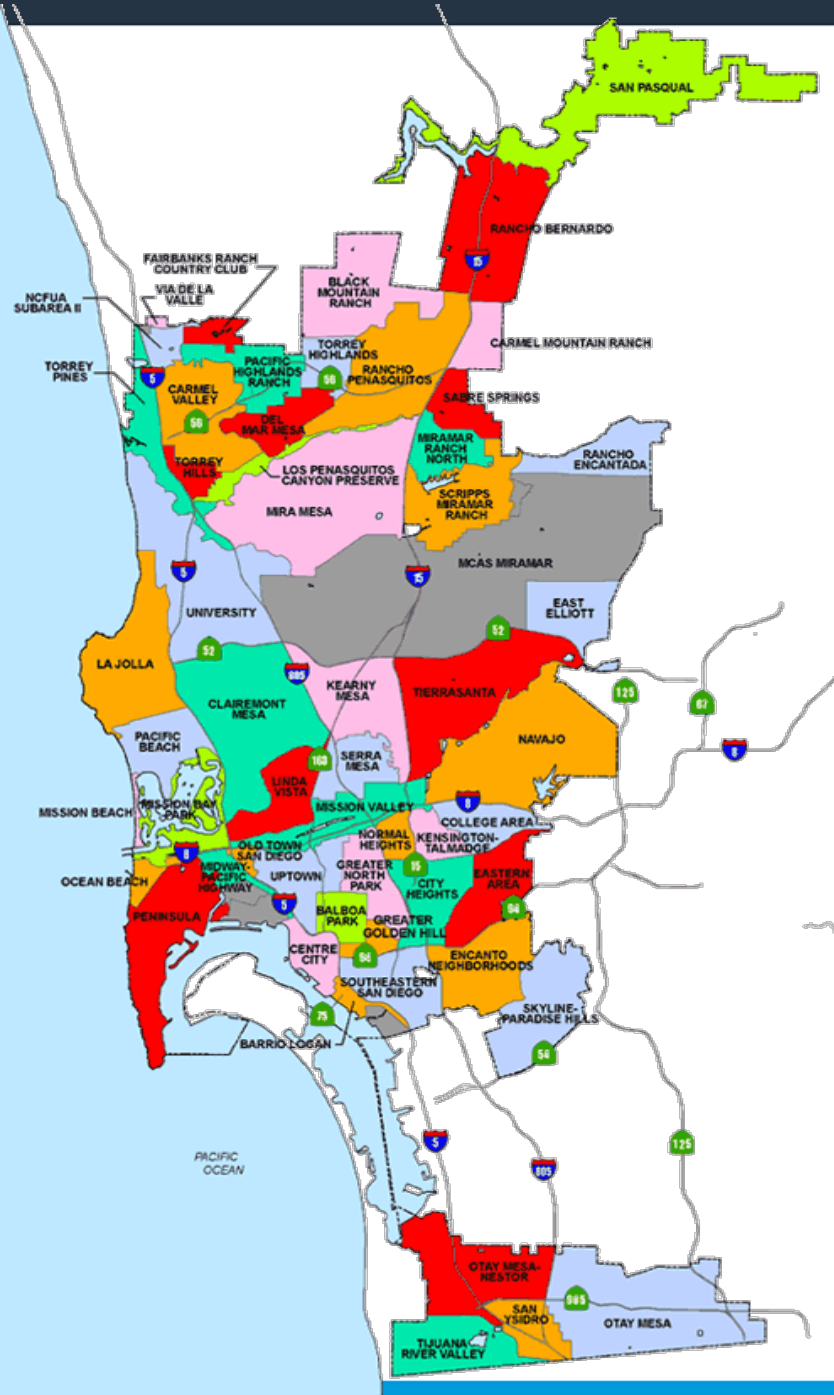
Indemnification Ordinance

Council Policy 600-24

- Role of community planning groups as advisory bodies
- Sets standards in exchange for official recognition
- Role of Community Planners Committee (Council Policy 600-09)

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



Who is the main point of contact if you have questions about a project the community planning group is reviewing?

- a) The Development Project Manager – Development Services Department**
- b) Community Planner – Planning Department**
- c) The project applicant**

Article III: Organization

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



Article IV: Vacancies

- Declaring vacancies
- Filling vacancies
- Inability to fill vacancies



Article V: Elections

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

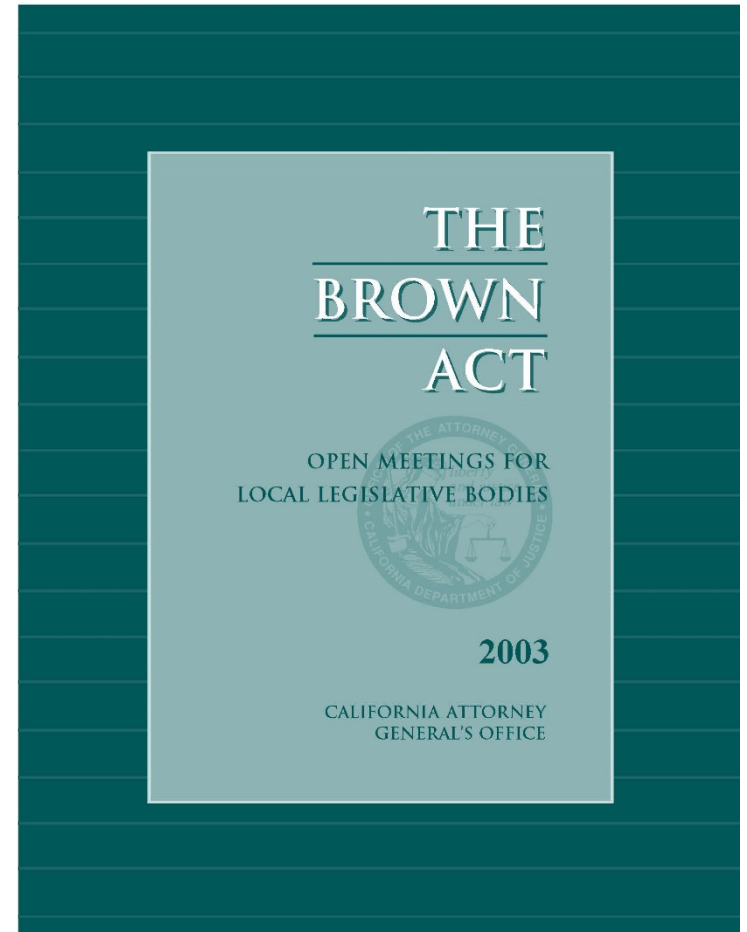


Can an employee of a local business owner cast a ballot on behalf of that business owner?

- a) Yes, without restrictions**
- b) Yes, but only if the employee has a notarized letter granting him/her permission to vote**
- c) No, proxy voting is not permitted**

Article VI: Duties

- Cooperatively work with City staff
- Conduct meetings as civil, public decision-making processes open to the public
- Follow Brown Act provisions



Brown Act Influences

- Meeting requirements
- Transparent & open deliberations
- Public right to attend & provide comment
 - Notice requirements
 - Agenda descriptions

Article VI: Duties

Meeting Procedures

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



(continues)



If a Planning Group has **15 seats**, but **two of those seats are vacant**, how many members need to be in attendance in order to conduct business (have a quorum)?

- a) 8 members
- b) 7 members
- c) All active members of the Planning Group



How long can the public comments on an agenda item go for?

- a) Indefinitely**
- b) The chair can place time limits**
- c) 1.33 minutes**

Article VI: Duties (continued)

Meeting Procedures

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



What step(s) need to be taken in order to add an action item to the agenda during a meeting?

- a) A two-thirds vote is needed from the planning group**
- b) It must be determined by a vote that immediate action is needed on the item**
- c) The need for action on the item came to the attention of the Planning Group subsequent to the agenda being posted**
- d) All of the above**



How can a planning group organize a Special Meeting?

- a) With an email sent 2 hours before the meeting**
- b) Chairs may call a special meeting with a 24-hours advance posted notice as required**
- c) With a phone call to all members of the board**

Article VI: Duties (continued)

Subcommittees

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

Meeting Documents & Records

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

Abstentions and Recusals



If a subcommittee votes on a project, can that vote bypass the Planning Group and move straight to the City as the formal recommendation?

- a) Yes, but only if the Planning Group attempted to take a vote on the project, but was unable to get a quorum**
- b) No, in no case may a subcommittee recommendation be forwarded directly to the City as the formal recommendation**
- c) Yes, without restrictions**

Article VI: Duties (continued)

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 (continued)

- 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 (continued)

Brown Act remedies & penalties

- In substantial conformance if follow bylaws
- Further information in Brown Act and Council Policy

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

