2018 Community Orientation Workshop (COW)

Planning Department
<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tr>
<td>8:30 a.m.</td>
<td>Sign-in</td>
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<tr>
<td>9:00 a.m.</td>
<td>Introduction &amp; Review of Purpose and Structure of Workshop</td>
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<tr>
<td>9:05 a.m.</td>
<td>Greetings to Planning Group Members</td>
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<td>9:15 a.m.</td>
<td>Roles &amp; Responsibilities of Community Planning Groups</td>
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<td>9:45 a.m.</td>
<td>Questions &amp; Answers</td>
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<td>10:30 a.m.</td>
<td>Description of Presentations &amp; Break</td>
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<td>10:45 a.m.</td>
<td>Development Review Process, Discretionary Permits, CEQA, &amp; OpenDSD</td>
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<td>11:20 a.m.</td>
<td>Affordable Housing in San Diego</td>
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<td>11:55 a.m.</td>
<td>Code Enforcement</td>
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<td>12:30 p.m.</td>
<td>Conclusion of Workshop</td>
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Mike Hansen
Director, Planning Department
David Moty
Community Planners Committee Chair
Community Planning Group (CPG) Roles & Responsibilities

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

- Council Policy 600-24
- Administrative Guidelines
- Ralph M. Brown Act
- Community Planning Group Bylaws
- Indemnification Ordinance
- Robert’s Rules of Order
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

Planning Areas in the City of San Diego, for full map visit: https://www.sandiego.gov/planning/community/profiles
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
Planning Department

Article IV: Vacancies

- Declaring vacancies
- Filling vacancies
- Inability to fill vacancies
Planning Department

Article V: Elections

- Meeting minimum attendance requirement
- Publicizing elections
- Voting
  - Secret written ballot
  - No proxies
  - 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 Community Planning Group has 15 seats, but 2 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 board
Planning Department

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

a) Indefinitely
b) The CPG Chair can place time limits
c) 1.33 minutes
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 CPG 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

Meeting Documents & Records

- Agendas
- Minutes
- Records Retention

Abstentions and Recusals (Continues)
If a subcommittee votes on a project, can that vote bypass the CPG and move straight to the City as the formal recommendation?

a) Yes, but only if the CPG 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
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
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 CPG and its members

• Must meet all required circumstances
Article IX: Rights & Liabilities (continued)

Brown Act remedies & penalties

• In substantial conformance if CPG of CPG member 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
Presentations

- Development Review Process, Discretionary Permits, CEQA, & OpenDSD
- Code Enforcement
- Affordable Housing in San Diego