

2018 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
9:15 a.m.	Roles & Responsibilities of Community Planning Groups
9:45 a.m.	Questions & Answers
10:30 a.m.	Description of Presentations & Break
10:45 a.m.	Development Review Process, Discretionary Permits, CEQA, & OpenDSD
11:20 a.m.	Affordable Housing in San Diego
11:55 a.m.	Code Enforcement
12:30 p.m.	Conclusion of Workshop



Mike Hansen

Director, Planning Department



Stephen Haase

Planning Commission Chair



Sue Peerson

Planning Commission Vice-Chair



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)



- 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 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



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

Article VI: Duties (continued)

Meeting Procedures

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



(Continues)



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

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)

(Continues)

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 CPG and its members
- Must meet all required circumstances



(Continues)

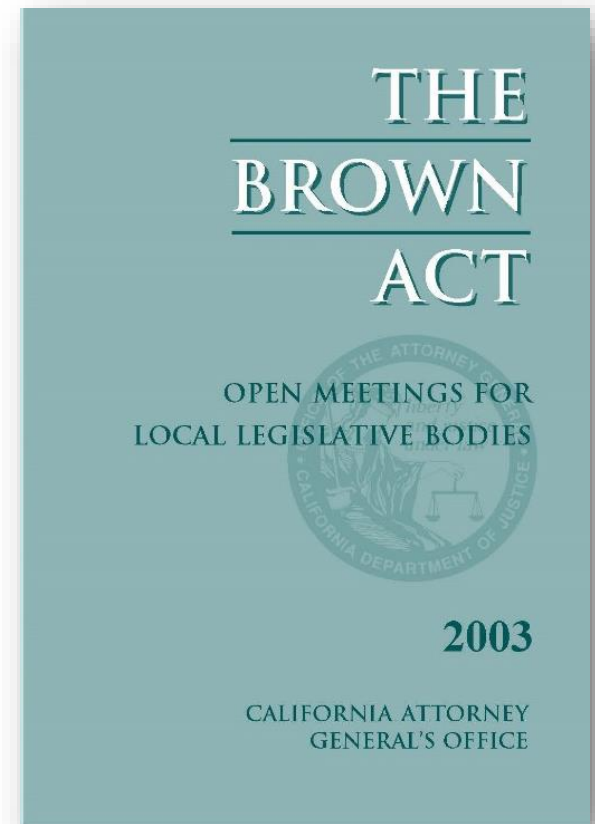
Article IX: Rights & Liabilities (continued)

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

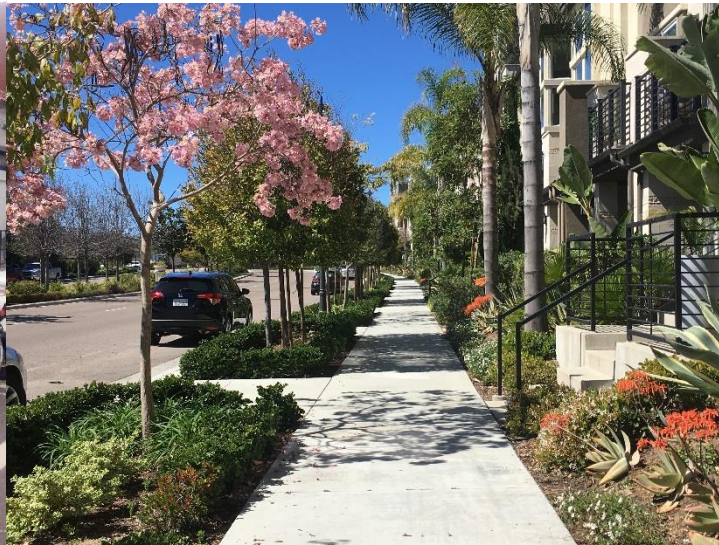
<http://oag.ca.gov/open-meetings>

League of Cities

<http://www.cacities.org/Resources/Open-Government>



Questions & Answers



Presentations

