

OCEAN BEACH PLANNING BOARD  
DRAFT AGENDA

Wednesday, August 2, 2006 - 6:00 p.m.  
Ocean Beach Recreation Center  
4726 Santa Monica Avenue, Ocean Beach

- 6:00 pm** **Call to Order:** *Introductions, member attendance, agenda modification and adoption, and approval of minutes*
- 6:05 pm** **Public comment/official communication:** *Board members and/or public (Please limit to one minute)*
- 6:10 pm** Airport Authority Update Environmental Impact Report (Ted Anassis)
- 6:20 pm** **Chair announcements/correspondence/meetings:** *CPC Meeting, Treasurer's Report, TAC, , MBPC, Precise Plan Update Subcommittee*
- 6:30 pm** **Compact Motion:** The COMPACT Board recommends that the Airport Authority stop its pursuit of replacing Lindbergh field. The Board further recommends that the Airport authority work with the southern California Association of Governments (SCAG) Aviation Task Force o develop a regional answer (such as pursuing March AFB or Camp Pendleton) to met Southern California's future airport capacity needs. On a greater scale, The Board recommends the Airport Authority be re-integrated with the San Diego Association of Governments (SANDAG) to incorporate airport planning as one element of a full transportation infrastructure strategy. The Board also recommends that SANDAG support the CA High Speed Rail Authority's Final Program Environmental Impact Report and seek to assure that a future Intrastate Rail System is connected to airports state-wide.

Components of COMPACT's Motion for consideration

**Motion #1:** The COMPACT Board recommends that the Airport Authority stop its pursuit of replacing Lindbergh field.

**Motion #2:** The Board further recommends that the Airport authority work with the southern California Association of Governments (SCAG) Aviation Task Force o develop a regional answer (such as pursuing March AFB or Camp Pendleton) to met Southern California's future airport capacity needs.

**Motion #3:** The Board recommends the Airport Authority be re-integrated with the San Diego Association of Governments (SANDAG) to incorporate airport planning as one element of a full transportation infrastructure strategy.

**Motion #4:**

**A:** The Board recommends that SANDAG support the CA High Speed Rail Authority's Final Program Environmental Impact Report.

**B:** The Board recommends that SANDAG seek to assure that a future Intrastate Rail System is connected to airports state-wide.



---

**OCEAN BEACH PLANNING BOARD, INC.**

*P.O. Box 70184, Ocean Beach CA, 92167*

---

- 7:00 pm** | **1466 Pescadero Drive (Project No. 86511) Cory Wilkinson**  
*Coastal, Site Development Permit to demo existing multi family dwelling units to construct 2 units in a two-story, 5,203 sf building (one 3BR, one 2BR) w/two attached at-grade 2 car garages and one open parking space. (Process 3)*
- 7:15 pm** | **4670 Point Loma Ave. (Project No. 99983) Cory Wilkinson**  
*Coastal Development Permit to construct a new three story single dwelling unit (3BR 3.5 BA) and 2-car garage at grade on a 3,500 sq ft site. (Process 2)*
- 7:30 pm** | **4677 Pescadero Ave. (Project No. 101228) Cory Wilkinson**  
*Coastal Development Permit to construct a 2,103 sq ft single family residence over a new 4 car garage on a 7,000 sq ft site with an existing single family residence. (Process 2)*
- 7:45 pm** | **5010 Lotus St. (Project No. 102323) Patrick Hooper**  
*Variance to reduce the minimum required parking area for an addition to an existing duplex on a 3,428 sq ft site. (Process 3)*
- 8:00 pm** | **Adjournment**

Please contact Tom Gawronski with any questions:  
[tgawronski@earthlink.net](mailto:tgawronski@earthlink.net) / 619-224-1280

The Ocean Beach Planning Board requests that all in attendance turn off all cellular phones and pagers while the meeting is being conducted. We thank you for your cooperation.



---

**OCEAN BEACH PLANNING BOARD, INC.**

*P.O. Box 70184, Ocean Beach CA, 92167*

---

**Ocean Beach Planning Board (O.B.P.B) Bylaws  
Amended July 2006**

**ARTICLE I Name**

- Section 1. The official name of this organization is the Ocean Beach Planning Board.
- Section 2. All activities of this organization shall be conducted in its official name.
- Section 3. The community planning area boundaries for the Ocean Beach Planning Board are the boundaries of the Ocean Beach community, as shown on Exhibit "A".
- Section 4. The official positions and opinions of the Ocean Beach Planning Board shall not be established or determined by any organization other than the planning group, nor by any individual member of the planning group other than one authorized to do so by the planning group.

**ARTICLE II Purpose of Community Planning Group and General Provisions**

- Section 1. The Ocean Beach Planning Board has 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 the Ocean Beach community boundaries. The planning group also advises on other land use matters as requested by the City or other governmental agency.
- Section 2. In reviewing individual development projects, the Ocean Beach Planning Board should focus such review on conformance with the adopted community plan and/or the General Plan. Preliminary comments on projects may be submitted to the City during the project review process. Whenever possible, the formal planning group recommendation should be submitted no later than the end of the public review period offered by the environmental review process. Upon receipt of plans for projects with substantive revisions, the planning group may choose to rehear the project, and may choose to provide a subsequent formal recommendation to the City.
- Section 3. All activities of the Ocean Beach Planning Board shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of race, color, sex, age, creed or national origin, or sexual orientation, or physical or mental disability.
- Section 4. The Ocean Beach Planning Board shall not take part in, officially or unofficially, or lend its influence in, the election of any candidate for political office. Elected members shall not identify affiliation with the planning group when endorsing candidates for public office. The planning group may take a position on a ballot

measure.

- Section 5. Pursuant to the provisions of City Council Policy 600-5, the Ocean Beach Planning Board's failure to respond to the City's request for input on the preparation of, adoption of, implementation of, or amendment to, the General Plan or a community, precise, or specific plan, or failure to review and reply to the City in a timely manner on development projects shall result in the forfeiture of rights to represent the Ocean Beach community for these purposes. Such a determination resulting in the forfeiture of rights to represent the community for these purposes shall be made only by the City Council upon the recommendation of the Planning Department.
- Section 6. The Ocean Beach Planning Board operates under the authority of Council Policy 600-24. The council policy and these bylaws govern the operations of the planning group. In addition, the Administrative Guidelines provide explanations of Council Policy 600-24's minimum standard operating procedures and responsibilities of this planning group. *Robert's Rules of Order* is used when the council policy, the Administrative Guidelines, and these bylaws do not address an area of concern or interest.

### **ARTICLE III Community Planning Group Organizations**

- Section 1. The Ocean Beach Planning Board shall consist of 12 elected members to represent the community. These members of the planning group shall constitute the officially recognized community planning group for the purpose of these bylaws and Council Policy 600-24 "Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups".
- Section 2. Elected members of the Ocean Beach Planning Board shall, to the extent possible, be representative of the various geographic sections of the community and diversified community interests.

Planning group members shall be elected by and from eligible members of the community. To be an eligible community member an individual must be at least 18 years of age, and shall be affiliated with the community as a:

- (1) property owner, who is an individual identified as the sole or partial owner of record, or their designee, of a real property (either developed or undeveloped), within the community planning area, or
- (2) resident, who is an individual whose primary address of residence is an address in the community planning area or
- (3) Local business person, who is a local business owner, operator, or designee at a non-residential real property address in the community planning area.

- Section 3. Members of Ocean Beach Planning Board shall be elected to serve for fixed terms

of two years with expiration dates during alternate years to provide continuity.

No person may serve on the planning group for more than eight consecutive years.

The eight year limit refers to total maximum consecutive years of service time, not to individual seats held.

After a one-year break in service as a planning group member, an individual who had served for eight consecutive years shall again be eligible for election to the committee.

The planning group will actively seek new members to the extent feasible. If not enough new members are found to fill all vacant seats the planning group may retain some members who have already served for eight consecutive years to continue on the planning group without a break in service. Refer to Council Policy 600-24 Article III, Section 4 for further clarification.

Section 4. A member of the Ocean Beach Planning Board must retain eligibility during the entire term of service.

A planning group member may be removed from the planning group, upon a majority vote of the planning group, if, during a regularly scheduled public meeting, the Secretary presents documentation to the planning group, and has notified the member in question, that the member is no longer eligible to serve.

Ineligibility may be due to not meeting the membership qualifications found in Article III, Section 2 or Article IV, Section 1 of these bylaws.

Section 5. In cases of alleged violations of the Ocean Beach Planning Board bylaws or Council Policy 600-24 by a planning group member, the planning group shall conduct an investigation consistent with the Administrative Guidelines and these bylaws.

If, after a thorough investigation, the planning group determines that the individual member has violated a provision of these bylaws or Council Policy 600-24, the planning group shall, where feasible, seek a remedy that corrects the violation and allows the member to remain as a member of the planning group.

If corrective action or measures are not feasible, the planning group may remove a member by a two-thirds vote of the planning group.

The vote to remove the group member shall occur at a regularly scheduled public meeting subject to the procedures outlined in the Administrative Guidelines and these bylaws.

A planning group member found to be out of compliance with the provisions of these bylaws or Council Policy 600-24 risks loss of indemnification [legal protection and representation] pursuant to Ordinance No. O-17086 NS.

Investigation procedures for elected member violations are outlined below:

Any action by the Ocean Beach Planning Board to discipline or remove a member must occur at a scheduled planning group meeting and be advertised on the agenda as an action item. Due to the significant nature of removing an elected member, and to ensure a fair and public process, the procedures for investigating a violation of a member are listed below:

Documenting a violation:

- Provide a description of, and timeframe within which, the alleged violation was committed and who was responsible for the violation
- Provide a citation of the bylaws or Council Policy 600-24 provisions of which the action is claimed to violate

Procedures on presenting a violation to the planning group:

- Person alleging violation is responsible for the documentation in a written form; a copy to be provided to each member of the Ocean Beach Planning Board

Board procedures for administering and acting on investigating a violation:

1. The Chairperson of the General Meeting will read aloud the allegations and documentation at the General Meeting and immediately appoint a subcommittee to attempt to resolve the allegations.
2. The Chairperson of the subcommittee will contact the member subject to the allegation and receive his rebuttal.
3. The subcommittee will forward the results of its investigation to the chairperson of the Ocean Beach Planning Board who will then schedule a discussion and vote on the allegations at the next General Meeting.
4. The Chairperson will notify the member subject to the allegation of the Agenda item and will provide ample time for the member's rebuttal. The General Meeting will then vote on the merits of the allegation.
5. If they are found to have merit the vote will take effect immediately.

Recourse for expelled member:

6. The expelled member may petition for a rehearing of the allegation based on new found facts.

## **ARTICLE IV Vacancies**

Section 1. The Ocean Beach Planning Board shall find that a vacancy exists upon receipt of a resignation in writing from a member, or upon receipt of a written report from the planning group's secretary reporting the third consecutive absence or fourth absence in the 12-month period of April through March each year, of a member(s) from the planning group's General meetings.

Section 2. Vacancies that may occur on Ocean Beach Planning Board shall be filled not later than 120 days following the date of the determination of the vacancy. The term of office of any member filling a vacancy shall be for the balance of the vacated term.

A qualified candidate must present a petition with 50 signatures gathered throughout Ocean Beach.

Section 3. When Ocean Beach Planning Board is unable to fill a vacancy within the 120 days, as specified above, and the planning group has more than twelve members, either the seat may remain vacant until the next planning group election, or these bylaws may be amended to permit decreased membership to a minimum of 12 members. If a vacancy remains for more than 60 days from the time a vacancy is declared, and there are less than 12 elected planning group members in good standing, the planning group shall report in writing the efforts made to fill the vacancy to the Planning Department. If, after 60 additional days, the elected planning group membership has not reached 12 members, the planning group will be deemed inactive until there are at least 12 members in good standing.

## **ARTICLE V Elections**

Section 1. Elections of Ocean Beach Planning Board members shall be held during the month of March in accordance with the election boundaries found in Exhibit A; Section 1, pg. 3 of these bylaws.  
Planning group elections shall be held yearly.

Voting procedures will be found in Exhibit B

All voting procedures are established with the goal of assuring fair access to the election process and to avoid voting improprieties.

In the election process, the planning group shall seek enough new candidates to exceed the number of seats open for election in order to allow those who have served for eight consecutive years to leave the group for at least one year.

Section 2. The Ocean Beach Planning Board shall make a good faith effort to utilize means appropriate to publicize the planning group's eligibility requirements for candidacy and the upcoming elections.

Section 3. Voting shall be by secret written ballot. Proxy voting for elections is not allowed

under any circumstances. Development and promotion of “slates” of candidates is contrary to the intent of Council Policy 600-24 and is not allowed.

- Section 4. An election becomes final after announcing the election results at a noticed planning group meeting. New members shall be seated in April at the start of the regular meeting in order to allow their full participation as elected members at the April planning group meeting.

## **ARTICLE VI Community Planning Group and Planning Group Member Duties**

- Section 1. It is the duty of the Ocean Beach Planning Board to cooperatively work with the Planning Department and/or appropriate staff throughout the planning process, including but not limited to the formation of long-range community goals, objectives and proposals or the revision for inclusion in a general or community plan.

It is the duty of the planning group as a whole, and of each individual member, to refrain from conduct that is detrimental to the planning group or its purposes under Council Policy 600-24. No planning group member shall be permitted to disturb the public meeting so as to disrupt the public process as set forth on the planning group agenda. For example a committee member who continues to use obscenities.

- Section 2. Regular Meetings. The Ocean Beach Planning Board holds regularly scheduled meetings. It is the duty of each planning group member to attend all regularly scheduled general planning group meetings. Subcommittee meetings are optional.

See Exhibit C for further requirements.

Standing Subcommittees and Other Committees. The planning group has established the following subcommittees:

With the exception of the standing Land Use subcommittee, subcommittees will be formed at the discretion of the planning board.

Subcommittee recommendations must be brought forth to the full elected planning group for formal vote at a noticed public meeting. In no case may a subcommittee recommendation be forwarded to the City as the formal recommendation of the planning board.

Meeting Conduct. All meetings of the planning group, including subcommittees, other committees, or special or emergency meetings as described in Administrative Guidelines Section 3.2, shall be open to the public and shall be conducted in accordance with Robert's Rules of Order.

A quorum, defined as a majority of non-vacant seats of the planning group, must



be present in order to conduct business and/or to vote on projects or to take actions at regularly scheduled meetings. A report of attendance and a copy of approved minutes, which include the votes taken on each matter acted upon for each meeting, shall be retained by the planning group and shall be available for public inspection. A copy of the approved minutes shall be submitted to the Planning Department within fourteen (14) days after approval.

Actions on specific projects should include the vote of the planning group, should indicate whether or not the applicant appeared before the planning group, and what type of notification was provided to the applicant requesting his/her appearance at the planning group meeting.

Section 3. The Ocean Beach Planning Board will conduct its official business in a public setting. Officers of the planning group may oversee administrative business such as the assembling of the draft agenda in preparation for public discussions. However, all substantive discussions about agenda items or possible group positions on agenda items shall occur at noticed planning group meetings.

The planning group will not attempt to develop a collective concurrence of the members of the planning group as to the action to be taken on an item other than at a properly noticed public meeting, either by direct communication, personal intermediaries, serial meetings, or technological devices.

Section 4. Any member of the Ocean Beach Planning Board with a direct economic interest in any project that comes before the planning group or any subcommittee must disclose the economic interest, and must recuse from voting and not participate in any manner as a member of the planning group for that item on the agenda. Section 3.5 of the Administrative Guidelines is this planning group's reference for determining direct economic interest.

Section 5. In limited circumstances, Ocean Beach Planning Board members may abstain from either voting on an action item, or from participating and voting on an action item. The member must state, for the record, the reason for the abstention.

The chairperson may participate in the Ocean Beach Planning Board discussion's and may vote on items.

Section 6. The Ocean Beach Planning Board shall not engage in, or allow, proxy voting on any agenda item. Other methods of absentee voting on agenda items, such as telephoning or emailing a vote, are also prohibited.

Section 7. The Ocean Beach Planning Board shall periodically seek community-wide understanding of and participation in the planning and implementation process. Due consideration shall be given to all responsible community attitudes as these are deemed to be in the best long-range interest of the community at large. When reviewing development projects, the planning group will allow participation of

affected property owners, residents and business establishments within proximity to the proposed development. The project applicant or representative shall be informed each time that a review will take place, and the applicant or representative will be provided with an opportunity to present the project. Any interested member of the public shall be given an opportunity to comment on projects during planning group meetings. All members of the public will be allowed two minutes or more, if necessary, to comment on the items under discussion.

- Section 8. No dues are required to be a member of the Ocean Beach Planning Board or to participate at planning group meetings. All contributions must be voluntarily made, and no official planning group correspondence may be withheld based on any individual's desire to not make a voluntary contribution. The planning group may develop a policy for financial contributions from the citizens of the community for the purposes of furthering the efforts of the planning group to promote understanding and participation in the planning process.
- Section 9. The Ocean Beach Planning Board maintains a current, up-to-date roster of the names, terms, and category/qualifications of elected planning group members. The current roster, as well as any updates, is forwarded to the Planning Department. The planning group also submits to the Planning Department, by the end of March each year, an annual report of accomplishments for the past calendar year and anticipated objectives for the coming year.
- Section 10. Each elected Ocean Beach Planning Board member is required to attend an orientation training session administered by the Planning Department as part of planning group and individual member indemnification pursuant to Ordinance No. O-17086 NS. Newly seated planning group members must complete a basic orientation training session within 12 months of being elected or appointed to the planning group or the member will become ineligible to serve.

## **ARTICLE VII**      **Planning Group Officers**

- Section 1. The officers of the Ocean Beach Planning Board shall be elected from and by the elected members of the planning group. Officers shall be a Chairperson, Vice Chairperson, Treasure and Secretary. The length of an officer's term shall be one year, except that no person may serve in the same planning group office for more than eight consecutive years. After a period of one year in which that person did not serve as an officer that person shall again be eligible to serve as an officer.
- Section 2. Chairperson. The Chairperson shall be the principal officer of the planning group and shall preside over all planning group and communitywide meetings organized by the planning group.
- Section 3. Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson. The Vice

Chairperson will chair the Land Use Subcommittee. The Chairperson may appoint an alternate.

- Section 4. Secretary. The Secretary shall be responsible for the planning group's correspondence, attendance records, and minutes and actions (including identification of those planning group members that constitute a quorum, who vote on an action item, and who may abstain or recuse and the reasons), and shall assure that planning group members and members of the public have access to this information. The Secretary may take on these responsibilities or may identify individuals to assist in these duties.
- Section 5. Treasure. The Treasure is in charge of the funds of the Ocean Beach Planning Board and will provide a monthly accounting. The Treasure may be assigned other financial duties by the Chairperson.
- Section 6. The Chairperson shall be the recognized community planning group's representative to the Community Planners Committee (CPC) or his or her designee who is a planning board member may be selected as the official representative to CPC with the same voting rights and privileges as the Chairperson.
- Section 7. The Ocean Beach Planning Board officers and representatives to the CPC shall promptly disseminate to all elected planning group members any pertinent information that is received by the planning group regarding its official business.

## **ARTICLE VIII**      **Planning Group Policies and Procedures**

- Section 1. The Ocean Beach Planning Board bylaws incorporate policies and procedures consistent with provisions contained in Articles I through VII of Council Policy 600-24. These bylaws also contain some policies and procedures recommended in Article VIII of Council Policy 600-24. This bylaws Article lists additional procedures which are found in Exhibits attached to the bylaws.

Any procedures found in exhibits have the same effect as if they were incorporated directly into Articles I through VII of the bylaws. They are separated into exhibits for ease of understanding.

Listed procedures are grouped by category as follows: Community Participation; Planning Group Composition; Conduct of Meetings; Member and Planning Group Responsibilities; and Elections.

- Section 2. Community Outreach. The following exhibits contain procedures pertaining to the community outreach provisions of these bylaws.

The Ocean Beach Planning Board shall contain a broad base of local

representation as is feasible and practical. It is expected that all members of the community will be given an opportunity in the leadership and membership of the Ocean Beach Planning Board.

This is to be considered an affirmative duty of the Board.

Section 3. Planning Group Composition. The following exhibits contain procedures pertaining to the planning group composition provisions of these bylaws.

No separate exhibits.

Section 4. Conduct of Meetings. The following exhibits contain procedures pertaining to the conduct of meeting provisions of these bylaws.

No Planning Board Member or member of the public shall disturb a meeting by disruption of the public process due to profanity, not speaking to the issue set forth in the planning group agenda, or not respecting others rights to speak.

The Chairperson may request a motion to declare a board member or a member of public out of order.

If the motion is passed and the board member or member of public persists in his/her actions the Chairperson may call a recess to give the board member or member/s of the public an opportunity to regain control of himself/herself.

If after the meeting is resumed the person in question persists in disruptive actions the Chairperson may on a vote of the Planning Board call a second recess and summon the police to have the offender removed from the premises.

Such actions by a board member are grounds for suspension from the board, effective at the Chairperson's discretion.

The suspended board member may be subject to dismissal.

Section 5. Member and Planning Group Responsibilities. The following exhibits contain procedures pertaining to the member and planning group responsibilities provisions of these bylaws.

No separate exhibits.

Section 6. Elections. The Elections Handbook, which is an attachment to the Administrative Guidelines, is incorporated by reference into these bylaws.

Exhibit “A”:

The Ocean Beach planning area is bounded to the east and south by the middle of Seaside Street from Nimitz Boulevard to Greene Street, the middle of Greene Street from Seaside Street to Froude Street, the middle of Froude Street from Greene Street to Adair Street, the middle of Adair Street from Froude Street to the Pacific Ocean and extending seaward to the City limits. The boundary to the north and east includes the south jetty of the San Diego River to the northward extension of the Famosa Slough Channel Preserve, and south to West Point Loma Boulevard, and the middle of West Point Loma Boulevard to Seaside Street. The planning area is divided into seven districts for purposes of representation; each district is to be represented by two Board members.

Exhibit “B”:

Regular Board elections shall be held by secret ballot on the second Tuesday of March each calendar year. The Board shall make a good faith effort to ensure that all elections are properly publicized and noticed, that community newspapers are contracted and that the polls and time for elections are carefully chosen to facilitate full community participation. To represent a district or to vote in a Board election, a person must be a qualified elector (as defined hereinafter) of his/her district. Special elections may be held at any time, in conformity with the publicity, notice and polling requirements of these Bylaws as they apply to regular elections, and shall be required to fill seats vacated by the recall of a member as provided in Section 5 of this Article. A special election to fill vacancies (may) (approved by Planning Board 10/4/95, effective 12/11/95) be required upon four or more seats simultaneously being vacant. The Board may provide for the use of mail ballots in lieu of, or in addition to, personal ballots for regular and special elections. When used, mail ballots shall be clear, comprehensible, and easily available and when submitted verified by the Secretary as having been signed by an elector of the respective District.