2012 Community Orientation Workshop
2012 COW Agenda

- 8:30 am  Introduction and Review of Purpose and Structure of Workshop
- 8:35 am  Greetings to Planning Group Members
- 9:10 am  Roles & Responsibilities of Community Planning Groups
- 9:40 am  Questions & Answers
- 10:10 am Description of Breakout Sessions
- 10:15 am Break
- 10:30 am First Breakout Session
- 11:30 am Second Breakout Session
- 12:30 pm End of Workshop
Purpose of COW Training

- Elected member of a Planning Group
- Community Planning Group operations
- General procedures
- Attend COW or take E-COW within 60 days of election or appointment for indemnification
Development Services Department

Director
Kelly Broughton

- Building Construction & Safety
- Entitlements
- Planning
- Neighborhood Code Compliance
- Facilities Financing
Planning Commission

Eric Naslund, Chairman

Tim Golba, Vice-Chair

Robert Griswold, Commissioner

Sue Peerson, Commissioner

Mary Lydon, Commissioner

Stephen Haase, Commissioner

Michael Smiley, Commissioner
The Purpose of Council Policy 600-24

- Background

- Purpose
  - Set standards in exchange for official recognition
  - Ensure consideration of diverse interests
  - Promotes integrity and credibility

- Policy
Council Policy 600-24

Article I: Name

- Name
- Boundaries
- Positions
- Opinions
Council Policy 600-24
Article II: Purpose

- Advisory Recommendation
- Project Review
- City Staff Assistance
- Nonpartisan/Nonsectarian
- Political Elections & Ballot Initiatives
- Timely review and response to projects
- Bylaw Amendments
Council Policy 600-24
Article III: Organizations

- Quantity of Members
- Recognized Members
- Membership Representative of the Community
- Membership Terms
- Member Eligibility
- Compliance
Council Policy 600-24
Article IV: Vacancies

- Vacancies
- Filling Vacancies
- Unable to Fill Vacancies
Council Policy 600-24
Article V: Elections

- Elections
  - Minimum Attendance
  - Publicizing Elections
  - Multiple Voting Times, Locations & Dates
- Voting
Council Policy 600-24
Article VI: Duties

- Brown Act Procedures
  - Cooperatively work with City Staff
  - Right of Public Attendance
  - Open and Transparent Meetings
  - Refrain from Detrimental Conduct
Council Policy 600-24
Article VI: Duties (continued)

- Meeting Procedures
  - Regular Meeting Agenda Posting
  - Public Comment
  - Adjournments & Continuances
  - Continued Items
  - Consent Agenda
  - Quorum & Public Attendance
Council Policy 600-24
Article VI: Duties (continued)

- Meeting Procedures (continued)
  - Development Project Review
  - Action on Agenda Items
  - Collective Concurrence
  - Special Meetings
  - Emergency Meetings
  - Right to Record
  - Disorderly Conduct
Council Policy 600-24
Article VI: Duties (continued)

- Subcommittees
  - Standing Subcommittees
  - Ad Hoc Subcommittees
  - Subcommittee Composition
  - Recommendations

- Abstentions and Recusals

- Meeting Documents and Records
  - Agenda by Mail
  - Agenda at Meeting
  - Minutes
  - Records Retention
Recusal vs. Abstention

**Recusal**

**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)
Council Policy 600-24
Article VI Duties

- Community Outreach
- Planning Group Documents & Records
  - Roster
  - Annual Report
- Financial Contributions
Council Policy 600-24
Article VII Officers

- Chairperson
- Vice Chairperson
- Secretary
- Other Officers
  - Recording Secretary
  - Treasurer
Council Policy 600-24
Article VIII: Policies & Procedures

- Operating Procedures
  - Community Participation
  - Planning Group Composition
  - Conduct of Meetings
  - Member and Group Responsibilities
  - Elections
Council Policy 600-24
Article IX: Rights & Liabilities

- Indemnification & Representation
  - Indemnification Ordinance (2009)
  - Defense and Indemnity for Community Planning Groups & Members
  - Must Meet All Required Circumstances
Brown Act Remedies & Penalties

- Bylaws
- Civil Penalties
- City Attorney Assistance

CP 600-24 Violations & Remedies

- Members Violations
- Group Violations
Questions & Answers
Council Policy 600-24

- Conclusion

- Sdplanninggroups@sandiego.gov
Breakout Sessions

- Public Facilities Financing
  - Vicki Burgess, Angela Abeyta, Scott Mercer

- Development Review Process, Discretionary Permits, and California Environmental Quality Act (CEQA)
  - Cecilia Gallardo and Patrick Hooper

- Neighborhood Code Compliance
  - Robert Vacchi and Melody Negrete