

Chapter Four: CPG & CSG Assistance Information

Overview of Permit Process

DPLU & CPG/CSG Planning Flow Chart

DPLU & CPG/CSG Planning Steps

Sample DPLU Form 900: "APPLICATION FOR APPOINTMENT TO A CPG/CSG"

Sample Appointment Nomination Letter

Sample DPLU Form 534: "COMMUNITY PLANNING OR SPONSOR
GROUP PROJECT REVIEW"

Sample Agenda Format

Sample Minute Format

[CPG & CSG Chair Telephone Numbers & information](#)

[DRB Chair Telephone Numbers & Information](#)

Frequently Asked Questions



Overview of the Permitting Process

What Type of Permit is required?

As described in the table below, there are two types of permits, ministerial and discretionary, issued or granted by public agencies in authorizing proposed development.

Ministerial	Discretionary
<p>Ministerial permits are routinely granted upon a demonstration of project conformance with applicable statutes, ordinances or regulations. A Building Permit is an example of a ministerial permit that can be issued when Zoning Ordinance and Building Code standards are met. The processing of a ministerial permit does not involve a decision of whether or not the proposed use should be allowed. Development proposals that require only a ministerial permit are often referred to as “by-right” uses.</p>	<p>Discretionary permits involve projects where the exercise of judgment or deliberation is required when the public agency decides to approve or disapprove a particular activity. A Major Use Permit and a subdivision map (Tentative Parcel Map or Tentative Map) are examples of discretionary projects. Specific findings (i.e. reasons for approval or denial) must be adopted in order for the decision-makers to grant or not to grant the requested authorization. After approval of a discretionary project, a ministerial permit or action is generally required to complete the permitting process.</p>

Whether a ministerial or discretionary permit is required depends on the nature of the proposed project or use, how that project or use is categorized under Local ordinance or State Law, and the various regulations that affect the subject property. In particular, the County Zoning Ordinance identifies various uses and specifies where such uses require a discretionary permit.

Discussed below are the various steps in the permitting process from the discretionary review stage through the completion of the permit process.

Discretionary Permit Process:

The discretionary permitting process involves a sequence of specific steps that lead to an action by the County decision-makers. Following any discretionary permit approval, additional steps remain to complete the permitting process. The steps in the process are outlined below:

Pre-application:

Prior to submittal of a formal application, project proponents may be required to file for a Pre-Application review. In this process, County staff conducts a preliminary review of a proposed discretionary project to provide early notification of potential inconsistencies with applicable

laws and regulations. County staff will also identify environmental issues that should be evaluated during project review, and may specify what environmental reports will be required to review the project application. If the project design is clearly inconsistent with applicable laws and regulations, staff may identify potential design changes that would address the identified issues.

Application Review / Scoping:

Upon submittal of the formal application, the DPLU Project Manager (i.e. planner) coordinates the initial review of the application materials with other County departments and non-County agencies. In approximately 30 days, the Project Manager prepares a Scoping letter that lists additional informational items required to evaluate the project. The Scoping letter will identify what types of reports are needed to determine the environmental effects of the project as well as its consistency with Local, State and Federal laws. Typical technical studies requested pertain to traffic, biology, and noise. A range of other issues will be identified as discernable from the information available at the time of letter preparation. Draft conditions of approval may be included in the Scoping letter. Comments from the applicable Community Planning or Sponsor Group will be provided if available.

Applicant re-submittals:

Upon submittal of the information requested in the Scoping letter, County staff will conduct a review of the project for consistency with Federal, State and County laws, regulations and ordinances.. Typically, new project issues will arise as more information becomes available. In addition, project issues may be resolved (or new ones identified) if the project description changes after the original scoping process. Typically, follow-up letters will be issued to the project applicant before staff determines that the information gathering process is complete or that no further changes in the project are necessary to address identified issues. As discussed below, an environmental document for the project is prepared pursuant to the California Environmental Quality Act (CEQA).

Public Review (CEQA process):

After the application has been deemed complete, DPLU staff will determine the level of environmental review required for the project under the California Environmental Quality Act (CEQA). There are three levels of environmental review under CEQA:

Exemption: An exemption from environmental review can be issued for certain activities listed in the State CEQA Guidelines or Statutes as exempt or for activities determined to have no potential for significant effect.

Negative Declaration (ND): A Negative Declaration can be prepared in two circumstances. The first is when the project is found to not result in significant environmental impacts. The second is where mitigation measures are incorporated into the project to reduce impacts to a less than significant level. The second type is often called a Mitigated Negative Declaration (MND). A Negative Declaration must be made available for public review during a 30 to 45-day comment period.

Environmental Impact Report (EIR): An EIR is prepared if a project has the potential to cause significant environmental effects. An EIR must be made available for public review during a 30 to 45-day comment period. Preparation of an EIR can be a time-consuming and expensive process.

The County adopted Guidelines for Determining Significance to help determine which CEQA document is appropriate for a particular project and to determine when an impact is potentially significant.

Community Review:

The Board of Supervisors has established Community Planning Groups, Community Sponsor Groups and Design Review Boards throughout the unincorporated area of San Diego County. These advisory groups are comprised of elected or appointed members who reside or own property in an established planning area. Community advisory groups provide input to the Department of Planning and Land Use (DPLU) and County decision-makers on land use issues that may affect their community. The types of land use issues reviewed by Community Planning or Sponsor Groups include proposed private development projects and proposed changes to the County General Plan (especially Community or Subregional Plans). Community advisory groups review proposed projects and plan changes at noticed public meetings and vote on a recommendation to the County. The meetings and advisory vote generally occur before or during the CEQA public review period. The advisory vote is transmitted to the DPLU Project Manager and forwarded to the decision-maker to consider when making a decision to approve or deny a development proposal. Community group representatives commonly testify at Planning Commission and Board of Supervisor hearings.

Decision-making:

Land use decisions for the County of San Diego are made by four entities: Director of the DPLU, Zoning Administrator (ZA), Planning Commission (PC), and Board of Supervisors (BOS). The jurisdiction of each of these decision-makers is specified in the County Zoning Ordinance and in State law. Decisions made by the Director are subject to prior notice to neighboring landowners. Decisions of the ZA, PC and BOS are made at noticed public hearings. In general, the DPLU Director and ZA make decisions on less complex proposals of limited scope. The PC and BOS review and consider larger and more complex projects.

After public review and comment on a project CEQA document, DPLU staff compiles a staff report to the applicable decision-maker on the proposed project or action. The staff report evaluates its consistency with applicable laws and regulations. A staff report also includes a CEQA document that describes project environmental effects and provides draft findings (reasons for an action) to the decision-maker. For projects that require a decision by the ZA, PC or BOS, staff will schedule the project for a public hearing.

A notice of a public hearing is provided in advance to nearby property owners and the public at large. Notice of a hearing is required to be published in a regional or local newspaper. An

agenda for any public hearing must be posted for public review a minimum of 72 hours prior to the hearing.

At the public hearing, the decision-makers consider the information included staff reports, staff presentations, public testimony and subsequent discussion among the decision-makers themselves prior to rendering a decision on a proposed project. Decisions made by the Director, ZA or PC are final unless appealed to a higher authority by an aggrieved party. Appeals from the Planning Commission, for example, are heard by the Board of Supervisors at a subsequent public hearing.

Post-approval clearances and permits

After a decision-maker has granted a discretionary approval, several actions are required to complete the permitting process. Outlined below for three common permit types are the post-approval steps for three common discretionary permit types.

Site Plan: A Site Plan is required on certain properties to describe existing and proposed buildings and uses, landscaping, driveways, and other site details. After approval of a Site Plan, a Building Permit is required for each proposed structure. Each Building Permit application is reviewed for conformance with the original subdivision or use permit as well as the approved Site Plan.

Subdivision: In the case of the discretionary approval of a subdivision, such as a Tentative Parcel Map (TPM) or a Tentative Map (TM), substantial technical work remains to be completed prior to recordation of the subdivision map and the creation of new lots. “Final mapping” (i.e. technical drawings) must be provided to the County for review and approval. After a proposed map that meets all applicable technical and legal standards is provided to the County, and all “prior to recordation” conditions of approval of the tentative subdivision are satisfied, the proposed “Map” (i.e. Final Map or Parcel Map) can be recorded by the County Recorder upon authorization by the Board of Supervisors.

Use Permit: A Use Permit (Minor or Major) is a discretionary authorization to conduct activities or erect structures not routinely allowed in the subject Zone District. After discretionary approval, the Use Permit is not in force or effect until any “prior to use in reliance” conditions of approval are satisfied and any necessary building permits are obtained.

Building Permit Process

Application review and permit issuance:

A Building Permit application can be submitted and processed for ministerial projects or for discretionary projects where all necessary post-approval conditions were met or other clearances were obtained.

The plans submitted in a Building Permit application are checked by Building Division staff for conformance with zoning regulations, with conditions established by a discretionary permit, and with the California Building Code. Where inconsistencies are found, a correction list is provided to the applicant. Once building plans are found to be in conformance with applicable standards, the Building Permit can be issued.

Inspection:

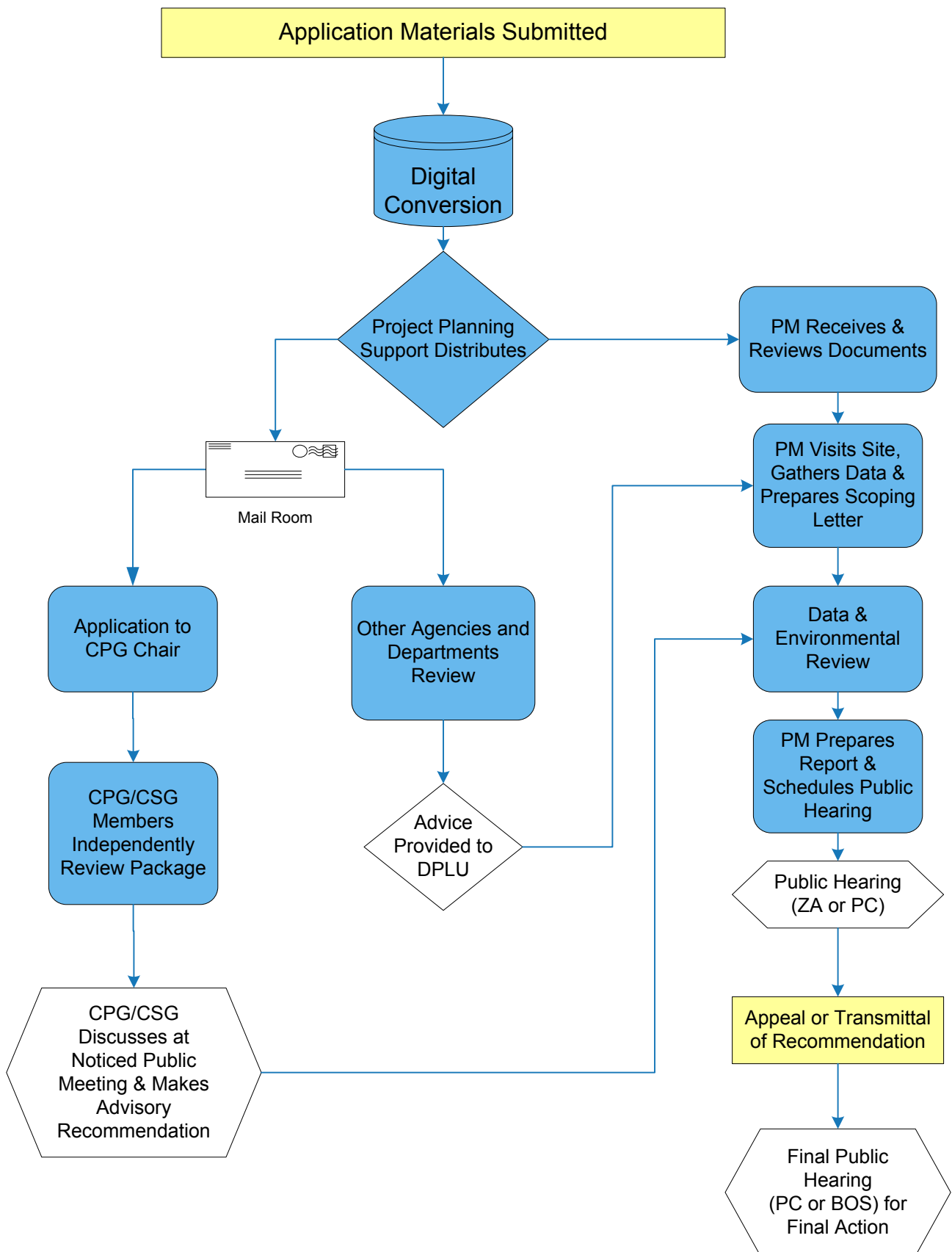
As construction proceeds under an issued Building Permit, the work is subject to periodic inspections by County Building Inspectors. These inspections are required by law to assure that construction is accomplished consistent with approved plans and Building Code standards.

Final Occupancy:

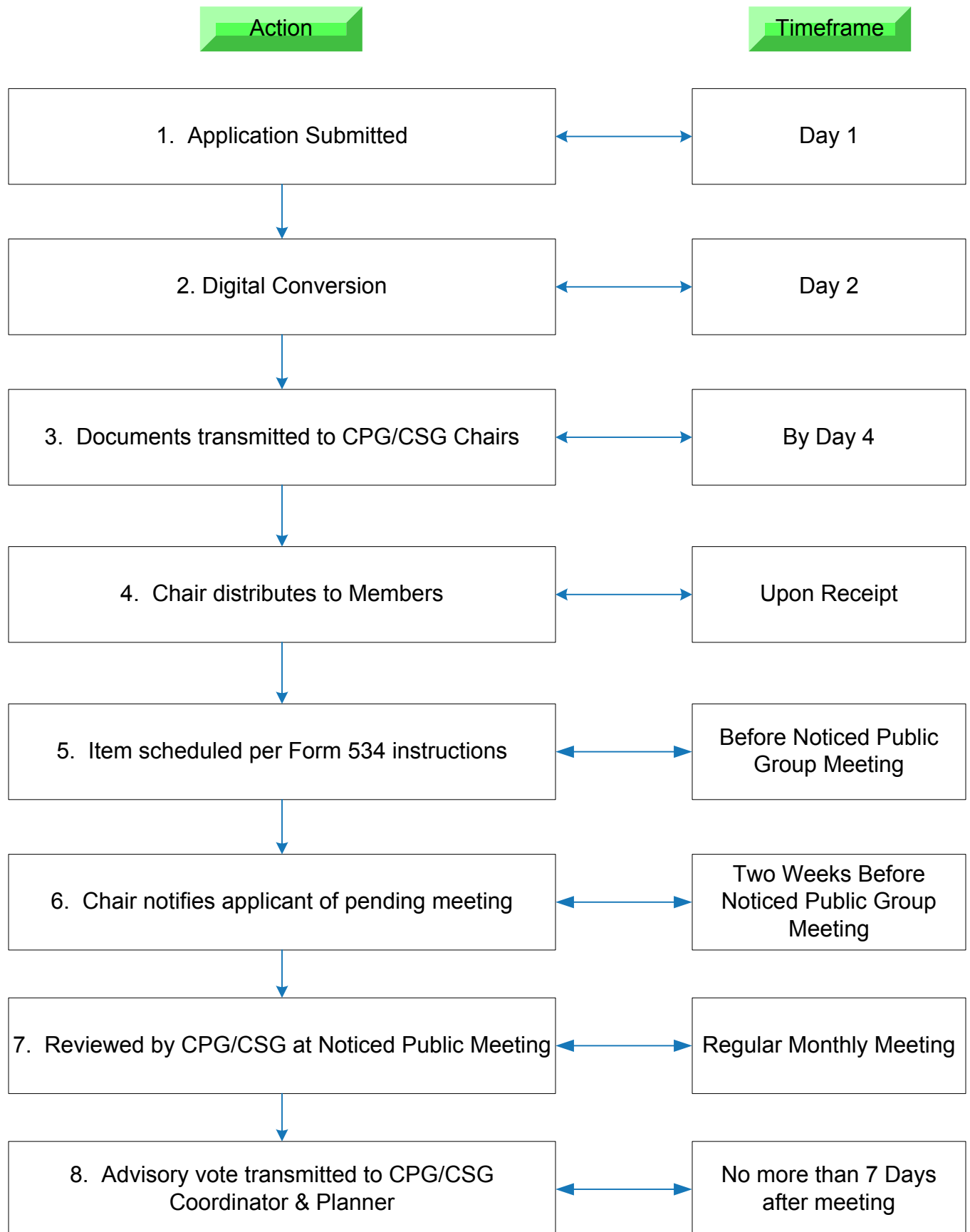
After construction of a building is determined by County Building Inspectors to be complete and in conformance with approved plans, a Certificate of Occupancy is issued and the permitting process is complete.

Last updated 2-26-09

DPLU & CPG/CSG Planning Flow Chart



DPLU & CPG/CSG Planning Steps





County of San Diego

APPLICATION FOR APPOINTMENT TO A PLANNING OR SPONSOR GROUP VACANCY (For Mid Term or Post Election Appointments Only NOT TO BE USED FOR REGULAR GROUP ELECTIONS)

GROUP NAME:

APPLICANT NAME: _____

SUPERVISORIAL DISTRICT: _____

Current Membership on Other Boards, Commissions or Committees (BCC):

Name of BCC:

Date Appointed

Specialized Experience or Knowledge:

Occupational Experience:

Employer:

Position Title:

Dates of Employment

Current: _____

Past: _____

Past: _____

Statement of why you feel you would be the best candidate to fill this vacancy:

The undersigned agrees to comply with all Board of Supervisors policies pertaining to Community Groups and understands that Group members are subject to the open meeting requirements of the Ralph M. Brown Act.

By signing below, I declare that the information provided above is accurate and complete to the best of my knowledge.

If applying for a Planning Group: I declare that I am registered to vote within the Planning Group's boundaries.

If applying for a Sponsor Group: I declare that I currently own property in or reside within the Sponsor Group's boundaries.

If appointed I will file Form 700, Statement of Economic Interest in a timely manner as instructed in the appointment letter.

SIGNATURE: _____ DATE: _____

PRINT NAME ON VOTER'S REGISTRATION FORM: _____
First Name Last Name

Planning Group – Internal use only:

Registrar of Voters confirmation:

I certify that the above is a registered voter of the _____ Planning Group for which he/she seeks to be appointed.

Voter ID # _____

Signed: _____

Deputy Registrar of Voters

R.O.V. Date Stamp:

This application is a public record and is subject to the rules of disclosure.

The information on pages one and two of this document will be scanned and posted as PDF documents to the Clerk of the Board's Web site.

The following private Information is for internal use only and will not be posted to the web site.

NAME: _____ SUPERVISORIAL DISTRICT: _____

RESIDENCE ADDRESS:

MAILING ADDRESS (If different than above):

BUSINESS ADDRESS:

E-MAIL ADDRESS:

TELEPHONE NUMBERS (Include Area Code):

HOME: _____

CELL: _____

WORK: _____

Procedures to fill Planning or Sponsor Group Vacancies:

STANDING RULES: If “Standing Rules” have been adopted by the planning group, they augment the following procedures. The vacancy announcement and appointment guidelines are applicable in all areas.

CPG MEMBERS ARE ELECTED: When insufficient nominations are filed prior to an election, Registrar of Voters (ROV) will not place them on the ballot; instead the ROV will certify the nominees. The COB will prepare an appointment Board letter and docket it on the next Board of Supervisors’ (BOS) Agenda.

1. The Planning or Sponsor Group Chair shall inform DPLU Planning/Sponsor Group Coordinator within 10 days following a vacancy (Cheryl Jones at 858-694-3816, fax: 858-694-3373 or email: Cheryl.Jones@sdcounty.ca.gov).
2. The Planning or Sponsor Group Chair posts a Vacancy Announcement (VA) in a public place. In addition, vacancies can be posted at the Clerk of the Board of Supervisors (COB), by the COB Public Services (619-531-5872).
3. Interested candidates complete an “Application For Appointment to a Planning or Sponsor Group Vacancy” which can be obtained from the Group or from the COB web site at: <http://www.sdcounty.ca.gov/cob/> or from <http://www.sdcounty.ca.gov/dplu/index.html>
4. Applicant submits the application to the Planning or Sponsor Group.
5. Planning Group Chair confirms with the Registrar of Voters (ROV) that nominee is a registered voter. (ROV Fax Number: 858-694-2955). The Chair should include a coversheet with the return telephone number. The response should be received within 24 hours of transmission.
6. The Planning or Sponsor Group places the “consideration and selection of applicants” on their next meeting agenda.
7. The Agenda is posted in at least two public places.
8. All submitted applications are considered at the next scheduled Group meeting.
9. The Planning or Sponsor Group recommends one viable candidate.
10. The Group sends a letter to the District Supervisor with a copy of the candidate’s application, a copy of the vacancy announcement, and a copy of the meeting minutes that reflect the vote of the planning group recommendation (County of San Diego, Attention: Supervisor _____, 1600 Pacific Highway, Mail Stop: 500, San Diego, CA 92101.
11. The District Supervisor asks the COB to place the appointment on the next Board of Supervisors’ (BOS) meeting agenda.
12. The COB prepares and docket a Board Letter for the appointment.
13. After BOS approval, the COB will send a confirmation letter and a Form 700, Statement of Economic Interests (if applicable) to the newly appointed person. Copies of the letter are sent to the District Supervisor, the Group Chair, the ROV (if applicable) and DPLU.
14. Once the candidate’s appointment is confirmed by the BOS, he or she may attend Group meetings as a Group member.

SAMPLE LETTER

NEW MEMBER NOMINATION

Date

Supervisor _____
Board of Supervisors
1600 Pacific Highway
Mail Stop: A – 500
San Diego, CA 92101

Dear Supervisor _____

SUBJECT: REQUEST TO ACCEPT NOMINATION

Please accept the nomination of _____ to the _____ Community Planning (Sponsor) Group to fill the vacancy in Seat number _____. Mr. (Ms.) _____'s nomination was approved by the group members at the regular meeting of the _____ Group on (insert date). The vote was ___ for, ___ against, ___ abstaining (or it can be unanimous). A copy of his/her application is attached. All of the steps specified on page four of the application have been met. Please let this letter serve as submission of his/her name to the Board of Supervisors for their approval and selection.

If you have further questions, I can be reached at (insert the chair's daytime telephone number).

Respectfully,

(Insert name), Chair
(Insert Group Name)
(Insert Group Mailing Address)



COUNTY OF SAN DIEGO
DEPARTMENT OF PLANNING AND LAND USE: Zoning
COMMUNITY PLANNING OR SPONSOR GROUP
PROJECT REVIEW

Project Manager: _____

Project Manager's Phone: _____

Project Name: _____

Project Case Number(s): _____

Scope of Review:

Board Policy I-1 states; *"groups may advise the appropriate boards and commissions on discretionary projects as well as on planning and land use matters important to the community."* The Department of Planning and Land Use (DPLU) has received an application for the project referenced above. DPLU requests your Group evaluate and provide comment on the project in the following areas:

- The completeness and adequacy of the Project Description
- Compatibility of the project design with the character of the local community
- Consistency of the proposal with the Community Plan and applicable zoning regulations
- Specific concerns regarding the environmental effects of the project (e.g., traffic congestion, loss of biological resources, noise, water quality, depletion of groundwater resources)

Initial Review and Comment:

Shortly after an application submittal, a copy of the application materials will be forwarded to the Chair of the applicable Planning or Sponsor Group. The project should be scheduled for initial review and comment at the next Group meeting. The Group should provide comments on planning issues or informational needs to the DPLU Project Manager.

Planning Group review and advisory vote:

- A. **Projects that do not require public review of a CEQA document:** The Group will be notified of the proposed hearing date by the DPLU Project Manager. The project should be scheduled for review and advisory vote at the *next Group meeting*.
- B. **Projects that require public review of a CEQA document:** The Chair of the Planning Group will be noticed when an environmental document has been released for public review. The final review of the project by the Group, and any advisory vote taken, should occur *during the public review period*.

As part of its advisory role, the Group should provide comments on both the adequacy of any environmental document that is circulated and the planning issues associated with the proposed project. The comments provided by the Group will be forwarded to the decision-making body and considered by DPLU in formulating its recommendation.

Notification of scheduled hearings:

In addition to the public notice and agenda requirements of the Brown Act, the Group Chair should notify the project applicant's point of contact and the DPLU Project Manager at least two weeks in advance of the date and time of the scheduled meeting.



DPLU-534 (01/12)

Recommendation goes on reverse side.



COUNTY OF SAN DIEGO
DEPARTMENT OF PLANNING AND LAND USE: Zoning
 COMMUNITY PLANNING OR SPONSOR GROUP
 PROJECT RECOMMENDATION

PROJECT NAME: _____

PROJECT CASE NUMBER(s): _____

PLANNING / SPONSOR GROUP NAME: _____

Results of Planning / Sponsor Group Review

Meeting Date: _____

A. Comments made by the group on the proposed project.

B. **Advisory Vote:** The Group Did or Did Not make a formal recommendation, approval or denial on the project at this time.

If a formal recommendation was made, please check the appropriate box below:

MOTION:

- Approve without conditions
- Approve with recommended conditions
- Deny
- Continue

VOTE: _____ Yes _____ No _____ Abstain

C. Recommended conditions of approval:

Reported by: _____ Position: _____ Date: _____

Please email recommendations to BOTH EMAILS; Project Manager listed in email (in this format):
Firstname.Lastname@sdcounty.ca.gov and to CommunityGroups.LUEG@sdcounty.ca.gov .



SAMPLE AGENDA FORMAT:

COUNTY OF SAN DIEGO _____ (Insert CPG/CSG name)
GROUP

*** MEETING AGENDA ***

DAY OF THE WEEK, MONTH DAY, YEAR, TIME

(i.e.: TUESDAY, JANUARY 27, 2009, 7:00 P.M. use bold lettering)

Insert the location of the meeting (i.e.: Planning Commission Hearing Room)

Insert the address of the meeting, the Community name, and spell out California
(i.e.: 5201 Ruffin Road, Suite B, San Diego, California)

Administrative Items

- A. Roll Call
- B. Approval of the Minutes for the Meeting of _____ (Insert date of the last meeting)
- C. Public Communication: Opportunity for Members of the Public to Speak to the Planning (Sponsor) Group on any Subject Matter Within the Group's Jurisdiction that is not on today's agenda.

Action Items

1. Provide the name of the project and the project number
(Example: CRICKET TOWER #70, MAJOR USE PERMIT #3300-09-100)
PROJECT DESCRIPTION: Provide a brief description of the request.
Example: "Owner/developer seeks a discretionary permit to allow a camouflaged 30 foot cell-site tower with three panels to be installed in the north eastern corner of the property located at..." Include the complete street address (if there is one), the APN, the community area, and the nearest cross streets. Provide enough information so that anyone could find the site using the information provided.
(Continued from the meeting of: Month Day, Year) *(To be used only when items are continued. Continued items are always heard first).*
2. Provide the name of the project and the project number
PROJECT DESCRIPTION: Provide a brief description of the request.
3. Continue with format above for as many items as needed.

SAMPLE MINUTE FORMAT:

COUNTY OF SAN DIEGO _____ (Insert CPG/CSG name) GROUP

REGULAR MEETING MINUTES

DAY OF THE WEEK, MONTH DAY, YEAR, TIME

(i.e.: TUESDAY, JANUARY 27, 2009, 7:00 P.M. use bold lettering)

Insert the location of the meeting (i.e.: Planning Commission Hearing Room)

Insert the address of the meeting, the Community name, and spell out California

(i.e.: 5201 Ruffin Road, Suite B, San Diego, California)

Administrative Items

A. Roll:

PRESENT: (list the names)

ABSENT: (list the names)

B. The Minutes for the Meeting (Insert date of the last meeting) were approved by the members present.

C. Public Communication:

List the people that spoke and a brief description of their topic **for example:** A concerned citizen – Reported that his neighbor, Mr. Jones is considering subdividing his 40 acres into 10 four acre lots. **(Note: Speakers are not required to identify themselves per the Brown Act.)**

OR insert “There were no Public Communication speakers at this meeting”

Action Items

1. Use exactly the same title as presented in the Agenda.

(Example: CRICKET TOWER #70, MAJOR USE PERMIT #3300-09-100)

(Continued from the meeting of: Month Day, 2009)

PROJECT DESCRIPTION: Use the same description as in the Agenda.

Example: “Owner/developer seeks a discretionary permit to allow a camouflaged 30 foot cell-site tower with three panels to be installed in the north eastern corner of the property located at...” Include the complete street address (if there is one), the APN, the community area, and the nearest cross streets. Provide enough information so that anyone could find the site using the information provided.

ACTION: Insert a brief description of the discussion and recommendation the CPG or CSG will make to the Planning Commission i.e.: The Design Review sub-committee reported that they had viewed several camouflaged cell sites. They presented pictures of several different types of camouflage. The planning group agrees with the location of the cell tower but disagrees with the type of camouflage recommended by the builder. The group will recommend DPLU explore using a different type of camouflage.

VOTE: Aye (insert names), No (insert names), Abstain (insert names)

2. Continue with format above for as many items as needed.

ADJOURNMENT: The meeting was adjourned at _____ p.m.

FREQUENTLY ASKED QUESTIONS:

1. What is the difference between “standing” subcommittees and “ad hoc” subcommittees?

Standing: A subcommittee is appointed at a regular meeting of the CPG/CSG to serve an on-going purpose.

Ad-hoc: A subcommittee appointed at a regular meeting of the CPG/CSG to serve a one time purpose.

BOS Policy I-1, ARTICLE V provides the following guidelines:

“Section I The conduct and membership of subcommittees is a responsibility of the group's membership and is governed in accordance with the Group's Standing Rules. If there are no applicable Standing Rules, the following Sections II through V apply. However, no subcommittee shall include a quorum of the planning or sponsor group.

“Section II The Chair shall appoint the chair of all subcommittees (except the nominating subcommittee) and all its members with the concurrence of a majority of the group. There may be standing as well as ad hoc subcommittees. Chairs of subcommittees must be members of the planning and sponsor group. Membership on the subcommittee is open to all interested citizens, but requires nomination by the Chair and appointment by the group. All members of a subcommittee may vote on subcommittee matters. However, at group meetings, only authorized Group members may vote.

“Section III The purpose and scope of activities of each subcommittee shall be outlined in writing by the chair of the group upon creation of the subcommittee.

“Section IV Each subcommittee chair shall be responsible for keeping records of actions and reports of the subcommittee and shall submit these actions and report to the group on a regular basis. A subcommittee Chair shall not act as a spokesperson of the Group unless authorized to do so in writing as set forth in Article IV, Section IV of these bylaws or as officially designated by the Group as shown in the official minutes.

“Section V A coordinating committee comprised of the chairs of each subcommittee may be formed to assemble information from each subcommittee for presentation to the group. The chair or vice-chair of the Group shall be the Chair of the coordinating committee. The coordinating committee may serve in an advisory capacity to the chair on administrative matters.”

2. Do standing subcommittee members have to meet the requirements of the Brown Act and/or Policy I-1? Do ad hoc subcommittee members?

A planning or sponsor group is itself covered by the Brown Act, since it is a “commission, committee, board, or other body of [the County]... created by

formal action of the legislative body (Board of Supervisors). That makes it also a “legislative body” (Gov. Code § 54952). This section has a provision excepting “advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body,” unless they are standing committees.

The Planning and Sponsor Groups are authorized by BOS Policy I-1 to create subcommittees, and membership on these subcommittees is authorized to include persons who are NOT members of the CPG or CSG. Since the above exception for advisory committees only applies if the membership is composed “solely” of members of the legislative body, it would not apply where persons are appointed to the subcommittee who are not Group members.

Therefore, a CPG or CSG subcommittee **IS** subject to the Brown Act, unless it:

- a. Is not a standing subcommittee (one with continuing subject jurisdiction or a formally fixed meeting schedule);
 - b. Has on it less than a quorum of the CPG/CSG members; and
 - c. Has no members who are not group members
3. If subcommittees contain members of the Planning/Sponsor Group, how can these Planning/Sponsor Group members still have an open mind about a project they have already voted on as subcommittee members?

BOS Policy I-1, ARTICLE V, Section II provides the following guidelines:

“All members of a subcommittee may vote on subcommittee matters. However, at group meetings, only authorized Group members may vote.”

The member’s purpose as part of a subcommittee is to review or locate information and present it to the group. The member should strive to remain unbiased until all of the information is presented. The final vote will not be cast until the group meeting, after all of the available facts are presented.

4. Can a CPG/CSG member prepare findings or a draft decision paper before the meeting?

Yes: A CPG/CSG member can draft a document before the meeting. However, in compliance with the Brown Act, such a paper must not be distributed to nor discussed with a quorum of the group prior to the close of public testimony at the noticed public meeting.

5. Can he/she share it before the meeting?

No: In compliance with the **Brown Act**, such a paper must not be distributed to a quorum of the group prior to the close of public testimony at the noticed public hearing. They cannot distribute it or discuss it AND they

must have enough copies so that the information can be shared with members of the public that are attending the meeting.

6. Who at the County should be notified if a member resigns or leaves the Group?

Resignations should be e-mailed or faxed to Cheryl Jones at 858-694-3373 or Cheryl.Jones@sdcounty.ca.gov. She will notify the appropriate parties.

7. How do Planning Groups fill vacancies prior to an election? After an election?

Policy I-1, page 4, paragraph 7 states:

“When a vacancy occurs it shall be filled in the manner specified in Article II, Section IV of the bylaws.”

Policy I-1, Article II MEMBERSHIP, Section IV (page 17) states

“Candidates for vacancies occurring in the membership of the group must meet all the requirements for membership, as set forth elsewhere in this Policy. Vacancies are filled in accordance with the group's Standing Rules. If there are no applicable Standing Rules, vacancies are filled from the list of candidates in the election in order of the number of votes they received; and if no list exists, volunteers may be accepted. Confirmation of the candidate from an Election list or of a volunteer shall be by majority vote of the remaining members of the group. Only upon appointment by the Board of Supervisors can the new candidate assume the responsibilities of membership.

“The process of filling vacancies shall maintain neighborhood representation if applicable. In addition, appointments to planning groups and sponsor must be made to a specifically numbered seat.

“Solicitation for candidates to fill vacancies may be made in the notices of meetings published in a local paper.”

- The vacancy & candidates should be listed as an item on the agenda of a regular group meeting
- They are voted on in open forum (noticed public hearing)
- The application and steps are in this section of the Handbook
- The recommendation letter (sample in this section of the Handbook and the Application should be routed to Cheryl Jones
- The appointment is placed on a regular Tuesday agenda of the Board of Supervisors (BOS).
- **After** the BOS **confirms** the appointment the person can attend meeting as a member

8. How can a CPG/CSG increase the size of our Community Planning Area?

Policy I-1, COMMUNITY BOUNDARIES, (page 2) states in part:

“The boundaries of group areas shall be defined at the time a group is established by the Board” [Board of Supervisors] “The map shall be reviewed periodically by LAFCO and SANDAG staff for consistency with planning efforts of the various incorporated cities.”

9. What is the difference between a Community Plan and a Sub-regional Plan?

SIMILARITIES – Each Of These Plans Have The Following Components: (a map of the Plan areas is in Chapter 3)

- Both are designated by the Board of Supervisors.
- Both are part of the General Plan which is the long range planning document for the County of San Diego
- The General Plan is “intended to promote orderly development, protect environmental and man-made resources, implement the County’s objectives for growth management, and guide future land use decisions.”
- Changes to any plan must be approved by the Board of Supervisors
- Not all areas have CPG/CSG representation.

SUB-REGIONAL PLANS:

- There are 9 sub-regions within the County of San Diego.
- Each sub-region of the General Plan has a “specific emphasis on the planning needs of the Sub-region.”

COMMUNITY PLANS:

- There will soon be 12 Community Plans within the County of San Diego (Lakeside is merging with Pepper Drive/Bostonia soon)
- The Community Plans are specific to one community within the County of San Diego

10. Who provides the Form 700s? Who do we send the completed Forms to?
DPLU will mail a letter and a set of forms to the Chair in early January. See **Chapter 8** of this Handbook

11. Must CPG/CSGs meet the requirements of the Public Records Act?

No – The County of San Diego is the Parent organization and the repository of the information. If a CPG/CSG chair receives a request for public records, refer the requestor to Cheryl Jones at 858-694-3816. The steps are:

- CPG/CSG agendas and minutes are sent to DPLU.
 - e-mail: LUEG_CommunityGroups@sdcounty.ca.gov
 - fax: 858-694-3591 OR 800-407-8770

- DPLU mails them to subscribers, posts them to the web page, and sends a copy to the Clerk of the Board of Supervisors.
- They are listed as “Communications Received” on the BOS regular Tuesday agenda.
- They are microfilmed by the Clerk of the Board of Supervisors as part of the permanent records of the Board of Supervisors.

That is why it is so important for each group to e-mail or fax their agendas and minutes (after approval) to DPLU:

DPLU personnel will ensure that they are routed correctly and fully documented.

12. Why are CPG/CSG decisions only considered recommendations?

Policy I-1, OPERATION OF PLANNING GROUPS AND SPONSOR GROUPS, (page 6), states in part

“...planning and sponsor groups are not empowered by ordinance or policy to render decisions of any kind on behalf of the County of San Diego or its appointed or elected officials. These groups are recognized as having a working relationship with the County on planning and land use matters. Community issues not related to planning or land use are not within the purview of these groups...”

13. Will the County reimburse for supplies used to generate agendas and minutes (ink cartridges, paper, etc.)?

YES – complete a reimbursement form and follow the procedures in Chapter 15 of this Handbook.

14. Will the County reimbursement for expenses related to a web-site?

NO – a web-page is not required by the Board of Supervisors or the County of San Diego.