

March 25, 2020

Attention: Community Planning Group Chairs and Vice Chairs

Reference/Subject: March 13, 2020 Letter: Community Planning Group Meetings as it relates to COVID-19

This letter supplements our letter dated March 13, 2020 to address the ability for Community Planning Groups (CPGs) to hold public meetings via teleconferencing or videoconferencing.

The Governor issued an executive order proclaiming a State of Emergency due to the existing threat of COVID-19. On March 19, 2020 he further provided direction to not hold any meetings or gatherings until the threat is over. In the Governor's executive order, he has relaxed certain provisions of the Brown Act and allowed for public meetings to be held via teleconferencing and to make public meetings solely accessible telephonically or otherwise electronically to all members of the public seeking to attend and address the local body. This includes online videoconference formats.

To be consistent with the Brown Act and Council Policy (CP) 600-24, CPGs that decide to hold a public meeting via teleconferencing or videoconferencing during the State of Emergency should consider the following:

- Post a public notice of the meeting at least 72 hours before the date of the meeting. Post the meeting agenda along with the notice or as part of the notice.
- The notice should provide information regarding how to join the teleconference or videoconference. This notice shall be posted on the CPG website, if one exists. If one does not exist, email the notice to sdplanninggroups@sandiego.gov and it will be posted on Planning Department's CPG webpage.
- Please send adjournment notices to sdplanninggroups@sandiego.gov, it will be posted on Planning Department's CPG webpage.
- Conduct the meeting in accordance with CP 600-24.

Resources

- Governor Newsom's Executive Order: <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>
- Council Policy 600-24: https://docs.sandiego.gov/councilpolicies/cpd_600-24.pdf
- Administrative Guidelines: <https://www.sandiego.gov/sites/default/files/legacy//planning/community/pdf/adminguidelinesfinal10sept2015.pdf>

If you have any questions, please feel free to contact Laura C. Black, AICP, Deputy Director at lblack@sandiego.gov or 619-533-4549, or Tait Galloway, Program Manager at tgalloway@sandiego.gov or 619-533-4550.

Sincerely,



Mike Hansen
Director, Planning Department
MH/lcb

cc: Honorable Mayor Kevin L. Faulconer
Honorable City Attorney Mara Elliott
Honorable City Councilmembers
Aimee Faucett, Chief of Staff, Office of the Mayor
Andrea Tevlin, Independent Budget Analyst
Jeff Sturak, Assistant Chief Operating Officer
Ronald H. Villa, Assistant Chief Operating Officer
Erik Caldwell, Deputy Chief Operating Officer, Smart & Sustainable Communities
Robert Vacchi, Deputy Chief Operating Officer, Neighborhood Services
Jessica Lawrence, Director of Policy & Council Affairs, Office of the Mayor