

February 21, 2023

Attention Community Planning Group Chairs and Vice Chairs,

Subject: In-Person & Virtual Community Planning Group (CPG) Meetings

Reference: [June 21, 2021 Letter: Community Planning Group In-Person Meeting Guidance](#)

## **Background**

On January 24, 2023, the City Council declared a continued state of local emergency regarding the COVID-19 pandemic until February 28, 2023, pursuant to California Government Code Section 8630 and coinciding with the Governor's termination of the state of emergency. After such time, the emergency provisions of the Brown Act related to virtual meetings (i.e. by teleconference) will no longer be in place and all CPG meetings will need to be either conducted in-person or comply with Brown Act requirements for virtual meetings.

## **What does this mean?**

- Starting March 1, 2023, all CPG meetings including standing subcommittee meetings are to be conducted under the Brown Act as they were prior to Governor's COVID-19 declared state of local emergency.
- CPGs will need to secure an accessible physical meeting location or comply the requirements for the Brown Act for virtual meetings.

## **Can CPGs still conduct a virtual meeting?**

- Yes. CPGs do have the ability to hold virtual meetings, however, they must comply with the requirements of the Brown Act.

## **What are the requirements for holding a virtual meeting (i.e. by teleconference) under the Brown Act?**

- Virtual meetings under the Brown Act where one or more members would appear virtually requires CPGs to do the following:
  - Post agendas at ALL teleconference locations containing information about the meeting, including the street address of all teleconference locations.
  - Allow the public access to ALL teleconference locations.

- Allow the public to make public comment from each teleconference location.
- All votes are to be taken by roll call.
- A teleconference location is the physical location where a CPG member is attending the meeting virtually such as a home or office.
- Please note that CPG members attending virtually will need to disclose their teleconference location on the agenda and allow public access to their location – this includes personal addresses. (Refer to the attached sample agenda.)

**If the CPG members are physically present at the same meeting location, can the public participate virtually?**

- Yes. The public can participate virtually if the CPGs do the following:
  - Allow the public to remotely observe the meeting.
  - Offer the public a call-in option to address the CPG.
  - Allow public comment must be in real-time.
  - State on the meeting agenda and notice how the public can access the meeting and offer comment.

**Who is responsible for providing technical support for CPGs that decide to have a virtual meeting?**

- CPGs are responsible for providing all necessary technology to conduct a teleconference meeting at ALL teleconference locations. This includes computers, wi-fi access, and audio/visual equipment.
- Anytime there is a technical interruption that prevents the CPG from broadcasting the meeting or prevents the public from providing comments remotely, the CPG cannot take further action on action items until public access is restored.

**Who is responsible for providing meeting locations?**

- CPGs are responsible for reserving and providing meeting locations.

**Can CPGs use their annual stipend towards conducting virtual meetings or for meeting room reservations?**

- Yes. Please follow the Planning Department Administrative Guidelines related to general information, CPG responsibilities, and reimbursement procedures located on the [CPG Resources Page](#).

Should you have any specific questions please contact your assigned [Community Planner](#) or email [SDPlanningGroups@sandiego.gov](mailto:SDPlanningGroups@sandiego.gov). Planning Department staff will be discussing the return to in-person meetings at the February 28, 2023 Community Planners Committee meeting.

Sincerely,



Tait Galloway  
Deputy Director

TG/mip

Attachment: 1. Sample Meeting Agenda with Additional Teleconference Locations

cc: Heidi Vonblum, Director, Planning Department  
Michaela Valk, Director of Community Engagement, Mayor's Office  
Matt Yagyagan, Deputy Director of Policy, Mayor's Office  
Chris Ackerman-Avila, Policy Advisor, Mayor's Office  
Coby Tomlins, Program Manager, Planning Department  
Marlon Pangilinan, Interim Program Coordinator, Planning Department

(Sample agenda for board members attending the CPG meeting virtually from a teleconference location.)

# Sample Community Planning Group

## Meeting Notice and Agenda

Tuesday, February 14, 2023 at 6:00pm

In-Person Meeting Location:

Community Recreation Center, 1234 Anywhere Avenue, San Diego, CA 92199

### ADDITIONAL TELECONFERENCE LOCATIONS:

The public may access and observe the meeting remotely and provide real-time public comment at the following teleconference locations:

#### Teleconference Location #1

SAMPL Business Conference Room  
123 Trail Way 3rd Floor  
San Diego, CA 92199

#### Teleconference Location #2

2324 Residence Lake Place  
San Diego, CA 92199

### Virtual Meeting Log-in Information: See Page 2.

- Item 1: CALL TO ORDER/ROLL CALL
- Item 2: APPROVAL OF THE AGENDA
- Item 3: APPROVAL OF THE MINUTES
- Item 4: NON-AGENDA PUBLIC COMMENT
- Item 5: GOVERNMENT LIAISON REPORTS
- Item 6: CONSENT ITEMS
- Item 7: ACTION/INFORMATION ITEMS
- Item 8: ADJOURNMENT

## **Virtual Meeting Log-in Information**

This meeting will be broadcasted for the public participating remotely. If at any anytime there is a technical interruption that prevents the SDCPG from broadcasting the meeting or prevents the public from providing comments remotely, the CPG will not take further action on any action items until public access is restored.

### **HOW TO CONNECT TO THE MEETING USING THE ZOOM APPLICATION**

To join the meeting, drag-and drop this URL into your browser or follow the link:  
<https://us02web.zoom.us/j/89401876803?pwd=bTN0NVJLMmZDR2dKSzRxY3lOMZjyUT09>

Meeting ID: 894 0187 6805  
Passcode: 790109

To dial-in from your phone, please use the following number: (669) 900-6833. Then follow the prompts to enter the Meeting ID and Password listed above.

Meeting participants will initially be admitted into the meeting “waiting room”. The Host/Facilitator will move participants from there to the meeting itself. Participants will be muted on entry and will need to “raise their hands” to be recognized to speak. Thanks for your courtesies!

Leave your device muted during the meeting; this helps keep extraneous background sounds from interfering with the meeting. If you are joining us via telephone, you can mute/unmute yourself via pressing \*6.