

DATE ISSUED: November 3, 2004

REPORT NO. 04-241

ATTENTION: Land Use and Housing Committee  
Agenda of November 10, 2004

SUBJECT: Status Report on the Revisions to Council Policy 600-24 Entitled  
“Standard Operating Procedures and Responsibilities of Recognized  
Community Planning Committees”

SUMMARY:

THIS IS AN INFORMATION ITEM ONLY. NO ACTION IS REQUIRED ON THE PART OF  
THE COMMITTEE.

BACKGROUND:

Members of individual planning groups learn through training and experience that the bylaws and operations of their planning groups are guided by Council Policy 600-24, entitled “Standard Operating Procedures and Responsibilities of Recognized Community Planning Committees”. The last revision to the Council Policy was made in 1991. Since that time, many new planning groups have been established in accordance with the policy. Many new issues have arisen in planning group operations while the planning groups’ critical role in providing land use advice to the City decision-makers has evolved. In 1991 Administrative Guidelines were developed [and amended in 2001] to assist planning groups in explaining the provisions of Council Policy 600-24 and in developing their bylaws.

Following the March 2003 planning group elections, Planning Department staff and the Community Planners Committee [CPC] chair mutually concluded that all recognized community planning groups would benefit from a review of, and update to, Council Policy 600-24 and the Administrative Guidelines.

DISCUSSION:

In August, 2003, a subcommittee of the Community Planners Committee [see Attachment 1] started meeting with Planning Department staff to discuss planning groups’ operational issues to determine if revisions to Council Policy 600-24 and the Administrative Guidelines would assist planning groups in their day-to-day responsibilities, and assist staff in providing the advice requested by planning groups. One list of issues was developed by the CPC subcommittee [see

Attachment 2], and a second list of issues was developed by Planning Department staff [see Attachment 3]. The issues on staff's list were both internally generated and brought to staff by members of the public, applicants, and City Council members. The Subcommittee met approximately six times during the fall of 2003 to expand upon the issues, discuss them, and develop tentative revisions to the Council Policy and to the Administrative Guidelines. After Planning Department staff drafted the proposed revisions, the Subcommittee met again three times to review and make further refinements to the Council Policy.

Attachment 4 is the 3<sup>rd</sup> CPC Subcommittee draft of the proposed revisions to Council Policy 600-24. This draft was distributed prior to the CPC meeting of October 26, 2004. The CPC representatives will also receive the issues matrices found as Attachments 2 and 3 of this report to help guide them through their individual groups' review.

On October 26 the CPC unanimously supported formal distribution of the Subcommittee draft revisions to Council Policy 600-24 to all planning groups. Over the next few months, planning groups will have the opportunity to discuss the proposed revisions with the Subcommittee and with staff. Following that review, staff expects to return to the CPC for a vote of support and then to the Land Use and Housing Committee for a recommendation prior to going to a City Council hearing.

The Administrative Guidelines are currently being reviewed by the Subcommittee and Planning Department staff. Several meetings have already been held, and at least several more will be necessary to complete a draft of the revisions to that document. Proposed revisions to the Administrative Guidelines will reflect the drafted amendments to Council Policy 600-24 however City Council approval of those amendments is not required. Revised Administrative Guidelines will not be put into use until CPC has reviewed them and the revisions to the Council Policy are adopted.

#### CONCLUSION:

A subcommittee of the Community Planners Committee has been working with staff over the last year to draft revisions to Council Policy 600-24. The revisions, which are both substantive and editorial, update this policy which is critical to the guidance of the operations and responsibilities of the City's recognized community planning groups. After review by individual planning groups and formal recommendation by the Community Planners Committee, final proposed revisions to the Council Policy will be forwarded to the Land Use and Housing Committee for approval and forwarding to the City Council.

Respectfully submitted,

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Planning Director

Approved: George I. Loveland  
Assistant City Manager

BAM/mw

Attachments: 1. Community Planners Committee Subcommittee on Council Policy 600-24  
[2. CPC Subcommittee Issues Matrix](#)  
[3. Staff Issues Matrix](#)  
[4. 3<sup>rd</sup> CPC Subcommittee Draft – Council Policy 600-24 Revisions](#)

Community Planners Committee  
Council Policy 600-24 Subcommittee  
2003-2004

2003-2004

Dave Potter, Clairemont Mesa Planning Committee

Ernestine Bonn, Greater North Park Planning Committee

John Pilch, Navajo Community Planners

Deanna Spehn, Tierrasanta Community Council

Priscilla Ann Berge, Kensington-Talmadge Planning Committee

Steve Laub, College Area Community Council

Jim Varnadore, City Heights Area Planning Committee

Bob Ilko, Scripps Ranch Community Planning Group

Jeff Stevens, Mira Mesa Community Planning Group

Gary Weber, Normal Heights Community Planning Committee

Mary Coakley, La Jolla Community Planning Association

Kathryn Burton, Torrey Hills Community Planning Board

2004

Mark Mitchell, Pacific Beach Community Planning Committee

Eric Germain, Tierrasanta Community Council