



## **NORTH PARK PLANNING COMMITTEE (NPPC)**

**Draft Agenda: April 16, 2024, 6:30 p.m.**

### **Meeting Location:**

North Park Christian Fellowship 2901 N Park Way San Diego CA 92104

### **In Person and Virtual Meeting Via Zoom Platform**



Register online at: <https://tinyurl.com/NPPCzoom>

Or Dial +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 Meeting ID: 987 0091 5525 Password ID: 150923

report concerns at [info@northparkplanning.org](mailto:info@northparkplanning.org) Follow us: @NPPlanning

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### **I. Parliamentary Items (6:30-6:40 p.m.)**

- A. Call to Order, Roll Call and Attendance Report
- B. Modifications to the NPPC Agenda
- C. Agenda: Adoption of March 19, 2023 Agenda  
- D. Minutes: Adoption of February 20, 2023 Minutes
- E. Treasurer's Report

### **II. Non-Agenda Public Comment (6:40-6:55 p.m.)**

Limited to Items not on Agenda; non-debatable. One-minute maximum, Chair can award more time as need but we have a very full agenda this week.

### **III. Announcements & Event Notices: Limited to One minute each. (6:55-7:05 p.m.)**

### **IV. Elected Official & Planner Reports: Limited to 2 Min Max (7:05-7:20 p.m.)**

- A. Welcome SD Board of Supervisors Dist. 3, (619) 531- 6065,
- B. Emily Piatanesi, Hon. Todd Gloria, Mayor of San Diego, [epiatanesi@sandiego.gov](mailto:epiatanesi@sandiego.gov)
- C. Gonzalo Rocha-Vazquez. Toni Atkins, State Senate Dist. 39, 619-688-6700 [Gonzola.Rocha-Vasquez@sen.ca.gov](mailto:Gonzola.Rocha-Vasquez@sen.ca.gov)
- D. Logan Braydis, Hon. Stephen Whitburn, City Council Dist. 3, (619) 236-6633 [LBraydis@sandiego.gov](mailto:LBraydis@sandiego.gov)
- E. Jeffrey Ryan, Planning Department, (619)235-5221 [JTRyan@sandiego.gov](mailto:JTRyan@sandiego.gov)
- F. Zar Shain Head Librarian, NP Library (619) 533-3972 [SDhain@sandiego.gov](mailto:SDhain@sandiego.gov)
- G. Jenny Hall SD Police Community Relations Officer, [jmason@pd.sandiego.gov](mailto:jmason@pd.sandiego.gov)
- H. Lynn Elliott, Chair CPC Report

**V. Consent Items (7:20-7:30 p.m.)**

- A. Approve the conversion from 5 condominium units to a subdivision of 5 single family dwellings. We recommend that the developer create a shared maintenance agreement for the common sewer line and an agreement related to parking and traveling the shared driveway.

**VI. Action/Informational Items (7:30-7:50 p.m.)**

- A. University Ave status update
- B. Election of Board Officers
- C. Board Community Representation and Subcommittee involvement
- D. Demographics

**VI. Subcommittee Reports (7:50-8:00 p.m.)**

- A. Urban Design & Project Review: Chair Mark Spitzer
- B. Public Facilities & Transportation: Chair Doug Schueler

**VII. Liaison Reports (8:00-8:15 p.m.)**

- A. Maintenance Assessment District: Patrick Garbani
- B. North Park Main Street: Patrick Garbani
- C. Balboa Park Committee: Howard Blackson
- D. Adams Avenue Business Association: Marty Graham
- E. El Cajon Boulevard Business Improvement Association: Lynn Elliott
- F. University Heights Community Association: Carmen Cooley-Graham

**VIII. New Business (8:15-8:30 p.m.)**

**IX. Future NPPC Meeting Date:**

**Next meeting is Tuesday, May 21, 2024, 6:30 p.m.**

**X. Adjournment (8:30 p.m.)**

To request an agenda in alternative format, a sign language, or oral interpreter, call (619) 236-6405.

## **How NPPC Conducts Business**

### **Parliamentary Items**

**A. Call to Order, Roll Call and Attendance Report**

*Chair calls the meeting to order*

*Secretary performs Roll Call and documents attendance in meeting minutes. Announces that the meeting has a quorum and can proceed*

**B. Modifications to the NPPC Agenda**

*Chair: Asks the Board if they would like to update or add an informational or action item to the agenda. If the Board would like to add an item to the agenda then the Board follows Robert's Rules cheat sheet below.*

**C. Agenda: Adoption of February 21, 2023 Agenda**

*Chair: Since there are no (or "nor further") corrections, the agenda is approved as circulated (or "as corrected").*

**D. Minutes: Approval of January 17, 2023 Minutes**

*Chair: Draft minutes have been sent to all members in advance and the actual reading of them aloud is omitted unless any member requests that they be read. Are there any corrections to the minutes? Since there are no corrections, the minutes are approved as circulated.*

NOTE: A draft of the minutes circulated to members must be clearly marked as such. If for any reason there are minutes of other meetings in addition to the last meeting that have not yet been approved, they are taken up from earliest to latest. A formal motion to approve the minutes is not necessary. The only proper way to object to the approval of the minutes is to offer a correction to it. With or without a formal motion, the chair asks, "Are there any corrections to the minutes?" Corrections, when proposed, are usually handled by unanimous consent, but if any member objects to a proposed correction, a motion to Amend may be moved.

**E. Treasurer's Report**

**F. Non-Agenda Public Comment**

*Chair: Are there any non-agenda public comments? Please limit comments to items not on Agenda; non-debatable. Two-minute maximum per comment and only one comment per community member,*

Note: Chair can award more or less time as need.

**G. Announcements & Event Notices: Limited to One minute each.**

**H. Elected Official & Planner Reports: Reports are limited to 2 Min Max**

**I. Consent Items**

Consent items are motions made in subcommittee meetings. The issues have been discussed by the public and the subcommittee members and a resolution has been proposed. Anyone from the public or a Board Member may pull a consent item to have it further discussed.

## J. Action / Informational Items (7:00-8:00 p.m.)

Informational / Action Item: Item is presented to the board and the community. After the presentation is finished, the Chair asks for public comment limited to 2 minutes and each community member can only speak once. Once public comment has concluded, the Board is given an opportunity to make a motion or ask questions to the presenter. Each Board member is allowed one question to the presenter. If a motion is made with a second, the Board then discusses the motion. Chair will end the discussion and ask the Secretary to take the motion to a vote. If a motion is not seconded, the chair will state that the motion is tabled. If no motions are seconded, the agenda item is complete with no motion passed and the chair moves on to the next agenda item.

### Robert's Rules of Order Cheat Sheet

#### HOW TO INTRODUCE NEW BUSINESS — The Main Motion Process

- Member makes a **clearly worded motion to take action or a position.**
- "I move..."
- Motions recorded in minutes

- **Motion must be seconded.**
- "Second"
- A second allows discussion to occur; it does not signify approval.
- A motion without a second does not move forward.

- **Chairman restates the motion.**
- "It is moved and seconded that..."
- Provides clarity

- **Discussion/debate occurs.**
- Maker of motion starts discussion.
- Amendments may be offered - return to step 1 to amend motion: "I move to amend the motion by..."

- "The question is on the adoption of the motion that..."
- Motion repeated word-for-word
- Chairman provides **voting directions:**
- "Those in favor of the motion, say aye";
- "Those opposed, say no"
- Chairman **announces the result of the vote:**
- "The ayes have it, and the motion is adopted" or
- "The noes have it, the motion is lost."
- Recorded in minutes

## **Board Officers – Roles and Responsibilities (rough draft copy)**

### **Chair**

- Ensure NPPC Bylaws are followed
- Ensure Council Policy 600-24 is followed
- Create Agenda for NPPC Meetings
- Sends NPPC Agenda, in pdf form, to the City at least 7 days before the next meeting, preferably the Wednesday before the Tuesday meeting: [SDPlanninggroups@sandiego.gov](mailto:SDPlanninggroups@sandiego.gov)
  - Agenda needs to be placed in public viewing areas 72 hours before meeting
  - o Agenda needs to be posted to NPPC Website 72 hours before next meeting
  - o Agenda and Minutes need to be emailed to NPPC email subscribers via MailChimp software application 72 hours before the start of the next meeting
- Leads the NPPC Meeting
- Represents NPPC at CPC meetings

### **Vice Chair**

- Backup to Chair if Chair is unable to attend a NPPC meeting
- Assist the Chair and other Subcommittee Chairs with North Park business

### **Secretary**

- Performs Call to Order during NPPC Meetings
- Takes Board to a vote
- Captures NPPC Meeting Minutes and distributes Meeting Minutes to the Board for review one week prior to start of the next meeting
- Send Meeting Minutes to the City at least 72 hours before the next meeting
  - o Minutes need to be emailed in pdf format to: [SDPlanninggroups@sandiego.gov](mailto:SDPlanninggroups@sandiego.gov)
    - Agenda/Minutes need to be placed in public viewing areas 72 hours before meeting
  - o Minutes need to be posted to NPPC website 72 hours before the next meeting

### **Treasurer**

- Manages the Bank Of America checking account
- Fills out and submits the annual reimbursement form to the City
  - o Annual budget is \$500
- Provides balance of checking account at each NPPC meeting
- All expenditures need to be discussed during a publicly noticed NPPC or NPPC Subcommittee meeting

## **Subcommittee Chairs – Roles and Responsibilities**

### **Public Facilities and Transportation Subcommittee Chair**

- o Create Agenda for Subcommittee meeting
- o Captures meeting minutes
- o Sends Agenda and Meeting Minutes to the City at least 72 hours before the next meeting
  - Agenda and Minutes need to be emailed in pdf format to: [SDPlanninggroups@sandiego.gov](mailto:SDPlanninggroups@sandiego.gov)
- Agenda needs to be placed in public viewing areas 72 hours before meeting
- Agenda and Minutes need to be posted to NPPC website 72 hours before the next meeting

- Agenda and Minutes need to be emailed to NPPC email subscribers via MailChimp software application 72 hours before the start of the next meeting

### **Urban Design and Project Review Subcommittee Chair**

- Creates Agenda for Subcommittee meeting
- Captures meeting minutes
- Sends Agenda and Meeting Minutes to the City at least 72 hours before the next meeting
  - o Agenda and Minutes need to be emailed in pdf format to: [SDPlanninggroups@saniego.gov](mailto:SDPlanninggroups@saniego.gov)
    - Agenda needs to be placed in public viewing areas 72 hours before meeting
    - Agenda and Minutes need to be posted to NPPC website 72 hours before the next meeting
- Agenda and Minutes need to be emailed to NPPC email subscribers via MailChimp software application 72 hours before the start of the next meeting

### **Communications Subcommittee Chair**

- Update and Manage NPPC Website via WordPress
- Increase community awareness of NPPC meetings by organizing community engagement events
- Creates Agenda for Subcommittee meeting
- Captures meeting minutes
- Sends Agenda and Meeting Minutes to the City at least 7 days before the next meeting
  - o Agenda and Minutes need to be emailed in pdf format to: [SDPlanninggroups@saniego.gov](mailto:SDPlanninggroups@saniego.gov)
    - Agenda needs to be placed in public viewing areas 72 hours before meeting
  - o Agenda and Minutes need to be posted to NPPC website 72 hours before the next meeting
  - o Agenda and Minutes need to be emailed to NPPC email subscribers via MailChimp software application 72 hours before the start of the next meeting

### **ADHOC Bylaws Subcommittee Chair**

- Update NPPC Bylaws to align with Council Policy 600-24
  - Brief NPPC Board on final updates to Bylaws, updates are approved via motion passed by the board at a NPPC meeting
- Update NPPC Bylaws to include Communication Subcommittee
- Fill out and submit recertification application to NPPC for board for review and approval
  - o Brief NPPC Board on final application for recertification
  - o Item will be an action item on a NPPC agenda
- Creates Agenda for Subcommittee meeting
- Captures meeting minutes
- Sends Agenda and Meeting Minutes to the City at least 72 hours before the next meeting
  - o Agenda and Minutes need to be emailed in pdf format to: [SDPlanninggroups@saniego.gov](mailto:SDPlanninggroups@saniego.gov)
    - Agenda needs to be placed in public viewing areas 72 hours before meeting
  - o Agenda and Minutes posted to NPPC website 72 hours before the next meeting
  - o Agenda and Minutes need to be emailed to NPPC email subscribers via MailChimp software application 72 hours before the start of the next meeting

## **Zoom Coordinator**

- Monitors all community activity on Zoom application during hybrid meetings
- o Chair will not be monitoring Zoom activity so it is the Vice Chairs responsibility to ensure virtual participation is successful
- o Notifies Chair when a member of public on Zoom would like to make a comment or would like to go off mute
- o Admits community members into Zoom meeting
- o Manages the Timer for speakers to ensure each speaker concludes within the time allotted

## **Website Coordinator**

Assist Board Members in keeping documents on website in a timely manner  
Develops and maintains website  
Produces written documentation related to website use for other Board Members

## **MailChimp Coordinator**

Assists Board Members as necessary related to sending messages in a timely manner  
Monitors individuals signed up to receive messages to ensure compliance with MC rules

## **Liaison Opportunities**

Maintenance Assessment District  
Adams Avenue Business Association  
North Park Main Street - Business Improvement District (BID) / Special Enhancement District (SED)  
El Cajon Boulevard Business Association  
University Heights Community Association  
Mid City Parking District  
Uptown Planners  
CPC Meeting

## **Training Opportunities**

**Note: For ALL Board Members, “E-COW”/now Annual Training needs to be completed and City notified 60 days after April NPPC meeting**

<https://www.sandiego.gov/planning/community-plans/planning-group-resources>

Community Orientation Workshop (E-COW)/Annual Training  
Community Planning Group Resources

## **Governing Documents**

Council Policy 600-24 [https://docs.sandiego.gov/councilpolicies/cpd\\_600-24.pdf](https://docs.sandiego.gov/councilpolicies/cpd_600-24.pdf)

NPPC Bylaws/Operating Procedures website both 2021 and 2023 the latter to be revised and accepted May 2024

North Park Community Plan website

Roberts Rules of Order <https://robertsrules.org/robertsrules.pdf>