



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

**Draft Agenda: April 18, 2023, 6:30 p.m.**

### **Meeting Location:**

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

### **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

[www.northparkplanning.org](http://www.northparkplanning.org)

[info@northparkplanning.org](mailto:info@northparkplanning.org)

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### **I. Parliamentary Items (6:30-6:45 p.m.)**

- A. Call to Order, Roll Call and Attendance Report
- B. Modifications to the NPPC Agenda
- C. Agenda: Adoption of April 18<sup>th</sup>, 2023 Agenda
- D. Minutes: Approval of March 21<sup>st</sup> 2023 Minutes
- E. Treasurer's Report

### **II. Non-Agenda Public Comment (6:45-6:55 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. (6:55-7:00 p.m.)**

**IV. Elected Official & Planner Reports: Reports are limited to 2 Min Max (7:00-7:10 p.m.)**

- A. Welcome Lauren Macdonald!, Hon. Nathan Fletcher, SD Board of Supervisors Dist. 3, (619) 531- 6065, [lauren.macdonald@sdcounty.ca.gov](mailto:lauren.macdonald@sdcounty.ca.gov)
- B. Kohta Zaiser, Hon. Todd Gloria, Mayor of San Diego, [ZaiserK@saniego.gov](mailto:ZaiserK@saniego.gov).
- C. Stopher Vallejo. Toni Atkins, State Senate Dist. 39, 619-645-3133, [christopher.vallejo@sen.ca.gov](mailto:christopher.vallejo@sen.ca.gov)
- D. Logan Braydis, Hon. Stephen Whitburn, City Council Dist. 3, (619) 236-6633 [LBraydis@saniego.gov](mailto:LBraydis@saniego.gov)
- E. Jeffrey Ryan, Planning Department, (619)235-5221 [JTRyan@saniego.gov](mailto:JTRyan@saniego.gov)
- F. Chris Gris, Hon. Chris Ward, State Assemblymember, [Christopher.gris@asm.ca.gov](mailto:Christopher.gris@asm.ca.gov)

**V. Action / Informational Items (7:00-8:00 p.m.)**

- A. Action: Elect Chairperson to NPPC

Chairperson. The Chairperson shall be the principal officer of a recognized community planning group and shall preside over all planning group and communitywide meetings organized by the planning group. The Chairperson is designated to solely represent the official actions taken by the North Park Planning Committee as appropriate. Appeals of discretionary decisions to the City shall be made by the Chairperson or, if necessary because of direct economic interest or absence, by a designee identified to appeal that particular action on behalf of the planning group.

- B. Action: Elect Vice Chairperson to NPPC

Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson. If the Chair has a direct economic interest or absence, the Vice Chair duties also include filing an appeal of a City discretionary decision.

- C. Action: Elect Secretary to NPPC

Secretary. The Secretary shall be responsible for the planning group's correspondence, attendance records, and minutes and actions [including identification of those planning group members that constitute a quorum, who vote on an action item, and who may abstain or recuse and the reasons], and shall assure that planning group members and members of the public have access to this information. The Secretary may take on these responsibilities or may identify individuals to assist in these duties.

- D. Action: Elect Treasurer to NPPC

Treasurer: The Treasurer shall receive all monies to be deposited in a bank in the name of this organization, disburse all funds upon authorization of the Board, keep an accurate record of all receipts and disbursements, and report at each regular meeting.

- E. Action: Proposed 4-way stop at Bancroft & Redwood and a 4-way stop at 33rd & Thorn Street. Presentation by Terrance Morrissey. Additional information can be found at <https://www.altadenasd.com/traffic-calming>
- F. Action: Notice of Parking Change along Lincoln Avenue between Park Boulevard and Georgia Street.  
Presenter: Claudia Brizuela, T.E. (She Her, Hers)  
Senior Traffic Engineer  
City of San Diego  
Department of Sustainability and Mobility
- G. Action: Angle Parking Notice for Monroe Avenue (Georgia Street - Park Boulevard)  
Presenter: Claudia Brizuela, T.E. (She Her, Hers)  
Senior Traffic Engineer  
City of San Diego  
Department of Sustainability and Mobility
- H. Informational: Chair to Appoint Chair of ADHOC Bylaws Subcommittee
- I. Informational: Chair to Appoint Chair of Public Facilities and Transportation Subcommittee
- J. Informational: Chair to Appoint Chair of Communications Subcommittee

**VI. Subcommittee Reports (8:00-8:05 p.m.)**

- A. Urban Design & Project Review: Mark Spitzer
- B. Public Facilities & Transportation: N/A Meeting Adjourned for April

**VII. Liaison Reports (8:05-8:15 p.m.)**

- A. Balboa Park Committee: Howard Blackson
- B. Maintenance Assessment District: VACANT
- C. North Park Main Street: VANCANT
- D. Adams Avenue Business Association: Marty Graham
- E. El Cajon Boulevard Business Improvement Association: VANCANT
- F. University Heights Community Association: Carmen Cooley-Graham
- G. CPC Report: Marty Graham/Steve Oechel

**VIII. New Business (8:15-8:20 p.m.)**

- A. Offline Project review of PRJ-1080517- 4085 Utah St.

**IX. Future NPPC Meeting Date: Next meeting is Tuesday, May 16th, 2023, 6:30 p.m.**

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

\*\*For more info on any project, enter the SD Development Services PTS number in “Project ID” at <https://opensd.sandiego.gov/Web/Maps/ApprovalsDiscretionary>

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

## **How NPPC Conducts Business**

### **Parliamentary Items (6:30-6:45 p.m.)**

**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

**XI. Non-Agenda Public Comment (6:45-6:55 p.m.)**

*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.

**XII. Announcements & Event Notices: Limited to One minute each. (6:55-7:00 p.m.)**

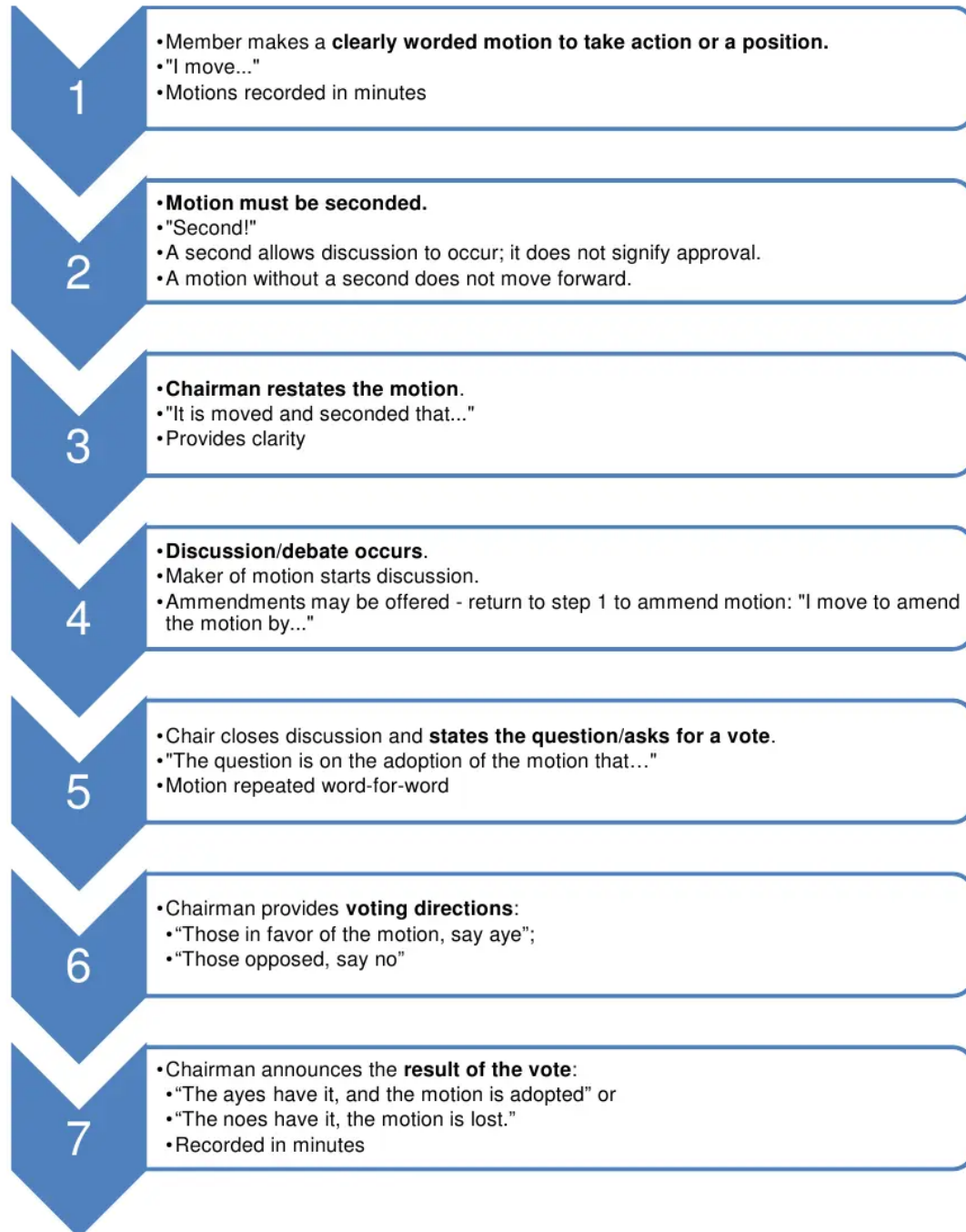
**XIII. Elected Official & Planner Reports: Reports are limited to 2 Min Max (7:00-7:10 p.m.)**

**XIV. Action / Informational Items (7:00-8:00 p.m.)**

- A. 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



## **XV. Subcommittee Reports (8:00-8:05 p.m.)**

- A. Urban Design & Project Review:
- B. Public Facilities & Transportation:

## **XVI. Liaison Reports (8:05-8:15 p.m.)**

- A. Balboa Park Committee:
- B. Maintenance Assessment District:
- C. North Park Main Street:
- D. Adams Avenue Business Association:
- E. El Cajon Boulevard Business Improvement Association:
- F. University Heights Community Association:
- G. CPC Report:

## **XVII. New Business (8:15-8:20 p.m.)**

## **XVIII. Future NPPC Meeting Date:**

## **XIX. Adjournment (8:30 p.m.)**

## **Board Officers – Roles and Responsibilities**

### **Chair**

- Ensure NPPC Bylaws are followed
- Ensure Council Policy 600-24 is followed
- Create Agenda for NPPC Meetings
- Sends NPPC Agenda to the City at least 72 hours before the next meeting, preferably the Wednesday before the Tuesday meeting
  - Agenda needs to be emailed in PDF format to:
    - [SDPlanninggroups@sandiego.gov](mailto:SDPlanninggroups@sandiego.gov)
    - [jtryan@sandiego.gov](mailto:jtryan@sandiego.gov)
    - [office@northparkmainstreet.org](mailto:office@northparkmainstreet.org)
  - Agenda needs to be posted to NPPC Website 72 hours before 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
- Leads the NPPC Meeting
- Represents NPPC at CPC meetings



## Vice Chair

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

## 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
  - Minutes need to be emailed in pdf format to:
    - [SDPlanninggroups@san Diego.gov](mailto:SDPlanninggroups@san Diego.gov)
    - [jtryan@san Diego.gov](mailto:jtryan@san Diego.gov)
    - [office@northparkmainstreet.org](mailto:office@northparkmainstreet.org)
  - 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
  - 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**

- Create Agenda for Subcommittee meeting
- Captures meeting minutes
- 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)
- [jtryan@sandiego.gov](mailto:jtryan@sandiego.gov)
- [office@northparkmainstreet.org](mailto:office@northparkmainstreet.org)
- 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
  - Agenda and Minutes need to be emailed in pdf format to:
    - [SDPlanninggroups@sandiego.gov](mailto:SDPlanninggroups@sandiego.gov)
    - [jtryan@sandiego.gov](mailto:jtryan@sandiego.gov)
    - [office@northparkmainstreet.org](mailto:office@northparkmainstreet.org)
  - 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
- Sends out weekly NPPC Newsletter via MailChimp
- 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 72 hours before the next meeting
  - Agenda and Minutes need to be emailed in pdf format to:
    - [SDPlanninggroups@sandiego.gov](mailto:SDPlanninggroups@sandiego.gov)
    - [jtryan@sandiego.gov](mailto:jtryan@sandiego.gov)
    - [office@northparkmainstreet.org](mailto:office@northparkmainstreet.org)
  - 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

## **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
  - Brief NPPC Board on final application for recertification
  - 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
  - Agenda and Minutes need to be emailed in pdf format to:
    - [SDPlanninggroups@san Diego.gov](mailto:SDPlanninggroups@san Diego.gov)
    - [jtryan@san Diego.gov](mailto:jtryan@san Diego.gov)
    - [office@northparkmainstreet.org](mailto:office@northparkmainstreet.org)
  - 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

## **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 Report

## **Training Opportunities**

*Note: For new Board Members, E-COW needs to be completed and City notified 60 days after being seated at April NPPC meeting*

**[Community Orientation Workshop \(E-COW\)](#)**

**[Community Planning Group Resources](#)**

**[Governing Documents](#)**

**[Council Policy 600-24](#)**

**[NPPC Bylaws](#)**

**[North Park Community Plan](#)**

**[Council Policy 600-09](#)**