

COUNTY OF SAN DIEGO
(Insert CPG/CSG name) GROUP

*****MEETING AGENDA*****

DAY OF THE WEEK, MONTH DAY, YEAR, TIME

Meeting Location:

Address of the meeting, Community name, California

- A. ROLL CALL
- B. PLEDGE OF ALLEGIANCE (optional)
- C. APPROVAL OF THE MINUTES FOR THE MEETING OF _____ (Insert date of the last meeting)
- D. **PUBLIC COMMUNICATION:** Opportunity for members of the public to speak to the Group on any subject matter within the Group's jurisdiction that is not on the posted agenda.
- E. **ACTION ITEMS:** *(Discretionary projects must be placed at the beginning of the agenda and be heard prior to all other action items. Group Business may be listed as an Action Item, but must be placed after all discretionary projects on the meeting agenda)*

- 1. Provide the name of the project and the project number

(Example: **Doe Residential Subdivision Tentative Map; TM 5678**)

PROJECT DESCRIPTION: Provide a brief general description of the item.

Example: **"The project is a major residential subdivision of a 77-acre site. The applicant proposes to develop 27 residential lots, ranging in area from 2.0 to 9 net acres."** Include the complete street address (if there is one), the APN, the community area, and the nearest cross streets. *Provide enough information so that anyone could find the site using the information provided.*

**For Continued Items Only add: (Continued from the meeting of: Month Day, Year)*

***Continued items must always be placed at the beginning of the action item agenda followed by new discretionary projects.*

- 2. Continue with format from #1 above for as many items as needed.

F. GROUP BUSINESS

- 1. Announcements and Correspondence Received
- 2. Discussion Items
- 3. Subcommittee Reports
- 4. Meeting Updates
 - a. BOS and PC Hearings
 - b. Future Group Meeting Dates

G. ADJOURNMENT

Purpose of Planning and Sponsor Groups:

Advise the County on discretionary projects as well as on planning and land use matters that are proposed within their respective community planning or sponsor group area.

Disclaimer Language

Public Disclosure

We strive to protect personally identifiable information by collecting only information necessary to deliver our services. All information that may be collected becomes public record that may be subject to inspection and copying by the public, unless an exemption in law exists. In the event of a conflict between this Privacy Notice and any County ordinance or other law governing the County's disclosure of records, the County ordinance or other applicable law will control.

Access and Correction of Personal Information

You can review any personal information collected about you. You may recommend changes to your personal information you believe is in error by submitting a written request that credibly shows the error. If you believe that your personal information is being used for a purpose other than what was intended when submitted, you may contact us. In all cases, we will take reasonable steps to verify your identity before granting access or making corrections.

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