

# SAMPLE MEETING MINUTE FORMAT:

## COUNTY OF SAN DIEGO (Insert CPG/CSG name) GROUP Regular Meeting Minutes

DAY OF THE WEEK, MONTH DAY, YEAR, TIME  
(e.g. Tuesday, January 5, 2018, 7:00 P.M.)

### Meeting Location:

Insert meeting location, address of the meeting, the Community name, and spell out California

### Administrative Items

- A. Roll:  
Present: (list names)  
Absent: (list names)
- B. The Minutes for the Meeting (Insert date of the last meeting) were approved as presented (note any modifications if needed).  
VOTE: Aye:\_\_\_\_\_ No:\_\_\_\_\_ Abstain:\_\_\_\_\_ Absent:\_\_\_\_\_
- C. Public Communication:  
List the people that spoke and a brief description of their topic for example: A concerned citizen reported that his neighbor, Mr. Jones is considering subdividing his 40 acres into 10 four acres lots. (Note: Speakers are not required to identify themselves per the Brown Act).

Or insert "There was no Public Communication speakers at this meeting."

### D. Action Items:

1. Use exactly the same title as presented in the Agenda (*Example: Doe Residential Subdivision Tentative Map; TM 5678*)  
**(Continued from the meeting of: Month Day, 2018)**

PROJECT DESCRIPTION: Use the same description as in the Agenda. 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.*

ACTION: Insert a brief description of the discussion and recommendation the CPG/CSG will make to the Planning Commission.

Example: The Design Review subcommittee reported that they had viewed several camouflaged cell sites. They presented pictures of several types of camouflage. The planning group agrees with the location of the call tower but disagrees with the type of camouflage recommended by the builder. The group will recommend PDS explore using a different type of camouflage.

VOTE: Aye:\_\_\_\_\_ No:\_\_\_\_\_ Abstain:\_\_\_\_\_ Absent:\_\_\_\_\_

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

### E. GROUP BUSINESS – provide a brief summary of any group business

1. Announcements and Correspondence Received
2. Discussion Items
3. Subcommittee Reports
4. Meeting Updates

### F. ADJOURNMENT – note time

### 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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