

**NAME:** POTRERO COMMUNITY PLANNING GROUP

**LEGAL AUTHORITY:** County Administrative Code, Section 396.10; Resolution No. 10A, adopted 5/29/91; Board Policy I-1 as Rev. 12-14-16 (16); Standing Rules 12-21-01.

**MEMBERS APPOINTED BY:** Elected by the registered voters in the Community Planning area on the first Tuesday in November of even numbered years:

Even numbered seats will be elected in 2018

Odd numbered seats will be elected in 2020

If the number of candidates does not exceed the positions to be filled, the Registrar of Voters can certify the qualified candidates and request that the Board of Supervisors appoint said candidates.

When a vacancy occurs between elections, vacancies are filled according to the Group's Standing Rules. Solicitation for candidates to fill vacancies may be made in the notices of meetings published in a local paper and posted per requirements of the Brown Act. The candidate shall be approved by a majority vote of the remaining members of the Group and confirmed by the Board of Supervisors.

**MEMBERSHIP COMPOSITION:** Nine members who are registered voters living in the planning area they serve.

Planning group members are not County officials. They are advisors to the administrators of the County of San Diego.

**TERMS:** Four year terms: members are seated on the first Monday after January 1 in odd numbered years. If reelected, the new term begins immediately.

Appointees to vacancies shall serve out the full unexpired term of the vacant seat.

**DUTIES:** Representatives of the unincorporated areas of the County are given the opportunity to advise and assist County of San Diego officials on matters of planning and land use affecting the group's area. They are not empowered to render decisions of any kind on behalf of the County of San Diego. The purview of the group is limited to community issues related to planning or land use.

Meetings shall be open to the public and held in a public place. Notices of meetings shall be published according to the rules set forth in the Brown Act. A community conference may be sponsored by the planning group to identify community needs, aspirations, and issues.

Community Planning Group members must disclose annually any gifts or contributions that could be considered a conflict of interest on the Statement of Economic Disclosure (Form 700).

Officers shall be elected annually for positions of Chair, Vice-Chair, Secretary, and other officers deemed necessary by the group. The Chair shall appoint the chair of all subcommittees from the members of the group.

County staff is available to assist the group. Assistance may be requested for periodic training regarding areas of concern and for staff attendance at meetings to give additional information on selected projects

**REQUIRED FILINGS:**

Statement of Economic Interests – (Form 700) Original form to be mailed by US Postal Service to: Office of the Registrar of Voters, P.O. Box 85656, San Diego, CA 92186-5656, by March 31<sup>st</sup> of each year.

Annual County Planning/Sponsor Group Training – Certification to be emailed to:  
[CommunityGroups.LUEG@sdcounty.ca.gov](mailto:CommunityGroups.LUEG@sdcounty.ca.gov).

Ethics Training (Every 2 years) – Certification to be emailed to: [BCC@sdcounty.ca.gov](mailto:BCC@sdcounty.ca.gov), with copy to: [CommunityGroups.LUEG@sdcounty.ca.gov](mailto:CommunityGroups.LUEG@sdcounty.ca.gov).

**MEETING DATE  
AND LOCATION:**

Potrero Library  
24883 Potrero Valley Road  
Potrero, CA. 91963

Second Thursday  
7:00 P.M.

**CONTACT PERSON:**

Community Planning Group Chairperson – You may find the current Chairperson on this [Roster](#).

**REVISED:**

August 8, 2018