

# Valley Center Community Planning Group

## Minutes of the January 12, 2015 Meeting

**Chair: Oliver Smith; Vice Chair: Ann Quinley; Secretary: Steve Hutchison**

7:00 pm at the Valley Center Community Hall; 28246 Lilac Road, Valley Center CA 92082

A=Absent/Abstain BOS=Board of Supervisors PDS=Department of Planning & Development Services DPW=Department of Public Works DRB=Valley Center Design Review Board N=Nay P=Present R=Recuse SC=Subcommittee TBD=To Be Determined VCCPG=Valley Center Community Planning Group Y=Yea

Forwarded to Members: 21 January 2015

Approved: 9 March 2015

<b>A</b>		<b>Call to Order and Roll Call by Seat #:</b>								7:05 PM				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
M I L L E R	O C C O N N E R	J A N I S C H	H U T C H I S O N	B R I T S C H	P L O T N E R	Q U I N L E Y	F A J A R D O	B O U L O S	N O R W O O D	S M I T H	V I C K	R U D O L F	G A R R I T S O N	L A V E N T U R E
P	P	P	P	P	P	P	P	P	P	P	P	P	P	A

**Notes: Britsch arrives 7.12**

**Quorum Established: 13 present**

<b>B</b>	<b>Pledge of Allegiance</b>
<b>C</b>	<b>Approval of Minutes:</b>

**Motion:** Move to approve the minutes of 8 December 2014 as corrected

<b>Maker/Second:</b> Rudolf/Quinley	<b>Carries: 12-0-1 (Y-N-A): Voice;</b> Garritson abstains – newly elected not present last month
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<b>D</b>	<b>Public Communication/Open Forum:</b>
	Smith explains the mechanics of the agenda and how it is prioritized for the meeting. He adds an explanation of the removal of two items from the final agenda for this meeting: Hatfield Plaza and Accidental Winery. Hatfield Plaza lacked complete information for consideration. The proponents of the Accidental Winery withdrew their project from consideration pending resolution of some requirements by the County and resolution of private road access issues.

<b>E</b>	<b>Action Items [VCCPG advisory vote may be taken on the following items]:</b>
<b>E1</b>	Discussion and vote on re-nomination of Susan Moore for a seat on the Valley Center Design Review Board. (Quinley)

**Discussion:** Quinley presents. She notes that Susan Moore is currently serving on the DRB and has served the DRB faithfully and with distinction. Susan has agreed to serve another term. Rudolf asks for a motion. Smith cites Moore's acceptance of a commission from Valley Center Municipal Water District to advise on landscaping to screen a solar project being built by VCMWD as testimony of her capabilities. Rudolf explains the DRB and its relationship to the VCCPG and how all members are appointed. He expands on the role of the DRB and how it functions with the VCCPG. Garritson asks the length of the term – 5years. Norwood asks how long Moore has served.

**Motion:** Move to nominate Susan Moore to the Valley Center Design Review Board.

<b>Maker/Second:</b> Quinley/Rudolf	<b>Carries: 14-0-0 [Y-N-A] Voice</b>
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<b>E2</b>	Consideration and possible introduction for February approval of proposed Standing Rules Amendments to Articles II. Members, III. Duties, and V. Subcommittees. (Rudolf)
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**Discussion:** Rudolf presents. He explains that the BOS has rules to govern planning groups. There is latitude to add rules of local use as long as they are consistent with the BOS policy I-1. [Rudolf's proposed changes are attached at the end of the minutes below]. In Article II. Members, he explains the need to determine that nominees for VCCPG are certified as residents. He notes the need to notify the County of vacancies and to post the vacancies and the agendas dealing with those vacancies appropriately. The proposed changes add one business day to those already provided to allow for verification of residency and advanced the deadline for submission of applications by a day. He notes the added requirement for new members to complete training before being seated. In Section: III he explains the clarifications to the focus of the recommendations submitted by the planning group to the County and the process for submitting minority reports [a minor alteration of the language is suggested and agreed to by Rudolf]. He then presents his submission for Section V. Subcommittees, regarding notification of absences for SCs and the change intended to clarify that process. Norwood asks about minority report/opinions and if they are required when voting no on an issue. Rudolf explains a report is not required unless the minority wants to explain their position in writing. Dorothy Kennedy, audience, asks about members who miss three non-consecutive meetings and if they can be removed. Rudolf replies, no. Smith explains that rule changes must be presented one month and voted the following month to allow for thorough consideration.

**Motion:** Motion to place the changes, as presented with the suggested change to the Section III, on the next VCCPG agenda.

**Maker/Second:** Quinley/O'Conner

**Carries: 14-0-0 [Y-N-A] Voice**

**F Group Business**

**F1** Introduction and welcome to new members and old.

**Discussion:** Smith welcomes the new members. Expresses his appreciation for all of the opinions presented by the members on the various issues that come before the planning group. Quinley asks if it is appropriate to have all members introduce themselves. Smith agrees. Members introduce themselves and outline their backgrounds. Chris Ambuul, of Honey Bee Ranch/Accidental Winery, introduces himself from the audience, and offers to answer questions about the winery. With that item off the agenda, no questions or answers were exchanged.

**Motion: none**

**F2** Nominations, discussion and election of Valley Center Community Planning Group Chair for 2015 (Quinley)

**Discussion:** Quinley presides. Calls for nominations. One nomination is made.

**Motion:** Nominate Oliver Smith for the Chair

**Maker/Second:** Quinley/Vick

**Carries: 14-0-0 [Y-N-A]: Voice**

**F3** Nomination, discussion and election of VCCPG Vice-Chair for 2015 (Smith)

**Discussion:** Smith resumes the chair, and opens nominations for Vice Chair. One nomination is submitted.

**Motion:** Nominate Ann Quinley for Vice Chair

**Maker/Second:** Boulos/Janisch

**Carries: 14-0-0 [Y-N-A]: Voice**

**F4** Nomination, discussion and election of VCCPG Secretary of 2015 (Smith)

**Discussion:** Smith calls for nominations; Rudolf nominates Hutchison; no others submitted.

<b>Motion:</b> Nominate Steve Hutchison for Secretary		
<b>Maker/Second:</b> Rudolf/Quinley		<b>Carries: 14-0-0 [Y-N-A] Voice</b>
<b>F5</b>	Discussion, nominations and vote on sub-committee chairs and members of committees for 2015 (Smith)	
<p><b>Discussion:</b> Smith explains the SCs and standing vs. ad hoc SCs. Nominations proceed [Rudolf recommends disbanding Tribal Liaison SC; let the chair poll members and determine the continuing need; Smith noms Quinley seconds Garritson chair.]. Created new ad hoc SC, Handbook/Training. Website SC discussion of site options. Want in addition to County site. Smith announces Chamber of Commerce Meeting on Lilac Hills Ranch. It will be a presentation only, no questions or answers. Smith and Quinley discuss the distribution of projects among members in view of the County requirement that all members receive project packages individually. Announces that the chair is only one authorized to speak on behalf of VCCPG unless chair specifically designates an alternate.</p>		
<b>Motion:</b> Move to approve subcommittee chairs and respective members as recorded on the attached list with the exception of those SCs that remain to be confirmed [Mobility and Tribal Liaison].		
<b>Maker/Second:</b> Rudolf/Quinley		<b>Carries: 14-0-0 [Y-N-A] Voice</b>
<b>F6</b>	<b>Next regular meeting scheduled for 9 February 2015</b>	
<b>G</b>	<b>Motion to Adjourn:</b>	<b>9.08 pm</b>
<b>Maker/Second:</b> Rudolf/Quinley		<b>Carries: 14-0-0 [Y-N-A] Voice</b>

Attached materials for Item E2:

To: VCCPG  
From: Member Rich Rudolf  
Re: Proposed Standing Rules Amendments  
Date: January 12, 2015

I propose the following three amendments to our Standing Rules. Deleted language is shown in strikethrough; added language is underlined.

The first proposed amendment reflects the PDS requirements for the Chairperson to notify the department and the Clerk of the Board when a vacancy occurs; changes the return date for applications to fill VCCPG vacancies from the Wednesday preceding "Meeting 2" to Tuesday; adds the new requirement for posting the meeting Agenda to consider the applicants in two public places; and makes clear nominees appointed by the Board take their seats after completion of the required training. This will allow time for the Registrar of Voters to verify the applicants are registered voters within the Valley Center Planning Area, prior to submission of applications to the VCCPG for nomination, and comply with newly required PDS directives implementing Board Policy I-1.

The second proposed amendment states the duty of the VCCPG when acting on planning Action Items, as required by PDS in this year's training implementing Board Policy I-1 (articulating previous year's training); and makes clear that Minority Opinions are allowed to be presented to staff as long as they contain a statement as to which VCCPG members support that position (as allowed in the "Plan Implementation" section of Board Policy I-1) are declared at the time of the vote and provided to the Secretary to accompany forwarding of the Majority recommendations to staff.

The third proposed amendment resolves an ambiguity in Article V Section III by clarifying that subcommittee member's absences must be requested and approved by the subcommittee Chair, in advance of the scheduled meeting, or else will constitute an absence toward possible removal from the committee.

Pursuant to Article VI Section XI of the current Standing Rules the vote to approve or reject the proposed amendment cannot occur until the meeting after the Proposed Amendments are formally proposed.

1. Proposed Amendment #1 Membership upon vacancies

**ARTICLE II - MEMBERSHIP**

Sections I-III: (As per County of San Diego Board of Supervisor's Policy I-1)

Section IV, Vacancies: (As per County of San Diego Board of Supervisor's Policy I-1 and augmented with the following VCCPG standing Rules additions.) The VCCPG Chairperson shall notify the PDS Department and the Clerk of the Board when a vacancy occurs (not later than 10 days following) and publicly post the Vacancy Announcement. The Nominations Subcommittee ~~(NC)~~ shall consist of three members that shall be elected in January each year, at the same meeting during which officer elections are conducted. The Nominations Subcommittee shall manage the process of filling vacancies to the VCCPG and to all other organizations on which the VCCPG is authorized or required to provide a representative (i.e. VC DRB, I-15 DRB). Should a vacancy be known in advance or when there is a scheduled vacancy, the Nominations Subcommittee Chairperson shall, with the concurrence and coordination of the VCCPG Chairperson, initiate the vacancy filling process in advance so as to reduce or eliminate the time a seat will be vacant.

**MEETING 1**—The VCCPG Chairperson shall officially announce any known vacancy(s) at the first Regular Meeting during which the vacancy is known (Meeting 1). If possible, vacancies shall be included in the preliminary and final agendas for that meeting.

**INTERIM PERIOD BETWEEN MEETING 1 AND MEETING 2**—The Nominations Subcommittee shall initiate public notification of any vacancy(s) in all appropriate venues (newspapers, websites, etc.) in order to maximize public awareness and participation. Public announcements shall begin as soon as possible after the official announcement of any vacancy(s) and shall continue without interruption until the next Regular Meeting [meeting 2]. In order to assure prompt public notice, when a vacancy is known in advance, the Nominations Subcommittee may take action before an official vacancy announcement in order to ensure public notification begins promptly after the official announcement of any vacancy(s). Public notification shall include the vacancy(s) seat number(s), term of office, I-1 requirements, point of contact information for the Nominations Subcommittee and any other

pertinent information. The Nominations Subcommittee shall specifically attempt to contact prior candidates, subcommittee members and other known persons who may be interested in serving.

The Nominations Subcommittee shall provide standardized application packages promptly to all persons who indicate an interest in serving. Packages should include:

- a. Welcoming letter,
- b. General information about the PG, vacancy process and candidate responsibilities,
- c. Nominations Subcommittee and VCCPG contact information,
- d. San Diego County Boards and Commissions Application form,
- e. Sample single page resume (long resumes are not desired or required).
- f. Standardized set of questions that candidates will be expected to address before the

Planning Group. (Questions should be general in nature and allow the Planning Group to assess the views of the candidates. Questions should deal with how the candidate views the Valley Center Community Plan, their current concerns and vision for the community and specific skills and experience the candidates possess.)

Prospective candidates must return completed application packages to the Nominations Subcommittee no later than ~~four~~ five business days prior to the beginning of the second Regular Meeting (meeting 2)(i.e. applications must be received by the Nominations Committee by 7:00 pm on Wednesday Tuesday for a Regular Meeting on Monday evening). After receiving applications, the Nominations Subcommittee shall review the packages, obtain Registrar of Voters office verification that applicants are registered voters living in the Valley Center planning area, and then compile the list of qualified candidates and make copies of the application packages for VCCPG members.

Completed application packages must include:

- a. Completed county Boards and Commissions application form,
- b. Statement that the applicant is a registered voter in the planning area,
- c. Resume of qualifications, and
- d. Written responses to the standard set of questions.

MEETING 2—Candidate introductions shall be published in the agendas for the second Regular Meeting after a vacancy is announced. The Agenda shall be posted in at least two public places. The Nominations Subcommittee shall distribute copies of completed application packages for every qualified candidate to VCCPG members at that meeting and introduce the candidates to the VCCPG. The Nominations Subcommittee Chairperson shall make known to the VCCPG if any applications were not accepted along with the reasons for any such rejections. The VCCPG Chairperson shall allow each candidate to address the VCCPG. Candidates should answer the standard questions provided to them by the Nominations Subcommittee along with any other personal comments.

MEETING 3—The VCCPG Chairperson shall conduct elections at the third Regular Meeting after the subject vacancy(s) is announced (Meeting 3). By a majority vote of authorized members, the VCCPG may vote to extend scheduled deadlines or votes. In order to prevail, a candidate must receive a majority of votes of the authorized membership (8). If no candidate receives a majority of authorized votes, the candidate with the fewest votes shall be eliminated and another round of voting shall be conducted. Additional rounds of voting shall be conducted in like manner until a candidate prevails. Should two candidates tie for the fewest number of votes, an additional round of voting shall be conducted between those candidates in order to determine which candidate will be eliminated.

FOLLOW-UP—The Nominations Subcommittee shall retain applications and applicants will remain qualified candidates for a period of one year from the date of the latest vote in which the candidate participated. Any such candidate must provide a written statement of their intent to run for a specific vacancy to the Nominations Subcommittee prior to the beginning of the meeting at which the

vote for that vacancy is scheduled. Such candidates may run for any vacancy on the VCCPG or to the other organizations on which the VCCPG is authorized or required to provide a representative. The VCCPG Chairperson will promptly forward the name of prevailing candidates to the county Board of Supervisors for their approval. Board-approved nominees assume their seats upon completion of required training courses.  
[Approved 11-14-2005]

2. Proposed Amendment #2 Duties and Minority Reports

ARTICLE III - DUTIES

Section: I (As per County of San Diego Board of Supervisor's Policy I-1)

Section: II (As per County of San Diego Board of Supervisor's Policy I-1 and augmented with the VCCPG standing Rules.)

The Planning Group member assigned to report on an agenda item shall notify the project proponent that the project will be on the agenda, and notify the Chairperson that the item is ready for consideration. If the project proponent is not present when the matter is considered, the item may be continued until the proponent is present to answer questions.

Whenever Members identify themselves as members of the VCCPG, they shall immediately state whether they are acting for the group, as an individual member, or as a private citizen. If statements or conduct are not in accordance with the requirements of Board Policies I-1 and I-1A, members may be held personally liable.

Planning Group recommendations shall focus on: Completeness and accuracy of the Project Description; Compatibility with Community Character; Consistency with the Community Plan; Consistency with the County General Plan and applicable zoning regulations; and Concerns with the Project's environmental impacts. Minority opinions may also be provided, but be declared at the time of the vote, must be sent to the Secretary to accompany the Majority recommendations to staff, and must include a statement identifying which members support the Minority opinion.

*must*

Section: III - IV (As per County of San Diego Board of Supervisor's Policy I-1)

3. Proposed Amendment #3 Subcommittee absences

ARTICLE V - SUBCOMMITTEES

Section I-II: (As per County of San Diego Board of Supervisor's Policy I-1)

Section III: (As per County of San Diego Board of Supervisor's Policy I-1 and augmented with the following VCCPG standing Rules.)

A Subcommittee may be formed or abolished, at any time, by a majority vote of the VCCPG. The purpose and scope of activities of each subcommittee shall be established by the VCCPG upon creation of the subcommittee. The major purpose of a Subcommittee is to gather pertinent information relative to the committee's stated purpose, study it, and make recommendations to the VCCPG based on said information.

Membership on Subcommittees is open to all interested residents, including volunteers who reside outside of the planning area, but requires nomination by a VCCPG member and a majority vote from the VCCPG. Non-planning area residents shall not exceed fifty percent of total subcommittee membership. Membership may be lost by three (3) consecutive absences, unless the member notifies the Subcommittee chairperson and is excused by the Chair in advance of each meeting. At the next VCCPG meeting removal would be by majority vote. The Chairperson of each subcommittee shall

present a copy of VCCPG's Standing Rules and applicable portions of I-1 to each subcommittee member, prior to commencement of the first subcommittee meeting.

The Chair of the Subcommittee shall make a presentation to the VCCPG quarterly, or more frequently as necessary. The Chair of each Subcommittee shall include within the Subcommittee's report to the VCCPG a record of all votes cast, including which VCCPG members disqualified themselves from participating because of conflict of interest, as required by Board Policy I-1 and I-1A. Any member may file a minority report. No recommendations by a Subcommittee shall be construed as binding or as the official position of the VCCPG.

[Approved 11-14-2005]

Section IV: (As per County of San Diego Board of Supervisor's Policy I-1 and augmented with the VCCPG standing Rules.)

Section V. When time permits, Subcommittee meetings should be announced at regular VCCPG meetings to maximize public participation. Relevant project proponents should be notified at least one week prior to the meeting. The Subcommittee Chairperson shall cause to be posted a meeting Notice and Agenda, outside the meeting place, not less than 24 hours prior to the meeting. There can be no discussion of or action on matters not on the agenda.

[Approved with consolidation of Sections VI-XIV, 10-0 3/8/04]

Respectfully submitted,

Rich Rudolf  
Member

Attached materials for Item F5:

<b>VCCPG Subcommittees as of January 12, 2015</b>	
<b>Mobility – Jon Vick, Chair [will poll former members to assess continuing interest in serving in 2015]</b>	
Mission:	To advise and provide recommendations to the VCCPG on matters pertaining to roads and circulation.
Members:	Jon Vick, Larry Glavinic, Steve Hutchison, Dorothy Kennedy, Will Rogers
<b>CPU Update – Rich Rudolf, Chair</b>	
Mission:	To provide recommendations to the Planning Group relative to the Draft Community Plan. The major purpose of the Subcommittee is to gather pertinent information, study it, and make recommendations to the VCCPG based on said information. The subcommittee shall prepare a draft community plan for consideration by the Planning Group.
Members:	Lael Montgomery, Mike O’Conner, Hans Britsch, Dennis Sullivan, Andy Washburn, Michael Karp, Eric Laventure, Jeana Boulos
<b>Nominations – Hans Britsch, Chair</b>	
Mission:	To collect, retain and present candidates to fill vacancies to the VCCPG and to those organizations on which the VCCPG is authorized or required to appoint a representative.
Members:	Rich Rudolf, Ann Quinley
<b>Parks and Recreation – LaVonne Norwood, Chair</b>	
Mission:	Liaison with board members of Parks and Recreation.
Members:	Mimi VanKoughnett
<b>Northern Village – Ann Quinley, Chair</b>	
Mission:	To formulate recommendations and process issues within the boundaries of, or are connected with, the Northern Village.
Members:	Don Richards, Jon Vick, Dennis Sullivan, Deb Hofler, Rich Rudolf, Keith Robertson, Jeana Boulos, Mike O’Conner
<b>Southern Village – Bill Miller, Chair</b>	
Mission:	To formulate recommendations and process issues that are within the boundaries of, or are connected with the Southern Village.
Members:	Gary Wynn, [Malcolm Smith], Will Rogers, Brandon Strausbaugh, Bob Franck, Susan Janisch, Susan Fajardo, Jon Vick
<b>Tribal Liaison – James Garritson, Chair [will poll former members to assess continuing interest in serving in 2015, and determine if there is continuing value in having the SC]</b>	
Mission:	To exchange planning information from all neighboring tribes, this information should promote long-term cooperative and complementary planning between all parties. This planning information shall include, at a minimum, all of the following: Land Use, Traffic Circulation, other Infrastructure, and mutual economic viability. Any Sovereign nation may designate a member for seat on SC with the same limitations on

## VCCPG Subcommittees as of January 12, 2015

voting on projects that affect any other member.

Members: Tom Bumgardner, Jim Quisquis, Nancy Layne, Leon Swartz, Eric Laventure,

### Web Site – Jeana Boulos, Chair

Mission: To formulate and advise the VCCPG on the development and operation of a community planning group web site.

Members: Jeana Boulos, James Garritson, Susan Janisch, Claire Plotner

### Lilac Hills Ranch – Steve Hutchison, Chair

Mission: To analyze and assess the project proposed by the applicant, particularly whether the applications comply with the General Plan and the Community Plan, and make recommendations to the VCCPG for action.

Members: Ann Quinley, Lavonne Norwood, Patricia LaChapelle, Ray Ewing, Michael Karp, Paul Herigstad

### Solar – Oliver Smith, Chair

Mission: To evaluate and make recommendations on solar projects that come up for review by the VCCPG from the County

Members: Rich Rudolf, Steve Hutchison, Glen Barber, Susan Barber

### Handbook/Training [an ad hoc subcommittee] – Ann Quinley, Chair

Mission: To revise the out-of-date VCCPG Handbook for current use and placement on the VCCPG website, when established. To use that update process as a vehicle to train the newly-elected VCCPG members.

Members: Rich Rudolf, Susan Janisch, Susan Fajardo, James Garritson, Claire Plotner, Mike O'Conner