

Chollas Valley Community Planning Group



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Chollas Valley Community Planning Group – BY LAWS COMMITTEE

is inviting you to an -IN-PERSON Meeting

Time: **Monday, November 27, 2023 5:30-7:30pm in the Music Room at Valencia Park/ Malcolm X Library.**

5148 Market St, San Diego, CA 92114 **Meetings will continue Dec. 4 and Dec 11, 2023 until new Bylaws completed for the Chollas Valley Community Planning Group – Alta Vista, Broadway Heights, Chollas View, Emerald Hills, Encanto, Lincoln Park, O'Farrell, and Valencia Park communities**

ByLaws Committee: Sally Smull, Robert Campbell, Andrea Hetheru, Marry Young, Michael Westmoreland

Attendance:

Agenda Setting/modifications (Note: items may be addressed out of listed order and time)

Unfinished business shall be tabled and placed on the agenda for the following meeting.

A. Call to Order, Welcome, Roll Call (2 minutes)

B. **Housekeeping:** Please SILENCE or Turn off your phone. Thank you. Please be courteous to all.

Wait until called upon to speak, and *only speak when given the microphone*. CVCPG Officers, and Board Members will ask questions first during communications, then General Members, then the Public. *Hopefully, your question will be answered before you speak.*

Attendance will be taken to confirm that a QUORUM has been attained. No decisions can be made without a quorum present.

C. **Adoption of the Agenda** (2 minutes) 1st/ 2nd/ # approved # abstained

D. **Non-Agenda Communication from the Public:** Our community planning group meeting allows for a public comment period at the beginning of our meeting for items *not on the agenda*, but that are within the scope of the group. (Brown Act section 54954.3(a)) Community planning group members may respond by asking a question to clarify, and also may schedule the item for a future agenda. *However, no discussion, debate, or action may be taken on such items.(Brown Act section 59454.2). (Limit 1-2 minutes)*

E,Info item: Bylaws Committee Progress & Next Steps (Sally Smull)

(Action item on December 11, 2023 CVCPG SPECIAL MEETING at 5:30pm at Malcolm X Library, Music Room for city of San Diego Planning Department application.)

Go over Binders provided:

Current Bylaws CVCPG 2018: https://www.sandiego.gov/sites/default/files/chollasvalleybylaws_0.pdf

F. Brown Act Revisions as of 2023:

G. Do we want to stay with 16 Board members- 8 Neighborhood Representatives, 5 At-Large, 1 Business, 1 student, 1 School member- teacher/staff/PTA/PTO

- Consider designating seats for renters, stakeholders and business representatives to ensure voting members are representative of the broader community. Do Neighborhood Reps have responsibility to share info with their communities/organizations/local councils? Time line? Should At-Large Reps be required/recommended to attend other organization meetings & report back several times a year? (SD Black Arts & Culture District, Jacobs Center, Lincoln High Cluster, Business District, Non-profits like Urban Collaborative, GroundworkSD, Chollas Creek Coalition)

H. Any non-voting members assigned?

I. Elections Procedures will be most time consuming.


J. Outreach, Community Participation and Representation Plan- Big expectations from us.

K. Ethical Standards – use old bylaws Ground Rules (behavioral expectations) plus new 600-24 rules.


L. Take ownership of their own official documents and records-Five years. (Website draft; chollasvalleycommunityplanning.com)

The City may, and **each recognized CPG must, gather certain demographic data of existing and new CPG voting members and the community at large, at the time of elections or other regular periods, to measure inclusion and diversity on the CPG.** The CPG shall compare this data with the demographics of the community at large as may be available from the City or other agencies, such as <https://datasurfer.sandag.org/> and submit to the City as part of its annual report. *Participation in any survey of demographic data will be voluntary and must be conducted in a manner to ensure the privacy of responses and respondents. The CPG may not request this information as part of an application with personal identifying information.* The demographic data gathered should include age range, nature of relationship to

community (homeowner, renter, or business owner), **duration of relationship to community**, ethnicity, race, gender, **professional background or expertise, and length of service or involvement with the CPG**. The City may assist with outreach efforts to broaden the scope of diversity and inclusion in participation on CPGs. Collect demographic data of existing and new Planning Group voting members and the community at large and submit to the City as part of its **annual report**. The City Planning Department will share templates for the provision of these required reports.

- Update individual governing bylaws and create new advisory documents such as  [Ethical Standards](#) and a  [Community Participation and Representation Plan](#).

What has changed with Planning Groups?

In September 2022, the City Council approved changes to  [Council Policy 600-24](#), https://www.sandiego.gov/sites/default/files/cpd_600-24.pdf which defines the roles, responsibilities and standard operating procedures of Planning Groups. These changes focused on *improving transparency, broadening community representation and reflecting Planning Groups' legal status as independent organizations, consistent with the City Charter*.

- Proactively seek Council recognition upon Council approval of the policy updates and prior to Dec. 31, 2023.
- Take ownership of their own official documents and records. (Website draft; chollasvalleycommunityplanning.com)
- Prohibit attendance requirements for annual election vote or candidacy.

Operating Procedures Template: https://www.sandiego.gov/sites/default/files/4_terms_and_conditions.pdf

Ethical Standards Template:

https://www.sandiego.gov/sites/default/files/5_guidelines_for_ethical_standards.pdf

Community Representation and Participation Plan:




https://www.sandiego.gov/sites/default/files/participation_and_representation_plan_appendices.pdf

Old 2010 Demographics: <https://datasurfer.sandag.org/api/census/2010/cpa/encanto/export/pdf>

Encanto Community Plan: <https://www.sandiego.gov/planning/community-plans/encanto>


What are Planning Groups responsible for?

- Reviewing projects that require a development permit ([discretionary projects](#)) that are sent to Planning Groups from the City and providing advisory recommendations on these projects.
- Providing advisory recommendations on land use matters, such as amendments to the [General Plan](#) and to [Community Plans](#).

If multiple applications are received for one Community Planning Area, staff will apply  [evaluative criteria](#) including  [SANDAG demographic data](#) to provide relevant information to the City Council for their consideration.  [Why is demographic information being considered?](#)

What should Planning Groups understand?

- Project applicants are not required to come before Planning Groups for input; however, it is highly encouraged.
- Planning groups do not review ministerial projects. These are projects that do not require a development permit, such as a Conditional Use Permit, Site Development Permit, etc. In other words, projects that do not require a decision-maker to use discretion in approving a project.
- Planning groups may always reach out to their [assigned Community Planner](#) with questions.
- The City Attorney's Office does not advise Planning Groups. Always reach out to your [assigned Community Planner](#) with questions and advice on planning group operations.

- Land use matters that are citywide or regional in scope are heard by the Community Planners Committee (CPC) whose roles and responsibilities are governed by  [Council Policy 600-09](#).
- **Planning Groups are one of several venues for the public to provide input and engage the City.**
Resources and information regarding the recognition process are available on the [Planning Group Recognition and Operations](#) webpage that includes access to the online application, required application documents, information on workshops, and requesting individualized assistance.

Starting in 2024, the Department will present the applications to the Land Use & Housing Committee and City Council. As part of the approval process, the Department will evaluate the applications received for each community planning area for City Council consideration. Existing Community Planning Groups should continue to rely on their bylaws up until the City Council recognizes them or a new group for a community plan area under the revised Council Policy 600-24.

-  [City Council Staff Report](#)
-  [City Council Resolution Approving Revisions to the Council Policy 600-24](#)
-  [Council Policy 600-24 \(Amended\)](#)
-  [Terms and Conditions](#)
-  [Guidelines for Ethical Standards](#)
-  [Community Participation and Representation Plan \(Revised with appendices\)](#)
-  [Community Participation, Representation and Planning Group Composition \(Excerpt\)](#)

Suggested Strategies – Community Participation & Representation Plan As required for Planning Group Recognition by Terms and Conditions, Exhibit A of Council Policy 600-24 Suggested Strategies – Community Participation & Representation Plan As required for Planning Group Recognition by Terms and Conditions, Exhibit A of Council Policy 600-24

The Community Planning Group (“Planning Group”) is committed to engaging a broad and diverse cross-section of our community members in monthly meetings and to electing Planning Group members who are representative of the community and community interests, including, but not limited to renters, youth, people with disabilities, and intergenerational households. Soliciting and obtaining broad input on projects and initiatives is critical to the success of our Planning Groups to serve as a recognized advisory body to the City. The goal of this participation and representation plan is to communicate our PLANNING GROUP’s **goals, guiding principles for outreach and communication, and a strategy for meaningful, ongoing engagement**. Our plan is crafted to reflect the unique demographics and characteristics of our community. Please see Community Plan Area (CPA) demographics provided by SANDAG’s [Data Surfer](#) website.

Overarching Goal

- Educate community members about the role of our Planning Group and opportunities for involvement.
- Establish partnerships with non-profits, community organizations, businesses, schools/universities and government organizations to build relationships and trust with the community.
- Increase and diversify participation in monthly Planning Group meetings and decision- making.
- Communicate about our CPG’s work and goals in simple, easy-to-understand language that is accessible for anyone regardless of their background in or knowledge of community planning.
- Obtain meaningful input from a broad range of community members on land use matters (e.g. General Plan and Community Plan Amendments, Community Plan Updates, project reviews, and other land use matters referred to them by the City).
- Be proactive in listening to community needs and effectively communicating these to the City.

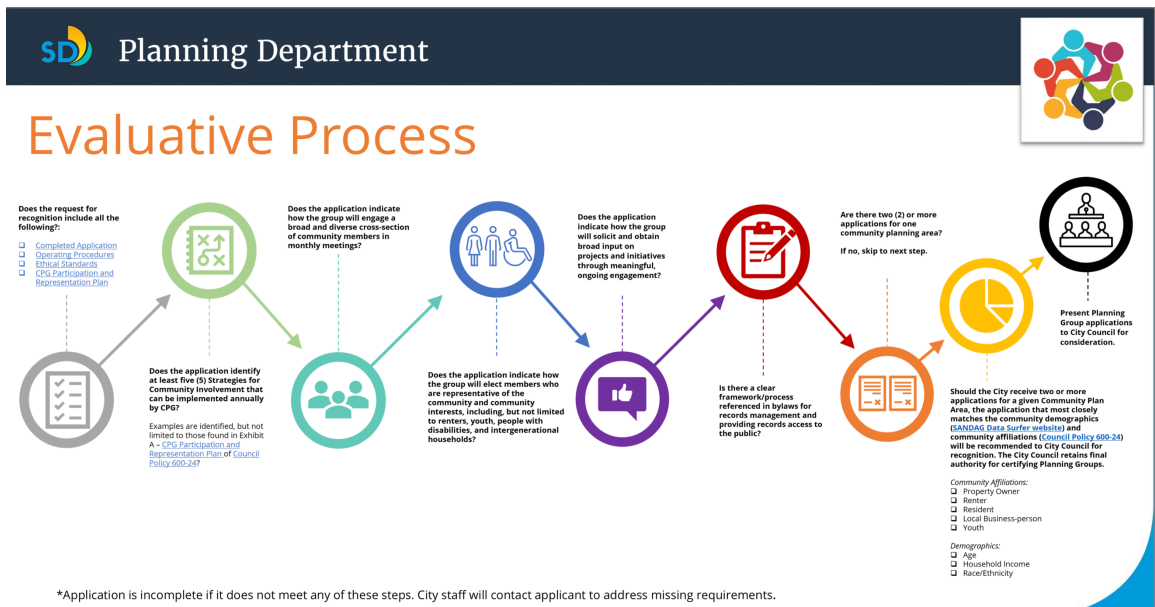
Guiding Principles for Public Participation

- Provide all meeting information necessary to encourage community members to participate in a simple and accessible manner.
- Communicate in ways that are inclusive, transparent and respectful.
- Consistently share information with community members using a variety of methods (See

Appendix A -Public Participation Tools).

- Make meeting materials available in the languages spoken within the community. Please see Census data for Community Plan Area (CPA) provided by SANDAG’s [Data Surfer](#) website.
 - Be respectful of people’s opinions and time. Consider establishing **grounds rules for dialogue** or codes of conduct like those from the [American Bar Association](#) and the [National Conflict Resolution Center](#).
- Ensure a safe, accessible meeting space.

Bringing people together: Online meetings can be cost- and time-efficient, and people can participate from their home, office, or mobile device via an online application. Please consult [In-Person Meeting Guidance](#) when hosting a virtual or hybrid meeting per the [Brown Act](#).



Demographics: <https://www.sandiego.gov/sites/default/files/cpg-demographic-data-2021.pdf> (corrected)

Compare with Information from GroundworkSD, and fill in the blanks.

Make tentative changes in red, share at Nov. 27, 2023 CVCPG Bylaws Committee or Dec 4 CVCPG Bylaws Committee for approval or redo. FINAL Vote on CVCPG Bylaws will be at SPECIAL MEETING on Mon Dec 11, 2023

We will use the ALTERNATIVE OPTION for MEMBER COMPOSITION from Application Page: <https://survey123.arcgis.com/share/7e73507cfdb04004b59c0917ec03738b?portalUrl=https://webmaps.sandiego.gov/portal>

Along with your application please include the following (You will be attach documents at the bottom of this application form): 1. [Operating Procedures](#) that address the Terms and Conditions included in Council Policy 600- 242. [Ethical Standards](#) (can be included in Operating Procedures) 3. [Community Participation and Representation Plan](#) This form is subject to public disclosure. 12***

****ALTERNATIVE OPTION**

Applicant groups can opt to skip the Member Details section below and provide aggregated demographic data based on their member composition by utilizing the following forms: 1) [Community affiliation and demographic information forms](#) 2) [Member Composition Worksheet](#) Individual members can complete the forms anonymously. The Chair or designated Applicant Representative for the planning group *can collect the information forms at an in-person meeting, aggregate the information on the Member Composition Worksheet and attach it with the other required documents at the bottom of this application.*

How will your Planning Group be accessible to all members of your community?

Please provide five (5) examples of efforts that your organization will employ to broadly share and publicize the opportunity to participate in the Planning Group and engage the overall community about land use-related issues. Examples can include, but are not limited to those found in [Council Policy 600-24 Exhibit A - Planning Group Community Participation and Representation Plan](#) such as maintaining a website, a community bulletin board, partnerships with other community-wide/neighborhood-level organizations, surveys on top concerns and issues in the community, etc. (Maximum 500 Words). You may paste in text from another document here. Sharing Meeting Info: Chollasvalleycommunityplanning.com, Facebook.com/cvcpg, Nextdoor San Diego.

Surveys on our Chollasvalleycommunityplanning.com website, along with Agendas and Minutes, photo galleries, local organizations and resources links.

Agendas Posted at sites above, and by City of San Diego Planning Groups webpage, at the Malcolm X Library, and Encanto Rec Center.

Chollasvalleycpg@gmail.com for agendas, newsletters to organizations and interested individuals, schools, etc. Partnerships and representatives on local community/town/neighborhood councils, also possible: Urban Collaborative Project CDC- Joint Town Councils, Transportation and Infrastructure Group; Groundwork San Diego Chollas Creek- Chollas Creek Coalition, Encanto Rec Advisory Group (Community Rec Group, etc. Other options include attendance and newsletter sharing with Promise Zone, Diamond Business District, Jacobs Center for Innovation, San Diego Black Arts & Culture Advisory Committee, etc.,

How will your Planning Group fairly represent all members of your community?

Please explain how your Planning Group's member composition is representative of the [diverse interests](#) in your community. (Maximum 500 Words). You may paste in text from another document here.

Please provide contact information should there be any questions about your application, missing information, status, hearing dates, etc.

M. Unfinished business shall be tabled and placed on the agenda for the following meeting.

N. Meeting Adjournment 1st/ 2nd/ #approved

Upcoming CVCPG Bylaws meetings: 12/4/23,

Upcoming full CVCPG meetings, 11/20/23, 12/18/23 *LOCATION May Change to allow for longer meetings*

Agendas and meeting minutes can be found

at <https://www.sandiego.gov/planning/community/profiles/encanto/agendas> This Public Notice and Agenda is posted at the Valencia Park/Malcolm X Branch Library, located at: 5148 Market St, San Diego, CA 92114 at least 72 hours in advance of the meeting date. In addition, Agendas are posted on the CVCPG Facebook Page. <https://www.facebook.com/CVCPG/> and [Nextdoor](#).

For further information regarding agenda items, meeting or to request a membership application please contact the Chair, Sally Smull at ChollasValleyCPG@gmail.com. Leave a Voicemail for Chair, Sally Smull: 619-354-0558

The City of San Diego distributes agendas via email and can provide agendas in alternative formats as well as sign language or oral interpreter for the meeting with advance notice. If you would like to receive agendas via email, send your requests to sdplanninggroups@sandiego.gov and indicate your specific community planning group. To request these services, please contact the Planning Department at 619-533-6307 or sdplanninggroups@sandiego.gov at least five (5) working days prior to the meeting to ensure availability. Community Planning Group email lists *We are still considered "Encanto Neighborhoods" on many sandiego.gov links, instead of Chollas Valley Community Planning Group (CVCPG)*

Encanto Neighborhoods Community Plan: https://www.sandiego.gov/sites/default/files/encanto_community_plan-revised_lu_maps-reduced_6-20-16.pdf

[Alta Vista, Broadway Heights, Chollas View, Emerald Hills, Encanto, Lincoln Park, O'Farrell, Valencia Park communities](#)

CVCPG Bylaws Committee Meeting Agenda Nov 27, 2023