



OPERATING PROCEDURES FOR CITY COUNCIL RECOGNITION  
OF THE

***Rancho de los Peñasquitos Planning Board (RPPB)***  
AS AN INDEPENDENT COMMUNITY PLANNING GROUP PER  
CITY COUNCIL POLICY 600-24

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## Introduction and Background

Through this document, the ***Rancho de los Peñasquitos Planning Board (RPPB)*** (the “planning group”) adopts Council Policy 600-24’s Terms and Conditions attachment. In the Terms and Conditions, the City established minimum standard procedures that the planning group will adhere to and designated services the planning group will provide in order to obtain and maintain official recognition by the City pursuant to [Council Policy 600-24](#). Planning groups are independent organizations voluntarily created and operated by community members who are not City employees, City agents, or City representatives. The planning group is not a city-controlled or managed organization. The City does not direct or recommend the election, appointment, or removal of planning group voting members, or delegate authority to planning groups to act on its behalf.

The planning group, in adopting these Operating Procedures, commits to meeting these minimum standards and to operating in a manner that abides by and conforms with the Brown Act, is transparent to the public, is accessible to and inclusive of all community members, and reflects the diversity of the communities where they operate. The planning group acknowledges that meeting the standards of this document is necessary to be formally recognized, and continue to be recognized, by the City Council (Council) as a planning group in the City of San Diego. The planning group acknowledges that the City can revoke recognition of any planning group if the City, in its sole discretion, determines these standards are not being met.

The planning group will separately and independently maintain any legally required corporate documents, including articles of incorporation and corporate bylaws, or any other legally

required documents related to the planning group's founding, operation, or organization.

The planning group will also include with these Operating Procedures, a Community Participation and Representation Plan and Ethical Standards (if not already incorporated in this document) as Exhibit A and maintain these documents in accordance with sections 2.5 and 7.2 herein.

In consideration of [Council Policy 600-24](#) and its attached Terms and Conditions, the planning group hereby agrees to abide by the following as part of their Operating Procedures:

## 1. Name and Geographical Boundaries

The name of this City-recognized planning group is the ***Rancho de los Peñasquitos Planning Board (RPPB)***, and all activities shall be conducted in its official name.

The community planning boundaries of this planning group are the boundaries of the *Rancho Peñasquitos, Torrey Highlands and Black Mountain Ranch* Community, as shown in Exhibit B.

## 2. Responsibilities

### 2.1 Collaboration with City Staff

As a recognized independent body, the planning group may work with City staff throughout the City's planning process when requested by the City, including during the formation of long-range community goals, objectives, and proposals or revisions for inclusion in a General or Community Plan.

### 2.2 Advisory Planning Group Review

The planning group may make advisory recommendations to the City and other governmental agencies on land use matters within the planning group's geographical boundaries as shown in Exhibit B or related matters associated with implementation of its community plan, including the preparation of, adoption of, implementation of, or amendment to, the General Plan or a land use plan when a plan relates to its boundaries.

The planning group may, upon City request, make recommendations, or participate in, additional efforts such as identifying Capital Improvement Program (CIP) infrastructure needs or additional City matters.

The planning group recognizes that City staff and development project applicants are not required by the City to present their project or application before the planning group although the City encourages applicants to conduct robust engagement with all planning groups, the community, and project neighbors.

The planning group may from time to time, and under a procedure consistent with these Operating Procedures, adopt and communicate a position on other issues to the City and other entities via email or post mail, subject to a simple majority vote of the present members of the board.

### 2.3 Timely Submittal of Planning Group Recommendations to the City

In order to be considered as part of the City's development review process, planning group project review recommendations, if any, shall be submitted to the City within seven calendar days of the planning group taking action.

In addition, the planning group shall submit its recommendation and any conditions to the project proposed by the planning group, using a [Bulletin 620 Distribution Form](#), or a reasonable facsimile of that document (e.g. letter or memo from the Chairperson) indicating the following information: project name/number, community/planning group name, the date of meeting which the project was heard by the planning group, vote results, the planning group's conditions/recommendation, name and signature of Chairperson or designated representative.

The planning group shall follow a uniform mandatory process for recording planning group project review recommendations through the use of an Annual Report that includes all project recommendations which shall be part of the planning group's official records.

### 2.4 Adherence to Ralph M. Brown Act

The planning group must comply with California's Open Meeting Law, the Ralph M. Brown Act, set forth at California Government Code sections 54950 through 54963 (Brown Act), by conducting meetings that are open to the public, properly noticed in a publicly accessible location 72 hours in advance of the meeting, and in compliance with each of the Brown Act provisions. Failure of the planning group to conduct meetings in compliance with the Brown Act provisions shall constitute sufficient reason for the planning group to lose its Council recognition and may subject the planning group and planning group voting members to a loss of indemnification by the City.

### 2.5 Maintenance of Open Records

The planning group shall maintain its official records, including its rosters, annual reports, meeting agendas, applications to serve as voting members, evidence of completion of annual trainings, and meeting minutes, for a minimum of five (5) years (either on its website, in electronic files, or in hard copies) from the date each record is created and will make all official records available to the City and to any member of the public upon request.

Written applications submitted to the planning group by individuals wishing to serve as voting members, and records of election results, are considered official records and will be maintained by the planning group in accordance with [Council Policy 600-24](#). The planning group will submit to the City the Annual Roster of planning group voting members by May 1 of each year and will also submit to the City any changes to rosters as a result of planning group elections. Annual Reports will be submitted to the City within 14 days of the approval of the March minutes. Annual reports should include a summary list of accomplishments, and major actions on large projects and policy matters covering a calendar year from April through the following March.

### 2.6 Independent Entity

The planning group is an independent entity from the City and must be able to operate as such.

The City may provide assistance to planning groups at the discretion of the City Manager and subject to the availability of City resources. In addition, planning groups may be allocated funds by the City when such funding is approved by the City Council.

### **3. Community Participation and Representation**

#### 3.1 Membership

The planning group will ensure that its voting members, to the greatest extent possible, represent the entire community and community interests, including homeowners, renters, individuals with and without school age children, and diverse age groups.

The planning group and its voting members should routinely seek robust community participation in the planning group planning and implementation process to serve the best long-term interest of the community at large.

#### 3.2 Community Outreach

The planning group and its voting members shall routinely seek community participation in the planning group planning and implementation process to serve the best long-term interest of the community at large.

#### 3.3 Collection of Membership Data

To measure community representation, the planning group shall gather demographic data of existing and new planning group voting members at the time of elections or other regular periods to measure inclusion and diversity on the planning group. This data should be submitted to the City along with the annual rosters required by Section 2.5. Participation in this type of survey will be voluntary and will be conducted in a manner to ensure the privacy of responses and respondents.

### **4. Planning Group Composition**

#### 4.1 Number of Voting Members

The planning group will have no fewer than ten (10) and no more than twenty (20) voting members, respectively, representing the various community interests set forth in these Operating Procedures. The Council may recognize a planning group with more than 20 voting members if the larger membership is necessary to give better representation to a community. The ***Rancho de los Peñasquitos Planning Board (RPPB)*** shall consist of twenty (20) elected and appointed members to represent the community. Appointed seats are identified to represent specific interests or unique stakeholder interests present in the community planning area, such as Town Council and Recreation Council.

#### 4.2 Voting Member Eligibility

The planning group will ensure that voting members meet the following minimum qualifications throughout their entire term of service:

- a. A qualified Rancho Penasquitos District Member is any person otherwise eligible who has resided within the boundaries of the respective district (attached as

Exhibit B) for which election or appointment is being sought at least thirty (30) days prior to election or appointment.

- b. A qualified Renter-At-Large Member is any person otherwise eligible who has rented and occupied a primary residence within the boundaries of the Rancho Peñasquitos Planning Board jurisdiction for at least thirty (30) days prior to election or appointment.
- c. A qualified Torrey Highlands Member is any person otherwise eligible who has resided within the boundaries of the Torrey Highlands Community Plan for at least thirty (30) days prior to election or appointment.
- d. A qualified Black Mountain Ranch Member is any person otherwise eligible who has resided within the boundaries of the Black Mountain Ranch Community Plan for at least thirty (30) days prior to election or appointment.
- e. A qualified Commercial Member is any person otherwise eligible who is employed by any company currently engaged in the building construction or land development business within the boundaries of the Rancho Peñasquitos, Torrey Highlands or Black Mountain Ranch community planning areas; or who owns, operates or is otherwise employed at a local business enterprise with a primary business address within the boundaries of the Rancho Peñasquitos, Torrey Highlands, or Black Mountain Ranch community planning areas for at least thirty (30) days prior to election or appointment, except that no qualified Commercial Member may conduct business from a residential address.
- f. A qualified Organization Member is any person otherwise eligible who is a bona fide member in good standing and has been designated by that organization to serve on this Planning Board.

When a member of the planning board is no longer qualified to hold their seat, the member shall submit a letter of resignation to the Chairperson.

#### 4.2.1 Minimum Age

Voting members will be a minimum of 18 years of age unless the planning group has an appointed youth representative. Youth members shall be a minimum age of 16 years old, chosen from among the youth who live in the community.

#### 4.2.2 Minimum Attendance Requirements

The planning group shall take attendance to ensure that each voting member attends at least two-thirds of the planning group's regularly scheduled meetings in any 12-month period throughout their term as a voting member. Failure to meet minimum attendance shall be grounds for disqualification of the voting member. Voting members who want to apply for re-election or re-appointment do not need to comply with the attendance requirements noted above.

#### 4.3 Community Representation

The planning group will ensure that voting members be affiliated with the community as either a:

- a. property owner, who is an individual identified as the sole or partial owner of record, or their employee, of a real property (either developed or undeveloped),

- within the community planning area;
- b. resident, who is an individual whose primary address of residence is an address in the community planning area;
- c. local businessperson, who is a local business or non-profit owner, operator, or designee at a non-residential real property address in the community planning area as evidenced by a business tax certificate or other official document.

An individual may become an eligible member of the community by demonstrating eligibility qualifications contained in 4.3(a), (b) or (c) above to the satisfaction of the Planning Board Chairperson or Election Ad Hoc Committee prior to the time of voting.

Once a community member's eligibility to vote is established, the individual remains an eligible member of the Rancho de los Peñasquitos Planning Board until a determination is made that the individual does not meet the planning group's criteria and formal action is taken by the planning group. The Rancho de los Peñasquitos Planning Board shall require proof establishing eligibility for elections.

#### 4.3.1 Appointed Seats

To ensure representation of unique stakeholder interests in the community planning area, the planning group may create appointed non-voting seats.

In addition to elected members, the ***Rancho de los Peñasquitos Planning Board (RPPB)*** has 4 appointed seats to better represent specific interests or unique stakeholder interests of the community. These seat(s) are appointed by submitting an application to the planning board Chairperson no later than one week prior to the meeting at which their appointment will be considered.

Appointed seats consist of four members of the community planning group membership who vote on group business and, together with the elected members, are referred to throughout as "voting members of the community planning group."

Appointed members are subject to the same removal provisions as Elected members, and if an Organization Member's appointment is rescinded by the represented organization, the appointee will no longer be a member of the planning board effective upon receipt of written notice.

#### 4.3.2 Youth Seats

Youth seat members have the same rights, privileges, duties, and responsibilities as their adult colleagues. They may serve on subcommittees, including the election subcommittee. They may participate in RPPB discussions and in voting on matters being heard by the RPPB. Their votes shall be tallied as part of the community voting procedure. Prior to beginning their term, youth members that are under the age of 18 shall provide written permission from their legal guardian to serve on the RPPB.

#### 4.3.3 Vacancies

The Rancho de los Peñasquitos Planning Board shall find that a vacancy exists upon receipt of a resignation in writing from one of its members, upon receipt of a written report from the planning



group's Chairperson reporting the third consecutive absence or fourth absence in the 12-month period of April through March each year, of a member(s) from the planning groups regular meetings or following a vote of the planning group as described in Council Policy 600-24 related to ineligibility, and/or following conclusion of a member-removal process.

Vacancies that may occur on the Rancho de los Peñasquitos Planning Board should be filled not later than 60 days following the date of the determination of the vacancy. The term of office of any member filling a vacancy shall be for the balance of the vacated term.

The Rancho de los Peñasquitos Planning Board shall fill vacancies by appointment as soon as the vacancies are declared. Vacancies shall be filled as follows:

- i. Vacancies of seats held by Residential Members and Commercial Members shall be filled by the Chairperson and ratified by a majority vote of members present at the first regular meeting of the Planning Board following the advertisement of such a vacancy.
- ii. Vacancies of seats held by Organization Members shall be filled at the first regular meeting of the Planning Board following the receipt of written notice from the presiding officer of such organization designating a new member to serve on the Planning Board.

All eligible interested parties desiring to fill a vacancy on the Planning Board shall submit an application (Exhibit C) to the Planning Board Chairperson and be present at the regular meeting where their appointment will be considered or a special election, set forth below, will be declared. They will be given an opportunity to speak at the planning board meeting to share why they would like to be on the planning board. Vacancy notices, appointments and votes shall be placed on the regular business agenda as an action item and documented in the minutes.

Two or more concurrently elected seat vacancies shall be filled through a special election by a vote of eligible RPPB members by utilizing a secret written ballot.

- i. If there is only one eligible interested candidate desiring to fill a single seat vacancy, he or she will be appointed by the Chairperson and confirmed by a majority vote of the planning board members present and take his or her seat at the next regular planning board meeting.
- ii. If there are multiple eligible interested candidates desiring to fill a single seat vacancy, they will be presented to the planning board members and community members present, and confirmed by a plurality vote of the planning board members present by a ballot (or blank sheet of paper) for each voting member of the planning board and board members to put their name at the top and vote for one of the two candidates on the ballot (or write the name of the candidate that they vote for on the paper). The votes shall be counted, and the Chairperson shall announce how many votes each candidate received and which planning board members voted for each candidate. This information shall be recorded in the minutes and the party with the most votes is confirmed and will take their seat at the next regular planning board meeting.

iii. If multiple eligible interested candidates desire to fill two vacancies within the same represented community (Torrey Highlands or Black Mountain Ranch), they will be presented to the planning board members and community members present, and confirmed by a plurality vote of the planning board members present by a ballot (or blank sheet of paper) for each voting member of the planning board and board members to put their name at the top and vote for one of the two candidates on the ballot (or write the name of the candidate that they vote for on the paper). The votes shall be counted, and the Chairperson shall announce how many votes each candidate received and which planning board members voted for each candidate. The candidate with the most votes shall be confirmed to the seat with the longest remaining term, and the candidate with the next highest number of votes shall be confirmed to the seat with the shorter remaining term.

This information shall be recorded in the minutes and the selected candidates will take their seat at the next regular planning board meeting.

When the Rancho de los Peñasquitos Planning Board is unable to fill a vacancy within 60 days, as specified above, and the planning group has more than ten members, a diligent and substantial effort to search for a new member should continue, however the seat may remain vacant until the next planning group election.

The Rancho de los Peñasquitos Planning Board may fill a Residential Member seat that has remained vacant for 60 days for the balance of the vacated term and upon receipt of an application and subject to a majority vote confirmation of the Planning Board, as follows:

- i. A vacancy within the Rancho Peñasquitos community may be filled by a qualified member who resides in an adjacent Rancho Peñasquitos district's boundaries or Torrey Highlands / Black Mountain Ranch if the district is adjacent to either of these community planning areas.
- ii. A vacancy within the Torrey Highlands community may be filled by a qualified member from an adjacent Rancho Peñasquitos Districts' boundary or the Black Mountain Ranch community boundary.
- iii. A vacancy within the Black Mountain Ranch community may be filled by a qualified member from an adjacent Rancho Peñasquitos Districts' boundary or the Torrey Highlands community boundary.

#### 4.4 Voting Member Term Limits

The planning group shall establish term limits for its voting members to ensure that the membership is not dominated over time by individual voting members or groups within the community. These term limits will conform with the following guidelines:

#### 4.4.1 Maximum Time of Service

Members of the ***Rancho de los Peñasquitos Planning Board (RPPB)*** shall be elected to serve fixed terms of 2 years, with expiration dates during alternate years to provide continuity. Voting members will not serve their service time for more than eight (8) consecutive years. Planning group voting members who accumulate this maximum service time can be eligible to serve again after a one-year break in service. A partial year of service resulting from an appointment to fill a vacancy and equaling 7-12 months will count as a full year of service when calculating the eight-year limit, and the eight-year limit refers to total maximum consecutive years of service time, not individual seats held.

#### 4.4.2 Waivers of Maximum Time of Service

The planning group may develop procedures for waiving the maximum time of service by vote of its voting members if the planning group cannot find sufficient new voting members to fill vacant open seats after a good faith effort to do so. ***Rancho de los Peñasquitos Planning Board (RPPB)*** will use the following guidelines:

- i. Waivers of Maximum Time of Service shall not be granted unless necessary to ensure there are at least 10 voting members (See Section 4.1).
- ii. Waiver of Maximum Time of Service to ensure there are at least 10 voting members shall be ratified by at least a two-thirds majority of the votes cast by eligible community members participating in the regular election; and
- iii. The term of a voting member elected by a two-thirds vote serving beyond the Maximum Time of Service should count as time served beyond the required break in service as required by this section.

### **5. Open and Public Elections**

#### 5.1. Equal Participation

The planning group shall develop election procedures to encourage equal participation by all members of the public of a community, including term limits which voting members of a recognized planning group can serve.

All members of the public affiliated with the community within the geographical boundary of the planning group will be allowed to vote in planning group elections, so long as they meet minimum conditions for eligibility per Section 4.2 of these Operating Procedures and comply with the following:

- a. Only one elected planning group voting member per business tax certificate.
- b. Only one elected planning group voting member per property tax billing. (Such as a multi-family residential parcels)

No additional qualifications, such as attendance requirements, will disqualify someone from voting, and no voting requirement will be stricter than allowed by the California Elections Code or Section 5.1.1.

#### 5.1.1 Voter Identification for Resident Community Members

Consistent with state and federal law, proof of residency or identity, should consist of

presenting an original or copy of any of the documents described below in either paragraph (i) or (ii). These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community member to vote in the election.

i. Current and valid photo identification provided by a third party in the ordinary course of business that includes the name and photograph of the individual presenting it. Examples of photo identification include, but are not limited to, the following documents: (A) driver's license or identification card of any state; (B) passport; (C) employee identification card; (D) identification card provided by a commercial establishment; (E) credit or debit card; (F) military identification card; (G) student identification card; (H) health club identification card; (I) insurance plan identification card; or (J) public housing identification card.

ii. Any of the following documents, provided that the document includes the name and address of the individual presenting it, and is dated since the date of the last election, unless the document is intended to be of a permanent nature such as a pardon or discharge, including: (A) utility bill; (B) bank statement; (C) government check; (D) government paycheck; (E) document issued by a governmental agency; (F) sample ballot or other official elections document issued by a governmental, agency dated for the election in which the individual is providing it as proof, of residency or identity; (G) voter notification card issued by a governmental agency; (H) public housing identification card issued by a governmental agency; (I) lease or rental statement or agreement issued by a governmental agency; (J) student identification card issued by a governmental agency; (K) tuition statement or bill issued by a governmental agency; (L) insurance plan card or drug discount card issued by a governmental agency; (M) discharge certificates, pardons, or other official documents issued to the individual by a governmental agency in connection with the resolution of a criminal case, indictment, sentence, or other matter; (N) public transportation authority senior citizen and disabled discount cards issued by a governmental agency; (O) identification documents issued by governmental disability agencies; (P) identification documents issued by government homeless shelters and other government temporary or transitional facilities; (Q) drug prescription issued by a government doctor or other governmental health care provider; (R) property tax statement issued by a governmental agency; (S) vehicle registration issued by a governmental agency; or (T) vehicle certificate of ownership issued by a governmental agency.

#### 5.1.2 Voter Identification for Community Business Owners

Business Owners within the community should present an original or copy of a Business Tax Certificate or equivalent document showing a business address within the planning group boundaries. These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community business owner to vote in the election.

#### 5.1.3 Voter Identification for Community Non-Profits

Employees of non-profits within the community should present an original or copy of their

founding documents or a related document showing an associated address within the planning group boundaries. These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community member to vote in the election.

#### 5.1.4 Voter Identification for Community Non-Resident Property Owners

Non-residents who own property within the community should present documents similar to those described in 5.1.1 above, however at least one of these documents should show the address of the property in the community owned by the non-resident and be sufficient to prove ownership. These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community member to vote in the election.

### 5.2 Transparency and Inclusion in Operations

The planning group will adopt provisions within its Operating Procedures that will govern the election or appointment of voting members of the planning group, their removal if necessary, and the process to fill vacancies, among other provisions. These provisions will provide for a fair and transparent process, intended to ensure broad outreach to the community, sufficient time for community members to participate in elections, and the principles of inclusion and diversity in planning group operations.

The Rancho de los Peñasquitos Planning Board shall make a good faith effort to utilize means appropriate to publicize the planning group's eligibility requirements for candidacy and the upcoming elections.

In the election process, the planning group shall seek enough new candidates to exceed the number of seats open for election in order to allow those who have served for eight consecutive years to leave the group for at least one year.

Planning group operating procedures in this section will address the following election procedures:

- a. **GENERAL ELECTIONS:** General elections of Rancho de los Peñasquitos Planning Board members shall be held annually, during the month of March in accordance with the Rancho de los Peñasquitos Planning Board's adopted elections procedures. The deadline to qualify for candidacy in the March general election shall be prior to the adjournment of the February noticed regular meeting or special meetings of the full planning group membership preceding the election. The planning group's Election committee shall be established no later than January and shall begin soliciting eligible community members to become candidates. No member of the Election committee shall be a candidate in the election. In February, the Election committee shall present to the planning group a complete list of interested candidates collected up to that point in time. Candidates may be added at the February meeting. A candidate forum may be advertised and held at the February meeting.

Eligible members of the community desiring to become a candidate for election to the planning group shall submit an application (Exhibit C) to the planning group Chairperson or Election Committee Chairperson no later than the adjournment of the February regular meeting prior to the scheduled election.

All persons voting in a planning group election must be at least 18 years of age and must have resided within the community's planning area boundaries for which they are voting for the thirty (30) days prior to the scheduled election, subject to the provisions contained in Section 4.3.2 regarding Youth Seats.

At a minimum, a notice of planning group elections shall be promulgated at least sixty (60) days prior to the election, a notice listing polling location(s) and time(s) shall be promulgated at least thirty (30) days prior to the election.

- b. **BALLOTS:** All persons voting in a planning group election shall be required to sign their name and address prior to voting. The ballot presented to eligible community members to vote will clearly identify which seats individual candidates are running for, how many candidates can be selected, whether there are limitations on which candidates various categories of eligible community members can vote for and which candidates, if any, are term limited, and are needed to meet the 10 member minimum, must receive a two-thirds (2/3) majority of the vote due to provide service beyond eight consecutive years of service. The ballot shall instruct the voter to select or mark the box for the candidate of their choice. The ballot shall not contain multiple boxes for an individual candidate nor ask the voter to select "Yes" or "No" (or For or Against) for a candidate and blank Ballots will not be counted.

The Election Ad Hoc Committee shall be responsible for opening and counting all Ballots.

The candidate receiving the most votes (plurality) in each race shall be elected. In the event of a tie, the two candidates with the most votes shall proceed to a tie-breaking event in which case a coin toss will select the winning candidate.

Ballots shall be available at the noticed polling location(s), for a period of time to be determined by the Elections Ad Hoc Committee, at the location of the regular Planning Board meeting or other location if adequately noticed. Cast Ballots shall be kept by the Election Ad Hoc Committee for a period of 30 days, at which time shall be conveyed to the Chairperson to be destroyed.

Voting to elect community planning group members shall be by secret written ballot. Completed Ballots shall be deposited into a sealed box and opened only by the Election Ad Hoc Committee immediately before counting.

Proxy voting for elections is not allowed under any circumstances, and the Election Ad Hoc Committee shall discourage all electioneering in or around the voting location.

The Rancho de los Peñasquitos Planning Board's policy related to write-in candidates is that write-in candidates are not allowed.

- c. VOTING: Voting for a Rancho Peñasquitos District Member seat is limited to residents who reside within the District boundary. Voting for the Renter-at-Large Member seat is limited to residents who reside within the Rancho Peñasquitos community planning area. Voting for the Torrey Highlands Member seats is limited to residents who reside in the Torrey Highlands community planning area. Voting for the Black Mountain Ranch Member seats are limited to residents who reside in the Black Mountain Ranch community planning area (see Exhibit B).

The Election Ad Hoc Committee shall setup the Voting location and keep open for a period of not less than two hours, at an ADA compliant accessible location.

The Rancho de los Peñasquitos Planning Board's election becomes final after announcing the election results at the conclusion of the noticed regular March monthly planning group meeting. The planning group Chairperson is responsible for preparing, certifying and forwarding the election report to the City. New members shall be seated in April at the start of the regular meeting in order to allow their full participation as elected members at the April planning group meeting.

Any challenge to the election results must be filed with the Chairperson of the Elections Ad Hoc Committee or an officer of the Rancho de los Peñasquitos Planning Board in writing within 24 hours of the counting of the ballots in order to allow enough time to resolve the issue. Any challenge and the basis upon which it was resolved shall be reported prior to the ratification of the election results at the April planning group meeting.

### 5.3 Election Timing

The planning group will host its elections during the month of March each year to be consistent with other planning groups.

## **6. Conduct of Meetings**

### 6.1 Professional Conduct

The planning group and its voting members will conduct themselves reasonably and professionally and refrain from disrupting the public process as set forth on the planning group's agenda.

### 6.2 Rules of Procedure

The planning group shall adopt Robert's Rules of Order as rules of procedure for its meetings, to provide a uniform means for the planning group to facilitate public meetings, conduct public

business, and resolve disputes.

### 6.3 Transparency in Operations

The planning group will maintain transparency in its operating procedures as outlined herein and in [Council Policy 600-24](#) to ensure open meetings with appropriate public notice to invite community participation in planning group meetings.

It is the duty of all planning group members to conduct official business of the planning group in a public setting, and to attend all meetings. It is recognized that the officers of the planning group may oversee administrative business of the planning group, such as the assembling of the draft agenda, in preparation for public discussions. However, all substantive discussions about agenda items or possible group positions on agenda items shall occur at the noticed planning group meetings.

Meetings of the Rancho de los Peñasquitos Planning Board shall be held within these boundaries, except that when the Rancho de los Peñasquitos Planning Board does not have a meeting facility within its boundary that is accessible to all members of the public, they may meet at the closest suitable meeting facility.

The Rancho de los Peñasquitos Planning Board holds regularly scheduled meetings on the first Wednesday of each calendar month. When the first Wednesday of the calendar month falls on a holiday, the meeting may be rescheduled to the preceding or subsequent Wednesday at the discretion of the Chairperson and with approval of the Board. The planning group will meet in August unless, at the Chairperson's discretion, and with approval of the board members, a meeting is found to be unnecessary.

Planning group operating procedures in this section will address the following duties, operations and procedures:

- a. **REGULAR AGENDA POSTING** - At least 72 hours before a regular meeting, the agenda containing a brief general description of each agenda item shall be posted. The brief general description of each agenda item need not exceed 20 words per item unless the item is complex. The agenda shall also provide notice of the date, time and location of the meeting. The agenda shall be posted in a place freely accessible to the general public and shall include information on how a request for accessible accommodation may be made. In the event a meeting is canceled, the Planning Board will endeavor to post and distribute a Notice of Cancellation 72 hours prior to the start of the scheduled meeting.

The listing of the agenda item shall include the intended action of the planning group regarding that item [e.g., information item, action item].

The agenda shall be offered to the City for posting on the City's website and should be posted on the Rancho de los Peñasquitos Planning Board website at least 72 hours in advance of the meeting: <http://rpplanningboard.com>.



- b. (ii) PUBLIC COMMENT – Any interested member of the public may comment on agenda items during regular or special planning group meetings. In addition, each agenda for a regular planning group meeting shall allow for a public comment period at the beginning of the meeting for items not on the agenda but are within the scope of authority of the planning group. Planning group members may make brief announcements or reports to the planning group on their own activities under the public comment section of the agenda. The planning group may adopt time limits for public comment to ensure operational efficiencies.
- c. (iii) ADJOURNMENTS AND CONTINUANCES – If the Rancho de los Peñasquitos Planning Board does not convene a regularly scheduled meeting, there shall be a copy of the "Notice of Adjournment" of the meeting posted on or near the door of the place where the adjourned meeting was to be held within 24 hours after the time the meeting was to be held.

If a meeting is adjourned because less than a quorum was present, a new regular meeting agenda must be prepared. If a meeting is adjourned because no members of the planning group were present, the subsequent meeting, if not a regular meeting, must be noticed as if a special meeting.

- d. CONTINUED ITEMS - If an item is continued from a prior regular meeting to a subsequent meeting more than 5 days from the original meeting, a new agenda must be prepared as if a regular meeting; otherwise, the original meeting agenda is adequate.
- e. CONSENT AGENDA - For items to be considered for a “Consent Agenda” all of the following are required:
  - i. A committee of the planning group has discussed the item at a noticed committee meeting,
  - ii. All interested members of the public were given an opportunity to address the committee, and
  - iii. The item has not substantially changed since the committee’s consideration.

The comments of the committee and those made by interested members of the public should be reflected in the minutes of the committee. Any interested member of the public may comment on a consent agenda item. Any interested member of the public may take a consent agenda item off the consent agenda by request.

- f. QUORUM AND PUBLIC ATTENDANCE - A quorum, defined as a majority of non-vacant seats of a planning group, must be present in order to conduct business, to vote on projects, and to take actions at regular or special planning

group meetings.

No member of the public shall be required, as a condition of attendance at any meeting of the planning group, to register or provide any other information. Any attendance list or request for information shall clearly state that completion of such information is voluntary. No member of the public may be charged a fee for admittance.

- g. DEVELOPMENT PROJECT REVIEW - The Rancho de los Peñasquitos Planning Board may not, as a condition of placing an item on the agenda, require applicants to submit additional information and materials beyond which the applicant has been required to submit as part of the City's project review application process.

Materials to be considered by the planning board for projects appearing as an action item on the meeting's agenda shall be submitted to the Chairperson for distribution to the board members preferably 14 days prior to the board's meeting at which a decision is rendered regarding the project.

When reviewing development projects, the planning group shall allow participation of affected property owners, residents and business establishments within proximity to the proposed development.

The planning group shall directly inform the project applicant or representative in advance each time that such review will take place and provide the applicant with an opportunity to present the project.

- h. ACTION ON AGENDA ITEMS - An item not noticed on the agenda may be added prior to adoption of the agenda if either two-thirds (2/3) of the voting members of a community planning group, or every member if less than two-thirds (2/3) of the voting members of the community planning group are present, determine by a vote that there is a need to take an immediate action, but only if the need for action came to the attention of the planning group subsequent to the agenda being posted.

A two-thirds (2/3) vote of the voting members of the community planning group is required to remove an elected or appointed community planning group member.

Removing a member due to ineligibility in accordance with Section 8.3.1 requires a majority vote of the voting members of the community planning group for the purpose of ratifying the findings presented by the Chairperson to the group.

Amendments to adopted bylaws require a two-thirds (2/3) vote of the voting members of the Rancho de los Peñasquitos Planning Board.

A vote to approve a community plan update or a community plan amendment requires a majority vote of the voting members of a community planning group.

All other community planning group actions, including committee votes, only require a simple majority of the voting members of the community planning group in attendance when a quorum is present.

The Rancho de los Peñasquitos Planning Board planning group's Chairperson fully participates in planning group discussions and votes on all action items.

The planning group shall not engage in, or allow, secret ballot or proxy voting on any agenda item. Other methods of absentee voting on agenda items, such as by telephone or by e-mail are also prohibited.

Votes taken on all agenda items shall reflect the positions taken by the elected and appointed members on the planning group.

- i. COLLECTIVE CONCURRENCE - Any attempt to develop a collective concurrence of the members of the Rancho de los Peñasquitos Planning Board as to action to be taken on an item by members of the planning group, either by direct or indirect communication, by personal intermediaries, by serial meetings, or by technological devices, is prohibited, other than at a properly noticed public meeting.
- j. SPECIAL MEETINGS - The Chairperson of the Rancho de los Peñasquitos Planning Board, or a majority of planning group members, may call a special meeting. An agenda for a special meeting shall be specified as such and shall be prepared and posted at least 24 hours before a special meeting.

Each member of the planning group shall receive the written notice of the meeting at least 24 hours before the time of the meeting as specified in the notice unless the member files with the planning group Chairperson a written waiver of notice at, or prior to the time of, the meeting. Written notice shall be posted at least 24 hours before the time of the meeting. The notice shall identify the business to be transacted or discussed at the meeting. No other business shall be considered at this meeting. Public testimony on agenda items must be allowed; however, the non-agenda public comment period may be waived.

- k. EMERGENCY MEETINGS - Emergency meetings, requiring no public notice, are called for matters related to public health and safety. These matters are outside of the purview of the Rancho de los Peñasquitos Planning Board and are prohibited under these Operating Procedures.
- l. RIGHT TO RECORD - Any person attending a meeting of the Rancho de los Peñasquitos Planning Board must be allowed to record or photograph the proceedings in the absence of a reasonable finding by the planning group that the

recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the meeting.

- m. **DISORDERLY CONDUCT** - In the event that any planning group meeting is willfully interrupted by a person or group of persons, so as to make the orderly conduct of the meeting infeasible, the planning group may first cause removal of the individual or individuals. If that is unsuccessful then the planning group may order the meeting room cleared and continue in session on scheduled agenda items without an audience, except that representatives of the media shall be allowed to remain. The planning group may also readmit an individual or individuals who were not responsible for the disruption.
  
- n. **COMMITTEES** - The Rancho de los Peñasquitos Planning Board may establish standing and ad hoc committees when their operation contributes to more effective discussions at regular planning group meetings.
  - i. **STANDING COMMITTEES:**
    - 1. **Land Use Committee (LUC)**  
The LUC is comprised of up to five Planning Board members, appointed by the Planning Board Chairperson and voted on by the Board members which shall have the following duties:
      - Review project(s) prior to a Board presentation.
      - Make a report / recommendation(s) to the Board on project(s).
      - Keep the board up to date on the status of current and proposed future projects.
  
    - 2. **Wireless Communication Facility Committee (WCFC)**  
The WCFC is comprised of up to five Planning Board members, appointed by the Planning Board Chairperson and voted on by the Board members which shall have the following duties:
      - Review project(s) prior to a Board presentation.
      - Make a report / recommendation(s) to the Board on project(s).
      - Keep the board up to date on the status of current and proposed future projects.

The duration of the Standing committees shall be for the duration of the planning group.

- ii. **AD HOC COMMITTEES** - Ad hoc committees may be established for a finite period of time to review more focused issue areas and shall be disbanded following their review. The duties of the Ad Hoc committees are to review projects prior to full board presentations and to report to the full board results of their review.

Ad Hoc committees will be created by a simple majority vote of the

present board members.

- iii. COMMITTEE COMPOSITION – Each committee shall have no more than 5 members, but the number of members the committee has shall be fixed upon creation. Committees shall contain a majority of members who are members of the planning group.

Standing committee members shall be appointed or reappointed by the planning group Chairperson, with approval by a majority vote of the planning group, subsequent to the election of the planning group's new officers.

Removal of committee members from a committee may occur either through resignation or through removal by the planning group Chairperson, with approval by a majority vote of the board.

Non-members, who are duly appointed by a planning group to serve on a committee, may be indemnified by the City in accordance with Ordinance No. O-19883 NS, and any future amendments thereto, provided they satisfy any and all requirements of the Administrative Guidelines.

- iv. RECOMMENDATIONS – Committee recommendations must be brought forth to the full planning group for formal vote at a noticed public meeting. In no case may a committee or committee recommendation be forwarded directly to the City as the formal recommendation of the planning group without a formal vote of the full planning group.

o. ABSTENTIONS AND RECUSALS

- i. RECUSALS - Any member of the Rancho de los Peñasquitos Planning Board with a direct economic interest in any project that comes before the planning group or its committees must disclose to the planning group that economic interest, and must recuse from voting and not participate in any manner as a member of the planning group for that item on the agenda.
- ii. ABSTENTIONS – In limited circumstances, planning group members may abstain from either voting on an action item, or from participating and voting on an action item. The member must state, for the record, the reason for the abstention consistent with Section 7.3, Ethical Standards.

p. MEETING DOCUMENTS AND RECORDS

- i. AGENDA AT MEETING - Any written documentation, prepared or provided by City staff, applicants, or planning group members that is distributed at the planning group meeting, shall be made available upon request for public inspection without delay. If such material is distributed

at the planning group meeting, then it shall be made available upon request at the meeting. If such material is prepared by someone other than City staff, applicants, or planning group members, or is received from a member of the public during public testimony on an agenda item, then the material shall be made available for public inspection at the conclusion of the meeting. A cost-recovery fee may be charged for the cost of reproducing any the materials requested by an individual or individuals.

- ii. MINUTES – For each planning group meeting, a report of Rancho de los Peñasquitos Planning Board member attendance and a copy of approved minutes shall be retained by the planning group and shall be available for public inspection. A copy of the draft minutes should be made available for public inspection as soon as possible but no later than the group’s next regularly scheduled meeting. The minutes of each planning group meeting shall include the votes taken on each action item and reflect the names for, against and abstaining when the vote is not unanimous. Recusals shall also be recorded. Minutes should record speakers and public testimony, and whether each project applicant (whose project was subject to planning group action) appeared before the planning group. If an applicant did not appear before the planning group, then the meeting minutes must indicate the date when and type of notification (e.g., electronic, telephonic, facsimile) provided to the applicant requesting his or her appearance at the planning group meeting. A copy of the approved minutes shall be submitted to the City within 14 days after approval by the planning group.

The Rancho de los Peñasquitos Planning Board is not required to audio or videotape meetings but if recordings are made, they are subject to a public request to inspect them without charge. A cost-recovery fee may be charged for copies of recordings.

#### 6.4 Planning Group Officers

The officers of the ***Rancho de los Peñasquitos Planning Board (RPPB)*** shall be elected from and by the members of the planning group. Said officers shall consist of a Chairperson, Vice Chairperson and Secretary. The length of an officer's term shall be one year, except that no person may serve in the same planning group office for more than eight consecutive years per the term limits established in Section 4.4. After a period of one year in which that person did not serve as an officer that person shall again be eligible to serve as an officer.

##### 6.4.1 Chairperson

The Chairperson shall be the principal officer of a recognized planning group and shall preside over all planning group and communitywide meetings organized by the planning group. The Chairperson will be the planning group’s representative to the Community Planners Committee (CPC), unless otherwise designated.

The Chairperson fully participates in Planning Board meetings. They may make motions and participate in all discussions and vote on all motions. They set the agenda and nominate

qualified candidates to fill vacancies. They appoint all members to Standing and Ad Hoc committees, subject to Planning Board approval. They are the point of contact for the Planning Board. The Chairperson shall be the recognized community planning group's representative to all governmental and quasi-governmental bodies.

Appeals of discretionary decisions to the City shall be made by the Chairperson or, if necessary, because of direct economic interest or absence, by a designee identified to appeal that particular action on behalf of the planning group.

The Chairperson shall identify which current Officer will be recognized by the City as the "vendor" for purposes of receiving reimbursements and coordinating submissions for reimbursements of planning group expenses under the Planning Department procedure for the annual Community Planning Group Budget.

#### 6.4.2 Vice Chairperson

In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson. The Vice Chairperson shall also perform other duties assigned by the Chairperson, in accordance with these Operating Procedures.

#### 6.4.3 Secretary

The Secretary shall be responsible for the planning group's correspondence, attendance records, and minutes and actions [including identification of those planning group's members that constitute a quorum, who vote on an action item, and who may abstain or recuse and the reasons] and shall assure that planning group members and members of the public have access to this information. The Secretary may take on these responsibilities or may identify individuals to assist in these duties.

#### 6.4.4 Other Officers & Representatives

The planning group may identify additional officers responsible for the effective operation of the planning group.

Representatives shall be appointed or reappointed by the Chairperson, with the approval by a majority vote of the planning board to the following committees or other organizations:

- i. Community Planners Committee (Chairperson or designee)
- ii. Peñasquitos East MAD (3 members)
- iii. Park Village MAD (3 members)
- iv. Torrey Highlands MAD (3 members)
- v. Black Mountain Ranch South MAD (pursuant to MAD bylaws)
- vi. Peñasquitos Canyon CAC (1 member + alternate)
- vii. Black Mountain Open Space Park (1 member + alternate)

#### 6.5 Additional planning group Officer Responsibilities

The ***Rancho de los Peñasquitos Planning Board (RPPB)*** officers and representatives to the CPC shall promptly disseminate to all elected planning group members pertinent information that is received by the planning group regarding its official business.

## **7. Additional Planning Group Responsibilities**

### 7.1 Commitment to Non-Discriminatory Practices

The planning group, in conducting its responsibilities, will not discriminate against any person or persons by reason of race, color, sex, gender, age, creed, national origin, ancestry, sexual orientation, marital status, military or veteran status, genetic information, medical condition, or physical or mental disability.

### 7.2 Records Retention

The planning group will maintain its official records, including its rosters, annual reports, meeting agendas, and meeting minutes, for a minimum of five (5) years (either on its website, in electronic files, or in hard copies) from the date each record is created, and will make all official records available to the City and to any member of the public upon request.

### 7.3 Ethical Standards

The planning group will commit to ethical standards to guard against potential conflicts of interest and undue influence on any recommendation. These standards include how planning group voting members can recuse themselves or abstain from voting on decisions when such a conflict exists. The planning group shall submit its adopted ethical standards (see Exhibit A) or incorporate their ethical standards within this section of their Operating Procedures. The planning group should use the [City's Ethics Ordinance](#) as a guide in drafting its ethical standards.

#### 7.3.1 Direct Economic Interest

Planning group voting members with a potential conflict of interest shall recuse themselves from participation in a recommendation if they have a direct economic interest. A direct economic interest includes, but is not limited to, investments in or positions with a business entity, interest in real property, source of income, source of gifts, and personal finances.

#### 7.3.2 Exceptions to Conflicts of Interest

Exceptions to conflicts of interest may be granted by a planning group board to other planning group voting members who can show that the decision will not have an effect on their economic interest.

#### 7.3.3 Abstentions for Potential Conflicts of Interest

Planning group voting members may voluntarily choose to abstain from voting when that member has legitimate, non-economic, personal interests in the outcome that would, at minimum, give the appearance of impropriety, cast doubt on that member's ability to make a fair decision, or a where that voting member lacks sufficient information upon which to cast a vote. The planning group's record of the vote on the item will reflect an abstaining voting member in the vote and they are still counted in a community planning group quorum for that item, regardless of the point in time they declare their abstention.

#### 7.3.4 Political Actions

Neither the planning group nor voting members in their capacity as such may use their title from or position on a planning group for political endorsements of individuals. The planning



group may, however, upon majority vote, take a position on pending legislation that is within the planning group's purview.

#### 7.3.5 Donations

Neither the planning group nor its voting members shall accept donations on behalf of any individual running for office.

The Rancho de los Peñasquitos Planning Board may develop a policy for financial contributions from the citizens of the community for the purposes of furthering the efforts of the planning group to promote understanding and participation in the planning process. However, no membership dues shall be required, and no fee may be charged as a condition of attendance at any planning group meeting. All contributions must be voluntarily made, and no official planning group correspondence may be withheld based on any individual's desire to not make a voluntary contribution.

#### 7.3.6 Equal Time for Candidates or Ballot Measures

The planning group will endeavor to grant equal time for candidates or ballot measures if docketed on the planning group agenda. Equal time does not apply to individuals speaking during non-agenda public comment.

#### 7.3.7 Professional Conduct

The planning group voting members shall treat each other, applicants, city staff and the public with courtesy and respect at all times.

### 7.4 Voting Member Training

Each planning group voting member shall complete the formal education program in- person or on-line offered by the City.

The planning group will require voting members to complete the training each year within sixty (60) days of being initially elected or appointed to the planning group, and by no later than June 1 of each succeeding year for as long as the voting member is serving or re-elected.

Evidence of completion of annual training shall be part of the planning group's official records. Failure of voting members to complete the specified training each year will make the member ineligible to serve.

### 7.5 Collaboration with City Staff

Planning group voting members will collaborate with the City on an ongoing basis and as requested by the City to increase its voting members' understanding of the role and responsibilities of the planning group.

## **8. Planning Group Rights and Liabilities**

### 8.1 Indemnification

Pursuant to the policy of the City Council, the City will indemnify, and the City Attorney will

defend, the planning group or its individual voting members, acting in their capacity to the City, under the specified terms set forth in [San Diego Ordinance No. O-19883](#) NS, adopted July 28, 2009, titled “An Ordinance Providing for Defense and Indemnification of Community planning groups,” (Ordinance), which may be amended from time to time. Defense and indemnification cover any claim or action of civil wrongdoing against the planning group or its duly elected or appointed voting members resulting from their obligations to advise and assist the City and its agencies with land use matters as specified herein, so long as their conduct was in conformance with these [Council Policy 600-24](#) and these Operating Procedures, all of the findings specified in the Ordinance can be made, and the rights to defense and indemnification are consistent with state law. The right to defense and indemnification do not apply to allegations of criminal wrongdoing, including alleged criminal violation of the Brown Act.

When the planning group or one of its individual voting members is found to be out of compliance with the provisions of [Council Policy 600-24](#), or with these Operating Procedures, they acknowledge they risk loss of defense and indemnification pursuant to the Ordinance, and any future amendments.

#### 8.2 Violations and Remedies Related to Provisions Citing the Brown Act

Pursuant to provisions required by the Brown Act, including civil remedies (California Government Code sections 54960 through 54960.5) and criminal penalties (Government Code section 54959) for violation of the provisions, the planning group will ensure good faith, voluntary compliance with the Brown Act and proactively cure violations themselves, to prevent legal actions that would void planning group actions. Individual voting members of the recognized planning group, as well as the group as a whole, could be subject to civil remedies. Civil remedies may include relief to prevent or stop future or ongoing violations of the Brown Act, or to void past actions of the planning group and may in some cases include payment of court costs and attorney’s fees.

Individual voting members of the planning group may also potentially face criminal misdemeanor charges for attending a meeting where action is taken in violation of the Brown Act, if the voting member intended to deprive the public of information to which the member knew or had reason to know the public was entitled. Action taken includes collective decisions or promises, and also includes tentative decisions. The planning group, or any of its individual voting members, may seek assistance by contacting their assigned Community Planner or emailing [SDPlanningGroups@sandiego.gov](mailto:SDPlanningGroups@sandiego.gov), as well as training, from the City to better understand, implement, and comply with the Brown Act.

Any member of the public may refer alleged violations of the Brown Act by the planning group to appropriate law enforcement agencies, including the California Attorney General, San Diego County District Attorney, or San Diego City Attorney’s Criminal Division. The planning group, or any of its individual voting members, accused of criminal violations of the Brown Act does not have the right to legal protection or representation under these Operating Procedures or [San Diego Ordinance O-19883](#).

#### 8.3 Violations of Membership Eligibility

Any planning group voting member who violates membership eligibility as defined in Section

4.2, may be removed by the remaining planning group voting members as outlined in Section 8.5.

### 8.3.1 Removal of Ineligible Voting Members

Procedures for removal of voting members for failure to retain eligibility, shall include providing affected voting members with fair notice and require ineligibility determinations to be supported by documentation.

### 8.4 Violations and Remedies

If the planning group violates these Operating Procedures, it may forfeit its status as a recognized planning group and lose its right to indemnification and defense by the City. A planning group voting member and the planning group itself risks loss of defense and indemnification pursuant to current San Diego ordinances and any future amendments.

In the case of an alleged violation of these Operating Procedures by a planning group voting member, the planning group will conduct an investigation consistent with [Council Policy 600-24](#).

In the case of an alleged violation of [Council Policy 600-24](#), the violation will be forwarded in writing to the City for review by the Mayor or their Designee. The planning group will respond to the City in a dialogue to determine the validity of the complaint and to seek resolution of the issue or dispute.

The planning group acknowledges that if the Mayor or their Designee is unable to resolve a dispute or determines that there has been a violation, the Mayor or their Designee may seek to resolve the dispute or violation informally, with the cooperation of the planning group, or may recommend to the City Council that the planning group's recognition be revoked.

The planning group acknowledges that if the City Council determines through a recommendation from the Mayor or their Designee that a planning group has violated their Operating Procedures or [Council Policy 600-24](#) and the planning group has failed to take corrective action deemed adequate in the sole discretion of the City Council, the City Council may revoke the planning group's recognition under this Policy. The City Council may also prescribe conditions under which official recognition may be reinstated.

### 8.5 Disciplinary Actions of Individual Voting Members in Violation of Operating Procedures

The planning group acknowledges that any of its voting members found to be in violation of these Operating Procedures shall only be disciplined or removed by the planning group at a scheduled planning group meeting. This discipline or removal will be advertised on the agenda as an action item and the investigation or complaint will be reported to the City within sixty (60) days of the allegation so as to ensure a fair and public process.

### 8.6 Potential Conflicts of Interest

Planning group voting members found to have a conflict of interest who did not recuse from a vote may be subject to disciplinary action by the officers of the planning group, which may include expulsion from the board. The planning group will report in writing instances of

disciplinary action to the City within sixty (60) days of any allegation.

#### 8.7 Violations and Remedies for Quorum and Attendance Requirements

If the planning group is unable to meet quorum and attendance requirements for three (3) consecutive months, then City may place the planning group in a temporary inactive status, to allow the planning group to work through its membership issues to return to active status. If the planning group remains unable to meet quorum and attendance requirements for six (6) consecutive months, then the Mayor or their Designee may recommend to the City Council that the planning group's recognition be revoked.

#### 8.8 Violations of City Requests for Input

The planning group acknowledges that a consistent failure to respond to the City's request for input on the preparation of, adoption of, implementation of, or amendment to the General Plan or a community, precise, or specific plans may result in revocation of recognition as referenced in [Council Policy 600-24](#). Consistent failure to provide input on private development applications or public infrastructure projects may result in revocation of recognition. Further, that such a determination resulting in the forfeiture of rights to represent its community for these purposes will be made by the Council upon the recommendation of the Mayor or his/her Designee.

### **9. Collective Action of the Planning Group**

The official positions and opinions of the planning group will not be established or determined by any organization other than the recognized planning group, nor by any individual voting member or subcommittee of the planning group.

### **10. Term of Operating Procedures**

These Operating Procedures will be effective in perpetuity of the life of the planning group unless recognition of the planning group is revoked by the City as described in Section 8.4 or the Operating Procedures are updated to be consistent with [Council Policy 600-24](#) as it may be amended. Upon a two-thirds (2/3) vote of the voting members of the planning group, proposed amendments shall be submitted to the offices of the Mayor and City Attorney for review and approval. Any proposed amendments that are inconsistent with Council Policy 600-24 shall not be approved by the Mayor and City Attorney and shall be forwarded to the City Council President who shall docket the matter for Council consideration. Amendments to the Operating Procedures are not valid until approved by the City.

Attachments:

EXHIBIT A: GUIDELINES FOR CPG ETHICAL STANDARDS AND COMMUNITY PARTICIPATION & REPRESENTATION PLAN

EXHIBIT B: MAP OF PLANNING GROUP BOUNDARIES (The *Rancho de los Peñasquitos Planning Board (RPPB)* will represent the communities of *Rancho Peñasquitos, Torrey Highlands and Black Mountain Ranch.*)

EXHIBIT C: APPLICATION FOR BOARD MEMBERSHIP AND ELECTION

## DOCUMENTS

## Guidelines for CPG Ethical Standards

This document describes recommended ethical standards the *Rancho de los Peñasquitos Planning Board (RPPB)* Community Planning Group's (CPG) bylaws should address to be eligible for recognition by the San Diego City Council. These guidelines do not affect in any way the requirements of CP 600-24. The standards are outlined based on the City's Ethics Ordinance: Chapter 2, Article 7, Division 35 of the City's Municipal Code.

### 1) Conflicts of Interest

CPG voting members with a potential or perceived conflict of interest should recuse themselves from a CPG hearing on matter for which they have a direct economic interest. A direct economic interest includes, but is not limited to, investments in or positions with a business entity, interest in real property, source of income, source of gifts, and personal finances.

Exceptions to conflicts of interest may be granted by the CPG board to a voting member who can show that the decision will not have an effect, positive or negative, on their economic interest.

### 2) Abstentions for Potential Conflicts of Interest

CPG voting members should voluntarily choose to abstain from voting when that member has legitimate, non-economic, personal interests in the outcome that would, at minimum, give the appearance of impropriety, cast doubt on that member's ability to make a fair decision, or a where that member lacks sufficient information upon which to cast a vote. The CPG's record of the vote on the item will reflect an abstaining member in the vote and they are still counted in a CPG quorum for that item, regardless of the point in time they declare their abstention.

Discomfort in publicly disclosing their position on a matter is not sufficient reason to abstain. At the time of the vote, a member shall disclose their reason for abstaining.

### 3) Political Actions

Neither the CPG nor voting members in their capacity as such should use their title from or position on a CPG for political endorsements of individuals. The CPG may, however, upon majority vote, take a position on pending legislation that is within the CPG's purview.

### 4) Donations

Neither the CPG nor its voting members should accept donations on behalf of any individual running for public office.

### 5) Equal Time for Candidates or Ballot Measures

The CPG will endeavor to grant equal time for candidates or ballot measures if docketed on their agenda. Equal time does not apply to individuals speaking during non-agenda public comment.

### 6) Professional Conduct

The CPG shall establish standards for voting member professional conduct. CPG voting members should treat each other, applicants, city staff, and the public with courtesy and respect at all times.

**Community Participation & Representation Plan**  
**As required for CPG Recognition by Terms and Conditions, Exhibit A**  
**of Council Policy 600-24**

The *Rancho de los Peñasquitos Planning Board (RPPB)* Community CPG (“CPG”) is committed to engaging a broad and diverse cross-section of our community members in monthly meetings and to electing CPG 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 CPGs to serve as a recognized advisory body to the City.

The goal of this participation and representation plan is to communicate our CPG’s goals, guiding principles for outreach and communication, and a strategy for meaningful, ongoing engagement.

Our plan is crafted to reflect the consolidated demographics and characteristics of our three communities of Black Mountain Ranch, Rancho Penasquitos and Torrey Highlands. Please see Community Plan Area (CPA) demographics for Black Mountain Ranch, Rancho Penasquitos and Torrey Highlands provided by SANDAG’s [Data Surfer](#) website.

**Overarching Goal**

- Educate community members about the role of our CPG 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. (examples: YMCA, RP Town Council, Friends of the Library, Recreation Council, Poway Unified School District, etc.)
- Increase and diversify participation in monthly CPG 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
- Encourage community participation by directing members to online translation services if needed to review meeting materials. .
- Be respectful of people’s opinions and time within Robert’s Rules of Order.

- Ensure a safe, accessible meeting space.

### **Strategies for Community Involvement**

- Create a simple CPG flyer to advertise in community hubs with meeting information included to help educate the community on the role of the CPG, how to get involved, and the benefits of serving on a CPG (See Appendix C – Sample flyer).
- Share meeting information in digital formats including social media pages and a dedicated CPG website (See Appendix C – Sample flyer and website).
- Build relationships with other city advisory boards to cross-pollinate messaging.
- Set up informal meetings or calls with local non-profit organizations to introduce and discuss the CPG's role and to build relationships.
- Advertise monthly meetings, on the CPG's website/social media (See Appendix C – on information to include on flyers).
- Advertise elections and other events using other neighborhood based communication methods (flyers, mailers, handouts, posters, etc.)
- Host informal events outside of CPG meetings to invite the public to learn about the CPG and how to participate in monthly meetings. (example: Rancho de los Penasquitos Fiesta)
- Work with the council office, Mayor's Office and other governmental offices and agencies to amplify outreach and increase public participation.
- Consider online interactive activities, such as surveys, to seek input on community needs/ other initiatives.

### **Measuring Success**

- Monitor month-over-month and year-over-year meeting attendance, number of voters in elections, social media metrics as applicable, type and frequency of outreach efforts, events attendance lists, and composition of voting members as evidenced in annual surveys.
- Success should also be qualitatively measured by the intentional efforts made to bring in community members that have historically faced barriers to participation in CPGs. Document information in annual report and submit to the City via email: [SDPlanningGroups@sandiego.gov](mailto:SDPlanningGroups@sandiego.gov).



**Community CPGs**

Engagement Techniques Worksheet

This worksheet aims to build an understanding of public engagement techniques and what to consider when planning for engagement. The toolbox (below) lists the technique description and typical application. \*Adapted from IAP2 - International Association of Public Participation, <https://www.iap2.org>.

Technique and Description	Typical Application
<p><b>Briefings:</b> A regular meeting to provide an opportunity to inform and educate.</p>	<p><i>Share Information:</i> An opportunity to reach various individuals by sharing a presentation with a stakeholder group in the community such as a town council, Business Improvement District or community-based organization.</p>
<p><b>Hotline/Dedicated CPG phone number:</b> A phone line for public access to pre- recorded meeting information or to reach the CPG.</p>	<p><i>Share Information:</i> A dedicated CPG phone number could allow the CPG or Subcommittee Chair to serve as the point of contact to respond to questions about upcoming agenda items or how project applicants can schedule their project at an upcoming meeting agenda.</p>
<p><b>Electronic forums, social media groups, and email:</b> Sharing electronic information to notify stakeholders when new materials are posted, invite them to upcoming meetings, distribute comment and evaluation forms, share meeting summaries, collect comments and input, etc.</p>	<p><i>Share Information:</i> Inexpensive process to directly reach stakeholders and allows people to share messages with each other.</p>
<p><b>Printed public information materials:</b> Information materials such as fact sheets, newsletters, brochures, progress reports, etc. that can be printed and distributed.</p>	<p><i>Share Information:</i> A mechanism to reach a large target audience through clear and visually engaging information. CPGs can share these materials with public places like libraries, community centers, and schools by asking staff if they can place the information in highly visible locations, as well as publicly indicating their availability on their agenda, website, social media, etc.</p>
<p><b>Newspaper/Newsletter:</b> Can contain notices, summarized details on past/future engagement opportunities or comment forms in local newspapers.</p>	<p><i>Share Information:</i> Newspapers/Newsletters – both digital and hardcopy – can include notices and summaries to allow wide distribution of information and gather public feedback.</p>
<p><b>Websites:</b> Websites are developed to provide accessible information to the public.</p>	<p><i>Share Information:</i> This online tool helps provide information in a central location about projects, plans, meeting agendas, events, etc. and can allow options for people to join email mailing lists and/or share online comments via a comment form. Websites can also share links to other relevant sites.</p>



## Community CPGs

### Engagement Techniques Worksheet

Technique and Description	Typical Application
<p><b>Expert Panels:</b> An educational opportunity through a moderated discussion on important issues with experts from various fields.</p>	<p><b>Share Information:</b> Subject matter experts from the public and private sectors are invited to share information in a panel format open to the public.</p>
<p><b>Comment Forms:</b> Written or email/web-based forms for collecting and documenting input and comments from the public.</p>	<p><b>Collect and Compile Input:</b> Comment forms can help collect input from people unlikely to attend meetings or who might feel uncomfortable voicing their input at meetings.</p>
<p><b>Partnering with Community-Based Organizations:</b> Partnering with qualified local community organizations to help get the word out about CPGs or obtain community input.</p>	<p><b>Collect and Compile Input:</b> Helps promote community-based involvement and advocacy. This strategy also makes the most of existing networks that community organizations have developed.</p>
<p><b>Pop-Up Events:</b> These events offer an opportunity to participate in a large fair or community gathering by setting up a table with information and resources about participating in the CPG.</p>	<p><b>Bringing people together:</b> These events provide an opportunity to connect with community members on the ground, get feedback, answer questions and share information.</p>
<p><b>Open Houses:</b> An open house typically includes several informational stations, each addressing a separate issue. A resource guide can assist participants in touring through the exhibits at their own pace.</p>	<p><b>Bringing people together:</b> This event format helps foster small group or one-on-one communication on multiple land use issues or in coordination with a project applicant on a complex development project.</p>
<p><b>Tours and Field Trips:</b> This technique offers the CPG and community stakeholders an opportunity to visit a particular site or tour an area.</p>	<p><b>Bringing people together:</b> This activity allows individuals and small groups to understand existing site conditions firsthand and how these areas could be developed in the future. CPGs should ensure that a quorum of their group is not present at one time during these events to avoid any Brown Act issues.</p>

**Workshops:** An informal public meeting that may include presentations and include opportunities for interaction among participants.

**Bringing people together:** An opportunity for discussion on criteria, analysis of alternatives, developing goals and objectives or creating a “community vision”. This activity helps foster small group or one-to-one communication to answer difficult questions or create new concepts. This format builds credibility and maximizes feedback obtained from participants working through a public process to address any issues.



## Community CPGs

### Engagement Techniques Worksheet

Technique and Description	Typical Application
<p><b>Public Meetings:</b> These organized meetings are open to the public at large and are used to provide presentations and allow the public to ask questions and provide comments.</p>	<p><b>Bringing people together:</b> Participants are able to hear relevant information and have an opportunity to ask questions and make comments and here opinions and perspectives of others.</p>
<p><b>Web-based Meetings:</b> Meetings can also be held online to reach people who are normally unable to participate in person.</p>	<p><b>Bringing people together:</b> 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 <a href="#">In-Person Meeting Guidance</a> when hosting a virtual or hybrid meeting per the <a href="#">Brown Act</a>.</p>

## Community CPGs

### Survey Best Practices

Surveys offer the ability to obtain useful data and feedback to inform recommendations and increase understanding of various issues. The following are survey best practices adapted from the City of San Diego Performance and Analytics Department (PandA) and other survey guides.

### Types of survey tools to consider:

<b>In-Person</b>	Conducted in-person, generally in a public place.
<b>Mail</b>	Surveys that are sent to participants via mail which may include envelopes to return the survey.
<b>Email</b>	Survey is emailed to potential participant via a link.
<b>Online</b>	A survey that is posted online via link on a webpage.
<b>Telephone</b>	Participants are called by interviewers and asked to answer survey questions.

### What is the purpose of your survey and who is your target?

<b>What is the purpose of your survey?</b>	What information are you missing, and how will this survey fill or inform those gaps? It's best to map out your problems, issues you would like to include, questions, and how each survey question will align to a problem. In the introduction, include any background information and articulate to the participant why the survey is being conducted.
<b>Determine how the survey results could influence future decisions.</b>	What decision, course of action or recommendation could you take based on the responses from each question? If you are unsure what action you can take based on a question, omit the question.
<b>Who is taking your survey?</b>	Consider the demographics of the people you're trying to reach. How might you need to design questions to help your audience best interpret them? Does your survey tool need to be translated into another language?
<b>How will you reach your target audience?</b>	Where are your respondents most likely to see the survey (social media, emailed directly to them)? How are they most likely to take the survey (over the phone, online, paper, on a mobile device, other)? How long will the survey be available?

## Community CPGs

Survey Best Practices

### How should you develop your questions?

<p><b>Making sure that your questions and responses match.</b></p>	<p>If the focus of your question is about a CPG recommendation, then the response should use “recommend.”</p> <p>If the question is asking about the likelihood for someone to support an issue or a concept, then the response should use "support."</p>
<p><b>Each question should only ask one thing.</b></p>	<p>Your questions should be direct and seek a specific answer. For example:</p> <p>“Are community parks clean and safe?” = wrong</p> <p>"Are community parks clean?" and "Are community parks safe?" = correct.</p>
<p><b>Develop clear and concise questions. Avoid technical jargon and abbreviations.</b></p>	<p>Good survey questions are written at a 5th grade reading level. You can check the reading level and readability of your questions using <a href="#">Microsoft Word</a> or the <a href="#">Hemmingway app</a>.</p>
<p><b>Ask: How can this question be misinterpreted?</b></p>	<p>Pretest your questions by asking them among others to gain feedback on the clarity of your questions and to evaluate any initial perceptions.</p>

### Writing your questions.

<p><b>Keep it simple and to the point.</b></p>	<p>The respondent shouldn't have to re-read the question for clarity.</p>
<p><b>Use words with clear meanings.</b></p>	<p>Avoid words like: most, many and several. Instead use: almost all, a majority of, and almost none.</p>
<p><b>Limit the number of ranking options.</b></p>	<p>Try not to list more than six items to rank in order of preference or importance. If you have more than six, consider breaking them up into different questions.</p>
<p><b>Multiple choice questions should cover all options but not overlap.</b></p>	<p>For example, when asking respondents about their favorite community destinations don't have an option for both “library and recreation center.”</p>
<p><b>Avoid offering too few or too many options.</b></p>	<p>Offer the most likely options and then add an “other, please specify” as a fill-in option to capture any responses that are not covered.</p>

## Community CPGs

[Sample flyer and CPG Webpage](#)

Flyers can be used for posting on local community bulletin boards, libraries, coffee shops, or other neighborhood organizations' webpages to invite community members to join and be involved with their local CPG.

The following flyer was made by using the [Free flyer maker](#) on [Canva](#). Canva is a free, online design and visual communication platform. Additional tools for designing banners, posters, etc. are offered as well.



EXAMPLE FLYER

# Community Planning Group

WHY SHOULD YOU JOIN?

1. GET TO KNOW YOUR NEIGHBORS, DIFFERENT/SHARED PERSPECTIVES AND THE ISSUES THAT MATTER IN YOUR COMMUNITY.
2. GAIN A GREATER UNDERSTANDING OF GOVERNMENT FUNCTIONS AND HOW PLANNING GROUPS INFLUENCE PUBLIC POLICY.
3. SHARE YOUR INPUT ON DEVELOPMENT PROJECTS AND PUBLIC IMPROVEMENTS THAT ARE PLANNED IN YOUR NEIGHBORHOOD.
4. HAVE A SAY IN THE LONG-TERM FUTURE OF YOUR COMMUNITY.



**Meets every third  
Thursday at 6pm.**

**1234 Planning Rd  
San Diego, CA  
12345**

Get in touch with the  
Planning Group Chair



**Chair Name Here**

123-456-7890  
cpgchair@sandiego.gov

**For More Information: [www.reallygreatsite.com](http://www.reallygreatsite.com)**

## Community CPGs

[Sample flyer and CPG Webpage](#)

[Wix](#) is one of many online platforms that be used to design a CPG website. Wix has a free version where you can explore the basics of web design and have access to various templates and pages. You can start building your website on Wix through their [guided process](#).

# SAMPLE COMMUNITY PLANNING GROUP



[HOME](#) [MEETING AGENDAS](#) [MEETING MINUTES](#) [OPERATING PROCEDURES](#) [GET INVOLVED](#) [More](#)

### Welcome!

The Sample Community Planning Group (SCPG) is the City Council-recognized, independent advisory group for the Sample Community. Our responsibilities include providing recommendations to the City of San Diego on the adoption, amendment and implementation of Sample Community Plan, the General Plan and other land use matters. As the planning group for the Sample community, we are committed to engaging a broad and diverse cross-section of our community and representing the diversity of our community and its interests.



### Monthly Meetings:

Occur every 3rd Wednesday of the month.

Location: Community Recreation Center

1234 Anywhere Avenue, SD CA 92199

Time: 6:00 p.m. to 8:00 p.m.

See Menu Bar above for meeting agenda.

# Rancho Peñasquitos Community Planning Area Map – District Boundaries



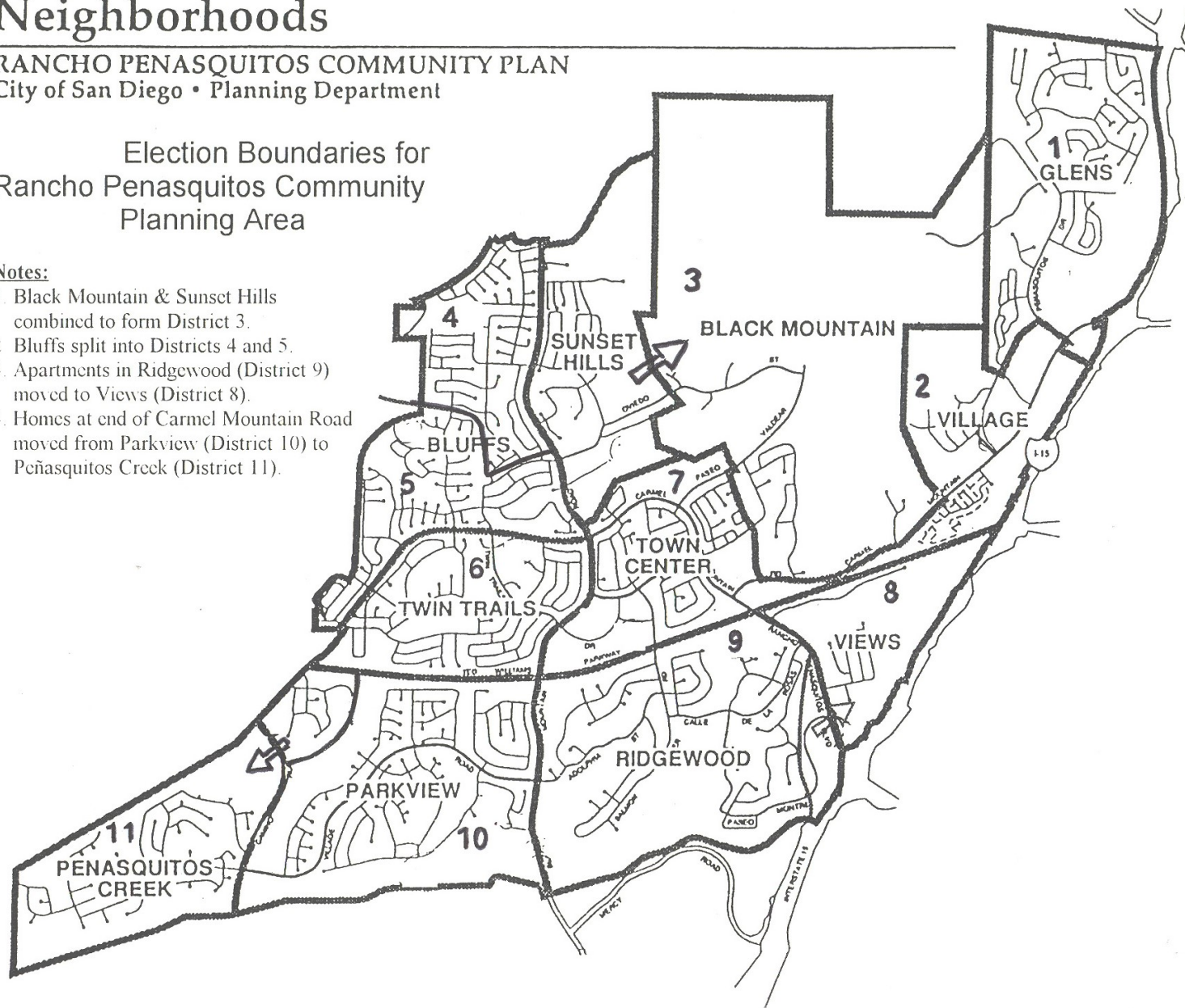
## Neighborhoods

RANCHO PEÑASQUITOS COMMUNITY PLAN  
City of San Diego • Planning Department

### Election Boundaries for Rancho Peñasquitos Community Planning Area

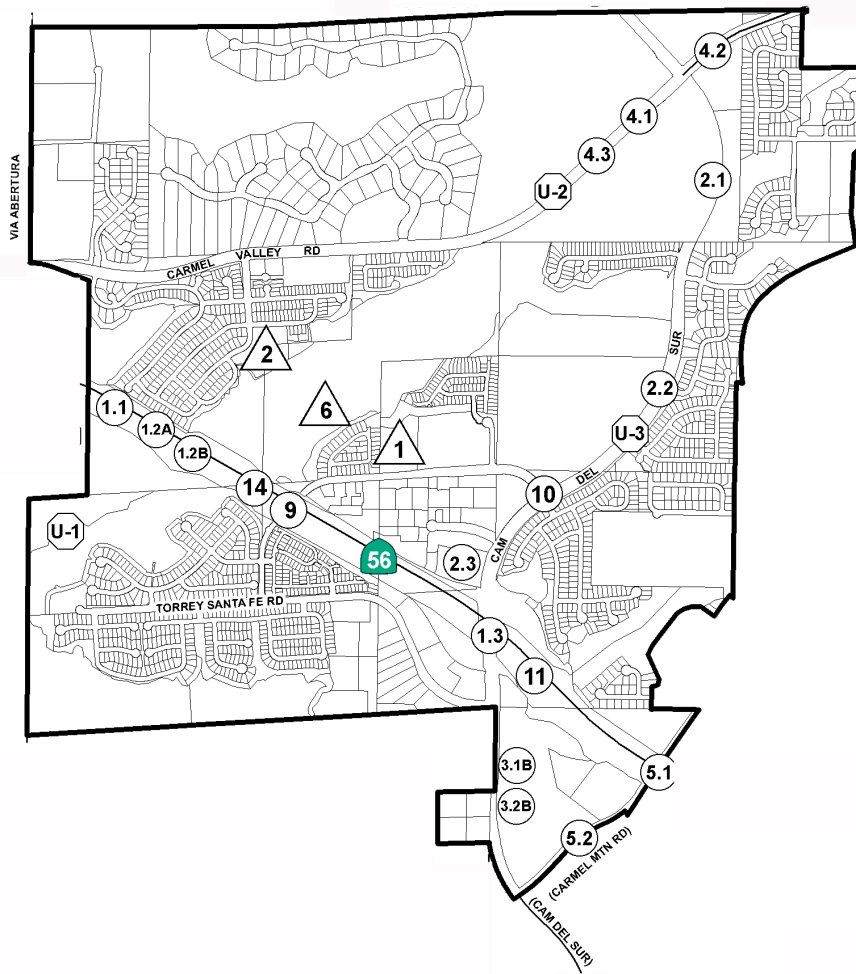
Notes:

- 1 Black Mountain & Sunset Hills combined to form District 3.
- 2 Bluffs split into Districts 4 and 5.
- 3 Apartments in Ridgewood (District 9) moved to Views (District 8).
- 4 Homes at end of Carmel Mountain Road moved from Parkview (District 10) to Peñasquitos Creek (District 11).

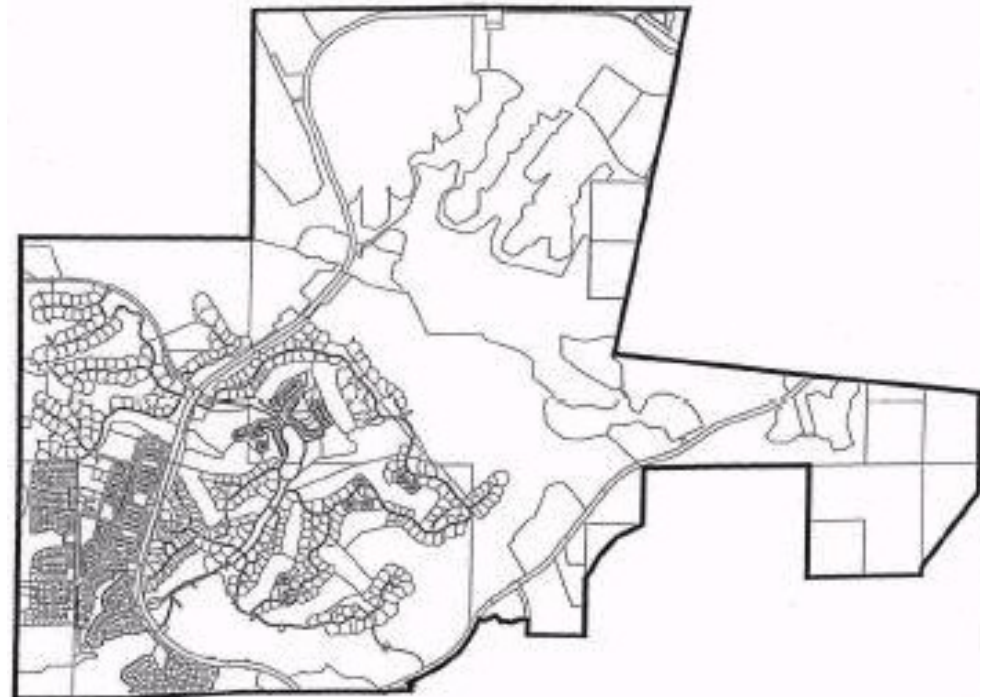




Torrey Highlands & Black Mountain Ranch Community Planning Area Maps



Torrey Highlands Community Planning Area



Black Mountain Ranch Community Planning Area

## Application for Membership Rancho Peñasquitos Planning Board (RPPB)

**EXHIBIT C**

The *Rancho de los Peñasquitos Planning Board* has been formed and recognized by the City Council to make recommendations to the City Council, Planning Commission, City staff, and other governmental agencies on land use matters, specifically concerning the preparation of, adoption of, implementation of, or amendment(s) to the General Plan or a land use plan when a plan relates to the *Rancho Peñasquitos, Torrey Highlands and Black Mountain Ranch* communities' boundaries. The planning group also advises on other land use matters as requested by the City or other governmental agency.

I am a Resident of:			
<input type="checkbox"/> Rancho Peñasquitos <input type="checkbox"/> Torrey Highlands <input type="checkbox"/> Black Mtn. Ranch <input type="checkbox"/> Other:			
Interested in:		Select:	
<input type="checkbox"/> Resident Seat    District (if known):		<input type="checkbox"/> Election    OR <input type="checkbox"/> To Fill A Vacancy	
If application is submitted to fill an Appointed Seat, please complete.		Commercial/Developer:	
Organization:			
Name:		Email:	
Home Address:		State      Zip	# Yrs / Mos at this address:
Home Phone:		Cell Phone:	Work Phone:
Commercial/Developer Appointed Seat, please complete.		Employer:	
Employer's Address:		State      Zip	

ALL APPLICANTS: Please describe previous board, land use, planning, etc. experience and why you are interested in joining RPPB:

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Planning group members shall serve either as a committee member, organization member, or liaison of the planning group. It is highly recommended that all applicants read RPPB's bylaws prior to submitting this application. I understand that I must retain eligibility to remain on the planning board.

Applicant's Signature:	Date:
Identification (Government Issued):	

**To be completed by RPPB**

Date received:	Received by (RPPB rep signature):
Initial in box	Identification provided by applicant has been verified.
	Applicant is 18 years of age or older.
	Elected applicant has lived at their home address for a minimum of 30 days. (Verified with Government Issued ID or Utility Bill)
	Community or commercial organization applicant is recommended for appointment by letter from organization.

**Sample Ballot Sheet – Odd Numbered Years**

(add candidate name(s), edit as needed for wavier consideration, cut into voting strips)

**Rancho Peñasquitos – Vote for one candidate by marking the box.**

**District 1** Candidate’s Name (Incumbent – 8+ years)   
 To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters reject

**District 3** Candidate’s Name   
 To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters reject

**District 5** Candidate’s Name   
 To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters reject

**District 7** Candidate’s Name   
 To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters reject

**District 9** Candidate’s Name   
 To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters reject

**District 11** Candidate’s Name   
 To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters reject

**Torrey Highlands - Vote for one candidate by marking the box.**

**At-Large #1** Candidate’s Name   
 To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters reject

**Black Mtn. Ranch – Vote for one candidate by marking the box.**

**At-Large #1** Candidate’s Name   
 To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters reject

**BALLOT NOTES:**

1. Current board members will be denoted as “Incumbents”.
2. Candidates with 8 or more consecutive years of service will be denoted as either:
  - a. “Incumbent – 8 years, requires 2/3 majority vote” OR
  - b. “Incumbent – 8+ years, requires 2/3 majority vote”
3. Candidate order for each seat/race will be alphabetical by last name.
4. Voter may select only one candidate in each race by selecting or marking the box after the candidate’s name.
5. The ballot shall instruct the voter to select or mark the box for the candidate of their choice. The ballot shall not contain multiple boxes for an individual candidate nor ask the voter to select “Yes” or “No” (or For or Against) for a candidate and blank ballots will not be counted.
6. The candidate receiving the most votes (plurality) in each race shall be elected. Any candidate with 8 or more consecutive years of service, who does not have a challenger for seat, but is still needed to reach 10-member Panning Group minimum, can be elected if a 2/3 majority of the community votes in affirmative.

**Sample Ballot Sheet – Odd Numbered Years**

(add candidate name(s), edit as needed for minimum consideration, cut into voting strips)

**Rancho Peñasquitos – Vote for one candidate by marking the box.**

<b>District 2</b>	Candidate’s Name (Incumbent – 8+ years)	<input type="checkbox"/>
	To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters	<input type="checkbox"/> reject

<b>District 4</b>	Candidate’s Name	<input type="checkbox"/>
	To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters	<input type="checkbox"/> reject

<b>District 6</b>	Candidate’s Name	<input type="checkbox"/>
	To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters	<input type="checkbox"/> reject

<b>District 8</b>	Candidate’s Name	<input type="checkbox"/>
	To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters	<input type="checkbox"/> reject

<b>District 10</b>	Candidate’s Name	<input type="checkbox"/>
	To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters	<input type="checkbox"/> reject

<b>Renter-At-Large</b>	Candidate’s Name	<input type="checkbox"/>
	To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters	<input type="checkbox"/> reject

**Torrey Highlands - Vote for one candidate by marking the box.**

<b>At-Large #2</b>	Candidate’s Name	<input type="checkbox"/>
	To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters	<input type="checkbox"/> reject

**Black Mtn. Ranch – Vote for one candidate by marking the box.**

<b>At-Large #2</b>	Candidate’s Name	<input type="checkbox"/>
	To reach minimum 10 members on board, 8(+) years candidate allowed, if not rejected by 1/3 of voters	<input type="checkbox"/> reject

**BALLOT NOTES:**

1. Current board members will be denoted as “Incumbents”.
2. Candidates with 8 or more consecutive years of service will be denoted as either:
  - a. “Incumbent – 8 years, requires 2/3 majority vote for wavier” OR
  - b. “Incumbent – 8+ years, requires 2/3 majority vote for wavier”
3. Candidate order for each seat/race will be alphabetical by last name.
4. Voter may select only one candidate in each race by selecting or marking the box after the candidate’s name.
5. The ballot shall instruct the voter to select or mark the box for the candidate of their choice. The ballot shall not contain multiple boxes for an individual candidate nor ask the voter to select “Yes” or “No” (or For or Against) for a candidate and blank ballots will not be counted.
6. The candidate receiving the most votes (plurality) in each race shall be elected. Any candidate with 8 or more consecutive years of service, who does not have a challenger for seat, but is still needed to reach 10-member Panning Group minimum, can be elected if a 2/3 majority of the community votes in affirmative for wavier.

**RPPB Annual Elections Vote Tally Sheet**

**Exhibit C**

**YEAR** \_\_\_\_\_

Odd Year	Even Year	Candidate's Names	Votes Received
Member Seats			
<b>RANCHO PEÑASQUITOS</b>			
1	2		
3	4		
5	6		
7	8		
9	10		
11	Renter		
<b>TORREY HIGHLANDS</b>			
1	2		
<b>BLACK MOUNTAIN RANCH</b>			
1	2		
<b>Shall Candidates be allowed to serve longer than 8 years to reach 10 member minimum?</b>			
1	2	Yes	
		No	

Votes were counted by and verified by: (provide signatures)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**RPPB Annual Elections Voter Sign-in Sheet**

YEAR \_\_\_\_\_

Voters must be at least 18 years of age and have resided within the boundaries of Rancho Peñasquitos or, if applicable, Black Mountain Ranch or Torrey Highlands Community Plan areas for at least thirty (30) days prior to the scheduled election. Show ID with current address.

	LAST NAME	FIRST NAME	SIGNATURE	ADDRESS / ZIP	DISTRICT, TH or BMR	ID Verified
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

# ELECTION NOTICE

## Rancho Peñasquitos Planning Board - March X, 20XX

4:30pm – 7:30pm XXXXXXXXXXXXXXXXXXXXXXXXXXXX, San Diego, CA 92129

(To be held in location XXXXXXXX)



All persons wishing to vote in the Planning Board election must be at least 18 years of age and must have resided within the district or at-large seat boundaries for which they are voting for the thirty (30) days prior to the election to be eligible. Each voter will cast a single ballot. The Election is conducted by secret ballot and identification with current address is required; write-in candidates and proxy voting are NOT allowed.

### Rancho Peñasquitos Candidates –

- District 1 –
- District 3 –
- District 5 –
- District 7 –
- District 9 –
- District 11 –

### Black Mtn. Ranch Candidate –

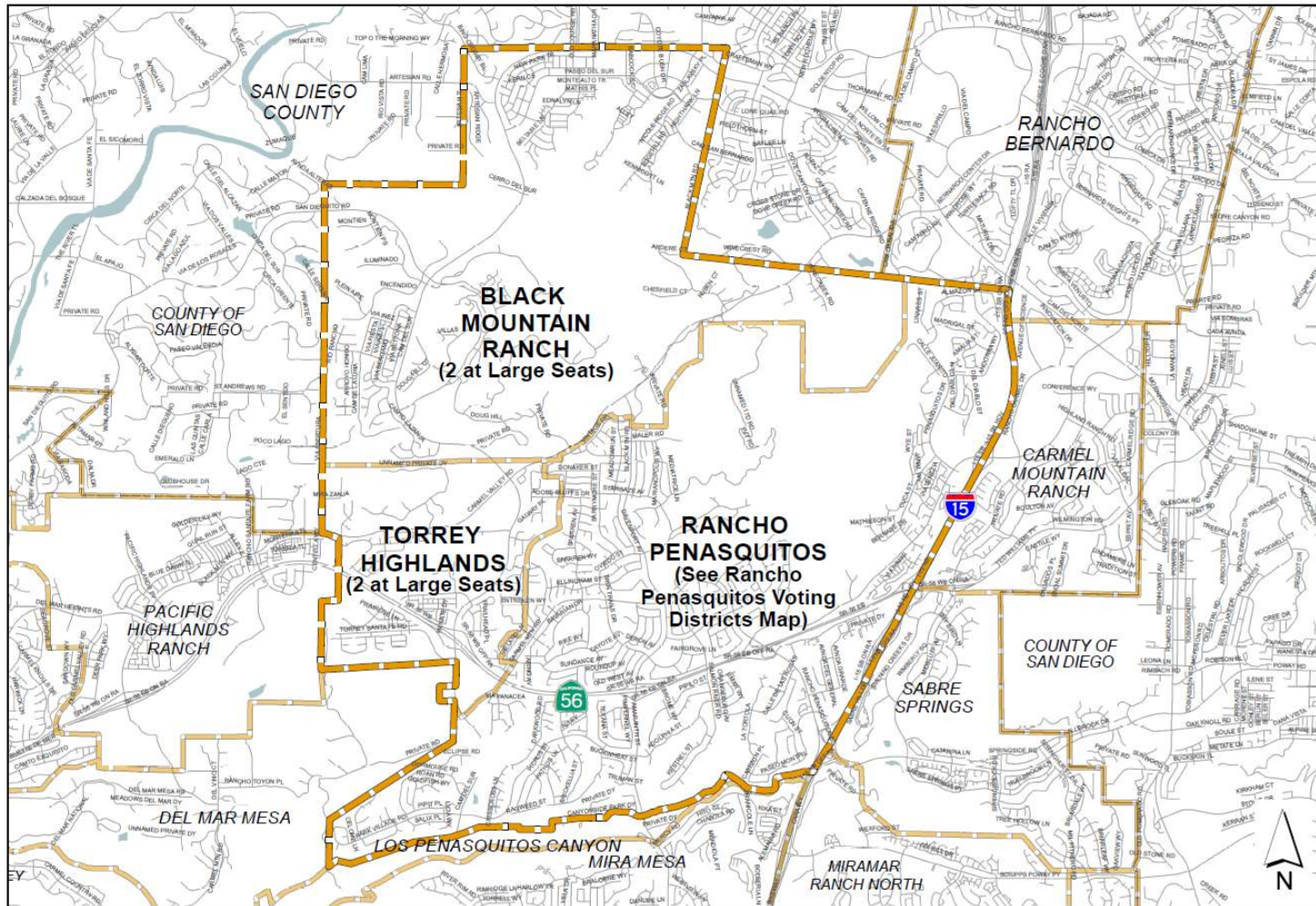
- At-Large Seat #1 –

### Torrey Highlands Candidate –

- At-Large Seat #1 –

Members of the Rancho Peñasquitos Planning Board shall be elected to serve for a fixed term of two years. Election results will be reported during the March 20XX regularly scheduled meeting. Any challenge to the election results must be filed with the chairperson of the Elections Ad Hoc Committee or an officer of the Rancho Peñasquitos Planning Board in writing within 24 hours of the counting of the ballots in order to allow enough time to resolve the issue. Any challenge and the basis upon which it was resolved shall be reported prior to the ratification of the election results at the April regular meeting.

**Questions:** XXXX XXXXX, Election Ad Hoc Committee Chair at XXXXXXXXXXXX.com



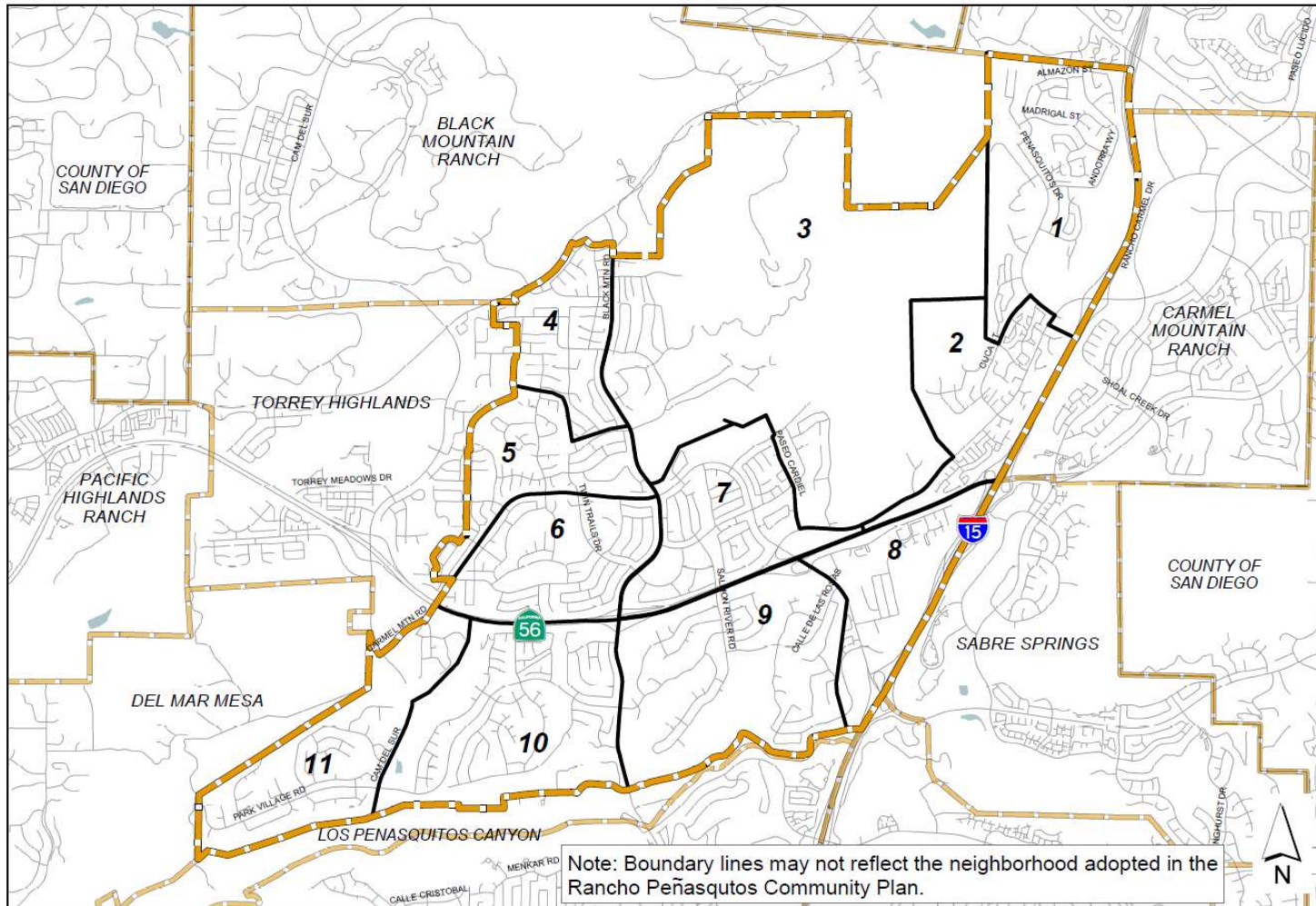
Document Path: L:\GIS\Community Planning\Ranches\_Penasquitos\CPA\_PROJECTing\_BoundaryMap\_06/19/2016.mxd



Exhibit A: Boundary Map - Rancho Penasquitos Planning Board Area







### Exhibit A: Rancho Peñasquitos Voting Districts

Document Path: L:\GIS\GIS\Community Planning\Parish\Parish\Peñasquitos\CPA\_PROD\GIT\Fig\_Centers\_v01\figmap.mxd  
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