

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

OPERATING PROCEDURES FOR CITY COUNCIL RECOGNITION
OF THE

SCRIPPS RANCH PLANNING GROUP

AS AN INDEPENDENT COMMUNITY PLANNING GROUP PER
CITY COUNCIL POLICY 600-24

Introduction and Background

Through this document, the **Scripps Ranch Planning Group** (the “SRPG”) adopts Council Policy 600-24’s Terms and Conditions attachment. In the Terms and Conditions, the City established minimum standard procedures that the SRPG will adhere to and designated services the SRPG 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 SRPG is not a City-controlled or managed organization. The City does not direct or recommend the election, appointment, or removal of SRPG voting members, or delegate authority to SRPGs to act on its behalf.

The SRPG, 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 SRPG 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 SRPG acknowledges that the City Council can revoke recognition of any planning group if the City Council, in its sole discretion, determines these standards are not being met.

The SRPG 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 SRPG’s founding, operation, or organization.

The SRPG 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 SRPG 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 **Scripps Ranch Planning Group**.

The community planning boundaries of this planning group are the boundaries of the **92131 Zip Code (excluding Marine Corps Air Station Miramar property)**. The SRPG represents the Scripps Miramar Ranch, Miramar Ranch North, and Rancho Encantada planning areas, as shown in Exhibit B.

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2. Responsibilities

2.1 Collaboration with City Staff

As a recognized independent body, the SRPG 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 SRPG may make advisory recommendations to the City and other governmental agencies on land use matters within the SRPG's geographical boundaries or related matters associated with implementation of its community plan as shown in Exhibit B, 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 SRPG 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 SRPG recognizes that City staff and development project applicants are not required by the City to present their project or application before the SRPG although the City encourages applicants to conduct robust engagement with all planning groups, the community, and project neighbors.

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, SRPG project review recommendations, if any, shall be submitted to the City within seven calendar days of the SRPG taking action.

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

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

2.4 Adherence to Ralph M. Brown Act

The SRPG 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

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provisions. Failure of the SRPG to conduct meetings in compliance with the Brown Act provisions shall constitute sufficient reason for the SRPG to lose its Council recognition and may subject the SRPG and SRPG voting members to a loss of indemnification by the City.

2.5 Maintenance of Open Records

The SRPG 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 SRPG by individuals wishing to serve as voting members, and records of election results, are considered official records and will be maintained by the SRPG in accordance with [Council Policy 600-24](#). The SRPG will submit to the City the Annual Roster of SRPG voting members by May 1 of each year and will also submit to the City any changes to rosters as a result of SRPG elections.

2.6 Independent Entity

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

3.2 Community Outreach

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

3.3 Collection of Membership Data

To measure community representation, the SRPG shall gather demographic data of existing and new SRPG voting members at the time of elections or other regular periods to measure inclusion and diversity on the SRPG. 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

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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 SRPG will have no fewer than ten (10) and no more than twenty-five (25) 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 **Scripps Ranch Planning Group** shall consist of: **twenty-five (25)** elected members to represent the community.

4.2 Voting Member Eligibility

The SRPG will ensure that voting members meet the following minimum qualifications throughout their entire term of service.

4.2.1 Minimum Age

Voting members will be a minimum of 18 years of age.

4.2.2 Minimum Attendance Requirements

The SRPG shall take attendance to ensure that each voting member attends at least two-thirds of the SRPG'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. Minimum attendance requirements shall not apply to voting members relative to their re-election or re-appointment.

4.3 Community Representation

The SRPG will ensure that voting members be affiliated with the community as either a: (1) 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; (2) resident, who is an individual whose primary address of residence is an address in the community planning area; or (3) local business person, 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.

Every effort shall be made to identify candidates who reflect to the greatest extent possible the population distribution and demographics among the Scripps Miramar Ranch, Miramar Ranch North and Rancho Encantada planning areas. The goals are 14 members from Scripps Miramar Ranch; 9 members from Miramar Ranch North; and 2 members from Rancho Encantada. However, if there is an insufficient number of candidates from any planning area, then members may be elected at large from the total planning group area. There shall be no specific quota of seats on the basis of race, color, sex, age over 18, creed, national origin, sexual orientation, or physical or mental disability.

4.4 Voting Member Term Limits

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The SRPG 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 **Scripps Ranch Planning Group** shall be elected to serve fixed terms of 3 years with 1/3 of the terms expiring each year to provide continuity. Voting members will not serve their service time for more than nine (9) consecutive years. SRPG voting members who accumulate this maximum service time can be eligible to serve again after a one-year break in service.

4.4.2 Waivers of Maximum Time of Service

The SRPG may develop procedures for waiving the maximum time of service by vote of its voting members if the SRPG cannot find sufficient new voting members to fill vacant open seats after a good faith effort to do so. Should a planning group choose to exercise this waiver, it will use the following guidelines:

- 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).
- 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
- 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 SRPG 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 SRPG can serve.

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

- Only one elected SRPG voting member per business tax certificate
- Only one elected SRPG voting member per property tax billing

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.

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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 (1) or (2). 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.

(1) 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.

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 SRPG 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 SRPG boundaries. These requirements should be construed liberally by planning groups and any

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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 SRPG will adopt provisions within its Operating Procedures that will govern the election or appointment of voting members of the SRPG, 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 SRPG operations.

5.3- Election Procedures

- Candidates will submit nominations no later than the SRPG's regular February meeting before the annual March election.
- Candidate eligibility will be verified by an SRPG officer prior to printing a ballot per Section 5.1.1. through 5.1.4 of these operating procedures.
- Each ballot shall include all candidates' identification such as name, community affiliation they are fulfilling per Section 4.2 and 4.3, and what terms or remaining terms they are filling.
- Write in candidates are not permitted.
- Candidates may make statements of their candidacy at the January and/or February meetings.
- Voting shall be held at the Scripps Ranch Library or the Scripps Ranch Civic Association Community Center, during the three-hour period of 3:30pm to 6:30pm. The elections shall be announced in advance at prior meetings of the SRPG and in the community newsletter.
- Polls will be managed by SRPG voting members who are not candidates for (re)election at the current election. The Scripps Ranch Library and the Community Center can accommodate individuals with disabilities.
- Poll managers will verify voter eligibility as referenced in Sections 5.1.1 through 5.1.4 in these Operating Procedures.
- Ballots will indicate what open positions are available and how many candidates to vote for. Ballots will state that no write-in candidates are permitted. For candidates who may serve longer than 9 consecutive years according to the provisions of these Operating Procedures, the ballot shall indicate that the candidate may only be elected if

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no other qualified candidates not subject to term limits are available.

- The annual election shall be noticed and held on the noticed, regular meeting date in March.
- The poll shall be closed preceding the regular March meeting when all voters who have arrived by 6:30pm have cast ballots.
- Ballots shall be counted by members of the SRPG who are not candidates for (re)election during the current election cycle.
- Ballots shall be kept in case of challenge for one month following the election, until the election has been certified at the April meeting.
- Tie votes shall be resolved by a coin toss at the April meeting.
- Election challenges, if any, shall be filed with the Chairperson of the SRPG within one week of the noticed, regular March meeting. Results are final if no election challenges are filed. Challenges shall be resolved by the SRPG members at the April meeting.
- Newly elected members are seated at the April meeting after Challenges, if any, are resolved.
- Ballots shall be secret and confidentiality shall be maintained until the ballots are destroyed.
- Electioneering at the poll is not permitted.
- If a seat remains unfilled due to lack of, or ineligibility of, a candidate, or as a result of a successful election challenge, the seat may be filled by appointment by vote of the SRPG.
- The Secretary shall determine that a vacancy exists if a member no longer meets eligibility requirement, or fails to satisfy Section 4.2.2 Minimum Attendance Requirements within a 12-month period from April to the following March of each year, or violates Section 8.3 Membership Eligibility.
- Declared vacancies shall be filled by appointment by vote of the SRPG at any meeting thereafter. Vacancies occurring within 120 days of the next regular election shall remain vacant until filled at the election.

5.4 Election Timing

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

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6.2 Rules of Procedure

The SRPG shall adopt rules of procedure for its meetings, such as Robert’s Rules of Order, Rosenberg’s Rules of Order, Democratic Rules of Order, or Simplified Rules of Order to provide a uniform means for the SRPG to facilitate public meetings, conduct public business, and resolve disputes.

6.3 Transparency in Operations

The SRPG 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.

6.4 Meeting Procedures

Regular meetings of the Scripps Ranch Planning Group shall be held each month, except that meetings may be adjourned in January and/or July to accommodate holidays, or in any month, at the discretion of the Chairperson, if there are no action agenda items. Meetings shall not be adjourned if action is necessary to meet project-review deadlines as described in the Terms and Conditions.

It shall be the duty of each member of the Scripps Ranch Planning Group to attend all planning group meetings. Should State Law and San Diego City policy allow, meetings may be conducted through electronic means, or may include use of hybrid electronic meeting technology.

6.4.1 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.

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. The agenda shall also be posted in the Scripps Ranch Planning Group section of the Scripps Ranch Civic Association's website at www.scrippsrancho.org/srpg at least 72 hours in advance of the meeting. The agenda may also be posted on other websites at the discretion of the Chair.

6.4.2 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 within the scope of authority of the planning group. Planning group members may make brief

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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.

6.4.3 Adjournments and Continuances

If the Scripps Ranch Planning Group 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 before 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.

6.4.4 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.

6.4.5 Consent Agenda

For items to be considered for a "Consent Agenda" all of the following are required:

- A subcommittee of the planning group has discussed the item at a noticed subcommittee meeting,
- All interested members of the public were given an opportunity to address the subcommittee, and
- The item has not substantially changed since the subcommittee's consideration.

The comments of the subcommittee and those made by interested members of the public should be reflected in the minutes of the subcommittee. 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.

6.4.6 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

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information shall clearly state that completion of such information is voluntary. No member of the public may be charged a fee for admittance.

6.4.7 Development Project Review

The Scripps Ranch Planning Group 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.

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.

6.4.8 Action on Agenda Items

An item not noticed on the agenda may be added if either two-thirds of the voting members of a community planning group, or every member if less than two-thirds 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 vote of the voting members of the community planning group is required to remove a community planning group member.

Removing a member due to ineligibility requires a majority vote of the voting members of the community planning group for the purpose of ratifying the findings presented by the Secretary to the group.

Amendments to adopted Operating Procedures require a two-thirds vote of the voting members of the Scripps Ranch Planning Group.

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 subcommittee votes, only require a simple majority of the voting members of the community planning group in attendance when a quorum is present.

6.4.9 Voting on Action Items

The Scripps Ranch Planning Group planning group's Chair 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

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items, such as by telephone or by e-mail are also prohibited. If permitted by State Law or Council Policy, members attending via electronic meeting technologies may vote as if present in person.

6.4.10 Collective Concurrence

Any attempt to develop a collective concurrence of the members of the Scripps Ranch Planning Group 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.

6.4.11 Special Meetings

The Chair of the Scripps Ranch Planning Group, 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 or email 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 secretary a written waiver of notice at, or prior to the time of, the meeting. Written notice shall be delivered to each local newspaper of general circulation and radio or television station requesting notice in writing 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.

6.4.12 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 Scripps Ranch Planning Group and are prohibited under these Operating Procedures.

6.4.13 Right to Record

Any person attending a meeting of the Scripps Ranch Planning Group 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.

6.4.14 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.

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6.4.15 Subcommittees

The Scripps Ranch Planning Group may establish standing and ad hoc subcommittees when their operation contributes to more effective discussions at regular planning group meetings.

- (i) **STANDING SUBCOMMITTEES** – There shall be three (3) standing subcommittees, one for each of the Scripps Miramar Ranch, Miramar Ranch North, or Rancho Encantada planning areas, whose members are residents, property owners, or business representatives from their respective planning area.
- (ii) **AD HOC SUBCOMMITTEES** - Ad hoc subcommittees may be established for finite period of time to review more focused issue areas and shall be disbanded following their review.
- (iii) **SUBCOMMITTEE COMPOSITION** – Subcommittees shall contain a majority of members who are members of the planning group.

Non-members, who are duly appointed by a planning group to serve on a subcommittee, 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 Council Policy, Terms and Conditions, and these Operating Procedures.

- (iv) **RECOMMENDATIONS** – Subcommittee 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 subcommittee recommendation be forwarded directly to the City as the formal recommendation of the planning group without a formal vote of the full planning group.

6.4.16 Recusals and Abstentions

- (i) **RECUSALS** - Any member of the Scripps Ranch Planning Group with a direct economic interest in any project that comes before the planning group or its subcommittees 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.

6.4.17 Meeting Documents and Records

- (i) **AGENDA BY MAIL** – Requests to mail copies of a regular agenda, and any accompanying material, shall be granted. Such materials shall be mailed when the agenda is posted, or upon distribution to a majority of the members of the community planning group, whichever occurs first. A request to receive agendas

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and materials may be made for each calendar year and such request is valid for that entire year, but must be renewed by January 1 of the following year. A cost-recovery fee may be charged for the cost of providing this service.

(ii) **AGENDA AT MEETING** – Any written documentation, prepared or provided by City staff, applicants, or planning group members, which 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.

(iii) **MINUTES** – For each planning group meeting, a report of Scripps Ranch Planning Group 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, and will be posted to www.scrippsrancho.org/srpg. 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 the names of speakers and those offering 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. The minutes of any meeting will be approved by vote of the planning group at its next regular meeting. A copy of the approved minutes shall be submitted to the City within 14 days after approval by the planning group and shall be posted to the SRPG’s website at www.scrippsrancho.org/srpg within 14 days after approval.

The Scripps Ranch Planning Group is not required to make audio or videotape recordings of meetings but if recordings are made by the SRPG, they are subject to a public request to inspect without charge. A cost-recovery fee may be charged for copies of recordings.

(iv) **RECORDS RETENTION** – Scripps Ranch Planning Group records must be retained for public review. Community planning group records are meeting agendas and any other writings that are distributed to at least a majority of the group members in connection with a matter subject to consideration at an open meeting of the group. Community planning group records do not include writings that are required to be submitted to the City in accordance with Council Policy 600-24 to substantiate and document the Scripps Ranch Planning Group operation

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and compliance. The Scripps Ranch Planning Group also receives materials that do not qualify as records. The Terms and Conditions discuss categories of material that are City records, community planning group records, and non-records.

6.4.18 Planning Group Duties

It shall be the duty of the Scripps Ranch Planning Group and its members to periodically seek community-wide understanding of and participation in the planning and implementation process. The planning group shall give due consideration to all responsible community attitudes insofar as these are deemed to be in the best long range interest of the community at large.

It shall be the duty of the Scripps Ranch Planning Group to maintain a current, up-to-date roster of the names, terms, and category/qualifications of planning group members in its possession, and to forward the current roster, as well as any updates, to the City. The planning group must also submit to the City an annual report of accomplishments for the past 12 months and anticipated objectives for the coming year. Rosters and annual reports constitute disclosable records under the Brown Act.

The Scripps Ranch Planning Group 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.

6.5 - Planning Group Officers

6.5.1. Officers

The officers of the Scripps Ranch Planning Group shall be elected from and by the members of the planning group at the next regular meeting following the annual March election. Said officers shall consist of a Chairperson, three Vice Chairpersons (one for each included planning area) and Secretary. The length of an officer's term shall be three years. A person may be re-elected to an office, except that no person may serve in the same planning group office for more than nine consecutive years. 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.

6.5.2 Chairperson

The Chairperson shall be the principal officer of a recognized community planning group and shall preside over all planning group and communitywide meetings organized by the planning group. The Chairperson shall also prepare the agenda and serve as a point of contact for the Planning Group.

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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 be the SRPG's representative to the Community Planners Committee (CPC). However, by vote of the planning group, a planning group member other than the chair may be selected as the official representative to CPC with the same voting rights and privileges as the chair. The Chairperson may also appoint an alternate representative with the same voting rights and privileges as the Chair. Designation of a member other than the chair as well as for the planning group's alternate to CPC shall be forwarded in writing to the staff representative to CPC prior to extension of voting rights and member attendance.

6.5.3 Vice-Chairpersons

In the absence of the Chairperson, a Vice Chairperson shall perform all the duties and responsibilities of the Chairperson. Each Vice Chairperson shall serve as chairperson of the standing subcommittee for his or her planning area.

6.5.4 Secretary

The Secretary shall be responsible for the planning group's correspondence, attendance records, and minutes and actions [including identification of those planning group 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.

7. Additional Planning Group Responsibilities

7.1 Maintenance Assessment Districts

Recommendations on Maintenance Assessment Districts (MAD) may be made by the planning area subcommittees. A recommendation for approval, amendment, or disapproval of a MAD budget shall be by majority vote only of members who are residents, property owners, or business representatives in that District. The SRPG as a whole shall endorse the results of any such recommendation as the SRPG recommendation without further dissent or modification by other members not from that District.

7.2 Planning Group Representation

Positions on development review matters that are established by vote of the Planning Group may be represented to the Planning Commission and/or City Council by the Chairperson or a representative designated by the Planning Group.

Positions established by vote of the Planning Group on items other than project review may be represented to the City by the Chairperson or a designated representative by personal contact, by letter, or electronic communication.

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Individual members of the Planning Group may contact the City on any matter, but shall not represent the Planning Group unless designated by vote of the Planning group.

7.3 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.

7.4 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. The requestor shall reimburse the SRPG for copying costs.

7.5 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 shall use the [City's Ethics Ordinance](#) as a guide in interpreting its ethical standards.

7.5.1 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.

7.5.2 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.

7.5.3 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

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item, regardless of the point in time they declare their abstention.

7.5.4 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.

7.5.5 Donations

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

7.5.6 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.

7.5.7 Professional Conduct

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

7.6 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 is 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.

7.7 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

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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, 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

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4.2, may be removed by the remaining planning group voting members as outlined in Section 5.2.

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

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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 SRPG 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 SRPG.

10 Term of Operating Procedures

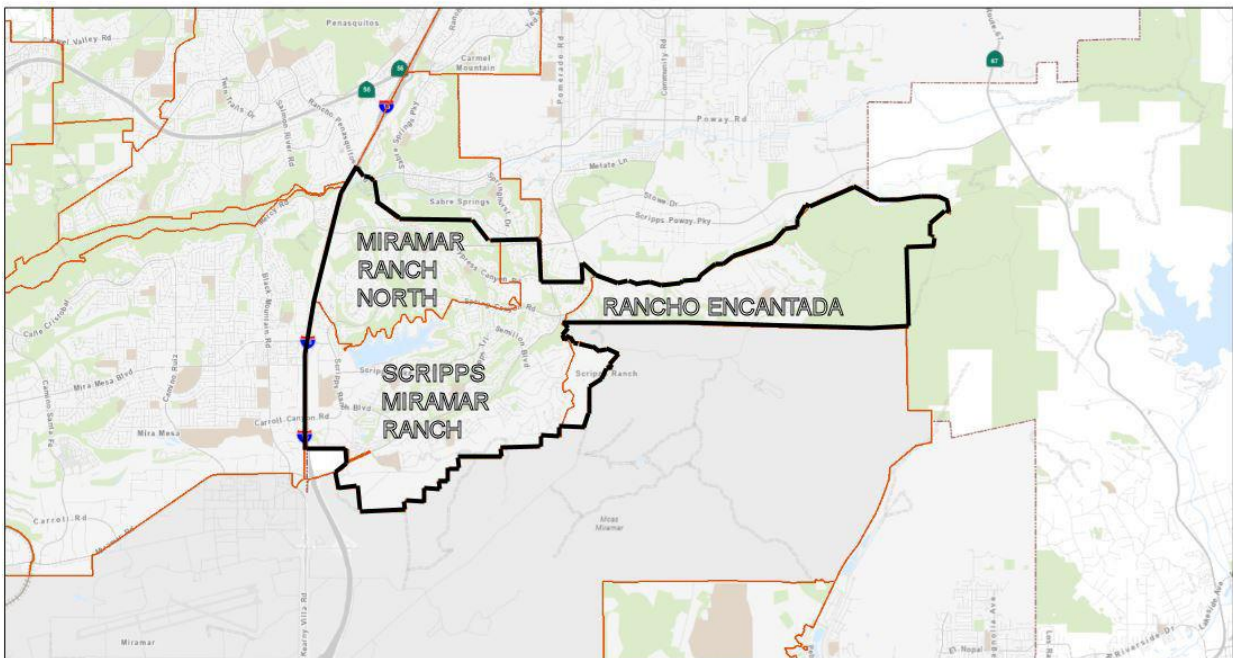
These Operating Procedures will be effective in perpetuity of the life of the SRPG unless recognition of the SRPG is revoked by the City as described in Section 8.4 or the Operating Procedures are updated to be consistent with [Council Policy 600-24](#) as it may be amended. Proposed amendments shall 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.

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Attachments:

EXHIBIT A: COMMUNITY PARTICIPATION AND REPRESENTATION PLAN

EXHIBIT B: MAP OF PLANNING GROUP BOUNDARIES. The Scripps Ranch Planning Group will represent the communities of Scripps Miramar Ranch, Miramar Ranch North, and Rancho Encantada (Stonebridge Estates.)

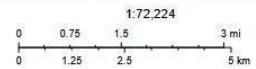


November 2, 2023

Community Planning Areas (City)

SCRIPPS RANCH PLANNING GROUP

**Including: Scripps Miramar Ranch
Miramar Ranch North
Rancho Encantada**



SanGIS

Data Sources: SANDAG and SanGIS
SanGIS Legal Notice: http://www.sanGIS.org/Legal_Notice.htm

Guidelines for CPG Ethical Standards

As required for CPG Recognition by Terms and Conditions, Exhibit A

This document describes recommended ethical standards the Scripps Ranch Community Planning Group (SRPG) 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

SRPG voting members with a potential or perceived conflict of interest should recuse themselves from a SRPG 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 SRPG 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

SRPG 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 SRPG's record of the vote on the item will reflect an abstaining member in the vote and they are still counted in a SRPG 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 SRPG nor voting members in their capacity as such should use their title from or position on the SRPG for political endorsements of individuals. The SRPG may, however, upon majority vote, take a position on pending legislation that is within the SRPG's purview.

4) Donations

Neither the SRPG 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 SRPG 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 SRPG shall establish standards for voting member professional conduct. SRPG voting members shall treat each other, applicants, city staff, and the public with courtesy and respect at all times.

EXHIBIT A
Scripps Ranch Planning Group
Community Participation & Representation Plan
As required for CPG Recognition by Terms and Conditions, Exhibit A

The Scripps Ranch Planning Group (SRPG) is committed to engaging a broad and diverse cross section of our community members in monthly meetings and to electing SRPG 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 CPG 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 unique demographics and characteristics of our community.

Overarching Goals

- Educate community members about the role of our CPG and opportunities for involvement.
- Continue our relationships with the non-profit Scripps Ranch Civic Association, the Scripps Ranch Library, and with Alliant International University. The SRCA has responsibility for relationships with local public schools.
- Increase and diversify participation in monthly SRPG 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. Work to obtain meaningful input from a broad range of community members.
- 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 residents 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.
- Make meeting materials available for translation to the languages spoken within the community.
- Be respectful of people's opinions and time.
- Ensure a safe, accessible meeting space.

Strategies for Community Involvement

- Create a simple SRPG fact sheet 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 the SRPG.
- Share meeting information in digital formats including social media pages and a dedicated SRPG website at: www.scrippsranh.org/srpg
- Consistently post printed monthly meeting information at local places including, but not limited to:
 - Local library
 - Park and Rec Building(s)
 - Public transit hubs, if any.
 - Grocery stores
 - Coffee shops
- The Chairperson, Secretary, or another planning group member designated by the Chairperson, will prepare a column article to appear in the *Scripps Ranch Civic Association Newsletter* each month that it is published. Approximately 12,000 copies of the Newsletter are distributed free of charge to residents in the 92131 zip code. The column will briefly describe actions taken by the planning group, development projects under consideration in the community, and upcoming activities of the planning groups including elections. The column may contain positions or opinions on issues that are established by action of the planning group. The columns will be aggregated in the required Annual Report.
- Build relationships with other city advisory boards to cross-pollinate messaging. Coordinate with other CPGs in Council Districts 5 and 6 on matters of common interest.
- Set up informal meetings or calls with local non-profit organizations to introduce and discuss the SRPG's role and to build relationships
- Announce monthly meetings and elections in the *Scripps Ranch Civic Association Newsletter*.
- Host informal events outside of SRPG meetings to invite the public to learn about the CPG and how to participate in monthly meetings
- Organize informal town hall events to solicit feedback on community needs. Select a time/day, location and format of the events and town halls that maximizes the opportunity for people not already engaged with the SRPG to attend
- Continue our close relationship with Council District 5 and 6 offices and the Mayor's office to amplify outreach
- Make 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, change in 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 the SRPG. Document information in annual report and submit to the City.

Goals for Planning Group Representation.

The following are demographic data for the Scripps Miramar Ranch, Miramar Ranch North, and Rancho Encantada, obtained from SANDAG.

Planning Area	Total Population	Total Housing Units	Percent rental	Detached single family	Attached single family	Mult-unit apartment
Scripps Miramar Ranch	20298 57.4%	7444	18	5255	920	1259
Miramar Ranch North	12175 34.5%	4331	18	2210	682	1439
Rancho Encantada	2835 8.0%	950	10	812	32	106
Total	35308	12725	17	8277	1634	2804

Planning Area	Total Population	Hispanic	White	Black	American Indian	AAPI
Scripps Miramar Ranch	20298	2845	11771	531	39	4135
Miramar Ranch North	12175	1992	5558	341	34	3792
Rancho Encantada	2835	446	1701	154	9	458
Total	35308	5283	19030	1026	82	8385
Percent	100%	15%	54%	3%	0.2%	24%

Note: Data is from 2020 SANDAG Population Estimates. Since then, about 250 rental housing units in Scripps Miramar Ranch, and 250 rental units in Miramar Ranch North have been added.

- On the Scripps Ranch Planning Group, every effort shall be made to identify candidates who reflect to the greatest extent possible the population distribution and demographics among the Scripps Miramar Ranch, Miramar Ranch North and Rancho Encantada planning areas. The goals are 14 members from Scripps Miramar Ranch; 9 members from Miramar Ranch North; and 2 members from Rancho Encantada. However, if there is an insufficient number of candidates from any planning area, then members may be elected at large from the total planning group area.
- Current demographic information reveals that approximately 17 percent of households in Scripps Miramar Ranch and Miramar Ranch North, and 10 percent in Rancho Encantada, occupy rental units. Accordingly, special efforts will be made to recruit at least 3 members in Scripps Miramar Ranch, and 2 members in Miramar Ranch North who are renters.
- In accordance with our Operating Procedures, there shall be no specific quota of seats on the basis of race, color, sex, age over 18, creed, national origin, sexual orientation, or physical or mental disability.

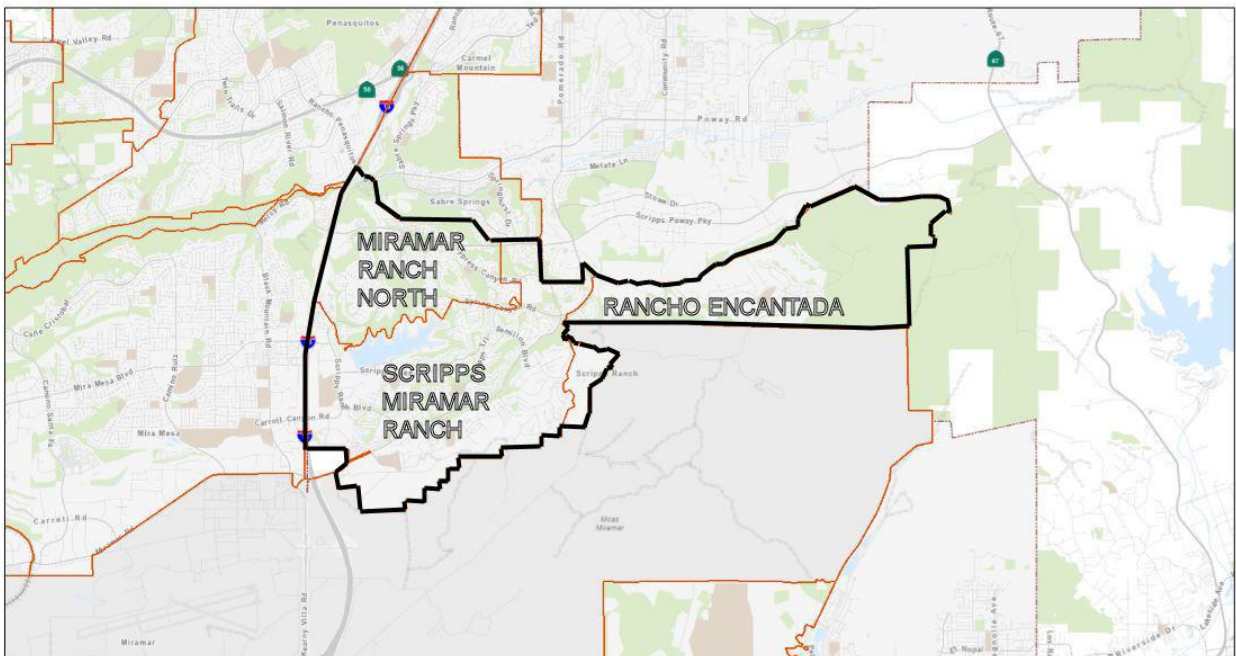
CITY OF SAN DIEGO, CALIFORNIA
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OPERATING PROCEDURES FOR CITY COUNCIL RECOGNITION
OF THE

SCRIPPS RANCH PLANNING GROUP

AS AN INDEPENDENT COMMUNITY PLANNING GROUP PER
CITY COUNCIL POLICY 600-24

EXHIBIT B: MAP OF PLANNING GROUP BOUNDARIES. The Scripps Ranch Planning Group will represent the communities of Scripps Miramar Ranch, Miramar Ranch North, and Rancho Encantada (Stonebridge Estates.)



November 2, 2023

Community Planning Areas (City)

SCRIPPS RANCH PLANNING GROUP

**Including: Scripps Miramar Ranch
Miramar Ranch North
Rancho Encantada**

1:72,224
0 0.75 1.5 3 mi
0 1.25 2.5 5 km

SanGIS

Data Sources: SANDAG and SanGIS
SanGIS Legal Notice: <http://www.sandag.org/LegalNotice.htm>