

OPERATING PROCEDURES FOR CITY COUNCIL RECOGNITION  
OF THE  
**TORREY HILLS COMMUNITY PLANNING  
BOARD**  
AS AN INDEPENDENT COMMUNITY PLANNING GROUP PER  
CITY COUNCIL POLICY 600-24

**Introduction and Background**

Through this document, the Torrey Hills Community Planning Board (the “planning group”) adopts Council Policy 600-24’s Terms and Conditions attachment (Exhibit A). 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 (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 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 to 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 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 the 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 shall be Torrey Hills Community Planning

Board.

The community planning boundaries of this planning group are the boundaries of the Torrey Hills 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 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 planning group may, upon City request, make recommendations, or participate in, additional efforts such as identifying 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.

### 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 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 planning group, vote results, the planning group's conditions/recommendation, name and signature of chair 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 Policy 600-24. The planning group will submit to the City the Annual Rosters of planning group voting members by May 1<sup>st</sup> of each year and will also submit to the City any changes to rosters as a result of planning group elections.

#### 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 shall consist of twelve (12) elected and three (3) 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 art & culture, local businesses, or local industry.

##### 4.2 Voting Member Eligibility

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

###### 1. Minimum Age

Voting members will be a minimum of 18 years of age unless the planning group has an appointed youth representative.

###### 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. Minimum attendance requirements shall not apply to voting members relative to their re-election or re-appointment.

##### 4.3 Community Representation

The planning group 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.

###### 1. Appointed Seats

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

In addition to elected members, the planning group has three (3) appointed seats to better represent specific interests or unique stakeholder interests of the community (e.g., businesses). San Diego Gas & Electric Company (SDG&E) has a permanent seat as a significant landowner within the planning group's boundaries (five percent of total land area). The Chairperson will appoint one seat and the Vice-Chairperson will appoint one seat to service a one-year term that

runs from January to January. Appointed seats of the planning group membership, vote on group business and, together with the elected members, are referred to throughout as “voting members of the community planning group”.

In addition to elected members, the planning group has three (3) appointed seats to better represent specific interests or unique stakeholder interests of the community (e.g., businesses). The Chairperson, the Vice-Chairperson, will appoint one seat each and agree to a third seat. All three seats to service a one-year term that runs from January to January. Appointed seats of the planning group membership, vote on group business and, together with the elected members, are referred to throughout as “voting members of the community planning group”.

#### 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:

##### 1. Maximum Time of Service

Elected members of the planning group shall be elected to serve fixed terms of three (3) years with expiration dates during alternate years to provide continuity. Voting members will not serve their service time for more than nine (9) consecutive years if voting members are elected to three-year terms. planning group voting members who accumulate this maximum service time can be eligible to serve again after a one-year break in service.

##### 2. Waivers of Maximum Time of Service

- (1) Waiving the maximum time of service shall not be permitted for any reason.

## **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:

- Only one elected planning group voting member per business tax certificate.
- Only one elected planning group 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.

#### 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.

(2) 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.

### Planning group operating procedures

- Annual elections will be held in March.
  - The cut-off date for submitting a candidate nomination is the third Tuesday in February.
  - The candidate nomination shall be submitted by email to the Planning Board Vice Chairperson by 11:59pm on the third Tuesday in February.
  
- The Vice Chairperson shall verify each candidate's eligibility per Section 5.1.1 and 5.1.4 of these Operating Procedures prior to the Annual Election.
  - Candidates failing to meet the eligibility requirement must be notified no later than three weeks prior to the Annual Election.
  - Notification shall be by email of candidates eligibility.
  - The Notification shall describe any and all reasons if found ineligible.
  - The candidate is encouraged to resolve eligibility issues with the Vice Chairperson prior to the Annual Election. Should the issue not be resolved by the second Tuesday in March, the candidate is ineligible and name will not be placed on the ballot.
  
- Creation of a ballot with all candidates identified by name.
  - Prior to voting at the Annual Election, the Vice Chairperson shall provide a list of eligible candidates that shall be distributed by email and/or paper ballot to all members present physically or via remote connection (i.e. Zoom or similar).
  - Paper ballots shall be marked with the voter's first and last name.
  - Members may vote by paper ballot or email. Ballots with no first or last name shall be discarded. Results will be counted and made public.
  - The paper ballots and emails shall become part of the CPG's records and shall be maintained for five (5) years or per applicable laws, whichever is longer.
  - There shall be no write-in candidates and all votes for write-in candidates shall not be counted.

- Annual Election:
  - The Annual Election shall be presided over by the Vice Chairperson.
  - The Vice Chairperson shall welcome the members, remind them of the CPG's purpose, and introduce the candidates.
  - Each candidate shall be given up to three minutes to introduce themselves and describe their vision for Torrey Hills.
  - The Vice Chairperson shall have an assigned timekeeper that notifies each speaker when they have one minute left, when they have ten seconds left, and if necessary stop them from talking.
  - After all candidates have spoken, the Vice Chairperson may decide to invite members to ask questions of the candidates. Questions must be limited to less than 30 seconds and the answer must be less than two minutes. The Vice Chairperson shall enforce time limits.
  - The Vice Chairperson may end the questioning if there are no more questions or any time after the 30 minute point, whichever comes first. If questions are still being asked, the ESC may elect to continue allowing questions.
  - At all times the Vice Chairperson is responsible for reminding members that statements, questions, and answers must be respectful. Failure to do so shall lead to permanent disbarment from serving on future Vice Chairperson.
  - Balloting shall be by email and/or paper ballot. Prior to counting the paper ballots the Vice Chairperson shall verify that the number of received ballots equals the number of ballots cast.
  - The voting shall be secret. That is, for whom a person voted shall not be made public.
  - If a member is removed or resigns from the CPG.
    - At the monthly meeting immediately following the seat's vacancy the planning board chairperson shall ask if there are any nominations to replace an empty seat.
    - The remaining planning board members may nominate candidates.
    - The planning board chairperson shall conduct a public vote.
    - In the case of a tie, the process shall be repeated at the next monthly meeting.
    - Note that if two candidates had tied for a seat at a previous election (i.e. there are ten members and nine seats) then there shall be no election to replace the removed member.
  - Should a candidate dispute the election results, that candidate may file a protest describing how the process was violated. At the next meeting this protest will be reviewed by the planning board. If three people on the planning board decide that the protest has merit, then the planning board minus the Chairperson and Vice Chairperson, may vote whether to make the candidate a "Member at large".
    - Should this member resign or be removed his seat will not be available for a new member.
    - The member shall serve for a one-year term.



- The member shall not count towards quorum but they may vote.

### 5.3 Election Timing

The planning board shall host its elections during the month of March each year to be consistent with other CPGs.

## **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 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.

### 6.4 Meeting Procedures

It shall be the duty of each elected and appointed member of the planning group to attend all monthly scheduled planning group meetings.

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 publicly posted in a place freely accessible to the general public physically and on-line. 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 (including information for remote participation) of the meeting. The agenda shall also be emailed to all on the planning group. The listing of the agenda item shall include the intended action of the planning group regarding that item (e.g., information item, action item).
2. PUBLIC COMMENT - Any interested member of the public may comment on agenda items during regular or special planning group meetings during the agenda item "Public Comment". 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.

- (1) Prior to the meeting, a person wishing to make a public comment shall either submit a paper slip or a chat message to the Chairperson with their name, contact info, and the topic they'd like to bring up.
- (2) The planning group may adopt time limits for public comment to ensure operational efficiencies.

3. ADJOURNMENTS AND CONTINUANCES - If the 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 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.

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.

5. CONSENT AGENDA - For items to be considered for a "Consent Agenda" all of the following are required:

- (1) A subcommittee of the planning group has discussed the item at a noticed subcommittee meeting,
- (2) All interested members of the public were given an opportunity to address the subcommittee, and
- (3) 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. 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 may be charged a fee for admittance.

7. DEVELOPMENT PROJECT REVIEW - The 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.

- (1) When reviewing development projects, the planning group shall allow participation of affected property owners, residents, and business establishments within proximity to the proposed development.
- (2) 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.

8. ELECTED AND APPOINTED MEMBER VOTING

- (1) Amendments to adopted bylaws require a two-thirds vote of the voting members of the planning group.
- (2) A vote to approve a community plan update or a community plan amendment requires a majority vote of the voting members of the planning group.
- (3) All other planning group actions, including subcommittee votes, only require a simple majority of the voting members of the group in attendance when a quorum is present.
- (4) The planning group 's chair fully participates in planning group discussions and votes on all action items.
- (5) 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.
- (6) Votes taken on agenda items shall reflect the positions taken by the elected or appointed positions on the planning group identified in Council Policy 600-24.

9. COLLECTIVE CONCURRENCE - Any attempt to develop a collective concurrence of the members of the 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.

10. SPECIAL MEETINGS - The chair of the 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 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.

11. 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 planning group and are prohibited under these bylaws.
12. RIGHT TO RECORD - Any person attending a meeting of the 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.
13. 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.

#### 6.5 Planning Group Officers

The officers of the planning group 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. No person may serve in the same planning group office for more than nine (9) consecutive years per the term limits established in Section 4.4. After a period of one (1) year in which that person did not serve as an officer that person shall again be eligible to serve as an officer. The Torrey Hills Community Planning Board officers and representatives to the planning group shall promptly disseminate to all elected planning group members pertinent information that is received by the planning group regarding its official business. 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.

### 1. Chairperson

The Chairperson shall be a recognized community planning group'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. Designation of a member other than the chair for either representative, 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.

### 2. Vice Chairperson

Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson. The Vice Chairperson opens and presides over the Annual Meeting.

### 3. Secretary

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.

### 4. Other Officers

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

## **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 will follow the ethical standards found in Exhibit Exhibit D.

#### 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.

#### 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.

#### 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.

#### 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.

#### 5. Donations

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

#### 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. 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<sup>st</sup> 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, 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 5.2.

#### 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. Amendments to the Operating Procedures are not valid until approved by the City.

Attachments:

EXHIBIT A: COUNCIL POLICY 600-24.

EXHIBIT B: COMMUNITY PARTICIPATION AND REPRESENTATION PLAN

EXHIBIT C: MAP OF PLANNING GROUP BOUNDARIES. The Torrey Hill Community Planning Board will represent the community of Torrey Hills.

EXHIBIT D: ETHICAL STANDARDS

# TORREY HILLS COMMUNITY PLANNING BOARD BYLAWS

## ARTICLE I Name

- Section 1. The official name of this organization is Torrey Hills Community Planning Board.
- Section 2. All activities of this organization shall be conducted in its official name.
- Section 3. Deleted
- Section 4. Meetings of the Torrey Hills Community Planning Board shall be held within these boundaries, except that when the Torrey Hills Community 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 meeting facility.
- Section 5. The official positions and opinions of the Torrey Hills Community Planning Board shall not be established or determined by any organization other than the planning group, nor by any individual member of the planning group other than one authorized to do so by the planning.

## ARTICLE II Purpose of the Community Planning Group and General Provisions

- Section 1. The Torrey Hills Community 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 to, the General Plan or a land use plan when a plan relates to the Torrey Hills community boundaries. The planning group also advises on other land use matters as requested by the City or other governmental agency as detailed in Council Policy 600-24, Article II: Purpose of Community Planning Groups and General Provisions.
- Section 2. In reviewing individual development projects, the Torrey Hills Community Planning Board should focus such review on conformance with the Land Development Code and the adopted community plan and/or the General Plan. Preliminary comments on projects may be submitted to the City during the project review process. Whenever possible, the formal planning group recommendation should be submitted no later than the end of the public review period offered by the environmental review process. Upon receipt of plans for

projects with substantive revisions, the planning group may choose to rehear the project and may choose to provide a subsequent formal recommendation to the City.

- Section 3. All activities of the Torrey Hills Community Planning Board shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of race, color, sex, age, creed or national origin, or sexual orientation, or physical or mental disability. In addition, meeting facilities must be accessible to disabled persons.
- Section 4. The Torrey Hills Community Planning Board shall not take part in, officially or unofficially, or lend its influence in, the election of any candidate for political office. Elected members shall not identify affiliation with a planning group when endorsing candidates for public office. The planning group may take a position on a ballot measure.
- Section 5. The Torrey Hills Community Planning Board's 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 plan, or failure to review and reply to the City in a timely manner on development projects shall result in the forfeiture of rights to represent the Torrey Hills community for these purposes. Such a determination resulting in the forfeiture of rights to represent the community for these purposes shall be made only by the City Council upon the recommendation of the Mayor's Office.
- Section 6. The Torrey Hills Community Planning Board operates under the authority of the Ralph M. Brown Act, which requires that meetings of the planning group are open and accessible to the public. In addition, Council Policy 600-24 "Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups" and these bylaws govern the operations of the planning group. Several provisions of these bylaws constitute Brown Act requirements as outlined in the Policy. Amendments to Council Policy 600-24 will apply to the Torrey Hills Community Planning Board, as well as to all other community planning groups, even if individual groups' bylaws are not required to be amended with parallel language.

In addition, the Administrative Guidelines provide explanations of the Policy's minimum standard operating procedures and responsibilities of this planning group. The latest version of *Robert's Rules of Order* is used when the Policy, the Administrative Guidelines, and these bylaws do not address an area of concern or interest.

Section 7. The Torrey Hills Community Planning Board may propose amendments to these bylaws by two-thirds 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 or Council consideration. Bylaw amendments are not valid until approved by the City.

## ARTICLE III Community Planning Group Organizations

Section 1. The Torrey Hills Community Planning Board shall consist of 15 elected and appointed members to represent the community. These members of the planning group shall constitute the officially recognized community planning group for the purpose of these bylaws and Council Policy 600-24.

Section 2. Council Policy 600-24 requires that elected members of the Torrey Hills Community Planning Board shall, to the extent possible, be representative of the various geographic sections of the community and diversified community interests.

On the Torrey Hills Community Planning Board, elected seats are filled by distribution of seats among the following interests that represent the community (refer to Article VIII, Section 1 (b) for additional eligibility requirements):

- A. 10 seats for Residents
- B. 2 Business Seats representing retail or commercial business operating in the community.
- C. 1 seat for Property owners owning greater than 2 acres.  
Planning group members shall be elected by and from eligible members of the community. To be an eligible community member an individual must be at least 18 years of age, and shall be affiliated with the community as a:
  - (1) Resident who is an individual whose primary address of residence is an address in the community planning area, or
  - (2) Local businessperson, who is a local business or not-for-profit owner, operator, or designee at a non-residential real property address in the community planning area, where only one representative of a particular establishment may hold a seat on the community planning group at one time, or
  - (3) Property owner, who is the sole or partial owner of record, or designee, of real property (either developed or undeveloped), within the

community planning area of greater than 2 acres; only one vote per property greater than 2 acres.

An individual may become an eligible member of the community by demonstrating qualifications to be an eligible member of the community to the planning group secretary or election committee prior to the March election or at time of voting.

Once eligibility to vote is established, an individual remains an eligible member of the community until the determination is made that the individual does not meet the planning group's criteria and formal action is taken by the planning group. However, the Torrey Hills Community Planning Board shall require proof of eligibility during elections.

The Torrey Hills Community Planning Board has two appointed seats to better represent specific interests of the community. There is one seat for the SDG&E representative and one seat for the Carmel Valley South Community Planning Area representative. Appointed seats are counted in the 15-member planning group membership and vote on the planning group business.

Appointed seats may be removed by a 2/3 vote of the planning group.

Members of the Torrey Hills Community Planning Board shall be elected to serve for a fixed term of two years with expiration dates during alternate years to provide continuity.

Section 3. Members of the Torrey Hills Community Planning Board shall be elected to serve for fixed terms of two years with half the seats expiring on even numbered years, the other half expiring on odd numbered years.

No person may serve on the planning group for more than 9 consecutive years.

The 9-year limit refers to a total maximum consecutive years of service time, not to individual seats held.

After a one-year break in service as a planning group member, an individual who had served for 9 consecutive years shall again be eligible for election to the planning group.

- Section 4. A member of the Torrey Hills Community Planning Board must retain eligibility during the entire term of service.
- Section 5. A member of the Torrey Hills Community Planning Board found to be out of compliance with the provisions of Council Policy 600-24 or the planning groups adopted bylaws risks loss of defense and indemnification [legal protection and representation] pursuant to Ordinance No. 0-19883 NS, and any future amendments thereto.
- Section 6. Some provisions of these bylaws constitute requirements under the Brown Act, as outlined in Council Policy 600-24. A member of the Torrey Hills Community Planning Board who participates in a meeting of the planning group where actions are alleged to have been in violation of the Brown Act may be subject to civil or criminal consequences.

## ARTICLE IV Vacancies

- Section 1. The Torrey Hills Community Planning Board shall find that a vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from the planning group's secretary 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.

A vacancy may also exist following a vote of the Torrey Hills Community Planning Board as described in Article III, Section 5 of Council Policy 600-24 related to ineligibility, or following conclusion of a member-removal process conducted under Article IX of the Policy, or due to adopted bylaws violations.

- Section 2. Vacancies that may occur on the Torrey Hills Community Planning Board should be filled not later than 120 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 seat.

The Torrey Hills Community Planning Board shall fill vacancies at the time the vacancies are declared. Vacancies shall be filled by selection by planning group members at the time the vacancies are declared. Nominations will be considered at the next regular meeting followed by a planning group vote.

Two or more concurrent community planning group vacancies shall be filled by a vote of all eligible members of the community by secret written ballot.

Community members that are ineligible to serve may not fill a vacant seat.

- Section 3. When the Torrey Hills Community Planning Board is unable to fill a vacancy within 120 days, as specified above, and the planning group has more than twelve members, a search for a new member should continue, however either the seat may remain vacant until the next planning group election, or these bylaws may be amended to permit decreased membership to a minimum of 12 members. If a vacancy remains for more than 60 days from the time a vacancy is declared, and there are less than 12 elected planning group members in good standing, the planning group shall report in writing the efforts made to fill the vacancy to the City. If, after 60 additional days, the planning group membership has not reached 12 members, the planning group will be deemed inactive until it has attained at least 12 members in good standing.

## ARTICLE V Elections

- Section 1. General elections of the Torrey Hills Community Planning Board members shall be held during the month of March in accordance with the election procedures found in Article VII, Section 1(e) of these bylaws.

The Torrey Hills Community Planning Board's general elections shall be held annually.

The deadline to qualify for candidacy in the March general election shall be prior to the February noticed regular or special meeting of the full planning group membership preceding the election. The planning group's Election subcommittee shall be established no later than January and shall begin soliciting eligible community members to become candidates. In February, the Election subcommittee 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.

In order to be a candidate in the March election, an eligible member of the community must have documented attendance at one meeting of the Torrey Hills Community Planning Boards last 12 meetings prior to the February regular meeting preceding the election.



Section 2. The Torrey Hills Community 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 8 consecutive years to leave the group for at least one year.

The Torrey Hills Community Planning Board holds its election at the March regular meeting. Voting will occur before the beginning of the meeting.

The Torrey Hills Community Planning Board will require proof of identity of those eligible community members who are seeking to vote in the election. The planning group shall ensure that voting is only by eligible members of the community.

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, must receive a 2/3 majority of the vote due to service beyond eight or nine consecutive years of service. Voting may only take place within respective categories.

There are 10 Resident seats. 5 will be up for election in one year and the other 5 in the next year. The Carmel Valley appointed seat will serve a term of 2 years beginning with the appointment cycle in 2016.

The 2 Business seats and 1 Property Owner seats will be for 2-year terms beginning in 2017.

The SDG&E seat is a permanent seat.

The Torrey Hills Community Planning Board does not allow write-in candidates. Any vote cast for a write-in candidate is an invalid vote and will not be counted.

Section 3. Voting to elect new community planning group members shall be by secret written ballot. Proxy voting for elections is not allowed under any circumstances. Development and promotion of slates of candidates is contrary to the intent of council policy 600-24 and is not allowed.

Section 4. The Torrey Hills Community Planning Board's election becomes final after announcing the election results at the conclusion of the noticed, regular March monthly planning group meeting. The Chair 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 chair of the Elections subcommittee in writing within 24 hours of the counting of the ballots in order to allow enough time to resolve the issue.

Section 5. Article VIII, Section 1 (e) contains additional voting procedures.

## ARTICLE VI Community Planning Group and Planning Group Member Duties

Section 1. It is the duty of the Torrey Hills Community Planning Board to cooperatively work with the City throughout the planning process, including but not limited to the formation of long-range community goals, objectives and proposals or the revision thereto for inclusion in a General or Community Plan.

It is the duty of all planning group members to conduct official business of the planning group in a public setting. 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.

It is the duty of a planning group, and of each individual member, to refrain from conduct that is detrimental to the planning group or its purposes under Council Policy 600-24. No member shall be permitted to disturb the public meeting so as to disrupt the public process as set forth on the planning group's agenda.

Section 2. **(a) Meeting Procedures**

It shall be the duty of each member of the Torrey Hills Community Planning Board to attend all planning group meetings.

(i) 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.

(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.

(iii) ADJOURNMENTS AND CONTINUANCES-If the Torrey Hills Community 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.

(iv) 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.

(v) CONSENT AGENDA -For items to be considered for a "Consent Agenda" all of the following are required:

1. A subcommittee of the planning group has discussed the item at a noticed subcommittee meeting,
2. All interested members of the public were given an opportunity to address the subcommittee, and
3. 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.

(vi) 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.

(vii) DEVELOPMENT PROJECT REVIEW -The Torrey Hills Community 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.

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.

Amendments to adopted bylaws require a two-thirds vote of the voting members of the Torrey Hills Community Planning Board.

A vote to approve a community plan update or a community plan amendment requires a majority vote of the voting members of the Torrey Hills Community Planning Board.

All other Torrey Hills Community Planning Board actions, including subcommittee votes, only require a simple majority of the voting members of the group in attendance when a quorum is present.

The Torrey Hills Community Planning Board '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 items, such as by telephone or by e-mail are also prohibited.

Votes taken on agenda items shall reflect the positions taken by the elected or appointed positions on the planning group identified in Article III, Section 1 of Council Policy 600-24.

(ix) COLLECTIVE CONCURRENCE-Any attempt to develop a collective concurrence of the members of the Torrey Hills Community 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.

(x) SPECIAL MEETINGS -The chair of the Torrey Hills Community 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 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.

(xi) 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 Torrey Hills Community Planning Board and are prohibited under these bylaws.

(xii) RIGHT TO RECORD -Any person attending a meeting of the Torrey Hills Community 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.

(xiii) 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.

#### **(b) Subcommittees**

The Torrey Hills Community Planning Board may establish standing and ad hoc subcommittees when their operation contributes to more effective discussions regular planning group meetings.

- (i) STANDING SUBCOMMITTEES -Pursuant to the purpose of the Torrey Hills Community Planning Board as identified in Article II, Section 1, the planning group has established the following standing subcommittees: 1) the Development review subcommittee and 2) the Maintenance Assessment District (MAD) subcommittee and will create, as needed, ad hoc subcommittees to address particular planning or operational matters. The committee must have at least 2 members.
- (ii) AD HOC SUBCOMMITTEES -Ad hoc subcommittees may be established for a finite period of time to review more focused issue areas and shall be disbanded following their review. The committee must have at least 2 members.
- (iii) SUBCOMMITTEE COMPOSITION -Subcommittees shall contain a majority of members who are members of the planning group.
- (iv) 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. 0-19883 NS, and any future amendments thereto, provided they satisfy any and all requirements of the Administrative Guidelines.

- (v) 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.

**(c) Abstentions and Recusals**

- (i) RECUSALS -Any member of the Torrey Hills Community Planning Board 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.

**(d) 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 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, 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 of the materials requested by an individual or individuals.

- (iii) **MINUTES** -For each planning group meeting, a report of the Torrey Hills Community Planning Board's 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 Torrey Hills Community Planning Board is not required to audio or videotape meetings but if recordings are made, 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** -The Torrey Hills Community Planning Board's 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 planning group operations and compliance. The planning group also receives materials that do not qualify as records. The Administrative Guidelines discuss categories of material that are City records, community planning group records, and non-records.



- Section 3. It shall be the duty of the Torrey Hills Community Planning Board and its members to periodically seek community-wide understanding of and participation in the planning and implementation process as specified in Article II, Section 1. 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.
- Section 4. It shall be the duty of the Torrey Hills Community Planning Board 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 related to Article II, Section 1 above. Rosters and annual reports constitute disclosable records under the Brown Act.
- Section 5. The Torrey Hills Community 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 made voluntarily, and no official planning group correspondence may be withheld based on any individual's desire to not make a voluntary contribution .
- Section 6. Each elected Torrey Hills Community Planning Board member is required to attend an orientation training session administered by the City as part of planning group and individual member indemnification pursuant to Ordinance No. 0-19883 NS, and any future amendments thereto. If it is not possible for a new member to attend the training session as required, or if a new member is seated through a special election or in a month other than March, then the member shall successfully complete the online orientation training.

As required by 0-19883 NS, newly seated planning group members must complete a basic orientation training session within 60 days of being elected or appointed to a planning group or the member will be ineligible to serve. The basic orientation training session will be scheduled within 60 days of the last day of March each year to meet this ordinance requirement.

## ARTICLE VII      Planning Group Officers

Section 1. The officers of the Torrey Hills Community Planning Board 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. 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. The officers shall be elected at the April meeting following the March election.

Section 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 Chair shall set the agenda and be the point of contact for development applicants.

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.

Section 3. Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson.

Section 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.

Section 5. The Chairperson shall be a recognized community planning group'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. Designation of a member other than the chair for either representative, 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.

Section 6. The Torrey Hills Community Planning Board 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.

## ARTICLE VIII Planning Group Policies and Procedures

Section 1. The Torrey Hills Community Planning Board bylaws incorporate policies and procedures directed by Article I through VII of Council Policy 600-24. These bylaws also contain some policies and procedures recommended in Article VIII of Council Policy 600-24. This bylaws Article lists additional procedures which are found in Exhibits attached to the bylaws.

Any procedures found in exhibits have the same effect as if they were incorporated directly into Articles I through VII of the bylaws. They are separated into exhibits for ease of understanding.

Listed procedures are grouped by category as follows: Community Participation; Planning Group Composition; Conduct of Meetings; Member and Planning Group Responsibilities; and Elections.

### **(a) Community Participation**

The following are the Torrey Hills Community Planning Board procedures regarding community participation:

Public comment will be conducted at the beginning of meetings to allow community participation on non-agenda items.

The public will be given ample opportunity to comment on agenda items. However, the Board reserves the right to limit public input (time limit) when many speakers are present.

### **(b) Planning Group Composition**

The following are the Torrey Hills Community Planning Board supplemental procedures pursuant to Article III, Section 2 regarding planning group composition:

- (i.) Elected Seats. Planning Board members and candidates for membership shall meet the requirements discussed in Article V, Section 1 as well as the following eligibility requirements for their respective seat:

- a. A 'Resident at Large' member shall be an individual whose primary address of residence is within the Torrey Hills community planning area.
  - b. A 'Resident of a Geographic Region' member shall be an individual whose primary address of residence is an address in the Geographic region they seek to represent.
- (ii.) Appointed Seats.
- a. The 'San Diego Gas and Electric' member shall be appointed by SDG&E and must be filled by a person currently employed by SDG&E. In addition, the SDG&E representative shall also appoint an alternate employee who may attend meetings and have the same authority as the primary SDG&E board member in the primary representative's absence.
  - b. 2) The 'Carmel Valley South Community Planning Area' member shall be nominated by the chair of the Torrey Hills Community Planning Board and appointed by a vote of the Planning Board. The member shall be a resident of Cannel Valley Neighborhoods 8a, 8b, or 8c or within the western portion of Neighborhood 10.

### **(c) Conduct of Meetings**

The following are the Torrey Hills Community Planning Board procedures regarding conduct of planning group meetings:

Meetings shall be noticed at least 72 hours in advance of the meeting, in a public place easily accessed by the community.

Meetings are conducted using the latest version of Robert's Rules of Order. Board members will all times address the public and other members civilly and respectfully. Public comment on non-agenda items will be conducted at the beginning of each meeting. Presentation of agenda items will allow for a reasonable length of public comment; however time should be set aside for the board to deliberate these issues without interruption.

Subcommittees can be composed of both board members and members of the community/public. A board member will always chair such subcommittees and meetings of subcommittees will be noticed publicly.

The New Development subcommittees meet regularly each month. All meetings of this subcommittee shall be publicly noticed.

The Elections Subcommittee is formed at the January meeting and will meet to solicit eligible candidates, advertise the election and determine proper election procedure.

#### **(d) Member and Planning Group Responsibilities**

The following are the Torrey Hills Community Planning Board procedures regarding member and planning group responsibilities:

The planning group's official positions may be represented only by the Chair or their designee.

Bylaw Amendments shall be initiated by the Planning Group, for discussion and review by the By-Laws Sub Committee, then presented for discussion and review to the Planning Group but can only be approved in its entirety at the following Planning Group meeting.

Planning group member's participation on other committees or with other organizations is bound by the Brown Act.

#### **(e) Elections**

The Administrative Guidelines provides general guidance for planning group elections. The following are procedures pertaining to the elections provisions of these bylaws:

Voting takes place prior to the regularly scheduled March meeting and is to be open for a minimum of two- and one-half hours before the meeting's time of 6:30 p.m. All residents of Torrey Hills are eligible to vote. An Election Subcommittee will be established at the January meeting. This subcommittee will meet to solicit eligible candidates and determine proper conduct of the election. Members will be elected based on a plurality of votes.

Residents shall produce proof of residence (driver's license, utility bill, property tax bill or similar documents).

Business owners shall produce proof of business address (letterhead, business card, business license or similar) -Note: Only one vote per business.

Investor Owners shall produce property tax statement, grant deed or similar proof of ownership and showing the fact that the property(s) are greater than 2

acres in size and that they represent that ownership entity. Note only one vote per parcel greater than 2 acres.

## ARTICLE IX Rights and Liabilities of Recognized Community Planning Group

Section 1. Indemnification and Representation. The Torrey Hills Community Planning Board and its duly elected or appointed members have a right to representation by the City Attorney and a right to indemnification by the City under Ordinance 0-19883 NS, and any future amendments thereto, if the claim or action against them resulted from their obligation to advise and assist the City and its agencies with land use matters as specified in Council Policy 600-24, Article II, Section 1; their conduct was in conformance with the Policy and these bylaws; and all findings specified in the ordinance can be made.

Section 2. Brown Act Remedies. The Torrey Hills Community Planning Board and its duly elected members may be subject to both Council Policy 600-24 violations as described in Section 3 below and penalties provided for in the Brown Act. The Brown Act includes criminal penalties and civil remedies. Both individual members of the planning group, as well as the planning group itself, may be subject to civil remedies. Under certain circumstances, individual planning group members may face criminal misdemeanor charges for attending a meeting where action is taken in violation of the Brown Act, and where the member intended to deprive the public of information to which the member knows or has reason to know the public is entitled. Alleged violations will be reviewed and evaluated on a case-by-case basis.

Section 3. Council Policy 600-24 Violations and Remedies.

**(a) Alleged Violations by a Member of the Torrey Hills Community Planning Board.**

In cases of alleged violations of the Torrey Hills Community Planning Board bylaws or Council Policy 600-24 by a planning group member, the planning group may conduct an investigation consistent with the Administrative Guidelines and these bylaws.

A complaint that an individual member of a planning group violated one or more provisions of the planning group's bylaws or Council Policy 600-24 may be

submitted to the planning group chair by any individual, including another planning group member. The complaint should be filed within 90 days of the alleged violation.

If, after a thorough investigation, the planning group determines that the individual member has violated a provision of these bylaws or Council Policy 600-24, the planning group shall, where feasible, seek a remedy that corrects the violation and allows the member to remain as a member of the planning group.

If corrective action or measures are not feasible, the planning group may remove a member by a two-thirds vote of the voting members of the planning group. The vote to remove the group member shall occur at a regularly scheduled public meeting subject to the procedures outlined in the Administrative Guidelines and these bylaws.

If the planning group member is found to be out of compliance with the provisions of these bylaws or Council Policy 600-24, the planning group risks loss of indemnification [legal protection and representation] pursuant to Ordinance No. 0-19883 NS, and any future amendments thereto.

Investigation procedures for elected member violations are outlined below:

Any action by the Torrey Hills Community Planning Board to discipline or remove a member must occur at a scheduled planning group meeting and be advertised on the agenda as an action item. Due to the significant nature of removing an elected member, and to ensure a fair and public process, the procedures for investigating a violation of a member are listed below:

Documenting a violation:

- A complaint that a violation of bylaws of Council Policy 600-24 has occurred will be presented to the planning group chair. If the complaint is about the chair, it may be presented to any other officer of the planning group.
- The complaint should be detailed enough to provide a description of, and timeframe within which, the alleged violation was committed and who was responsible for the violation. The complaint should provide a citation of the bylaws or Council Policy 600-24 provisions of which the action is claimed to violate. If the complaint is from someone other than another planning group member, the chair [ or other officer] may assist in providing appropriate citations to assist the complainant.

- The chair will confer with the planning group officers [ exception: if an officer is the subject of the grievance or has a business or personal relationship with the alleged violator] regarding the complaint.
- The chair shall create a written record of the complaint and alleged violation to share with the alleged violator.

Procedures for administering and acting on investigating a violation: While the authority for this process rests with this planning group, City staff may be contacted for assistance at any point in the process.

- Once the information about an alleged violation is completed in writing, the chair, with assistance from the planning group officers, will meet and talk with the planning group member against whom the violation is alleged. The allegations will be presented and the planning group member shall be given opportunity for rebuttal.
- If the chair, with assistance from the planning group officers, determines that no violation has actually occurred, the chair may record this in the written record of the complaint.
- If the chair, with assistance from the planning group officers, determines that a violation has occurred but the situation can be remedied either by action of the planning group or by the planning group member, then the chair will outline the necessary actions to achieve the remedy.
- If the chair, with assistance from the planning group officers, determines that the situation cannot be remedied and that the interests of the community and Torrey Hills Community Planning Board would best be served by the removal of the planning group member, then the chair shall set the matter for discussion at the next planning group meeting. The planning group member who committed the violation shall be given adequate notice about the meeting discussion and will be given the opportunity to resign prior to docketing the matter for a planning group discussion.

Presenting a violation to the planning group:

- The matter of removing a seated planning group member will be placed on the planning group's agenda as a potential action item. Supporting materials from the chair or from the offending planning group member will be made available to the elected planning group members prior to the meeting.
- The matter will be discussed at the planning group's regular meeting with an opportunity given to the planning group member who committed the violation to present their case and/or rebut documentation gathered by the chair with the assistance of the planning group officers.



- The member may also request a continuance of the item to gather more information to present to the planning group.
- At the end of the discussion, the planning group may, by a 2/3 vote, choose to remove the member.

Recourse for expelled member:

- There is no appeal available to an elected planning group member removed by a 2/3 vote of the voting members of their recognized community planning group.
- The planning group member's seat shall be immediately declared vacant and subject to provisions of Article IV.
- The removal of a planning group member by a 2/3 vote of the voting members of their recognized community planning group will not prohibit the member from running for a planning group seat in future scheduled elections.

**(b) Alleged Violations Against the Torrey Hills Community Planning Board as a Whole**

as

In the case of an alleged violation of the planning group's bylaws or of Council Policy 600-24 by the planning group as a whole or multiple members of the planning group, the violation shall be forwarded in writing to the City. The Mayor's Office will engage in a dialogue with the planning group, determining the validity of the complaint, and seeking resolution of the issue or dispute. The Torrey Hills Community Planning Board will work with the City toward a solution and the planning group recognizes that, in accordance with Council Policy 600-24, the City may consult with the Community Planners Committee. If a violation against the planning group as a whole is proven and there is a failure of the planning group to take corrective action, the planning group will forfeit its rights to represent its community as a community planning group recognized under Council Policy 600-24. Such a determination resulting in the forfeiture of a seated group's rights to represent its community shall be based on a recommendation by the Mayor's Office to the City Council. A planning group shall not forfeit its recognized status until there is an action by the City Council to remove the status. The City Council may also prescribe conditions under which official recognition will be reinstated.

If the planning group is found to be out of compliance with the provisions of this Policy not subject to the Brown Act or its adopted bylaws risks loss of indemnification [legal protection and representation] pursuant to Ordinance No. 0-19883 NS, and any future amendments thereto.

## **Guidelines for CPG Ethical Standards**

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

This document describes recommended ethical standards the Torrey Hills Community Planning Board's 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

Planning Board voting members with a potential or perceived conflict of interest should recuse themselves from a Planning Board hearing on matter for which an economic interest exists or could appear to exist for them, their family, friends, or employer. 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 Planning Board 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

Planning Board 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 Planning Board's record of the vote on the item will reflect an abstaining member in the vote and they are still counted in a Planning Board 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 Planning Board nor voting members in their capacity as such may use their title from or position on a Planning Board for political endorsements of individuals. Planning Board members may not represent themselves in any media as the spokesman for the group without the Planning Board's approval in writing. This approval must be the result of a vote approved by a majority of the Planning Board. Furthermore this approval may be used one time only for the specific circumstances voted upon.

The Planning Board may, upon majority vote, take a position on pending legislation that is within the Planning Board's purview.

#### 4) Donations

Neither the Planning Board nor its voting members may accept donations of any kind from any

entity.

5) Equal Time for Candidates or Ballot Measures

The Planning Board 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 Planning Board shall establish standards for voting member professional conduct. Planning Board 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 Planning Group Recognition by Terms and Conditions,**  
**Exhibit A of Council Policy 600-24**

The Torrey Hills Community Planning Board (“Planning Board”) is committed to engaging a broad and diverse cross-section of our community members in monthly meetings and to electing Planning Board members who are representative of the community and community interests, including, but not limited to renters, youth, people with disabilities, and intergenerational households. Soliciting and obtaining broad input on projects and initiatives is critical to the success of our Planning Boards to serve as a recognized advisory body to the City.

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

This plan strives to reflect the unique demographics and characteristics of our community. Please see Community Plan Area (CPA) demographics provided by SANDAG’s [Data Surfer](#) website.

**Overarching Goal**

- Educate community members about the role of our Planning Board and opportunities for involvement.
- Establish partnerships with non-profits, community organizations, businesses, schools and government organizations to build relationships and trust with the community. Improving the flow of concerns and proposals from the community to the government in a way that is helpful to the government is our goal.
- Increase and diversify participation in monthly Planning Board meetings and decision-making.
- 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.
- Meetings will be conducted by the Chairperson who will be responsible for keeping discussions respectful and on track. The Chairperson may at his or her discretion limit a speaker’s time by issuing a three minute notice to complete.

- Ensure a safe, accessible meeting space.

### **Plan for Community Involvement**

- Create a simple Planning Board flyer to advertise in community hubs such as bulletin boards at the Vons shopping center, Ocean Air and Torrey Hills schools, and the Ocean Air recreation facility. The flyers will include meeting information to help educate the community on the role of the Planning Board, how to get involved, and the benefits of serving on a Planning Board.
- Share meeting information in digital formats including social media pages and a dedicated Planning Board website. A website will be maintained and will include topics of local interest, links to virtual monthly meetings, previous meeting minutes, and the upcoming meeting's agenda when available.
- Consistently post printed monthly meeting information at local places including, but not limited to:
  - Park and Rec Building(s)
  - Nextdoor
  - Grocery Stores
  - Coffee shops
  - Schools
  - Hosted web page
- Build relationships with other city advisory boards to cross-pollinate messaging.
- Advertise monthly meetings and elections in local community paper(s)/newsletter(s)/social media
- Host a Summer informal event outside of Planning Board meetings to invite the public to learn about the Planning Board and how to participate in monthly meetings. The event will alternate between Ocean Air Park and Torrey Hills Park.
- Organize informal town hall events within Torrey Hills neighborhoods 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 Planning Board to attend.
- Work with the council office and the Mayor's Office to amplify outreach.

### **Measuring Success**

- Data to be collected will include month-over-month and year-over-year meeting attendance, number of voters in elections, social media metrics as applicable, metrics of outreach efforts, events attendance lists, change in composition of voting members as evidenced in annual surveys, etc.
- Success should also be qualitatively measured by the intentional efforts made to bring in community members that have historically faced barriers to participation in Planning Boards. Document information in annual report and submit to the City via email: [SDPlanningGroups@sandiego.gov](mailto:SDPlanningGroups@sandiego.gov) within 14 days of the approval of the March minutes.

**Community Planning Groups**

Engagement Techniques Worksheet

**Deleted:** 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
<b>Briefings:</b> A regular meeting to provide an opportunity to inform and educate.	<b>Share Information:</b> 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.
<b>Hotline/Dedicated Planning Group phone number:</b> A phone line for public access to pre-recorded meeting information or to reach the planning group.	<b>Share Information:</b> A dedicated Planning Group phone number could allow the Planning Group 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.
<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.	<b>Share Information:</b> Inexpensive process to directly reach stakeholders and allows people to share messages with each other.
<b>Printed public information materials:</b> Information materials such as fact sheets, newsletters, brochures, progress reports, etc. that can be printed and distributed.	<b>Share Information:</b> A mechanism to reach a large target audience through clear and visually engaging information. Planning Groups 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.
<b>Newspaper/Newsletter:</b> Can contain notices, summarized details on past/future engagement opportunities or comment forms in local newspapers.	<b>Share Information:</b> Newspapers/Newsletters – both digital and hardcopy – can include notices and summaries to allow wide distribution of information and gather public feedback.
<b>Websites:</b> Websites are developed to provide accessible information to the public.	<b>Share Information:</b> 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.

**Community Planning Groups**

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 Planning Groups 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 Planning Group.</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 Planning Group 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. Planning Groups should ensure that a quorum of their group is not present at one time during these events to avoid any Brown Act issues.</p>
<p><b>Workshops:</b> An informal public meeting that may include presentations and include opportunities for interaction among participants.</p>	<p><b>Bringing people together:</b> 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.</p>





## Community Planning Groups

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 Planning Groups**

*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.

<b>Types of survey tools to consider:</b>	
<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.
<b>What is the purpose of your survey and who is your target?</b>	
<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?

<b>How should you develop your questions?</b>	
<b>Making sure that your questions and responses match.</b>	<p>If the focus of your question is about a Planning Group 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>
<b>Each question should only ask one thing.</b>	<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>
<b>Develop clear and concise questions. Avoid technical jargon and abbreviations.</b>	<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>
<b>Ask: How can this question be misinterpreted?</b>	<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>
<b>Writing your questions.</b>	
<b>Keep it simple and to the point.</b>	<p>The respondent shouldn't have to re-read the question for clarity.</p>
<b>Use words with clear meanings.</b>	<p>Avoid words like: most, many and several. Instead use: almost all, a majority of, and almost none.</p>
<b>Limit the number of ranking options.</b>	<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>
<b>Multiple choice questions should cover all options but not overlap.</b>	<p>For example, when asking respondents about their favorite community destinations don't have an option for both "library and recreation center."</p>
<b>Avoid offering too few or too many options.</b>	<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 Planning Groups**

[Sample flyer and Planning Group 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 Planning Group.

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  
cpgchairsandiego.gov

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

## Community Planning Groups

[Sample flyer and Planning Group Webpage](#)

[Wix](#) is one of many online platforms that be used to design a Planning Group 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.