

Chollas Valley Community Planning Group- Community Declaration

Purpose, objectives, and goals

The CVCPG shall assist the City Planning Department in their commitment to advancing social equity as their foundational principle in the way they develop our City. We support the City's acknowledgement of the negative effects that unjust planning decisions, segregated neighborhoods, massive inequality. Exclusionary zoning has historically affected and continues to impact our underserved neighborhoods and community members.

Therefore, we applaud the city's stated commitment and dedication in developing equitable policies and practices that elevate restorative justice, in all areas the city governs and affects.

The primary goals of CVCPG through planning:

- Stop the concentration of poverty.
- Repair and end historical inequity.
- Assist the city in the development of a policy for a pathway toward restorative justice.
- To assist the city planners in developing policies that will not maintain or increase the concentration of poverty or segregation.
- To assist the city planners in developing policies that will repair the massive disparities in property values in home ownership.
 - Including repairing the post-subprime crisis era effects, where community members experienced huge setbacks in homeownership due to predatory lending and a subsequent epidemic of foreclosures.
 - To assist the city planners in developing policies that protect the depletion of homeownership through the sale of land to predatory investors.
 - Improve mobility.

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- Protect the hillsides slopes, open space, and natural topography.
- Equitably increase tree canopy.

The Community has raised the following issues as a part of the plan development process. designed to respond:

Employment Opportunities:

- Providing jobs is one of the key aims in improving the social and economic well-being of the community.

Commercial Centers:

- The absence of commercial shopping locations in the community is seen as a major problem by community residents.

Density and Design of New Development:

- Although Southeastern San Diego is a predominantly urbanized community, several developable vacant tracts are located in the eastern portion of the community. The density and design of these parcels has the potential to greatly affect the quality of the community.

Access:

- Within several neighborhoods, access to services and freeways via the community's surface street system is difficult. The lack of through north-south streets in many parts of the community is an issue of particular concern.

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Community Design:

- Concern about the appearance of developed areas is a manifestation of the pride that residents have in their community. Methods of improving existing developed areas have been actively sought by residents. In addition, the maintenance and cleanliness of public facilities and streets can have a profound influence on overall community design.

Public Facilities:

- The provision and maintenance of public facilities, including parks, is repeatedly stressed by residents and policy makers alike. Funding public facilities through the Capital Improvement Program rather than relying on Community Development Block Grants is also a community desire.

Extremely low Housing Projects:

- The community has expressed concerns with programs and projects that impact the community with a disproportionately large share of low units.

Social Service Facilities:

- The community planning group is also concerned by the concentration of social service agencies in the community. Specifically, the group is concerned about the issuance of Conditional Use Permits for clinics, criminal rehabilitation, poverty assistance outreach centers and residential care facilities, which seem to be congregated in the community.

Recreation and Education Facilities:

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As with most residential communities with a high percentage of school age children, the parents of the CVCPG area are vitally interested in the provision of the highest quality educational and recreational services and facilities for the community.

January 2024 Draft

COMMUNITY DELCLARATION and
OPERATING PROCEDURES FOR CITY COUNCIL RECOGNITION OF THE
CHOLLAS VALLEY COMMUNITY PLANNING GROUP
AS AN INDEPENDENT COMMUNITY PLANNING GROUP
PER CITY COUNCIL POLICY 600-24

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Introduction and Background

Through this document, the **Chollas Valley Community Planning Group** (the “Planning Group”) adopts Council Policy 600-24’s Terms and Conditions attachment. In the Terms and Conditions, the City established minimum standard procedures that the Planning Group will adhere to and designated services the Planning Group will provide in order to obtain and maintain official recognition by the City pursuant to [Council Policy 600-24](#). Planning Groups are organizations voluntarily created and operated by community members who are not City employees, City agents, or City representatives. The City does not direct or recommend the election, appointment, or removal of Planning Group voting members, or delegate authority to Planning Groups to act on its behalf.

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

The Planning Group will separately maintain any legally required corporate documents, including articles of incorporation and corporate bylaws, or any other legally required documents related to the Planning Group’s founding, operation, or organization.

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

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

1. Name and Geographical Boundaries

The official name of this organization is the Chollas Valley Community Planning Group (referred to hereafter as “CVCPG”).

The community planning area boundaries for the CVCPG are the boundaries of the Encanto Neighborhoods community, serving the Chollas Valley Community Planning Group (CVCPG) serves the neighborhoods of Alta Vista, Broadway Heights, Chollas View, Emerald Hills, Encanto, Lincoln Park, O’Farrell, and Valencia Park as shown on Exhibit "A." The community planning boundaries of this Planning Group are the boundaries of the Encanto

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45 Neighborhoods Community, as shown in Exhibit B. Communities include areas south of state
46 route 94 to the north, Lemon Grove to the East, and includes: Alta Vista, Broadway Heights,
47 Chollas View, Emerald Hills, Encanto, Lincoln Park, O'Farrell (South Encanto), and Valencia
48 Park. Zip Codes are 92114 and part of 92102.

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51 **2. Responsibilities**

52

53 **2.1 Collaboration between City Staff and the Planning Group**

54 As a recognized body, the Planning Group must work with City staff throughout the City's
55 planning process when requested by the City, including during the formation of long-range
56 community goals, objectives, and proposals or revisions for inclusion in a General or
57 Community Plan.

58

59 As a recognized body, the City must work with the Planning Group during the City's
60 planning process, when requested by the Planning Group, including during the formation of
61 long-range community goals, objectives, and proposals, or revisions for inclusion in a
62 General or Community Plan.

63

64 In this section, the reciprocal responsibilities between the Planning Group and City staff are
65 recognized to collaborate fully and meaningfully, one with the other.

66

67 The CVCPG shall assist the City Planning Department in their commitment to advancing
68 social equity as their foundational principle in the way they develop our City. We support the
69 City's acknowledgment of the negative effects that unjust planning decisions, segregated
70 neighborhoods, massive inequality, exclusionary zoning and has historically affected and
71 continues to impact our underserved communities and neighborhoods. Therefore, we
72 applaud the City's stated commitment and dedication in developing equitable policies and
73 practices that elevate restorative justice, provide sustainable communities, creates
74 opportunities, fair housing, and investments in our community where the needs are the
75 greatest.

76

77 Exhibit C is our Community Declaration

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80 **2.1 Advisory Planning Group Review**

81 The Planning Group may make advisory recommendations to the City, including all of its
82 subdivisions, committees, employees, officials, entity or person doing business with the City,

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83 and other governmental agencies on land use matters within the Planning Group’s
84 geographical boundaries or related matters associated with implementation of its community
85 plan as shown in Exhibit C, including the preparation of, adoption of, implementation of, or
86 amendment to, the General Plan or a land use plan when a plan relates to its boundaries.

87
88 The Planning Group may make recommendations, or participate in, additional efforts such as
89 identifying capital improvement project (CIP) infrastructure needs or additional City matters.
90 The Planning Group may be called upon to advise on, or participate in, additional efforts
91 such as identifying Capital Improvement Project infrastructure needs, as discussed in
92 Council Policy 000-32. Pursuant to the provisions of Council Policy 600-33, the CVCPG
93 may be asked to review a park general development plan or capital improvements within the
94 park if there is no City-recognized park advisory group. Nothing in this policy precludes the
95 Planning Group from serving as the local advisory group for a Maintenance Assessment
96 District (MAD) nor from seeking to serve as the local manager of a new MAD.

97
98 The Planning Group recognizes that City staff and development project applicants are not
99 required by the City to present their project or application before the Planning Group
100 although the City highly encourages applicants to conduct robust engagement with all
101 Planning Groups, the community, and project neighbors.

102
103 The Planning Group defines robust engagement as the city having received authentic,
104 verified, written, or oral responses, which are accurately and verifiably recorded for requests
105 from input, with a response rate that is statistically significant at a 95% confidence interval
106 within the Planning Group boundaries. It is the Planning Groups’ expectation that this data
107 and the instrument of input be retained by the City for minimum of five years and be
108 available upon request within ten days, which reflects the reciprocal responsibilities between
109 the Planning Group and the City.

110
111 **2.3 Timely Submittal of Planning Group Recommendations to the City**

112
113 In order to be considered as part of the City’s development review process, Planning Group
114 project review recommendations, if any, shall be submitted to the City within seven
115 calendar days of the Planning Group taking action.

116
117 The Planning Groups recommendations must adequately include relevant elements of
118 equity, such as raising the area median income to the City’s median income, eliminate 100%
119 restricted income projects, require market rate units with every project on-site, prohibiting
120 the construction of restricted income units within official public-school boundaries in which
121 the schools are within the lower 50% of the official instrument used by the State of

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122 California to measure student achievement. ensure that equity, and de-concentration of
123 poverty limits the concentration of poverty, some of the reviewing factors will ensure the
124 reduction of poverty in our area.

125
126 In reviewing individual development projects, the Planning Group should focus such review
127 on conformance with the Land Development Code, and the adopted community plan and the
128 General Plan. Preliminary comments on projects may be submitted to the City during the
129 project review process. Whenever possible, the formal planning group recommendation
130 should be submitted no later than the end of the public review period offered by the draft
131 environmental document. Upon receipt of the plans for projects with substantive revisions,
132 updates, strikeout/underline, and/or involving a reissued environmental document, the
133 planning board may choose to rehear the project, at a regular or special meeting, and may
134 choose to provide a subsequent formal recommendation to the City.

135
136 In addition, the Planning Group shall submit its recommendation- if any and any conditions
137 to the project proposed by the Planning Group, using a [Bulletin 620 Distribution Form](#), or a
138 reasonable facsimile of that document (e.g. letter or memo from the chair) indicating the
139 following information: project name/number, community/Planning Group name, the date of
140 meeting which the project was heard by the Planning Group, vote results, the Planning
141 Group's conditions/recommendation, name and signature of chair or designated
142 representative.

143
144 The Planning Group shall follow a uniform mandatory process for recording Planning Group
145 project review recommendations through the use of an Annual Report that includes all project
146 recommendations which shall be part of the Planning Group's official records.

147
148 **2.2 Adherence to Ralph M. Brown Act**

149 The Planning Group must comply with California's Open Meeting Law, the Ralph M.
150 Brown Act, set forth at California Government Code sections 54950 through 54963 (Brown
151 Act), by conducting meetings that are open to the public, properly noticed in a publicly
152 accessible location 72 hours in advance of the meeting, and in compliance with each of the
153 Brown Act provisions. Guests and Presenters may participate via Zoom or phone, if
154 available. Board Members must attend in person to qualify for a quorum and voting (unless
155 the State or local law changes).

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

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161 **2.3 Maintenance of Open Records**

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

167
168 Written applications submitted to the Planning Group by individuals wishing to serve as
169 voting members, and records of election results, are considered official records and will be
170 maintained by the Planning Group in accordance with [Council Policy 600-24](#). The Planning
171 Group will submit to the City the Annual Roster of Planning Group voting members by May
172 1 of each year and will also submit to the City any changes to rosters as a result of Planning
173 Group elections.

174
175 **2.4 Independent Entity**

176 The Planning Group is an independent entity from the City and must be able to operate as
177 such. The City shall provide assistance to Planning Groups at the discretion of the City
178 Manager and subject to the availability of City resources. In addition, Planning Groups may
179 be allocated funds by the City when such funding is approved by the City Council.

180
181 **3. Community Participation and Representation**

182
183 **3.1 Membership**

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

187
188 The Planning Group and its voting members should routinely seek robust community
189 participation in the Planning Group planning and implementation process to serve the best
190 long-term interest of the community at large.

191
192 **3.2 Community Outreach**

193 The CPG may work with the City, other governmental agencies, or other
194 organizations or individuals on issues not specifically stated in these bylaws.

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

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198

199 **ARTICLE IV Vacancies**

200 Section 1.

201 The CVCPG shall find that a vacancy exists upon receipt of a resignation in writing from one
202 of its members or upon receipt of a written report from the planning group's secretary reporting
203 the third consecutive absence or fourth absence in the 12-month period of April through March
204 each year, of a member(s) from the planning group's regular meetings.

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

208 Vacancies that may occur on the CVCPG should be filled no later than 120 days following the
209 date of the determination of the vacancy. The term of office of any member filling a vacancy
210 shall be for the balance of the vacated term.

211 The CVCPG shall fill vacancies at the time the vacancy is declared by the planning group as
212 described in Section 1 of this Article. Vacancies shall be filled in accordance with the
213 following:

- 214 • A vacancy shall be declared at a regularly scheduled planning group meeting no later
215 than the next meeting following the determination.
- 216 • A neighborhood representative seat vacancy shall be open to an eligible member of
217 the neighborhood until the next regularly scheduled meeting after the declaration of
218 the vacancy. If by the next meeting following the declaration, no applications from
219 the neighborhood of the vacated seat have been received, the vacancy will be opened
220 to any eligible member of the neighborhood.
- 221 • The CVCPG shall fill a vacancy by written ballot at a regularly scheduled meeting.
222 The results of the written ballot voting must be announced, by name, when the count
223 has been completed. The voting result must be recorded in the meeting minutes of the
224 CVCPG.
- 225 • Applications to fill a vacancy will only be accepted from eligible members of the
226 community.
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- 229 • Two or more concurrent vacancies shall be filled by a vote of all eligible members of
230 the community by a secret written ballot.

231 When the CVCPG is unable to fill a vacancy within 120 days, as specified above, and the
232 planning group has more than twelve members, a search for a new member should continue,
233 however either the seat may remain vacant until the next planning group election, or these
234 bylaws may be amended to permit decreased membership to a minimum of 10 members. If a
235 vacancy remains for more than 60 days from the time a vacancy is declared, and there are less
236 than 10 elected planning group members in good standing, the planning group shall report in
237 writing the efforts made to fill the vacancy to the City. If, after 60 additional days, the planning
238 group membership has not reached ten members, the planning group will be deemed inactive
239 until it has attained at least ten members in good standing.

240

241 **3.2 Collection of Membership Data**

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

248

249 **4.Planning Group Composition**

250

251 **4.1 Number of Voting Members**

252 The **Chollas Valley Community Planning Group** shall consist of: Sixteen (16) elected and
253 appointed members to represent the community. The three (3) appointed seats are identified to
254 represent specific interests or unique stakeholder interests present in the community planning
255 area, (1) for a student attending a public high school or college student living in the Planning
256 Group area, one (1) for a small business operating in the Planning Group area, and one (1) for a
257 San Diego Unified School educator or staff member in the Planning Group area. The
258 remaining thirteen (13) seats will be elected, five (5) at large seats from anywhere within the
259 Planning Group area, eight (8), will consist of one (1) each from the following neighborhoods,
260 Broadway Heights, North Encanto, O'Farrell (South Encanto) ,Alta Vista, Valencia Park,
261 Emerald Hills, Chollas View, and Lincoln Park.

262

263 **3.3 Voting Member Eligibility**

264 The Planning Group will ensure that voting members meet the following minimum

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265 qualifications throughout their entire term of service.

266

267 **3.3.1 Minimum Age**

268 Voting members will be a minimum of 18 years of age except for the student seat. Youth
269 members shall be a minimum age of 16 years old.

270

271 **3.3.2 Minimum Attendance Requirements**

272 The Planning Group shall take attendance to ensure that each voting member attends at least
273 two-thirds of the Planning Group's regularly scheduled meetings in any 12-month period
274 throughout their term as a voting member. Failure to meet minimum attendance shall be
275 grounds for disqualification of the voting member. Minimum attendance requirements shall
276 not apply to voting members relative to their re-election or re-appointment.

277 Each Voting Board Member will sit on at least one Subcommittee or Working
278 Group or report to their neighborhood or fulfill a necessary task of the CVCPG annually.

279

280 **3.3.3 Community Representation**

281 The Planning Group will ensure that voting members be affiliated with the community as
282 either a: (1) property owner, who is an individual identified as the sole or partial owner of
283 record, or their employee, of a real property (either developed or undeveloped), within the
284 community planning area; (2) resident, who is an individual whose primary address of
285 residence is an address in the community planning area; (3) local business person, who is a
286 local business or non-profit owner, operator, or designee at a non-residential real property
287 address in the community planning area as evidenced by a business tax certificate or other
288 official document or (4) student living or attending public high school in the Planning Group
289 Area, or college student resident who lives in the Planning Group Area..

290

291 **3.3 Appointed Seats**

292 To ensure representation of unique stakeholder interests in the community planning area, the
293 Planning Group has designated three (3) appointed voting seats. These appointed voting
294 seats are described as follows.

295

296 In addition to elected members, the **Chollas Valley Community Planning Group** has three
297 (3) appointed seats to better represent specific interests or unique stakeholder interests of the
298 community, referenced in paragraph 4.1. These seats are appointed by a simple majority vote
299 of the non-appointed seats. Appointed seats are counted as part of the community Planning
300 Group membership, vote on group business and, together with the elected members, are
301 referred to throughout as "voting members of the **Chollas Valley Community Planning**
302 **Group.**"

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303 To ensure representation of unique stakeholder interests in the community planning area, the
304 Planning Group may appoint up to three non-voting members, for a total of nineteen members,
305 to represent ethnicities, age groups, disabilities, renters, and intergenerational households not
306 otherwise represented by the elected members. OR To ensure representation of unique
307 stakeholder interests in the community planning area, the CPG may create appointed non-
308 voting seats. (These appointed non-voting seats may include, but are not limited to bicycle
309 advocates, automobile and public transit advocates, churches, recreation, and sports
310 advocates, rental residents and managers, people with disabilities, artist groups, etc.)
311 Appointed seats need the approval of a majority of voting board members.
312

313 Appointed seats shall be for a term of one (1) year, with members remaining eligible for
314 reappointment for a maximum of six sequential terms. Any break in appointment of one year
315 or greater will make the member eligible for reappointment for another six years. Appointed
316 membership shall not affect eligibility for three full terms of three years as an elected, voting
317 member, except that no elected member deemed ineligible for reelection may become an
318 appointed member for at least one year after becoming ineligible for reelection
319

320 While elected members may be removed by a two-thirds vote of the voting members of the
321 Community Planning Group in accordance with Section 8.3 if alleged violations of Council
322 Policy or Brown Act are found true, an appointed member will be removed by a simple 2/3
323 majority vote of all voting eligible members (includes appointed members). A member being
324 voted on to be removed may not cast a vote and is not counted towards the denominator.
325 Example, if there are sixteen voting members, and one member is being voted on for removal,
326 fifteen members would vote, and ten of the fifteen would need to be in favor of removal for a
327 2/3 majority (10 of 15).
328

329 **3.3 Youth Seats**

330 Youth seat members have the same rights, privileges, duties, and responsibilities as their adult
331 colleagues. They may serve on subcommittees, including the election subcommittee. They
332 may participate in Committee discussions and in voting on matters being heard by the
333 Committee. Their votes shall be tallied as part of the community voting procedure. Prior to
334 beginning their term, youth members that are under the age of eighteen shall provide written
335 permission from their legal guardian to serve on the Committee.
336

337 **3.4 Voting Member Term Limits**

338 The Planning Group shall establish term limits for its voting members to ensure that the
339 membership is not dominated over time by individual voting members or groups within the
340 community. These term limits will conform with the following guidelines:
341

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342 **3.5 Maximum Time of Service**

343 Members of the **Chollas Valley Community Planning Group** shall be elected to serve
344 fixed terms of three (3) years with expiration dates during alternate years to provide
345 continuity. Voting members will not serve for more than nine (9) consecutive years.
346 Planning Group voting members who accumulate this maximum service time can be
347 eligible to serve again after a one-year break in service.

348
349 **3.6 Waivers of Maximum Time of Service**

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

354 3.6.2.1 Waivers of Maximum Time of Service shall not be granted
355 unless necessary to ensure there are at least ten voting members (See
356 Section 4.1).

357 3.6.2.2 Waiver of Maximum Time of Service to ensure there are at least
358 ten voting members shall be ratified by at least a two-thirds majority of
359 the votes cast by eligible community members participating in the
360 regular election; and

361 3.6.2.3 The term of a voting member elected by a two-thirds vote serving
362 beyond the Maximum Time of Service should count as time served
363 beyond the required break in service as required by this section.

364 3.6.2.4 If there are two or more persons wanting a Neighborhood
365 Representative position, the non- maximum termed out Board Members
366 will have the priority.

367
368
369 **4. Equal Participation**

370 The Planning Group shall develop election procedures to encourage equal participation by
371 all members of the public of a community, including term limits which voting members of a
372 recognized Planning Group can serve.

373
374 All members of the public affiliated with the community within the geographical boundary
375 of the Planning Group will be allowed to vote in Planning Group elections, so long as they
376 meet minimum conditions for eligibility per Section 4.2 of these Operating Procedures and
377 comply with the following:

- 378
- Only one Planning Group voting member per business tax certificate
 - Only one Planning Group voting member per property tax billing
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380 No additional qualifications, such as attendance requirements, will disqualify someone from
381 voting, and no voting requirement will be stricter than allowed by the California Elections
382 Code or Section 5.1.1.

383

384 **511 Voter Identification for Resident Community Members**

385 Consistent with state and federal law, proof of residency or identity, must consist of presenting
386 an original or copy of any of the documents described below in either paragraph (1) or (2).

387 These requirements should be construed liberally by Planning Groups and any doubt resolved
388 in favor of allowing a community member to vote in the election.

389

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

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

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418 ownership issued by a governmental agency.

419

420 **6.Voter Identification for Community Business Owners**

421 Business Owners and For-Profit Organizations within the community should present an
422 original or copy of an IRS employer identification number (EIN) and Business Tax
423 Certificate or equivalent document showing a business address within the Planning Group
424 boundaries. There shall be One voter per Business. These requirements should be construed
425 liberally by Planning Groups and any doubt resolved in favor of allowing a community
426 business owner to vote in the election.

427

428 **6.Voter Identification for Community Non-Profit Organizations**

429 A Non-Profit Organization senior stakeholder (CEO, director, or the like) within the
430 community should present an original or copy of an IRS employer identification number
431 (EIN) and Business Tax Certificate or equivalent document showing a Nonprofit address
432 within the Planning Group boundaries. There shall be One vote per Nonprofit Organization.
433 These requirements should be construed liberally by Planning Groups and any doubt resolved
434 in favor of allowing a community nonprofit senior stakeholder to vote in the election.

435

436 **5.14 Voter Identification for Non-Resident Property Owners**

437 Non-residents who own property within the community must present documents equivalent
438 to those described in 5.1.1 above, however at least one of these documents should show the
439 address of the property

440

441 in the community owned by the non-resident and be sufficient to prove ownership. These
442 requirements should be construed liberally by Planning Groups and any doubt resolved in
443 favor of allowing a community member to vote in the election.

444

445 **5. Transparency and Inclusion in Operations**

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

452 The planning group will actively seek new members to the extent feasible. If not, enough new
453 members are found to fill all vacant seats the planning group may retain some members who

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454 have already served for nine consecutive years to continue on the planning group without a
455 break in service. Refer to Council Policy 600-24 Article III, Section 4 for further clarification.

456 A member of the CVCPG must retain eligibility during the entire term of service.

457 A member of the CVCPG found to be out of compliance with the provisions of Council Policy
458 600-24 or the planning groups adopted bylaws risks loss of defense and indemnification [legal
459 protection and representation] pursuant to Ordinance No. O-19883 NS, and any future
460 amendments thereto.

461 Some provisions of these bylaws constitute requirements under the Brown Act, as outlined in
462 Council Policy 600-24. A member of the CVCPG who participates in a meeting of the planning
463 group where actions are alleged to have been in violation of the Brown Act may be subject to
464 civil or criminal consequences.

465 **ARTICLE V Elections**

466 _____

467 Section 1.

468 General elections of CVCPG members shall be held during the month of March in accordance
469 with the CVCPG's adopted elections procedures.

470 The CVCPG's general elections shall be held annually.

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

475 In February, the Election subcommittee shall present to the planning group a complete list of
476 interested candidates collected up to that point in time. Candidates may be added at the
477 February meeting. A candidate forum may be advertised and held at the February meeting.

478 The CVCPG shall make a good faith effort to utilize means appropriate to publicize the
479 planning group's eligibility requirements for candidacy and the upcoming elections.

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

483 Each elected seat shall carry a three-year term. The following neighborhood seats shall be open
484 for election during even-numbered calendar years: Broadway Heights, Chollas View, Emerald
485 Hills, and Lincoln Park. The following neighborhood seats shall be filled during odd-numbered
486 calendar years: Alta Vista, Encanto, O'Farrell, and Valencia Park. Each elected At Large seats
487 shall carry a three-year term from election.

488 All eligible community members may vote on all candidate categories presented on the
489 approved ballot.

490 The CVCPG holds its election on the same day of and immediately prior to the March regular
491 meeting.

492 The CVCPG will require proof of identity of those eligible community members who are
493 seeking to vote in the election. The planning group shall ensure that voting is only by eligible
494 members of the community. Eligible members of the community are defined in Article III,
495 Section 2.

496 The ballot presented to eligible community members to vote will clearly identify which seats
497 individual candidates are running for, how many candidates can be selected, whether there are
498 limitations on which candidates' various categories of eligible community members can vote
499 for and which candidates, if any, must receive a 2/3 majority of the vote due to service beyond
500 ~~eight or~~ nine consecutive years of service.

501 The CVCPG's policy related to write-in candidates is that write-in candidates are not allowed.

502 Voting to elect new community planning group members shall be by secret written ballot.
503 Proxy voting for elections is not allowed under any circumstances.

504 Development and promotion of "slates" of candidates is contrary to the intent of Council Policy
505 600-24 and is not allowed.

506 The CVCPG's election becomes final after announcing the election results at the conclusion of
507 the noticed regular March meeting. The Chair is responsible for preparing, certifying, and
508 forwarding the election report to the City. New members shall be seated in April at the start of
509 the regular meeting in order to allow their full participation as elected members at the April
510 planning group meeting.

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511 Any challenge to the election results must be filed with the chair of the Elections subcommittee
512 in writing within 24 hours of the counting of the ballots in order to allow enough time to
513 resolve the issue.

514 Additional voting procedures of the CVCPG are:

515 The ballot presented to eligible community members to vote will clearly identify which seats
516 individual candidates are running for (a represented neighborhood or at-large) and how many
517 candidates may be selected in any category. and what terms or remaining terms they are filling
518 the candidate(s) receiving the highest number of votes in any neighborhood-specific seat shall
519 be declared the winner. At-Large seats shall be filled by the highest number of votes calculated
520 for the ~~four~~ five open seats.

521 Candidates who have served beyond nine consecutive years must receive two-thirds of the
522 votes cast to be seated in accordance with Council Policy 600- 24, Article III, Section 4.

- 523 ● Management of the polls will be handled by Board members or members of an election
524 subcommittee, or a combination thereof. Board members or members of an election
525 subcommittee, or a combination thereof individuals with disabilities are accommodated.
- 526 ● Verification of voter eligibility as referenced in Sections 5.1.1 through 5.1.4 in these
527 Operating Procedures
- 528 ● The Elections Subcommittee will handle Closing the polls, such as indicating when the
529 closing of the polls is announced during a regular meeting, when a final call for ballots
530 is announced prior to closing Chair or Elections Subcommittee will make the
531 announcement .Counting the ballots, including when, by whom, and how to account for
532 a candidate continuing beyond nine consecutive years of service will be handled by the
533 election's subcommittee.
- 534 ● A plurality voting system is being used to have a declared winner.
- 535 ● Ballot record keeping are kept in case of challenge for five years and (Chair, Election
536 Subcommittee Chair, or designated Planning Group member).
- 537 ● Tie-breaking procedure will be using a coin toss to determine candidate winner for the
538 election.
- 539 ● Announcing election results and when the election becomes final such announcing the
540 results of the election at the conclusion of the noticed, regular March meeting and
541 finalizing the results one week after if no election challenges are filed.
- 542 ● Election challenge procedures. Operating procedures should be handled by the election

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543 subcommittee submitted and received by the secretary within one week from the
544 election, reporting to the Planning Group.

- 545 ● The Election subcommittee will Maintain confidentiality of secret written ballots.
546 Completed ballots are deposited into a sealed container provided by the city and only
547 opened just before counting
- 548 ● Electioneering (individuals actively trying to convince voters to vote for a specific
549 candidate at the time and place of the election) is not allowed.

550

551

552 **5 Election Timing**

553 The Planning Group will endeavor to host its elections during the month of March each year
554 to be consistent with other Planning Groups.

555

556 **Conduct of Meetings**

557

558 **Conduct**

559 The Planning Group members, and the public will conduct themselves reasonably and with
560 civil decorum, and refrain from disrupting the public process as set forth on the Planning
561 Group's agenda.

562 **CHOLLAS VALLEY PLANNING GROUP GROUND RULES**

563 These rules and values are how we will treat, support, and communicate with each other and
564 how we will participate and cooperate in making decisions. We will use them in all aspects of
565 our work assignments, meetings, and discussions.

566 1. We will follow Roberts Rules of Order, which sets forth the responsibilities of each member
567 to listen and communicate so that the meeting can be conducted in an efficient and orderly
568 manner.

569 2 We agree that one person speaks at a time; there will not be side conversations, there shall be
570 no name-calling.

571 3. We acknowledge a member's right not to speak on a particular issue, but we agree to
572 participate in discussions and contribute to decisions.

573 4. We will focus on discussing issues, (stick to the topic).and give constructive feedback.

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574 5. We will respect the group's time and timetables. Each person will have a chance to speak
575 their mind. However, our contributions will be brief and focus on bringing new facts or
576 approaches or ideas/

577 6.. We will strive to understand those who disagree with us and be open to changing our minds.

578

579 **3.8 Rules of Procedure**

580 The Planning Group shall follow rules of procedure for its meetings using Robert's Rules of
581 Order, to provide a uniform means for the Planning Group to facilitate public meetings,
582 conduct public business, and resolve disputes. It sets forth the responsibilities of each member
583 to listen and communicate, so that the meeting can be conducted in an efficient and orderly
584 manner.

585

586 **3.7 Transparency in Operations**

587 The Planning Group will maintain transparency in its operating procedures as outlined
588 herein and in Council Policy 600-24 to ensure open meetings with appropriate public notice
589 to invite community participation in Planning Group meetings.

590

591 Planning Group operating procedures in this section will address the following duties,
592 operations and procedures:

593

594 **ARTICLE VI Community Planning Group and Planning Group Member Duties**

595 Section 1.

596 It is the duty of the CVCPG to **cooperatively** work with the City throughout the planning
597 process, including but not limited to the formation of long-range community goals, objectives
598 and proposals or the revision thereto for inclusion in a General or Community Plan, and
599 provide input for infrastructure priorities.

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

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605 All Planning Group members are expected to participate in at least one committee or work
606 group per year or Board position or assigned position to assist in our successful short and long-
607 term planning for our communities.

608 Working Groups may be created by the Chair of the Board to perform a specific task
609 and/or to create recommendations. Working Groups have no decision-making capacity,
610 are temporary, and may meet without public notice.

611
612 **Document Specialist(s).** A Document Specialist(s) will be familiar with and
613 have available at Board meetings the following documents: Council Policy 600-24, The
614 Administrative Guidelines, The Encanto Neighborhoods Community Plan, The Brown Act,
615 Roberts' Rules of Order, The Bylaws, Demographic information for CVCPG, 800-14
616 Infrastructure Prioritization and additional documents as specified by the Chair.
617

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

622 **(a) Meeting Procedures**

623 It shall be the duty of each member of the CVCPG to attend all planning group meetings in-
624 person (and by phone or online application like Zoom if California or local law allows).

625 (i) REGULAR AGENDA POSTING - At least 72 hours before a regular meeting, the agenda
626 containing a brief general description of each agenda item shall be posted. The brief general
627 description of each agenda item need not exceed twenty words per item unless the item is
628 complex. The agenda shall also provide notice of the date, time and location of the meeting.
629 The agenda shall be posted in a place freely accessible to the general public and shall include
630 information on how a request for accessible accommodation may be made. If the meeting will
631 be hybrid, instructions for call-in, internet, or application will be posted.

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

634 The agenda shall be offered to the City for posting on the City's website and should be posted
635 on the CVCPG website at least 72 hours in advance of the meeting. The agenda shall be
636 posted on the Chollas Valley Community Planning Group website or via email to requested
637 community members. If possible, agenda or notice shall be posted on social media such as

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638 Facebook and Nextdoor. Agendas will be sent to all interested parties including neighborhood
639 councils, nonprofit organizations, schools, SDPD CRO mailing list, etc.

640 **PUBLIC COMMENT** - Any interested member of the public may comment on agenda items
641 during regular or special planning group meetings. In addition, each agenda for a regular
642 planning group meeting shall allow for a public comment period at the beginning of the
643 meeting for items not on the agenda, but are within the scope of authority of the planning
644 group. Planning group members may make brief announcements or reports to the planning
645 group on their own activities under the public comment section of the agenda. Neighborhood
646 Organizations would report under public comment. The planning group may adopt time limits
647 for public comment to ensure operational efficiencies.

648 Staff Reports from Government Officials will have two minutes each, unless arrangement has
649 been made with the Chair, Vice Chair, or Secretary for major items and discussion as an
650 Information Item.

651 iii) **ADJOURNMENTS AND CONTINUANCES** – If the CVCPG does not convene a
652 regularly scheduled meeting, there shall be a copy of the "Notice of Adjournment" of the
653 meeting posted on or near the door of the place where the adjourned meeting was to be held
654 within 24 hours after the time the meeting was to be held.

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

659 iv) **CONTINUED ITEMS** - If an item is continued from a prior regular meeting to a
660 subsequent - meeting, a new agenda must be prepared as if a regular meeting; otherwise, the
661 original meeting agenda is adequate.

662 (v) **CONSENT AGENDA** - For items to be considered for a “Consent Agenda” all of the
663 following are required:

- 664 1. A subcommittee of the planning group has discussed the item at a noticed subcommittee
665 meeting,
- 666 2. All interested members of the public were given an opportunity to address the
667 subcommittee, and
- 668 3. The item has not substantially changed since the subcommittee’s consideration.

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

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

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

680 (vii) DEVELOPMENT PROJECT REVIEW - The CVCPG may not, as a condition of placing
681 an item on the agenda, require applicants to submit additional information and materials
682 beyond which the applicant has been required to submit as part of the City's project review
683 application process.

684 When reviewing development projects, the planning group shall allow participation of affected
685 property owners, residents and business establishments within proximity to the proposed
686 development. Individual testimony by affected property owners, residents and business
687 establishments is allowed (1 minute), with group testimony on agenda items – one minute per
688 person within group can combine time allowed.

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

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

697 Procedure for individual or group testimony on Agenda Items: Each individual gets no more
698 than one minute; Group Testimony must have all members present; one minute per person
699 maximum.

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- 700 A two-thirds vote of the voting members of the CVCPG is required to remove an elected
701 community planning group member in accordance with Article IX.
- 702 Removing a member due to ineligibility in accordance with Article III, Section 2 requires a
703 majority vote of the voting members of the CVCPG for the purpose of ratifying the findings
704 presented by the Secretary to the group.
- 705 Amendments to adopted bylaws require a two-thirds vote of the voting members of the
706 CVCPG.
- 707 A vote to approve a community plan update or a community plan amendment requires a two-
708 thirds majority vote of the voting members of the CVCPG.
- 709 All other CVCPG actions, including subcommittee votes, only require a simple majority of the
710 voting members of the group in attendance when a quorum is present.
- 711 The CVCPG's chair participates in discussions but does not vote except to make or break a tie.
- 712 The planning group shall not engage in, or allow, secret ballot or proxy voting on any agenda
713 item. Other methods of absentee voting on agenda items, such as by telephone or by e-mail are
714 also prohibited.
- 715 Votes taken on agenda items shall reflect the positions taken by the elected or appointed
716 positions on the planning group identified in Article III, Section 1 of Council Policy 600-24.
- 717 (ix) COLLECTIVE CONCURRENCE - Any attempt to develop a collective concurrence of
718 the members of the CVCPG as to action to be taken on an Action Item by members of the
719 planning group, either by direct or indirect communication, by personal intermediaries, by
720 serial meetings, or by technological devices, is prohibited, other than at a properly noticed
721 public meeting.
- 722 (x) SPECIAL MEETINGS - The chair of the CVCPG, or a majority of planning group
723 members, may call a special meeting. An agenda for a special meeting shall be specified as
724 such, shall be prepared, and posted at least 24 hours before a special meeting.
- 725 Each member of the planning group shall receive the written notice of the meeting at least 24
726 hours before the time of the meeting as specified in the notice unless the member files with the
727 planning group secretary a written waiver of notice at, or prior to the time of, the meeting.
728 Written notice shall be emailed to all interested parties, and organizations affected by the
729 meeting. The notice shall identify the business to be transacted or discussed at the meeting. No

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730 other business shall be considered at this meeting. Public testimony on agenda items must be
731 allowed; however, the non-agenda public comment period may be waived.

732 EMERGENCY MEETINGS - Emergency meetings, requiring no public notice, are called for
733 matters related to public health and safety. These matters are outside of the purview of the
734 CVCPG and are prohibited under these bylaws.

735 RIGHT TO RECORD - Any person attending a meeting of the CVCPG must be allowed to
736 record or photograph the proceedings in the absence of a reasonable finding by the planning
737 group that the recording cannot continue without noise, illumination, or obstruction of view
738 that constitutes, or would constitute, a persistent disruption of the meeting.

739 DISORDERLY CONDUCT - In the event that any planning group meeting is willfully
740 interrupted by a person or group of persons, so as to make the orderly conduct of the meeting
741 infeasible, the planning group may first cause removal of the individual or individuals. If that is
742 unsuccessful then the planning group may order the meeting room cleared and continue in
743 session on scheduled agenda items without an audience, except that representatives of the
744 media shall be allowed to remain. The planning group may also readmit an individual or
745 individuals who were not responsible for the disruption.

746 **(b) Subcommittees**

747 The CVCPG may establish standing and ad hoc subcommittees when their operation
748 contributes to more effective discussions at regular planning group meetings.

749 STANDING SUBCOMMITTEES - Pursuant to the purpose of the CVCPG as identified in
750 Article II, Section 1, the planning group has established a standing subcommittee for
751 Infrastructure/Community/City/Liaison regarding issues in our communities and communicate
752 between Get-It-Done Reports not resolved in appropriate time, with city councilmembers,
753 council representatives or council committees. A Design Standards/ Project Review
754 Workgroup will meet as needed before full Planning Group meetings Project evaluations.
755 Subcommittees – relative to the purpose of standing subcommittees and ad-hoc subcommittees,
756 subcommittee composition, recommendations and protocol for triggering a joint meeting of the
757 Planning Group and the subcommittee if there is potential for a quorum of the Planning Group
758 to be present at a subcommittee meeting.
759

760 (ii) AD HOC SUBCOMMITTEES - Ad hoc subcommittees may be established for finite
761 period of time to review more focused issue areas and shall be disbanded following their

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762 review. We will create, as needed, an ad hoc subcommittee to address a particular planning or
763 operational matter. i.e., Outreach and Elections.

764 (iii) SUBCOMMITTEE COMPOSITION – Subcommittee shall contain a majority of
765 members who are members of the planning group. They shall be appointed by a majority vote
766 of the voting members of the planning group.

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

771 (iv) RECOMMENDATIONS – Subcommittee recommendations must be brought forth to the
772 full planning group for formal vote at a noticed public meeting. In no case may a committee or
773 subcommittee recommendation be forwarded directly to the City as the formal
774 recommendation of the planning group without a formal vote of the full planning group.

775 (v) Expenses - All subcommittees are required to get pre-approval from the Vice Chairperson
776 prior to incurring any expenses.

777 **(c) Abstentions and Recusals**

778 (i) RECUSALS - Any member of the CVCPG with a direct economic (capital)interest in any
779 project that comes before the planning group or its subcommittees must disclose to the
780 planning group that economic interest, and must recuse from voting and not participate in any
781 manner as a member of the planning group for that item on the agenda.

782 (ii) ABSTENTIONS – In limited circumstances, planning group members may abstain from
783 either voting on an action item, or from participating and voting on an action item. The
784 member must state, for the record, the reason for the abstention.

785 **(d) Meeting Documents and Records**

786 (i) AGENDA BY MAIL - Requests to mail copies of a regular agenda, and any accompanying
787 material, shall be granted. Such materials shall be mailed when the agenda is posted, or upon
788 distribution to a majority of the members of the community planning group, whichever occurs
789 first. A request to receive agendas and materials may be made for each calendar year and such
790 request is valid for that entire year but must be renewed by January 1 of the following year.

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791 (ii) AGENDA BY EMAIL= Requests for emailed copies of a regular agenda may be shared via
792 the Planning Group’s Website, optional at Sign-in Sheets at meetings and events, and via
793 Planning Group’s email. Such materials shall be emailed when the agenda is posted, or upon
794 distribution to a majority of the members of the community planning group, whichever occurs
795 first. A request to receive agendas and materials may be made for each calendar year and such
796 request is valid for that entire year but must be renewed by January 1 of the following year.
797 Agendas may also be requested from the City.

798 (iii) AGENDA AT MEETING - Any written documentation, prepared or provided by City
799 staff, applicants, or planning group members that is distributed at the planning group meeting,
800 shall be made available upon request for public inspection without delay. If such material is
801 distributed at the planning group meeting, then it shall be made available upon request at the
802 meeting. If such material is prepared by someone other than City staff, applicants, or planning
803 group members, or is received from a member of the public during public testimony on an
804 agenda item, then the material shall be made available for public inspection at the conclusion
805 of the meeting. A cost-recovery fee may be charge for the cost of reproducing any the materials
806 requested by an individual or individuals.

807 (iv) MINUTES – For each planning group meeting, a report of CVCPG member attendance
808 and a copy of approved minutes shall be retained by the planning group and shall be available
809 for public inspection. A copy of the draft minutes should be made available for public
810 inspection as soon as possible but no later than the group’s next regularly scheduled meeting.

811 The minutes of each planning group meeting shall include the votes taken on each action item
812 and reflect the names for, against and abstaining when the vote is not unanimous. Recusals
813 shall also be recorded. Minutes should record speakers and public testimony, and whether each
814 project applicant (whose project was subject to planning group action) appeared before the
815 planning group. If an applicant did not appear before the planning group, then the meeting
816 minutes must indicate the date when and type of notification (e.g., electronic, telephonic,
817 facsimile) provided to the applicant requesting his or her appearance at the planning group
818 meeting. A copy of the approved minutes shall be submitted to the City within 14 days after
819 approval by the planning group and be posted on the planning group’s website within 14 days
820 after approval.

821 The CVCPG is not required to audio or videotape meetings but if recordings are made, they are
822 subject to a public request to inspect without charge. A cost-recovery fee may be charged for
823 copies of recordings.

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824 RECORDS RETENTION – CVCPG records must be retained for public review. Community
825 planning group records are meeting agendas and any other writings that are distributed to at
826 least a majority of the group members in connection with a matter subject to consideration at
827 an open meeting of the group. Community planning group records do not include writings that
828 are required to be submitted to the city in accordance with Council Policy 600-24 to
829 substantiate and document the CVCPG operations and compliance. The CVCPG also receives
830 materials that do not qualify as records. The Administrative Guidelines discuss categories of
831 material that are City records, community planning group records, and non-records.

832 It shall be the duty of the CVCPG and its members to periodically seek community-wide
833 understanding of and participation in the planning and implementation process as specified in
834 Article II, Section 1. The planning group shall give due consideration to all responsible
835 community attitudes insofar as these are deemed to be in the best long-range interest of the
836 community at large.

837 It shall be the duty of the CVCPG to maintain a current, up-to-date roster of the names, terms,
838 and category/qualifications of planning group members in its possession, and to forward the
839 current roster, as well as any updates, to the City. The planning group must also submit to the
840 City an annual report of accomplishments for the past 12 months and anticipated objectives for
841 the coming year related to Article II, Section 1 above. Rosters and annual reports constitute
842 disclosable records under the Brown Act. The Annual Report shall be submitted to the City
843 within 14 days of the approval of the March minutes.

844 The CVCPG may develop a policy for financial contributions from the citizens of the
845 community for the purposes of furthering the efforts of the planning group to promote
846 understanding and participation in the planning process. However, no membership dues shall
847 be required, and no fee may be charged as a condition of attendance at any planning group
848 meeting. All contributions must be voluntarily made, and no official planning group
849 correspondence may be withheld based on any individual's desire to not make a voluntary
850 contribution. If the Planning Group receives beyond \$250, a bank/credit union account may be
851 set up. The Planning Group would receive monthly account information from the Vice Chair.

852 Each elected CVCPG member is required to attend an orientation training session administered
853 by the City as part of planning group and individual member indemnification pursuant to
854 Ordinance No. O-19883 NS, and any future amendments thereto. If it is not possible for a new
855 member to attend the training session as required, or if a new member is seated through a
856 special election or in a month other than March, then the member shall successfully complete
857 the online orientation training.

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858 As required by O-19883 NS, newly seated planning group members must complete a basic
859 orientation training session within 60 days of being elected or appointed to a planning group .
860 or the operation of the CVCPG member will be ineligible to serve. The basic orientation
861 training session will be scheduled within 60 days of the last day of March each year to meet
862 this ordinance requirement. Proof of orientation training must be sent to the city Planning
863 Department, and a copy to the Chairperson and Secretary of the Planning Group by July 1 each
864 year. All Planning Group members must attend the orientation training annually.

865 3.3 Planning Group Officers

866 The officers of the **Chollas Valley Community Planning Group** shall be elected from and by
867 the members of the Planning Group. Said officers shall consist of a Chairperson, Vice
868 Chairperson and Recording Secretary and Correspondence Secretary, And a Technology
869 Coordinator if possible. The length of an officer's term shall be: one year except that no person
870 may serve in the same Planning Group office for nine consecutive years per the term limits
871 established in Section 4.4. After a period of one year in which that person did not serve as an
872 officer that person shall again be eligible to serve as an officer. The officers of the CVCPG
873 shall be elected from and by the members of the planning group.

874 Said officers shall consist of a Chairperson, Vice Chairperson, Recording Secretary,
875 Corresponding Secretary and Parliamentarian.

876 3.3.2 Chairperson

877 The Chairperson shall be the principal officer of a recognized Planning Group and shall
878 preside over all Planning Group and communitywide meetings organized by the Planning
879 Group. The Chairperson will be the Planning Group's primary representative to the
880 Community Planners Committee (CPC). They are also responsible for setting the agenda,
881 being the point of contact for development applicants, providing written reports, verbal
882 testimony to the Mayor or City Council, planning staff, community or institutional boards or
883 agencies or similar organizations. The Chairperson shall organize and
884 delegate as appropriate. The Chairperson will be the primary spokesperson for local
885 news media and for press releases. Appeals of discretionary decisions to the City shall
886 be made by the Chairperson or, if necessary, because of direct economic interest or
887 absence, by a designee identified to appeal that particular action on behalf of the
888 planning group

889 3.3.3 Vice Chairperson

890 Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all
891 the duties and responsibilities of the Chairperson. Shall/May aid in preparing annual
892 reports/agendas and by direction shall be the CPG spokesperson. This position also serves as

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893 the alternate representative to the CPC. The Vice Chairperson shall manage all financial
894 disbursements and reimbursements related to CVCPG business upon authorization of the
895 planning group, keep an accurate record of all receipts of disbursements and reimbursements.
896 All actions shall be reported at each regular meeting.

897 3.3.4 Recording Secretary and Correspondence Secretary

898 Secretary. The Secretary shall be responsible for the Planning Group’s correspondence,
899 posting agenda notice of meetings, attendance records, meeting minutes and actions
900 [including identification of those Planning Group’s members that constitute a quorum, who
901 vote on an action item, and who may abstain or recuse and the reasons] and shall assure that
902 Planning Group members and members of the public have access to this information. The
903 Secretary may take on these responsibilities or may identify individuals to assist in these
904 duties.

905 Correspondence Secretary as a separate position is preferred; their responsibility includes
906 posting meeting notices at public locations at least 72 hours in advance of all meetings,
907 writing letters to government officials regarding approved comments by Planning Group
908 vote, and may participate in sending out agenda emails to government officials and those on
909 the Planning Group’s email list.

910 3.3.5 Other Officers (not part of succession)

911 The parliamentarian shall advise the chair and acts as a consultant for other officers, board
912 members, committee members, and association members on parliamentary procedure.

913
914 Technology Coordinator. The Technology Coordinator shall be responsible for maintaining
915 the Planning Group’s Webpage and web files for agendas, minutes and notices; posting of
916 social media notices of meetings and agendas, and making sure that materials needed to run a
917 meeting presentation are functional (laptop, microphone, speakers, presentation slides from
918 speakers, etc., and record a hybrid meeting, if possible. Maintain Zoom (or other online)
919 account for use by the Planning Group and run the computer-side of the meeting. The
920 Technology Coordinator may take on these responsibilities or may identify individuals to
921 assist in these duties. Technical coordinators shall manage web site, social media posting,
922 provide administrative and tech support services to aid with meetings, projects, presentations
923 and/ or the operation of the CVCPG (last in the line of succession because of their support
924 responsibilities)

925 **Parliamentarian**

926 The parliamentarian shall advise the chair and acts as a consultant for other officers, board
927 members, committee members, and association members on parliamentary procedure.

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3.4 Additional Planning Group Officer Responsibilities

The **Chollas Valley Community Planning Group** officers and representatives to the Community Planning Committee (CPC) shall promptly (within 7 days) disseminate to all elected and appointed Planning Group members pertinent information that is received by the Planning Group regarding its official business.

4 Open and Public Elections

5 Additional Planning Group Responsibilities

Planning Group positions may be represented to the City on planning issues that are not project review recommendations or are an appeal on a City decision by formal letter.

Bylaws amendments can be recommended by the ad hoc subcommittee for the purpose of developing an amendment. An amendment to the Bylaws will require a two- thirds vote of the voting members of the Planning Group prior to submission to the offices of the Mayor and City Attorney for review and approval. See Article II, Section 7.

Standard Operating Procedures may be developed by an ad hoc subcommittee and will be a stand-alone document attached to the Bylaws when completed. Standard Operating Procedures will be subject to change as needed.

Voluntary financial contributions may be accepted for specific purposes by the community or Board members and will be acknowledged by letter from the Board.

The Planning Group encourages engagement and regular participation with other organizations that may promote greater operational effectiveness and communication for the public good.

5.3 Commitment to Non-Discriminatory Practices

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

5.4 Records Retention

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

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968

969 Ethical Standards

970 The Planning Group will commit to ethical standards to guard against potential conflicts of
971 interest and undue influence on any recommendation. These standards include how Planning
972 Group voting members can recuse themselves or abstain from voting on decisions when such
973 a conflict exists. The Planning Group shall submit its adopted ethical standards (see Exhibit
974 A) or incorporate their ethical standards within this section of their Operating Procedures

975

976 Direct Economic Interest

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

981 Exceptions to Conflicts of Interest

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

985 Abstentions for Potential Conflicts of Interest

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

993

994 Political Actions

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

999

1000 Donations

1001 Neither the Planning Group nor its voting members shall accept donations on behalf of any
1002 individual running for office.

1003

1004 Equal Time for Candidates or Ballot Measures

1005 The Planning Group will endeavor to grant equal time for candidates or ballot measures if

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1006 docketed on the Planning Group agenda. Equal time does not apply to individuals speaking
1007 during non-agenda public comment.

1008

1009 Professional Conduct

1010 The Planning Group voting members shall treat each other, applicants, city staff and the public
1011 with courtesy and respect at all times.

1012

1013 Voting Member Training

1014

1015 Each Planning Group voting member shall complete the formal education program in- person
1016 or on-line offered by the City.

1017

1018 The Planning Group will require voting members to complete the training each year within
1019 sixty (60) days of being initially elected or appointed to the Planning Group, and by no later
1020 than June 30 of each succeeding year for as long as the voting member is serving or re-
1021 elected.

1022

1023 Evidence of completion of annual training shall be part of the Planning Group's official
1024 records. Failure of voting members to complete the specified training each year will make the
1025 member ineligible to serve.

1026

1027 The City Planning Department, Development Staff Department, Housing Commission, or
1028 other official organization with knowledge about specific training to assist Planning Group
1029 Members to expand their knowledge is allowed and encouraged. (Examples include How to
1030 use DSD software, CEQA and How to read environmental reviews, permitting processes,
1031 innovative programs, laws and policies on housing, active transportation, infrastructure, and
1032 others that may affect how we perform our duties as Planning Group members.

1033

1034 Collaboration with City Staff

1035 Planning Group voting members will collaborate with the City on an ongoing basis and as
1036 requested by the City to increase its voting members' understanding of the role and
1037 responsibilities of the Planning Group.

1038

1039 **Planning Group Rights and Liabilities**

1040

1041 Indemnification

1042 Pursuant to the policy of the City Council, the City will indemnify, and the City Attorney
1043 will defend, the Planning Group or its individual voting members, acting in their capacity to

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1044 the City, under the specified terms set forth in [San Diego Ordinance No. O-19883](#) NS,
1045 adopted July 28, 2009, titled “An Ordinance Providing for Defense and Indemnification of
1046 Community Planning Groups,” (Ordinance), which may be amended from time to time.
1047 Defense and indemnification cover any claim or action of civil wrongdoing against the
1048 Planning Group or its duly elected or appointed voting members resulting from their
1049 obligations to advise and assist the City and its agencies with land use matters as specified
1050 herein, so long as their conduct was in conformance with these [Council Policy 600-24](#) and
1051 these Operating Procedures, all of the findings specified in the Ordinance can be made, and
1052 the rights to defense and indemnification are consistent with state law. The right to defense
1053 and indemnification do not apply to allegations of criminal wrongdoing, including alleged
1054 criminal violation of the Brown Act.

1055
1056 When the Planning Group or one of its individual voting members is found to be out of
1057 compliance with the provisions of [Council Policy 600-24](#), or with these Operating
1058 Procedures, they acknowledge they risk loss of defense and indemnification pursuant to the
1059 Ordinance, and any future amendments.

1060
1061 Violations and Remedies Related to Provisions Citing the Brown Act Pursuant to
1062 provisions required by the Brown Act, including civil remedies (California
1063 Government Code sections 54960 through 54960.5) and criminal penalties (Government
1064 Code section 54959) for violation of the provisions, the Planning Group will ensure good
1065 faith, voluntary compliance with the Brown Act and proactively cure violations themselves,
1066 to prevent legal actions that would void Planning Group actions. Individual voting members
1067 of the recognized Planning Group, as well as the group as a whole, could be subject to civil
1068 remedies. Civil remedies may include relief to prevent or stop future or ongoing violations
1069 of the Brown Act, or to void past actions of the Planning Group and may in some cases
1070 include payment of court costs and attorney’s fees.

1071
1072 Individual voting members of the Planning Group may also potentially face criminal
1073 misdemeanor charges for attending a meeting where action is taken in violation of the Brown
1074 Act, if the voting member intended to deprive the public of information to which the member
1075 knew or had reason to know the public was entitled. Action taken includes collective
1076 decisions or promises, and also includes tentative decisions. The Planning Group, or any of
1077 its individual voting members, may seek assistance by contacting their assigned Community
1078 Planner or emailing SDPlanningGroups@sandiego.gov, as well as training, from the City to
1079 better understand, implement, and comply with the Brown Act.

1080
1081 Any member of the public may refer alleged violations of the Brown Act by the Planning
1082 Group to the Planning Department, and appropriate law enforcement agencies. The Planning

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1083 Group, or any of its individual voting members, accused of criminal violations of the Brown
1084 Act does not have the right to legal protection or representation under these Operating
1085 Procedures or [San Diego Ordinance O-19883](#).

1086

1087 Violations of Membership Eligibility

1088 Any Planning Group voting member who violates membership eligibility as defined in
1089 Section 4.2, may be removed by the remaining Planning Group voting members as outlined in
1090 Section 5.2.

1091

1092 Removal of Ineligible Voting Members

1093 Procedures for removal of voting members for failure to retain eligibility, shall include
1094 providing affected voting members with fair notice and require ineligibility determinations to
1095 be supported by documentation.

1096

1097 Violations and Remedies

1098 If the Planning Group violates these Operating Procedures, it may forfeit its status as a
1099 recognized Planning Group and lose its right to indemnification and defense by the City. A
1100 Planning Group voting member and the Planning Group itself risks loss of defense and
1101 indemnification pursuant to current San Diego ordinances and any future amendments.

1102

1103 In the case of an alleged violation of these Operating Procedures by a Planning Group voting
1104 member, the Planning Group will conduct an investigation consistent with [Council Policy](#)
1105 [600-24](#).

1106

1107 In the case of an alleged violation of [Council Policy 600-24](#), the violation will be forwarded in
1108 writing to the City for review by the Mayor or their Designee. The Planning Group will
1109 respond to the City in a dialogue to determine the validity of the complaint and to seek
1110 resolution of the issue or dispute.

1111

1112 The Planning Group acknowledges that if the Mayor or their Designee is unable to resolve a
1113 dispute or determines that there has been a violation, the Mayor or their Designee may seek to
1114 resolve the dispute or violation informally, with the cooperation of the Planning Group, or
1115 may recommend to the City Council that the Planning Group's recognition be revoked.

1116

1117 The Planning Group acknowledges that if the City Council determines through a
1118 recommendation from the Mayor or their Designee that a Planning Group has violated their
1119 Operating Procedures or [Council Policy 600-24](#) and the Planning Group has failed to take
1120 corrective action deemed adequate in the sole discretion of the City Council, the City

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1121 Council may revoke the Planning Group’s recognition under this Policy. The City Council
1122 may also prescribe conditions under which official recognition may be reinstated.
1123

1124 Disciplinary Actions of Individual Voting Members in Violation of Operating
1125 Procedures

1126 The Planning Group acknowledges that any of its voting members found to be in violation of
1127 these Operating Procedures shall only be disciplined or removed by the Planning Group at a
1128 scheduled Planning Group meeting. This discipline or removal will be advertised on the
1129 agenda as an action item and the investigation or complaint will be reported to the City
1130 within sixty (60) days of the allegation so as to ensure a fair and public process.
1131

1132 Potential Conflicts of Interest

1133 Planning Group voting members found to have a conflict of interest who did not recuse from
1134 a vote may be subject to disciplinary action by the officers of the Planning Group, which may
1135 include expulsion from the board. The Planning Group will report in writing instances of
1136 disciplinary action to the City within sixty (60) days of any allegation.
1137

1138 Violations and Remedies for Quorum and Attendance Requirements

1139 If the Planning Group is unable to meet quorum and attendance requirements for three (3)
1140 consecutive months, then City may place the Planning Group in a temporary inactive status, to
1141 allow the Planning Group to work through its membership issues to return to active status. If
1142 the Planning Group remains unable to meet quorum and attendance requirements for six (6)
1143 consecutive months, then the Mayor or their Designee may recommend to the City Council
1144 that the Planning Group’s recognition be revoked.
1145

1146 Violations of City Requests for Input

1147 The Planning Group acknowledges that a consistent failure to respond to the City’s request
1148 for input on the preparation of, adoption of, implementation of, or amendment to the General
1149 Plan or a community, precise, or specific plans may result in revocation of recognition as
1150 referenced in [Council Policy 600-24](#). Consistent failure to provide input on private
1151 development applications or public infrastructure projects may result in revocation of
1152 recognition. Further, that such a determination resulting in the forfeiture of rights to
1153 represent its community for these purposes will be made by the Council upon the
1154 recommendation of the Mayor or his/her Designee. This revocation will only apply if the
1155 city has met its reciprocal responsibility to the Planning Group submission of
1156 recommendations and requests for information concerning the same matters.
1157

1158 **Collective Action of the Planning Group**

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1159 The official positions and opinions of the Planning Group will not be established or
1160 determined by any organization other than the recognized Planning Group, nor by any
1161 individual voting member or **Subcommittee of The Planning Group**.

1162

1163 **Term of Operating Procedures**

1164 These Operating Procedures will be effective in perpetuity of the life of the Planning Group
1165 unless recognition of the Planning Group is revoked by the City as described in Section 8.4 or
1166 the Operating Procedures are updated to be consistent with [Council Policy 600-24](#) as it may
1167 be amended. Proposed amendments shall be submitted to the offices of the Mayor and City
1168 Attorney for review and approval. Any proposed amendments that are inconsistent with
1169 Council Policy 600-24 shall not be approved by the Mayor and City Attorney and shall be
1170 forwarded to the City Council President who shall docket the matter for Council
1171 consideration. Amendments to the Operating Procedures are not valid until approved by the
1172 City.

1173

1174

1175 Attachments:

1176 EXHIBIT A: COMMUNITY PARTICIPATION AND REPRESENTATION PLAN

1177

1178 EXHIBIT B: MAP OF PLANNING GROUP BOUNDARIES. (A.) The Chollas Valley
1179 Community Planning Group will represent the communities of Alta Vista,
1180 Broadway Heights, Chollas View, Emerald Hills, Encanto, Lincoln Park,
1181 O'Farrell (South Encanto), and Valencia Park.

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Chollas Valley Community Planning Group (CVCPG) Community Engagement and Participation Plan

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

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

Our plan is crafted to reflect the unique demographics and characteristics of our community. Please see Community Plan Area (CPA) demographics provided by SANDAG’s [Data Surfer](#) website. We will continue to seek out Latinos, AAPI, Youth, and school employees/PTA members.

Objective

To best serve the Community’s interests, the CPG will engage all segments of the **Chollas Valley** Community to foster diverse participation in and within the CPG, and to create and sustain two-way communication with constituents to elicit and represent their needs.

Our plan is crafted to reflect the unique demographics and characteristics of our community.

Overarching Goals

- Educate community members about the role of the CPG and opportunities for involvement.
- Partner with non-profits, community organizations, businesses, schools/universities, and government organizations to build trust with the community.
- Inform the community about land use, General/Community Plans, infrastructure priority needs, projects, and legislation.
- Increase and diversify participation in monthly Planning Group meetings and decision-making.
- Effectively communicate about the CPG’s advocacy for the community in easily understood language.
- Proactively listen to community needs and communicate these to the City.
- Obtain meaningful input from a broad range of community members on land use matters and infrastructure needs (e.g. General Plan and Community Plan Amendments, Community Plan Updates, project reviews, and other land use matters referred to them by the City).

January 2024 CVCPG Chollas Valley Community Planning Group participation representation

- Encourage student and youth participation in CPG committees and other CPG activities

Guiding Principles for Public Participation

The CPG will:

- Provide all meeting information necessary to encourage community members to participate in a simple and accessible manner.
- Communicate in ways that are inclusive, transparent and respectful.
- Consistently share information with community members using a variety of methods (See Appendix A -Public Participation Tools).
- Make meeting materials available in the languages spoken within the community. Please see Census data for Community Plan Area (CPA) provided by SANDAG's [Data Surfer](#) website. Agendas are in Spanish, and Spanish Translation is available at meetings.
- Be respectful of people's opinions and time. • Ensure a safe, accessible meeting space.

Measuring Success

- Monitor month-over-month and year-over-year meeting attendance, number of voters in elections, social media metrics as applicable, type and frequency of outreach efforts, events attendance lists, change in composition of voting members as evidenced in annual surveys, etc.
- Meeting Agendas are offered in Spanish, as is Spanish Translation to meet our demographic needs.-
- Document the measured results and submit them to the City Planning Department in the annual report in March.

Community Engagement Methods

1. Public Meetings: The primary platforms for community engagement are the CPG's public meetings, which include the monthly board meeting, standing committee meetings, and ad hoc committee meetings. These meetings are regularly occurring and publicly noticed. They are all open to the public in accordance with the Brown Act and conducted with the degree of formality necessary to ensure all parties have an opportunity to ask questions and be heard. Participants are able to hear relevant information, have an opportunity to ask questions, make comments, and hear the opinions of others.
 - a. Committee meetings are where the bulk of the CPG's work is accomplished and are forums for focused public presentations, briefings, and discussions. The committees are very focused on narrow topics and are excellent for expansive discussion with subject matter experts and community stakeholders.

January 2024 CVCPG Chollas Valley Community Planning Group participation representation

- b. Committee or Board Briefings. The CPG and its committees will regularly invite individuals, government organizations, non-profits, and advocacy groups to present on subject matter within their purview or interest. These briefings provide unique and direct access for the community to experts, candidates, decisionmakers, and activists. The City will also present subject matter that pertains to planning, CEQA, DSD, etc.
 - c. Informal/Informational events. Unnoticed CPG or non-CPG events held to provide public access to CPG member(s) unencumbered by an agenda of business. Principally held to inform the community about the CPG, City planning, and how land use decisions are made. This can also involve tabling at local community events like farmers markets, festivals, sports events, etc. An open forum event focused on soliciting information on community needs and feedback on how City policies/legislation impact them is recommended for the CVCPG. (example: Urban Collaborative Project CDC's annual Transportation Expo at Gompers Prep in February, attend & participate at local community/neighborhood/town council meetings, Friends of the Library). We plan to offer informational forums regarding infrastructure needs and how to find information from the city.
 - d. Web-based Meetings: Any noticed CPG meeting can also be a hybrid meeting. Methods to explore include live-streaming and interactive video teleconferencing. Informal (non-Brown Act) meetings can be completely web-based. Either approach provides important access to people who are not normally able to participate in person. Currently offering Zoom by Phone, internet or application.
2. Printed public information: The CPG will post meeting notices and informational material in key public locations such as Valencia Park/ Malcolm X Library, our schools, and Encanto Recreation Center. Printed material is intended to target segments of the community that do not or cannot obtain information about the CPG and land use issues through other information channels. The CPG may use flyers to increase the awareness of and participation in the CPG and land use discussions.
 - a. The CPG may collaborate with community organizations to employ signage to increase public awareness of key events and issues.
 - b. Newspaper: The CPG will publish notification of elections in the local community papers, if available. The CPG will occasionally advertise key events, often in collaboration with other community organizations, in print media.
 3. Create a simple Planning Group flyer to advertise in community hubs with meeting information included to help educate the community on the role of the CPG, how to get involved, and the benefits of serving on a Planning Group (See Appendix C – Sample flyer).
 - Build relationships with other city advisory boards and committees to cross-pollinate messaging. (Ex. San Diego Parks & Recreation Board)
 4. Internet: The CPG's website ChollasValleyCommunityPlanning.com is its principal information portal for the public. The CPG uses its website to provide foundational information about the CPG, its members, committees, and meetings. The CPG maintains
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access to agendas, minutes, and other CPG-generated material on its website. The CPG posts meeting notices and detailed election material on its website. The CPG has a question/comment form on the website, and it goes directly to chollasvalleycpg@gmail.com

5.
 - a. Social Media: The CPG will regularly post information on key issues and events on multiple platforms. The CPG posts information on several widely used Facebook community pages, on Nextdoor, hope to expand to other social media forms.
 - b. As needed, the CPG will use online polls, surveys, and comment forms to seek input on community needs/other initiatives. The CPG occasionally uses Nextdoor and Facebook online polls to collect community opinion about select projects, safety, and traffic concerns.
6. Partnering with Community-Based Organizations: The CPG maintains extensive relationships with community organizations to disseminate information and obtain input on issues.
 - a. The CPG partners with local Town/Neighborhood/Community Councils and adjacent community Planning Groups to close communication seams, coordinate on shared issues, and collaborate on projects that impact surrounding neighborhoods.
 - b. The CPG maintains relationships with local advocacy groups and community service organizations to understand all facets of an issue and to engage with impacted segments of the community.
 - c. The CPG works with our local librarian, and representatives of local state legislators, City council members, County Supervisor, City Planning and Development Services Departments, and the San Diego Police Department to define issues and advise on community interests.
 - d. Several CPG members volunteer with the Encanto Recreation Advisory Group, Groundwork San Diego, Chollas Creek Coalition (current efforts include the creation of the Chollas Creek Watershed Regional Park, creation of parks and trails, and protecting our environment), the Urban Collaborative Project's Joint Town Council and Transportation & Infrastructure Group (that shares presentations from MTS, SANDAG, Caltrans, CARB, Tree San Diego, CirculateSD, etc), and seeks to work with local schools, Diamond Business Association, the San Diego Black Arts + Culture District, and the short-term Promise Zone, and Jacob's Center for Innovation that are winding down. This helps to provide insight into land use impacts and community interests.

Commented [PM1]: Indicate use of the group's own social media accounts. "The PCPB will regularly post information on key issues and events on multiple platforms including its own Facebook, Instagram....social media accounts."

CVCPG Google voice mail: 619-354-0558 Facebook.com/cvcpg

Nextdoor Member – in Emerald Hills (Under CVCPG and Sally Smull)

ChollasValleyCommunityPlanning.com

Working on expanding our emailing lists to include members from additional planning group boards, neighborhood/town/community councils, get on the San Diego Unified's DOJO list to send out flyers, etc.

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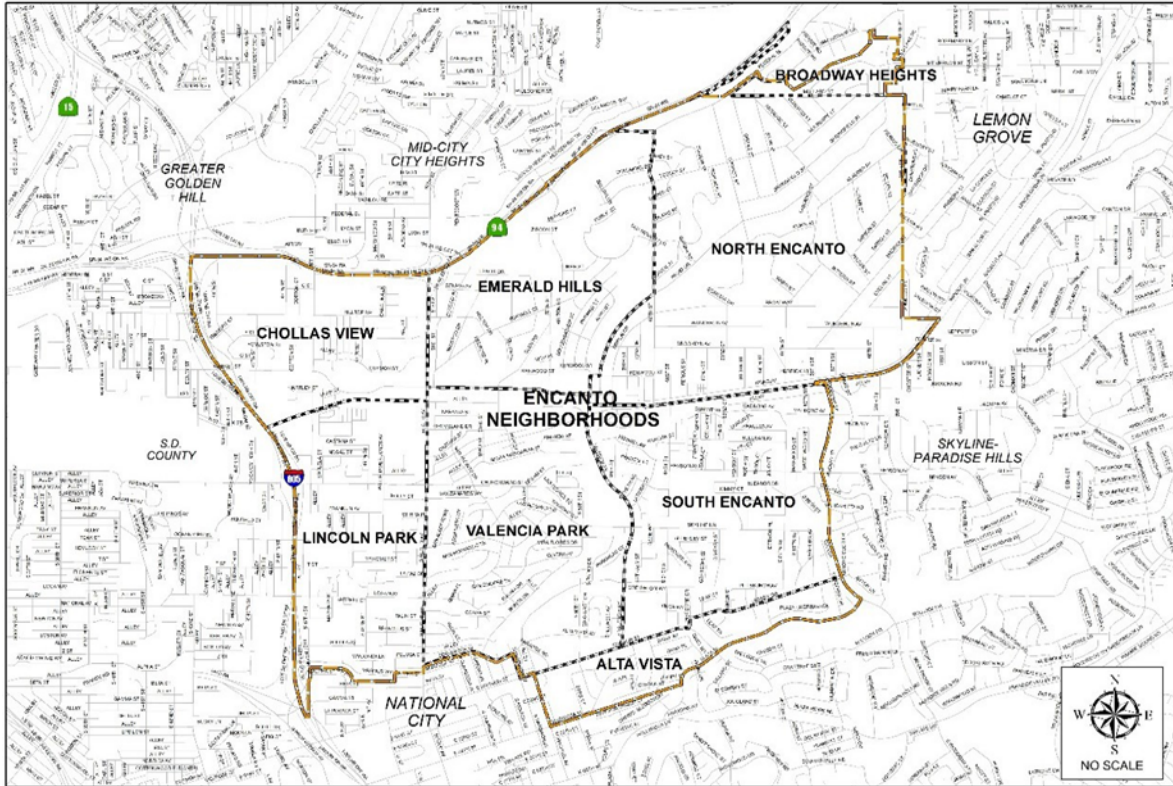


Exhibit A: Encanto Neighborhoods with Voting Districts

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