

# Mission Valley Community Plan Update Subcommittee Application and Selection Procedures



## OBJECTIVE

Establish selection procedures for the Mission Valley Community Plan Update Subcommittee (CPUS). The selection procedures establish formal participation in the Subcommittee from a diverse cross-section of stakeholder's representative of the community at-large. Those often under-represented in the formal decision-making process should be encouraged to participate as part of the plan update process.

## PURPOSE

The purpose of the Mission Valley CPUS is to provide a public forum for the community to be able to offer input that is representative of the diverse interests of the community-at-large. The CPUS will be a subcommittee of the Mission Valley Planning Group (MVPG) as provided by Council Policy 600-24 and the bylaws of the MVPG. The CPUS will serve as a liaison to the various community stakeholders and provide the City with feedback and advisory recommendations throughout the community plan process. All meetings of the CPUS will be open to the public and subject to the Brown Act. Meetings will typically be held on the second Friday of the month from 3:00 p.m. to 4:30 p.m. at the Mission Valley Library.

## SELECTION & ELIGIBILITY

Members of the CPUS should, to the extent possible, be representative of the various geographic and demographic segments of the community and of diversified community interests. The CPUS will consist of twenty-three (23) non-voting members consisting of twelve (12) members of the Mission Valley Planning Group, and eleven (11) non-board members of the public representing various interests in the community. The seats shall be divided into (1) Resident Tenant seat, (1) Resident or Non-Resident Property Owner seat, (1) Business Owner or Representative seat (1) Employee of Mission Valley based business, organization, and/or agency seat, (1) Student at educational facility located in Mission Valley seat, and (6) At-large seats.

Members shall be at least 18 year of age. Proof of age shall be provided in the form of valid picture identification. Interested candidates shall be affiliated with the community as a:

### **Resident Tenant**

Resident Tenant means any resident who occupies his or her dwelling unit by right under a lease, rental agreement, or other arrangement with the owner of the dwelling unit within the community planning area boundaries. Family members who reside with residential owner occupants but own no fee interest in the residential dwelling are considered residential tenants. Candidates in the Resident Tenant categories must present proof that they rent or lease their residence in the community planning area. Eligibility documentation must be current and must

indicate the correct name of the individual and the qualifying address of his or her residence. Candidates shall submit at least one of the following documents as proof of eligibility for Resident Tenant seats:

- 1) California Driver's License
- 2) California Identification Card
- 3) Lease or Rental Agreement
- 4) Lease or Rental Receipt
- 5) Housing Commission or Rental Assistance Contract
- 6) Utility Bill (other than water)
- 7) Any other documents or materials which the Planning Department may deem acceptable.

### **Resident or Non-Resident Property Owner**

Resident Property Owner means any resident who owns all or a substantial fee interest in the dwelling unit that he or she occupies within the community planning area boundaries. Candidates in the Resident Property Owner category must present proof that they own the property on which they reside.

The Non-Resident Property Owner, shall be the individual identified as the sole or partial owner of record, or their designee, of a real property (either developed or undeveloped), within the community planning area. Eligibility documentation must be current and must indicate the correct name of the individual and the qualifying address of his or her property.

Candidates shall submit at least one of the following documents as proof of eligibility for the Resident or Non-Resident Property Owner seats:

- 1) Deed of Trust
- 2) Deed to Property
- 3) Property Tax Bill
- 4) Mortgage Payment Contract
- 5) Mortgage Payment Book
- 6) Current County Assessor Property Owner Listing
- 7) Any other documents or materials which the Planning Department may deem acceptable

### **Business Owner/ Representative**

The Business Owner/ Representative is defined as a local commercial business owner, operator, or designee at a nonresidential real property address in the community planning area. Candidates in the Business Owner/ Representative category must present proof that she or he owns or represents a business located within the community planning area. Eligibility documentation must be current and must indicate the correct name of the individual and the address of his or her business as appropriate. No more than one stockholder, officer or designee of a corporation may apply.

Candidate shall submit at least one of the following documents as proof of eligibility for the Business Owner/ Representative seat:

- 1) Business License
- 2) Certificate of Incorporation
- 3) Articles of Incorporation
- 4) Corporation By-laws
- 5) Deed of Trust
- 6) Deed to Property
- 7) Property Tax Bill
- 8) Current County Assessor Property Owner Listing
- 9) Any other documents or materials which the Planning Department may deem acceptable

### **Employee**

The Employee representative shall be an individual who works at a business, organization, and/or agency in the community planning area but who does not necessarily own or represent the business or agency by which employed.

Candidates in the Employee category must present proof that she or he is employed at a business, organization or agency located within the community planning area. Eligibility documentation must be current and must indicate the correct name of the individual and the address of her or his employer as appropriate.

Candidate shall submit at least one of the following documents as proof of eligibility for the Employee seat:

- 1) Letter from a Mission Valley-based employer
- 2) Employee ID from a Mission Valley-based employer
- 2) Any other documents or materials which the Planning Department may deem acceptable

### **Student**

The student representative shall be a current student at an educational institution or campus location located in Mission Valley including but not limited to the Art Institute of California – San Diego, Brandman University, Pacific College of Oriental Medicine, Mueller College of Holistic Studies, Azusa Pacific University, Point Loma Nazarene University Graduate School, University of Redlands (Mission Valley campus), and Southern States University.

Candidate shall submit at least one of the following documents as proof of eligibility for the Student seat:

- 1) Student Identification Card
- 2) Copy of transcript
- 3) Any other documents or materials which the Planning Department may deem acceptable

## SOLICITATION AND SELECTION OF CPUS MEMBERS

**Membership.** Applications will be solicited from individuals and groups who have shown an interest in the Mission Valley Community Plan update; have been identified by the City of San Diego as having participated in or served the community; or have been responded to outreach efforts by the City and the MVPG.

**Interest Meeting:** The Mission Valley Community Planning Group will host a subcommittee interest meeting where ongoing community outreach for the Community Plan Update will be discussed. Additional applications for the CPUS will be available at this meeting, and City representatives will be available to accept applications in person (in addition to the mail and email options described below). Attendance at this meeting is optional in regards to committee membership, but is encouraged. The meeting will be held:

**Date:** July 10, 2015

**Location:** Mission Valley Library Community Room

**Time:** 3:00 p.m. to 4:30 p.m.

**Selection Criteria.** City staff will certify that candidates meet the criteria set forth on the application form. A publicly-noticed lottery will be held if there are more candidates than seats. One candidate from each of the identified categories will be randomly selected. Once all of the category seats have been filled, then the remaining eligible candidates from each of the categories will be pooled together and the at-large seats will be selected. If there are no eligible candidates for one or more of the identified categories, than additional at-large seat will be created as appropriate. In addition, twenty (20) alternate members will be identified in the instance that a selected member(s) is no longer able or eligible to serve.

The lottery is scheduled for:

**Date:** August 5, 2015

**Location:** Mission Valley Library Community Room

**Time:** 12:00 p.m. to 2:00 p.m.

**Candidates must be present at the lottery to be selected.**

**Reappointment Process.** Establishing a process for reappointments will help ensure active participation at all times. If a CPUS member has two unexcused absences in a row or three unexcused absences over the course of six months and does not have the excused absence approved at least 24 hours in advance of the meeting by the Planning Department, he/she would be replaced. The new appointment of a member would be made in the category in need of representation from the twenty alternates identified during the lottery.

## APPLICABILITY OF THE BROWN ACT

As required by the California Political Reform Act, CPUS members shall be required to comply with the Brown Act.

### MEMBER DUTIES

Non-Planning group members, who are duly appointed to serve on the Mission Valley CPUS, may be indemnified by the City in accordance with Ordinance No. O-17086 NS. CPUS members must be identified in the planning group minutes as appointed or elected subcommittee members, and must attend either the COW or the E-COW within 60 days of their appointment.

It shall be the duty of the Mission Valley CPUS to work cooperatively with City staff throughout the planning process, including but not limited to the formation of long-range community goals, objectives and proposals or the revision thereto for inclusion in the Community Plan.

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

In addition, The CPUS shall give due consideration to all responsible community attitudes insofar as these are deemed to be in the best long-range interest of the community at large.

### MV CPUS APPLICATION FORM

All candidates must submit a signed CPUS application form in order to be considered to serve on the committee. Only one application form can be submitted per individual regardless of if the individual is eligible for multiple categories. Forms shall be submitted to the City Planning Department by July 24, 2015 by 6:00 PM to allow staff to review all applications prior to the lottery. The application forms are included as Attachment 1.

**Please send completed applications to the following address or email:**

Address: Tara Lieberman, Associate Planner  
1222 First Avenue, MS 413  
San Diego, CA 92101

Email: [tlieberman@sandiego.gov](mailto:tlieberman@sandiego.gov)

City of San Diego  
Planning Department  
Mission Valley Community Plan Update

MISSION VALLEY COMMUNITY PLAN UPDATE SUBCOMMITTEE APPLICATION FORM

(Please print and check appropriate boxes)

Completed Application Forms must be submitted with all proper eligibility documents to the City of San Diego City Planning Department, c/o Tara Lieberman, 1222 First Avenue, MS 413, San Diego, CA 92101. The registration form and accompanying required eligibility documentation may also be emailed to [tliberman@sandiego.gov](mailto:tliberman@sandiego.gov).

I, \_\_\_\_\_, volunteer for appointment to the Mission Valley Community Plan Update Subcommittee (CPUS) for the Mission Valley Community Plan Update. I certify that I am at least 18 years of age and reside or have an interest within the selected boundaries of the Mission Valley Community Plan Area. I am eligible to be a candidate and seek to be appointed as a voting representative in the following category (check one):

- Resident Tenant
- Property Owner (Resident or Non-Resident)
- Business Owner/Representative
- Employee of Mission Valley based business, organization, and/or agency
- Student at educational facility located in Mission Valley

I certify that within the boundaries of the Mission Valley Community Planning Area (Please check one appropriate box and fill in the information requested):

- I am a resident tenant living at:

\_\_\_\_\_

My home or cell phone is \_\_\_\_\_

My business phone is \_\_\_\_\_

My Email is \_\_\_\_\_

- I am an owner of a property (resident or non-resident) located at:

\_\_\_\_\_

My home or cell phone is \_\_\_\_\_

My business phone is \_\_\_\_\_

My Email is \_\_\_\_\_

[ ] I am a business owner/representative of a business located at:

\_\_\_\_\_

\_\_\_\_\_

My home or cell phone is \_\_\_\_\_

My business phone is \_\_\_\_\_

My Email is \_\_\_\_\_

[ ] I am an employee of a business, organization and/or agency located at:

\_\_\_\_\_

\_\_\_\_\_

My home or cell phone is \_\_\_\_\_

My business phone is \_\_\_\_\_

My Email is \_\_\_\_\_

[ ] I am a Student of an Educational Facility located at:

\_\_\_\_\_

\_\_\_\_\_

My home or cell phone is \_\_\_\_\_

My business phone is \_\_\_\_\_

My Email is \_\_\_\_\_

My prior experience in community affairs and/or my other qualifications to serve on the MV CPUS are as follows:

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\_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

-----Do Not Write Below This Line-----

Proof of Eligibility 1. \_\_\_\_\_

2. \_\_\_\_\_

Staff Certification: \_\_\_\_\_

Date: \_\_\_\_\_

Ticket No: \_\_\_\_\_