



The La Jolla Community Planning Group

www.lajollacpg.org lajollacpg@gmail.com

January 10th, 2024

Hello Marlon,

Hope this finds you well. As we discussed and agreed please find attached the LJCPG application documents (Operating Procedures and Community Participation & Representation Plan) to become the Certified Planning Group for La Jolla.

These documents can also be viewed using this [LINK](#) (a google folder shared only with you). Included in this folder are:

1. LJCPG Voting Member Composition Forms (12)
2. LJCPG Member Composition Worksheet
3. LJCPG Operating Procedures
4. LJCPG Participation and Representation Plan
5. LJCPG Community Outreach Flyer

We have greatly appreciated your help and guidance over the past month and thank the City of San Diego for this opportunity to be the certified Community Planning Group for La Jolla.

Below are some newly adopted procedures that make us unique and worthy of the certification:

1. Diverse board of Voting Members representative of the La Jolla Community as outlined in the application.
2. Voting members consist of a mix of current La Jolla Community leaders, LJCPA and new candidates. This diverse and unique group of individuals bring a fresh new perspective, commitment and a depth of knowledge about the community and how a CPG operates day to day.

3. Created unique Officer Position - VP of Community Outreach to help ongoing recruitment needs commensurate with City Planning standards and communication needs.
4. Shorter Term Limits to ensure new perspectives.
5. Board and Committee meetings no earlier than 5pm to assist in community outreach and CPG accessibility.
6. No LJCPG Committee member can reside on more than one LJCPG committee concurrently.
7. Committee meetings not to occur on the same day at same time for greater accessibility to residents.
8. Mandatory City CPG training for LJCPG Voting Members and Committee Members
9. Mandatory Voting Member, Annual Board Development Training/Workshop (City Staff invited)
10. Modifications to the Consent Agenda process to avoid unnecessary delay of project approval
11. Electronic Voting

Our intention is to be aligned with CP 600-24. If we have inadvertently made errors please don't hesitate to bring these to our attention so we may provide amendments and adjust accordingly.

Lastly, it is our intent to reach out to the current La Jolla Community Planning Association (LJCPA) to collaborate on a path forward, in the event there are two applications, for the two groups to combine in some fashion, allowing for continued institutional knowledge but with a more diverse board of Voting Members with the above mentioned newly adopted procedures.

Sincerely

Suzanne Baracchini
(LJCPG Member)

Application for Planning Group DRAFT

Submitted by: Anonymous user

Submitted time: Dec 27, 2023, 1:45:37 PM

What is the official name of your Planning Group?

La Jolla Community Planning Group

What community/planning area(s) are you establishing a Planning Group for? [Click here to open the Community Planning Area Map](#)

- **La Jolla**

Are you an existing Planning Group that was established prior to September 13, 2022?

No

What Council District(s) is your Planning Group located in? [Click here to open the Council District Map](#)

- **1**

Indicate here if you propose to have more than 20 CPG Members.

No

Member Details

Group

Member Affiliation(s)

- **Renter**
- **Local Business Owner or Operator**

Household Income

\$75,000 to \$99,999

Race / Ethnicity

White

Age

40 to 49

Group

Member Affiliation(s)

- **Homeowner**

Household Income

\$200,000 or more

Race / Ethnicity

Asian

Age

30 to 39

Group

Member Affiliation(s)

- **Homeowner**
- **Renter**
- **Local Business Owner or Operator**

Household Income

\$200,000 or more

Race / Ethnicity

White

Age

30 to 39

Group

Member Affiliation(s)

- **Homeowner**
- **Non-Profit Owner or Operator**

Household Income

\$200,000 or more

Race / Ethnicity

White

Age

60 to 69

Group

Member Affiliation(s)

- **Youth Representative (Age Under 25)**

Household Income

Less than \$15,000

Race / Ethnicity

White

Age

Under 25

Group

Member Affiliation(s)

- **Homeowner**

Household Income

\$200,000 or more

Race / Ethnicity

White

Age

60 to 69

Group

Member Affiliation(s)

- **Renter**

Household Income

\$200,000 or more

Race / Ethnicity

Asian

Age

50 to 59

Group

Member Affiliation(s)

- **Renter**
- **Local Business Owner or Operator**

Household Income

\$200,000 or more

Race / Ethnicity

White

Age

30 to 39

Group

Member Affiliation(s)

- **Homeowner**

Household Income

\$200,000 or more

Race / Ethnicity

Asian

Age

60 to 69

Group

Member Affiliation(s)

- **Renter**

Household Income

\$200,000 or more

Race / Ethnicity

White

Age

50 to 59

How will your Planning Group be accessible to all members of your community?

The voting members of the proposed La Jolla Community Planning Group (LJCPG) represent the demographics of La Jolla and have already engaged with community leaders who will leverage their expertise in local media, social media marketing and board member (voting member) development to reimagine how the community planning group of La Jolla will operate moving forward. When the LJCPG becomes the certified Community Planning for La Jolla, the community will experience a novel and fresh approach to how the group disseminates its information and publicizes opportunities for broader community involvement in La Jolla planning decisions for 2024 and beyond. Communication Approach to Support Community Outreach and Education Use inclusive language and communication methods to ensure accessibility (written, visual, oral messaging) Implement and practice social listening to help the group stay current and considerate of new issues Board Leadership Conduct required Board Development to level set communication standards and expectations to build an effective board to help: Maintain routine communication with all members via email and 1:1 communications Engage with cross-community board leaders on issues and concerns, encouraging their participation specifically when cross community alignment is required Document and publish voting-member decision-making process Community outreach through local events and social media community management Appoint community liaison to field inquiries, represent the LJCPG at local meetings & events, and publish their contact points Communication Channels Maximize Dynamic Social Media platforms to drive potential members to actionable landing pages on LJCPG Website Implement a hybrid meeting model, enabling broad access to information and idea Exchange Meetings will occur no earlier than 5pm to allow for greater community participation. Current CPG permit review committee meetings are all held at 4pm. Exercise the capabilities of the modern digital landscape by developing and managing a website and social media accounts Conduct routine outreach to potential and prospective members through organic digital marketing and grassroots efforts Leverage social media's polling capabilities to crowd-source data Surveys and feedback forms (digitally hosted, and available in person) Local Media Leverage local media relations (La Jolla Light & lajolla.ca, among others) to distribute transparent messaging to all stakeholders

How will your Planning Group fairly represent all members of your community?

Our intention is for the membership of the La Jolla Community Planning Group (LJCPG) to be reflective of the LJCPG Voting Member composition which is inclusive of all La Jolla community affiliations. The LJCPG board of Voting members, submitted in this application represent a diverse cross section of the La Jolla community which will lead to greater unity and integration of all community groups. The LJCPG Voting members include: ethnically and age diverse individuals, consisting of equal numbers of homeowners and renters, nonprofit and for profit business owners a UCSD, Urban Studies and Planning Student. Individuals from the current Community Planning Group (LJCPA) who bring community planning group historical, institutional and operational knowledge. Individuals from the La Jolla Town Council and La Jolla Parks and Beaches. The LJCPG will employ the following practices to ensure the planning group fairly represents members of the La Jolla community: Routine evaluation of group performance Inform how to best approach Term limits to keep a healthy turnover of leadership Fair consideration of potentially marginalized and marginalized individuals Allow input from all members anonymously Ensure inclusivity by considering a wide range of options Encourage group sponsorship from diverse local entities Conduct voting-member training to help level set board participation expectation to best serve the community

Applicant Representative

Karen Roque

Email

lajollacpg@gmail.com

Please include the following documents.

PDF _LJCPG Operating Procedures - MASTER.pdf
414.4KB

PDF _LJCPG Community Participation _ Representation Plan 2024 - Master.pdf
175KB

Community Planning Group Recognition

Member Composition Form - Worksheet

Planning Group Name: _____

Please provide the member totals for each demographic category in your group (To be completed by the Group's Point-of-Contact and attached to the online application):

RACE/ETHNICITY

___ American Indian

___ Asian

___ Black

___ Hispanic

___ Pacific Islander

___ White

___ Two or more races

___ Other: _____

HOUSEHOLD INCOME

___ Less than \$15,000

___ \$15,000 to \$29,999

___ \$30,000 to \$44,999

___ \$45,000 to \$59,999

___ \$60,000 to \$74,999

___ \$75,000 to \$99,999

___ \$100,000 to \$124,999

___ \$125,000 to \$149,999

___ \$150,000 to \$199,999

___ \$200,000 or more

COMMUNITY AFFILIATION

___ Homeowner

___ Property Owner

___ Renter

___ Local Business Owner or Operator

___ Youth Representative (Age Under 25)

___ Other : _____

AGE

___ Under 25

___ 25 to 29

___ 30 to 39

___ 40 to 49

___ 50 to 59

___ 60 to 69

___ 70 to 79

___ 80 +

Operating Procedures For City Council Recognition of **The La Jolla Community Planning Group**

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



lajollacpg.org
lajollacpg@gmail.com

Submitted December 2023

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INTRODUCTION AND BACKGROUND

Through this document, the “**LA JOLLA COMMUNITY PLANNING GROUP**” (**LJCPG**) adopts [Council Policy 600-24’s Terms and Conditions](#) whereby the City establishes the minimum standard procedures that the **LJCPG** will adhere to and the designated services the **LJCPG** will provide in order to obtain and maintain official recognition by the City pursuant to Council Policy 600-24. The **LJCPA** is an independent organization voluntarily created and operated by community members who are not City employees, City agents, or City representatives. The **LJCPG** is not a City-controlled or managed organization. The City does not direct or recommend the election, appointment, or removal of **LJCPG** Voting Members, or delegate authority to to act on its behalf.

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

The **LJCPG** will also include with these Operating Procedures, a Community Participation and Representation Plan and Ethical Standards (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 **LJCPG** hereby agrees to abide by the following as part of their Operating Procedures:

1. NAME AND GEOGRAPHICAL BOUNDARIES

The name of this City-recognized planning group shall be the “**LA JOLLA COMMUNITY PLANNING GROUP**” (**LJCPG**), and all activities shall be conducted in its official name.

The community planning boundaries of the **LA JOLLA COMMUNITY PLANNING GROUP**, (**LJCPG**), are the boundaries of the La Jolla community as shown in Exhibit B.

2. RESPONSIBILITIES

2.1. Collaboration with City Staff

As a recognized independent body, the **LJCPG** may work with City staff throughout the City’s planning process when requested by the City, including during the formation of long-range community goals, objectives, and proposals or revisions for inclusion in a General or Community Plan. This requires a strong working relationship between **LJCPG** and the City Planning Department.

2.2. Advisory **LJCPG** Review

LJCPG Voting Members represent the community of La Jolla at large, rather than just its residential area, business focus, demographic group, financial status or neighborhood. Voting Members should contribute their local or specialized knowledge to discussions of projects or policies but should be careful to base their recommendations on the overall health and progress of La Jolla rather than narrowly that of any particular area or constituency within it. **LJCPG** reviews projects and policies based on their conformance specifically with the La Jolla Community Plan and the applicable Planned District Ordinances, and more generally with the San Diego Municipal Code and other applicable City and State law. Voting Members should take care to base their recommendations, comments, and votes accordingly, and avoid introducing preferences or attributes beyond what the Community Plan and San Diego Municipal Code specify. However, this should not prevent Voting Members from suggesting actions or changes they believe would improve a policy or project before them.

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

The **LJCPG** may, upon City request, make recommendations, or participate in,

additional efforts such as identifying Capital Improvement Program (CIP) infrastructure needs or additional City matters.

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

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

2.3. Timely Submittal of **LJCPG** Recommendations to the City

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

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

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

2.4. Adherence to Ralph M. Brown Act

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

2.5. Maintenance of Open Records

The **LJCPG** shall maintain its official records, including its rosters, annual reports,

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

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

2.6. Independent Entity

The **LJCPG** is an independent entity from the City and must be able to operate as such. The City may provide assistance to planning groups at the discretion of the City Manager and subject to the availability of City resources. In addition, planning groups may be allocated funds by the City when such funding is approved by the City Council.

3. **COMMUNITY PARTICIPATION AND REPRESENTATION**

3.1. Membership

The **LJCPG** will ensure that its Voting Members, to the greatest extent possible, represent the entire community and community interests, including homeowners, renters, local business Owners/Operators, a Youth Representative, non-profit Owners/Operators, individuals with and without school age children, and diverse age groups.

3.2. Community Outreach

The **LJCPG** and its Voting Members should routinely seek robust community participation in the **LJCPG** planning and implementation process to serve the best long-term interest of the community at large. The **LJCPG** shall submit a detailed written **Community Participation and Representation Plan** to the City Council along with its application for recognition (see Exhibit A). The **LJCPG** shall appoint an Officer Position, Vice President of Community Outreach, to spearhead and execute the Community Participation and Representation Plan.

3.3. Collection of Membership Data

To measure community representation, the **LJCPG** shall gather demographic data of existing and new **LJCPG** Voting Members at the time of elections or other regular periods to measure inclusion and diversity on the **LJCPG**. This data should be

submitted to the City along with the annual rosters required by Section 2.5. Participation in this type of survey will be voluntary and will be conducted in a manner to ensure the privacy of responses and respondents.

4. **LJCPG COMPOSITION**

4.1. Number of Voting Members

The **LJCPG** will have 12 Voting Members, respectively, representing the various community interests set forth in these Operating Procedures. The Council may recognize a planning group with more than 20 Voting Members if the larger membership is necessary to give better representation to a community.

4.2. Voting Member Eligibility

The **LJCPG** will ensure that Voting Members meet the following minimum qualifications throughout their entire term of service:

4.2.1. Minimum Age

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

4.2.2. Minimum Attendance Requirements

The **LJCPG** shall take attendance to ensure that each voting member attends at least two-thirds of the **LJCPG's** regularly scheduled meetings in any 12-month period throughout their term as a voting member. Failure to meet minimum attendance shall be grounds for disqualification of the voting member. No attendance requirements for voting member attendance prior to their election appointment as a voting member are allowed.

4.3. Community Representation

The **LJCPG** will ensure that Voting Members be affiliated with the community as either:

- a. property owner, who is an individual identified as the sole or partial owner of record, or their employee, of a real property (either developed or undeveloped), within the community planning area;
- b. resident, who is an individual whose primary address of residence is an address in the community planning area;
- c. local business person, who is a local business or non-profit owner, operator, or designee at a non-residential real property address in the community planning area as evidenced by a business tax certificate or

other official document.

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

Once a community member's eligibility to vote is established, the individual remains an eligible member of the **LJCPG** until a determination is made that the individual does not meet the **LJCPG's** criteria and formal action is taken by the **LJCPG**. The **LJCPG** shall require proof establishing eligibility for elections.

4.3.1. Appointed Seats

To ensure representation of unique stakeholder interests in the community planning area, the CPG may create appointed non-voting seats. These appointed non-voting seats must be described in the CPG bylaws.

4.4. Voting Member Term Limits

The **LJCPG** shall establish term limits for its Voting Members to ensure that the membership is not dominated over time by individual Voting Members or groups within the community. These term limits will conform with the following guidelines:

4.4.1. Maximum Time of Service

The **LJCPG** Voting Members are elected to serve two year terms and will not serve their service time for more than six consecutive years to refresh the voting membership on a more constant basis. **LJCPG** Voting Members who accumulate the maximum of six years service time will be eligible to serve again after a one year break in service. A partial year of service resulting from an appointment to fill a vacancy and equaling 7-12 months will count as a full year of service when calculating the eight year limit.

4.4.2. Waivers of Maximum Time of Service

The **LJCPG** may develop procedures for waiving the maximum time of service by vote of its Voting Members if the **LJCPG** cannot find sufficient new Voting Members to fill vacant open seats after a good faith effort to do so. **LJCPG** will use the following guidelines:

- i. Waivers of Maximum Time of Service shall not be granted unless necessary to ensure there are at least 10 Voting Members (See Section 4.1).
- ii. Waiver of Maximum Time of Service to ensure there are at least 10 Voting Members shall be ratified by at least a two-thirds majority of the

votes cast by eligible community members participating in the regular election; and

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

5. OPEN AND PUBLIC ELECTIONS

5.1. Equal Participation

The **LJCPG** shall develop election procedures (in-person and electronic) to encourage equal participation by all members of the public of a community, including term limits which Voting Members of a recognized planning group can serve.

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

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

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

5.1.1 Voter Identification for Resident Community Members

Consistent with state and federal law, proof of residency or identity, should consist of presenting an original or copy of any of the documents described below in either paragraph (i) or (ii). These requirements should be construed liberally by **LJCPG** and any doubt resolved in favor of allowing a community member to vote in the election.

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

health club identification card; (I) insurance plan identification card; or (J) public housing identification card.

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

5.1.2 Voter Identification for Community Business Owners

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

5.1.3 Voter Identification for Community Non-Profits

Employees of non-profits within the La Jolla community should present an original or copy of their founding documents or a related document showing an associated address within the **LJCPG** boundaries. These requirements should be construed liberally by **LJCPG** and any doubt resolved in favor of allowing a community member to vote in the election.

5.1.4 Voter Identification for Community Non-Resident Property Owners

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

5.2. Transparency and Inclusion in Operations

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

The **LJCPG** shall make a good faith effort to utilize means appropriate to publicize the **LJCPG's** eligibility requirements for candidacy and the upcoming elections.

In the election process, the **LJCPG** shall seek enough new candidates to exceed the number of seats open for election in order to allow those who have reached the term limit of six years to leave the group for at least one year.

5.3. General Elections

General elections of **LJCPG** Voting Members shall be held annually, during the month of March in accordance with the **LJCPG** adopted elections procedures. The deadline to qualify for candidacy in the March general election shall be prior to the adjournment of the February noticed regular meeting or special meeting of the full **LJCPG** membership preceding the election.

The **LJCPG's** Election committee shall be appointed by the **LJCPG President** and ratified by a majority vote of the Voting Members no later than the first week of January and shall begin soliciting eligible community members to become candidates. No member of the **LJCPG** Election committee shall be a candidate in the election.

In February, the **LJCPG** Election committee shall present to the **LJCPG** a complete list of interested candidates collected up to that point in time. Candidates may be added at the February meeting. A candidate forum may be advertised and held at the February meeting.

Eligible members of the community desiring to become a candidate for election to the **LJCPG** shall express their interest in writing to the **LJCPG** Election Committee no later than the adjournment of the February regular meeting prior to the scheduled election.

All persons voting in a **LJCPG** election must be at least 18 years of age and must have resided within the **LJCPG** area boundaries for which they are voting for the thirty (30) days prior to the scheduled election.

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

5.4. Ballots

All persons voting in a **LJCPG** election shall be required to sign their name and address prior to voting. The ballot presented to eligible community members to vote will clearly identify which seats individual candidates are running for, how many candidates can be selected, whether there are limitations on which candidates various categories of eligible community members can vote for and which candidates, if any, are term limited, and are needed to meet the 10 member minimum, must receive a two-thirds (2/3) majority of the vote due to provide service beyond six consecutive years of service. The ballot shall instruct the voter to select or mark the box for the candidate of their choice. The ballot shall not contain multiple boxes for an individual candidate nor ask the voter to select "Yes" or "No" (or For or Against) for a candidate and blank Ballots will not be counted. The **LJCPG** Election Committee shall be responsible for opening and counting all Ballots. The candidate receiving the most votes (plurality) in each race shall be elected. In the event of a tie, the two candidates with the most votes shall proceed to a tie-breaking event in which case a coin toss will select the winning candidate.

Ballots shall be available at the noticed polling location(s) and online, for a period of time to be determined by the **LJCPG** Elections Committee, at the location of the regular **LJCPG** meeting or other location if adequately noticed. Cast Ballots shall be kept by the **LJCPG** Election Committee for a period of 30 days, at which time shall be conveyed to the President to be destroyed.

Voting to elect **LJCPG** members shall be by secret written and online ballot. Completed Ballots shall be deposited into a sealed box and opened only by the **LJCPG** Election Committee immediately before counting.

Proxy voting for elections is not allowed under any circumstances, and the **LJCPG** Election Ad Hoc Committee shall discourage all electioneering in or around the voting location.-The **LJCPG** policy related to write-in candidates is that write-in candidates are not allowed.

5.5. Voting

The **LJCPG** Election Committee shall set up the Voting location and keep it open for a period of not less than two hours, at an ADA compliant accessible location.

The **LJCPG** election becomes final after announcing the election results at the conclusion of the noticed regular March monthly **LJCPG** meeting. The **LJCPG** President is responsible for preparing, certifying and forwarding the election report to the City. New members shall be seated in April at the start of the regular meeting in order to allow their full participation as elected members at the April **LJCPG** meeting.

Any challenge to the election results must be filed with the President of the **LJCPG** Elections Committee or an officer of the **LJCPG** in writing within 24 hours of the counting of the ballots in order to allow enough time to resolve the issue. Any challenge and the basis upon which it was resolved shall be reported prior to the ratification of the election results at the April **LJCPG** meeting.

5.6. Challenges

Any challenge to election results must be filed with the Chair of the **LJCPG** Elections committee in writing within one week of the announcement of the results of the election.

5.7. Election Timing

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

5.8. Unexpected Vacancies

5.8.0. Finding Vacancies

LJCPG shall find that a Voting Member vacancy exists upon:

- receipt of a resignation in writing from a Voting Member,
- voting member fails to fulfill the meeting attendance requirements pursuant to Section 4.2.2 “Minimum Attendance Requirements”
- removal of a Voting Member due non-compliance with Council Policy 600-24 and these operating procedures.

5.8.1. Filling Vacancies

Voting member vacancies shall be filled not later than 120 days following the date of the determination of the vacancy. The term of office of any Member filling a Voting member vacancy shall be for the balance of the vacated term.

If the **LJCPG** Elections committee identifies eligible candidates, **LJCPG** shall fill Voting Member vacancies by an advertised special election. Special elections follow the same procedures as regular elections, except dates and times may be adjusted as necessary.

5.8.2. Inability to Fill Vacancies

When **LJCPG** is unable to fill a Voting Member vacancy within 120 days, as specified above, and **LJCPG** has more than twelve Voting Members, a search for a new member should continue, but if no candidates are found the seat may remain vacant until the next election.

6. CONDUCT OF MEETINGS

6.1. Professional Conduct

The **LJCPG** and its Voting Members will conduct themselves reasonably and professionally and refrain from disrupting the public process as set forth on the **LJCPG's** agenda.

6.2. Rules of Procedure

The **LJCPG** shall adopt [Robert's Rules of Order](#) as rules of procedure for its meetings, to provide a uniform means for the **LJCPG** to facilitate public meetings, conduct public business, and resolve disputes.

6.3. Transparency and Inclusion in Operations

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

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

Meetings of the **LJCPG** shall be held within these boundaries, except that when the

LJCPG and LJCPG Committees does not have a meeting facility within its boundary that is accessible to all members of the public, they may meet at the closest suitable meeting facility.

LJPCG and LJCPG Committee meetings, to the best extent possible, will not occur on the same day at the same time and will not commence before 5pm to allow for greater community inclusion.

The **LJCPG shall** hold regularly scheduled monthly meetings. The **LJCPG** will meet in August unless, at the President's discretion, and with approval of the Voting Members, a meeting is found to be unnecessary.

6.4. Posting

At least seventy-two hours before a regular meeting or fifteen days before a special meeting, an agenda, containing a brief general description of each agenda item, shall be posted on the LJCPG website, LJCPG Social media sites and offered to the City for posting on the City's websites.

LJCPG Committee Chairs (or designated person) shall provide their committee meeting minutes to the LJCPG Secretary on a weekday and no later than 96 hours before a regular LJCPG meeting in order to have approved projects added to the agenda of the regular meeting for ratification.

In addition, the agenda shall be posted in one or more locations freely accessible to the general public, if possible including the meeting location, and shall include information on how a request for accessible accommodation may be made.

The brief general description of each agenda item need not exceed twenty words per item unless the item is complex. The agenda should also provide notice of the date, time, and location of the meeting.

Publicity regarding meeting times, places, and agendas shall be arranged through local newspapers, the [LJCPG website](#), electronic mailing list and **LJCPG** social media sites. Individuals who wish to be notified of agendas for regular or special meetings must add themselves to the [LJCPG electronic mailing list](#).

6.5. Regular Agenda

Any written documentation, prepared or provided by City staff, applicants, or **LJCPG** members that is distributed at the **LJCPG** meeting, shall be made available upon request for public inspection without delay. If such material is distributed at the **LJCPG** meeting, then it shall be made available upon request at the meeting. If such material is prepared by someone other than City staff, applicants, or **LJCPG** members, or is

received from a member of the public during public testimony on an agenda item, then the material shall be made available for public inspection at the conclusion of the **LJCPG** meeting. A cost-recovery fee may be charged for the cost of reproducing any the materials requested by an individual or individuals.

6.6. Consent Agenda

The Consent Agenda for each **LJCPG** regular meeting comprises items that satisfy Section 6.6.1 “Adding Items to the Consent Agenda ”, that require no discussion, and to which no Voting Member objects.

Once any items have been removed as provided in Section 6.6.2 “Removing an Item from the Consent Agenda”, the Consent Agenda becomes one consolidated item, it is automatically approved by unanimous consent, and the recommendations or actions from the cognizant **LJCPG** committee or **LJCPG** Board are ratified as **LJCPG** recommendations.

6.6.1. Adding Items to the Consent Agenda

Consent items shall be placed on the Consent Agenda for a regular meeting based upon the recommendations of a cognizant **LJCPG** or joint community committee or Board if they meet these conditions:

- the committee or Board discussed and voted on the item at a noticed meeting,
- interested members of the public were given an opportunity to address the committee or Board,
- the item’s attributes have not substantially changed since the committee or Board considered it, and
- the committee or Board submitted to the **LJCPG** Secretary, minutes documenting its review, the topics that arose, and the votes for and against, on a weekday and no later than 96 hours before a regular LJCPG meeting.

6.6.2. Removing an Item from the Consent Agenda

A Voting Member or Project Applicant, attending a regular or special meeting, may request that an item be removed from that meeting’s Consent Agenda (“pulled”) if the Voting Member or Project Applicant cites important provisions of relevant governing code, regulations, policies, and/or procedures that the committee or Board’s review of and vote on a project neglected or misapplied.

The Voting Member or Project Applicant requesting that an item be removed from the Consent Agenda shall cite the specific provisions the recommending committee or Board failed to consider appropriately. A Voting Member or Project Applicant may not “pull” an item simply to delay a vote, or because the Voting Member did not review the item, or to avoid taking a position on it.

A “pulled” item becomes a regular agenda item. If the applicant associated with the item and other interested parties are present and ready for discussion, and the President

judges that sufficient time is available, then the item may be discussed and voted on at the same meeting after the Board of Voting Members completes action on all other agenda action items. Otherwise, the item shall be added to the agenda for a subsequent regular or special **LJCPG** meeting.

6.6.3. Adding Agenda Items

An item not noticed on the agenda may be added if either two-thirds of the Voting Members, or every Voting Member if fewer than two-thirds are present, determine that there is a need to take an immediate action, but may only do so if the need for action came to the attention of the Voting Members after the agenda was posted.

6.7. Minutes

For each Voting Members and **LJCPG-chartered** committee meeting, a report of member attendance and a copy of approved minutes shall be made available for public inspection on the **LJCPG** website. A copy of draft minutes should be made available for public inspection as soon as possible but no later than the group's next scheduled meeting.

Minutes shall include a list of Voting Members or committee members who constituted a quorum and how each attendee voted on each agenda action item. In addition, for each action item the record should include the names of the applicant and other speakers (if available) and the nature of any public testimony.

The Voting Members shall submit a copy of the approved minutes to the City within 14 days of approval, and post a copy on the **LJCPG** website. The **LJCPG** is not required to audio or videotape meetings but if recordings are made, they are subject to a public request to inspect them without charge. A cost-recovery fee may be charged for copies of recordings.

6.8. Public Attendance and Comment

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

Any interested member of the public may comment on agenda items during regular or special meetings. In addition, each agenda for a regular meeting shall allow for a public comment period at the beginning of the meeting for items not on the agenda but within the scope of authority of Public comments on items not listed on the agenda are not debatable. Members may make brief announcements or reports to the **LJCPG** on their own activities under the public comment section of the agenda.

6.9. Adjournments and Continuances

If the **LJCPG** does not convene a regularly scheduled meeting, there shall be a copy of the "Notice of Adjournment" of the meeting posted on or near the door of the place where the adjourned meeting was to be held within 24 hours after the time the meeting was to be held.

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

6.10. Continued Items

If an item is continued from a prior regular meeting to a subsequent meeting more than 5 days from the original meeting, a new agenda must be prepared as if a regular meeting; otherwise the original meeting agenda is adequate.

6.11. Quorum and Public Attendance

A quorum, defined as a majority of non-vacant seats of the **LJCPG**, must be present in order to conduct business, to vote on projects, and to take actions at regular or special **LJCPG** meetings.

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

6.12. Development Project Review

When reviewing development projects, the **LJCPG** shall allow participation by affected property owners, residents, business establishments within proximity to the proposed development, and other interested members of the public.

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

LJCPG may ask applicants to submit additional information and materials beyond that which the applicant has been required to submit as part of the City's project review application process. Except for material concerning code or permit violations, **LJCPG** may not, as a condition of placing an item on the agenda, require that such additional

information be submitted.

6.13. Action on Agenda Items

An item not noticed on the agenda may be added prior to adoption of the agenda if either two-thirds (2/3) of the Voting Members of the **LJCPG**, or every member if less than two-thirds (2/3) of the Voting Members of the **LJCPG** are present, determine by a vote that there is a need to take an immediate action, but only if the need for action came to the attention of the **LJCPG** subsequent to the agenda being posted.

A two-thirds (2/3) vote of the Voting Members of the **LJCPG** is required to remove an elected or appointed **LJCPG** member.

Removing a member due to ineligibility in accordance with Section 8.3.1 requires a majority vote of the Voting Members of the **LJCPG** for the purpose of ratifying the findings presented by the President to the group.

Amendments to adopted bylaws require a two-thirds (2/3) vote of the Voting Members of the **LJCPG**.

A vote to approve a community plan update or a community plan amendment requires a majority vote of the Voting Members of the **LJCPG**.

All other **LJCPG** actions, including committee votes, only require a simple majority of the Voting Members of the **LJCPG** in attendance when a quorum is present.

The **LJCPG** planning group's President fully participates in planning group discussions and votes on all action items.

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

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

6.14. Abstentions and Recusals

6.14.1. Recusals

Any **LJCPG** Voting Member or committee member may not participate in discussion of or vote on any policy or development project in which the Voting Member or committee member has a direct personal, professional, or financial interest. A conflict is direct if

the personal, professional, or financial interest is likely to affect the Voting Members or committee member's vote. Such conflicts include any ownership or professional role of the Voting Member or committee member in the project or policy under consideration, or the likelihood that the project or policy will have a direct physical, environmental, or financial impact on the Voting Member or committee member or the Voting Members or committee member's family or residence that differs from the project or policy's more general impact on a neighborhood or other broad constituency within La Jolla.

If the Voting Member or committee member is unsure whether a given conflict is direct, the Voting Members or committee member should disclose the conflict to Officers in advance of any meeting where the policy or project is to be discussed or voted on, and abide by their judgment.

Voting Members and committee members are always wise to disclose potential conflicts (or the appearance of such conflicts) even if they are not direct.

Voting Members and committee members with a conflict of interest may not vote on the item involving the conflict, unless authorized to do so by a two-thirds vote of Voting Members.

If the Voting Member or the committee member is the applicant for a project, then they may participate in the discussion as part of the project presentation and respond to questions as an applicant normally would.

Otherwise a Voting Member or Committee Member with a conflict of interest shall not participate in discussion of the item involving the conflict, and shall not seek to influence other Voting Members' votes on the item.

6.14.2. Abstentions

In limited circumstances, **LJCPG** members may abstain from either voting on an action item, or from participating and voting on an action item. The member must state, for the record, the reason for the abstention consistent with Section 8.3, Ethical Standards.

6.15. Collective Concurrence

Any attempt to develop a collective concurrence of the members of the **LJCPG** as to action to be taken on an item by members of the **LJCPG**, either by direct or indirect communication, by personal intermediaries, by serial meetings, or by technological devices, is prohibited, other than at a properly noticed public meeting.

6.16. Special Meetings

The President of the **LJCPG** or a majority of **LJCPG** members, may call a special meeting. An agenda for a special meeting shall be specified as such, and shall be prepared and posted at least 15 days before a special meeting.

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

6.17. Emergency Meetings

Emergency meetings, requiring no public notice, are called for matters related to public health and safety. These matters are outside of the purview of the **LJCPG** and are prohibited under these Operating Procedures.

6.18. Right to Record

Any person attending a meeting of the **LJCPG** must be allowed to record or photograph the proceedings in the absence of a reasonable finding by the **LJCPG** that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the meeting.

6.19. Disorderly Conduct

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

7. **COMMITTEES AND BOARDS**

The President makes all appointments to **LJCPG** internal committees and of **LJCPG** Members to joint or external committees and Boards, subject to ratification by a majority vote of the Voting Members. **LJCPG** committee members must be members of the **LJCPG** and shall not serve on more than one committee concurrently. Committee meetings, to the best extent possible, will not occur on the same day at the same time and will not commence before 5pm to allow for greater community participation.

7.1. Committee Types

7.1.1. LJCPG Internal, Ad Hoc, and Joint Committees and Boards

Internal committees are created by **LJCPG**, and their members are appointed by the President and ratified by a majority vote of the Voting Members. Ad hoc committees may be established for finite periods of time to review focused issue areas and shall be disbanded following their review.

Joint Community Committees or Boards that conduct reviews or otherwise act as agents for **LJCPG** may consist of members designated by the **LJCPG** President and/or members submitted by other La Jolla community organizations, all of whom must be ratified by a majority vote of their own organizations and by a majority vote of **LJCPG** Voting Members.

If other La Jolla community organizations fail to submit members for Joint committees or Boards as specified in Section 7.4 “Jointly Appointed committees and Boards” within thirty days of a written request from the **LJCPG** President, then the **LJCPG** President may appoint and Voting Members shall then ratify individuals to fill the resulting vacancies.

A quorum for standing and ad hoc committees shall be no less than a majority of the committee members.

LJCPG committees may create and document policies, and procedures to manage their meetings and actions. Such policies and procedures may not waive or otherwise conflict with **LJCPG** Bylaws or Operating Procedures. In the event of such conflicts, **LJCPG** Bylaws and Operating Procedures supersede the committee’s conflicting provisions.

Unless otherwise noted, all Committee and Board appointments are for **one year**. Appointments are renewed annually, based upon committee/Board and **LJCPG** needs, and must be ratified by a majority vote of the Voting Members.

The **LJCPG** President shall be an ex-officio member of all committees.

7.1.2. Independently Chartered External Committees and Boards

The **LJCPG** President, with the ratification of the Voting Members, may appoint representatives of **LJCPG** to independently or governmentally chartered entities as deemed to be in the best interest of the community of La Jolla.

7.2. Committee and Board actions

All Committee or Board recommendations to the City that entail issues within **LJCPG’s** purview must be brought to the Voting Members for formal vote at a noticed public meeting. Voting Members shall review recommendations at a regular or special meeting and act as they deem appropriate. In no case may a **LJCPG** committee or

subcommittee recommendation be forwarded directly to the City as the formal recommendation of **LJCPG** without a formal vote of the Voting Members.

7.3. Internal Committees

7.3.1. Membership Committee

The Membership Committee maintains a current roster of Members and periodically updates the list. This committee shall document attendance at monthly **LJCPG** meetings and ensure that sign-in sheets and similar documents are retained for record keeping by the Secretary. The Membership committee advises Voting Members as to the status of Members and posts Member lists on the **LJCPG** website. This committee consists of four to seven members.

7.3.2. Elections committee

The Elections committee prepares for and supervises Voting Members elections. The Election committee shall also review the eligibility of candidates between the time a candidate applies to run and the preparation of the ballot. The Election committee consists of four to seven members, none of whom may be candidates for election or re-election.

7.4. Jointly Appointed Committees and Boards

7.4.1. La Jolla Development Permit Review Committee (LJDPR)

LJDPR reviews and makes recommendations regarding all discretionary permit applications filed for projects located within the La Jolla Community Plan boundaries, except those within the La Jolla Shores Planned District. LJDPR receives public input in a review process that uses the regulations and guidelines established in the San Diego Municipal Code and La Jolla Community Plan in effect at the time of the project submission to the City. LJDPR holds regularly scheduled public meetings.

LJDPR may consist of ten members, five appointed by **LJCPG** and five members appointed by the La Jolla Town Council.

7.4.2. La Jolla Shores Permit Review Committee (LJSPRC)

PRC reviews and makes recommendations regarding all applications for permits within the boundaries of the La Jolla Shores Planned District. This review is intended to ensure compliance with the La Jolla Community Plan and Local Coastal Program Land Use Plan, the La Jolla Shores Planned District Ordinance, the La Jolla Shores Planned District Urban Design Manual, and City of San Diego ordinances concerning Sensitive Coastal Resources, Resource Protection, Hillside Review, Zoning Variances, Conditional Use Permits and Special Permits. The LJSPRC holds regularly scheduled public meetings.

PRC may consist of eight members, five members appointed by the La Jolla Shores Group and three members appointed by **LJCPG**.

7.4.3. La Jolla Planned District Ordinance Committee (LJPDO)

LJPDO ensures uniform and consistent enforcement of the La Jolla Planned District Ordinance (LJPDO), assists the City of San Diego City in clarifying the LJPDO, assists applicants in understanding and interpreting the LJPDO and the permit process, and develops recommendations for changes to the ordinance. LJPDO reviews and makes written monthly recommendations to **LJCPG**, the La Jolla Town Council, and local manager/advisory board of the Business Improvement District regarding all applications for discretionary permits as well as sign permits and façade changes within the La Jolla Planned District. This committee forwards its recommendations to LJDPR when associated with a discretionary permit under consideration by LJDPR, or otherwise directly to **LJCPG** to enable the respective organizations to incorporate these recommendations in its review and public comment discussion. LJPDO holds regularly scheduled public meetings.

LJPDO committee normally consists of eleven members, three appointed by **LJCPG**, three appointed by the La Jolla Town Council, two appointed by the Bird Rock Community Council, and three appointed by the La Jolla Village Merchants Group.

7.4.4. La Jolla Traffic and Transportation Board (LJT&T)

LJT&T serves as the focal point with governmental agencies and with the public for traffic and transportation matters concerning the community of La Jolla, and investigates, evaluates and proposes recommendations to **LJCPG**, the La Jolla Town Council, local manager/advisory board of the Business Improvement District, the La Jolla Shores Group, and the Bird Rock Community Council. LJT&T holds regularly scheduled public meetings.

T&T normally consists of ten members, two members appointed by **LJCPG**, two members appointed by the La Jolla Town Council, two members appointed by the La Jolla Shores Group, two members appointed by local manager/advisory board of the Business Improvement District, and two members appointed by the Bird Rock Community Council.

7.4.5. Community Planners Committee (CPC)

The President shall be the **LJCPG** representative to the CPC. However, by vote of the Voting Members, a Voting Member other than the President may be designated as the official representative to CPC with the same voting rights and privileges as the President. Designation of a Voting Members other than the President as the official representative, as well as for an alternate to CPC, shall be forwarded in writing to the staff representative of CPC prior to extension of voting rights and member attendance.

LJCPG representatives to CPC shall promptly disseminate to all Voting Members pertinent information regarding CPC's official business.

7.4.6. La Jolla Coastal Access And Parking Board (LJCAP)

The Voting Members of the **LJCPG** may appoint three Members of the **LJCPG** to serve on the LJCAP Board. The purpose of the LJCAP Board is to review and make recommendations concerning all coastal access and parking issues within the La Jolla Community Plan boundaries. The LJCAP Board holds regularly scheduled public meetings.

The LJCAP Board normally consists of nine members, three members appointed by the **LJCPG**, three members appointed by the La Jolla Town Council, and three members appointed by local manager/advisory board of the Business Improvement District.

7.4.7. La Jolla Community Parking District Advisory Board (LJCPD)

The La Jolla Community Parking District Advisory Board (LJCPD) was established by resolution of the City of San Diego. Voting Members of the **LJCPG** shall appoint one Member of the **LJCPG** to serve on the La Jolla Community Parking District Advisory Board. The purpose of the LJCPD is to advise the City of San Diego on the creation of parking policies and practices that are in the best interests of the community of La Jolla.

The LJCPD normally consists of nine members, one appointed by the **LJCPG**, three appointed by local manager/advisory board of the Business Improvement District, one appointed by the La Jolla Town Council, one appointed by the La Jolla Shores Association, one appointed by the Bird Rock Community Council and two at large.

7.5. Planning Group Officers

The officers of the **LJCPG** shall be elected from and by the members of the planning group. Said officers shall consist of a President, Vice President, Vice President of Community Outreach, Secretary and Treasurer. The length of an officer's term shall be two years, except that no person may serve in the same **LJCPG** office for more than four consecutive years per the term limits established in Section 4.4. After a period of one year in which that person did not serve as an officer that person shall again be eligible to serve as an officer.

7.5.1. President

The President shall be the principal officer of the **LJCPG** and shall preside over all **LJCPG** and community wide meetings organized by the **LJCPG**. The President will be the **LJCPG's** representative to the Community Planners Committee (CPC), unless otherwise designated.

The President fully participates in the **LJCPG** meetings. They may make motions and participate in all discussions and vote on all motions. They set the agenda and nominate qualified candidates to fill vacancies. They appoint all members to Standing and Ad Hoc committees, subject to **LJCPG** Board approval. They are the point of contact for the **LJCPG**. The President shall be the recognized **LJCPG** representative to all governmental and quasi-governmental bodies.

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

7.5.2. Vice President

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

7.5.3. Vice President of Community Outreach

The Vice President of Community Outreach shall be responsible for the execution of the Community Outreach deliverables as outlined in the **LJCPG** Community Participation and Representation Plan.

7.5.4. Treasurer

The Treasurer shall be responsible for the financial affairs of **LJCPG** and shall make regular financial reports to Trustees and Members. The Treasurer shall also be responsible for filing financial reports.

7.5.5. Secretary

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

7.5.6. Other Officers & Representatives

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

8. **ADDITIONAL PLANNING GROUP RESPONSIBILITIES**

8.1. Commitment to Non-Discriminatory Practices

The **LJCPG**, 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.

8.2. Records Retention

The **LJCPG** 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.

8.3. Ethical Standards

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

8.3.1. Direct Economic Interest

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

8.3.2. Exceptions to Conflicts of Interest

Exceptions to conflicts of interest may be granted by the **LJCPG** board to other **LJCPG** Voting Members who can show that the decision will not have an effect on their economic interest.

8.3.3. Abstentions for Potential Conflicts of Interest

LJCPG Voting Members may voluntarily choose to abstain from voting when that member has legitimate, non-economic, personal interests in the outcome that would, at minimum, give the appearance of impropriety, cast doubt on that member's ability to make a fair decision, or a where that voting member lacks sufficient information upon which to cast a vote. The **LJCPG's** record of the vote on the item will reflect an

abstaining voting member in the vote and they are still counted in a community **LJCPG** quorum for that item, regardless of the point in time they declare their abstention. Discomfort in publicly disclosing their position on a matter is not sufficient reason to abstain at the time of the vote, a member shall disclose their reason for abstaining.

8.3.4. Political Actions

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

8.3.5. Donations

Neither the **LJCPG** nor its Voting Members shall accept donations on behalf of any individual running for office. The **LJCPG** may develop a policy for financial contributions from the citizens of the community for the purposes of furthering the efforts of the **LJCPG** to promote understanding and participation in the planning process. However, no membership dues shall be required and no fee may be charged as a condition of attendance at any **LJCPG** meeting. All contributions must be voluntarily made, and no official **LJCPG** correspondence may be withheld based on any individual's desire to not make a voluntary contribution.

8.3.6. Equal Time for Candidates or Ballot Measures

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

8.3.7. Professional Conduct

The **LJCPG** Voting Members shall treat each other, applicants, city staff and the public with courtesy and respect at all times.

8.4. Voting Member Training

Each **LJCPG** voting member shall complete the [Annual Planning Group education program](#) (in- person or on-line) offered by the City and shall attend the annual **LJCPG** Board Development Workshop (not to exceed 6 hours).

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

Evidence of completion of annual training shall be part of the **LJCPG's** official records. Failure of Voting Members to complete the specified training each year will make the member ineligible to serve.

8.5. Collaboration with City Staff

LJCPG Voting Members will collaborate with the City on an ongoing basis and as requested by the City to increase its Voting Members' understanding of the role and responsibilities of the **LJCPG**.

9. **LJCPG RIGHTS AND LIABILITIES**

9.1. Indemnification

Pursuant to the policy of the City Council, the City shall indemnify, and the City Attorney shall defend, **LJCPG** or its individual Voting Members or appointed Committee members, acting in their capacity to the City, under the specified terms set forth in San Diego Ordinance No. O-19883, adopted July 28, 2009, titled "An Ordinance Providing for Defense and Indemnification of Community Planning Groups," which may be amended from time to time. Defense and indemnification cover any claim or action of civil wrongdoing against **LJCPG** or its duly elected or appointed Voting Members or Committee members resulting from their obligations to advise and assist the City and its agencies with land use matters as specified herein, so long as their conduct was in conformance with these Terms and Conditions, all of the findings specified in the Ordinance O-19883 can be made, and the rights to defense and indemnification are consistent with state law. The right to defense and indemnification do not apply to allegations of criminal wrongdoing, including alleged criminal violation of the Brown Act.

When **LJCPG**, one of its Voting Members, or an appointed member of one of its Committees or Boards is found to be out of compliance with the provisions of Policy 600-24, or with its Terms and Conditions, they acknowledge they risk loss of defense and indemnification pursuant to Ordinance O-19883, including any future amendments thereto. Members whom **LJCPG** appoints to serve on an LJCPG internal or ad hoc committee, or on a community joint committee or board chartered by **LJCPG** or another entity, may be indemnified by the City in accordance with Ordinance No. O-19883 and any future amendments thereto, provided those appointees satisfy all requirements of the Ordinance and complete any required orientation training.

A Voting Member or Committee/Board member found to be out of compliance with the

provisions of Policy 600-24 and these Operating Procedures risks loss of defense [legal protection and representation] and indemnification pursuant to Ordinance No. 0-19883 and any future amendments thereto.

9.2. Violations and Remedies Related to Provisions Citing the Brown Act

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

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

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

9.3. Violations of Membership Eligibility

Any **LJCPG** voting member who violates membership eligibility as defined in Section 4.2, may be removed by the remaining **LJCPG** Voting Members as outlined in Section 5.2.

9.3.1. Removal of Ineligible Voting Members

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

9.4. Violations and Remedies

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

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

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

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

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

9.5. Disciplinary Actions of Individual Voting Members in Violation of Operating Procedures

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

9.6. Potential Conflicts of Interest

LJCPG Voting Members found to have a conflict of interest who did not recuse from a vote may be subject to disciplinary action by the officers of the **LJCPG**, which may include expulsion from the board. The **LJCPG** will report in writing instances of disciplinary action to the City within sixty (60) days of any allegation.

9.7. Violations and Remedies for Quorum and Attendance Requirements

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

9.8. Violations of City Requests for Input

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

10. **COLLECTIVE ACTION OF THE LJCPG**

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

11. **TERM OF OPERATING PROCEDURES**

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

12. **EXHIBIT A:**
Required Community Planning Group Documents For An Application For
City Council Recognition
- 1: Operating Procedures (outlined herein)
 - 2: Community Representation and Participation Plan (submitted separately)
 - 3: Ethical Standard (incorporated into Operating Procedures herein)
 - 4: Voting Member Composition Worksheet (submitted separately)
13. **EXHIBIT B:**
Map Of Planning Group Boundaries (The *Ljcp*g Will Represent The
Communities Of *Community, Adjacent Community 1 And Adjacent
Community 2.*)

Community Participation and Representation Plan

For City Council Recognition of **The La Jolla Community Planning Group**

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



lajollacpg.org
lajollacpg@gmail.com



LA JOLLA COMMUNITY PLANNING GROUP

Community Participation & Representation Plan

Mission Statement

The La Jolla Community Planning Group [LJCPG] is committed to engaging a broad and diverse cross-section of the La Jolla community in monthly meetings and to electing LJCPG members who are representative of the La Jolla community and community interests, including, but not limited to homeowners, renters, business owners/operators, non-profit owner/operators, youth, people with disabilities, and intergenerational households. Soliciting and obtaining broad input on projects and initiatives is critical to the success of the LJCPG to serve as a recognized advisory body to the City of San Diego on land use matters within the boundaries of the La Jolla Community Plan.

Overarching Goal

- Educate community members about the role of the La Jolla Community Planning Group and opportunities for involvement.
- Establish partnerships with nonprofits, community organizations, businesses, schools/universities and government organizations to build relationships and trust with the community.
- Increase and diversify participation in monthly Planning Group meetings and decision making.
- Communicate about LJCPG work and goals in simple, easy-to-understand language that is accessible for anyone regardless of their background in or knowledge of community planning.

- Obtain meaningful input from a broad range of community members on land use matters (e.g. General Plan and Community Plan Amendments, Community Plan Updates, project reviews, and other land use matters referred to them by the City).
- Be proactive in listening to community needs and effectively communicating these to the City.

Guiding Principles for Public Participation

- Provide all meeting information necessary to encourage community members to participate in a simple and accessible manner.
- Communicate in ways that are inclusive, transparent and respectful.
- Consistently share information with community members using a variety of methods (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.
- Be respectful of people’s opinions and time.
- Ensure a safe, accessible meeting space.

Strategies for Community Involvement

- 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 LJCPG, how to get involved, and the benefits of serving on a Community Planning Group (See Appendix C – Sample flyer).
- Share meeting information in digital formats including social media pages and a dedicated LJCPG website (See Appendix C – Sample flyer and website).
- Consistently post printed monthly meeting information at local places including, but not limited to:

Local library (ies)	Grocery Stores
Park and Rec Building (s)	Coffee Shops
Public Transit Hubs	Schools

- Build relationships with other city advisory boards to cross-pollinate messaging. There are plans to hold quarterly joint meetings with La Jolla Town Council.

- Set up informal meetings or calls with local non-profit organizations to introduce and discuss the LJCPG's role and to build relationships.
- Advertise monthly meetings and elections in local community paper(s)/newsletter(s)/social media.
- Host informal events outside of LJCPG meetings to invite the public to learn about the Planning Group and how to participate in monthly meetings.
- Organize informal town hall events to solicit feedback on community needs. Select a time/ day, location and format of the events and town halls that maximizes the opportunity for people not already engaged with the Planning Group to attend.
- Work with the council office and the Mayor's Office to amplify outreach.
- Make online interactive activities, such as surveys, to seek input on community needs/ other initiatives.

Measuring Success

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

Goals & Objectives (1-4)

The overarching goal of the La Jolla Community Participation and Representation Plan [LJCPRP] is to communicate the **LJCPG goals, guiding principles for outreach and communication, and a strategy for meaningful, ongoing engagement**. This plan is crafted to reflect the unique demographics and characteristics of the La Jolla community. [Click here to view La Jolla Demographics Data \[SANDAG\]](#).

1. Community Education:

Goal:

Educate community members about the role, work, goals and opportunities for involvement in the LJCPG in simple, easy-to-understand language that is accessible for anyone regardless of their background in or knowledge of community planning.

Objective:

Build and grow the [LJCPG Email list](#) driving community members to educational content on the [LJCPG Website](#). Create content detailing the role, work, goals and opportunities for involvement in the LJCPG. Amplify this content via email campaigns, LJCPG social media sites, Community Flyer (physical and digital), speaking engagements, local events and local newspaper outlets. Use website, social media and email campaign metrics to track outcomes and summarize the results in the LJCPG Annual Report.

2. Community Partnerships:

Goal:

Establish partnerships with local nonprofits, community organizations, businesses, schools/universities and government organizations to build relationships and trust with the La Jolla community.

Objective:

Reach out to other local organizations on a regular basis requesting cross-pollination of groups messaging at meetings and on social media. Attend at least one of those organizations events per year. View list of La Jolla nonprofits, community organizations, businesses, schools/universities and government organizations here. Assign this task to a LJCPG Trustee or LJCPA Intern. Summarize the outcomes in the LJCPG annual report.

3. **Community Input:**

Goal:

Obtain meaningful input from a broad range of community members on land use matters (e.g. General Plan and Community Plan Amendments, Community Plan Updates, project reviews, and other land use matters referred to them by the City).

Objective:

Solicit community input on land use matters through an annual survey distributed via LJCPG Website, Social Media and LJCPG email list. Survey data will be summarized in the LJCPG Annual Report.

4. **Measurement of Outcomes:**

Goal:

Monitor month-over-month and year-over-year outcomes. Success should also be qualitatively measured by the intentional efforts made to bring in community members that have historically faced barriers to participation in the LJCPG.

Objective:

Track 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. Summarize these outcomes in the LJCPG Annual Report and submit to the City of San Diego via email: SDPlanningGroups@sandiego.gov within 14 days of the approval of the March minutes.

LJCPG Public Engagement Techniques

<u>Technique & Description</u>	<u>Purpose</u>	<u>LJCPG Deliverable</u>
<p>In-person Public Meetings: These organized meetings are open to the public at large and are used to provide presentations and allow the public to ask questions and provide comments.</p>	<p>Bringing people together: Participants are able to hear relevant information and have an opportunity to ask questions and make comments and hear opinions and perspectives of others.</p>	<p>6 LJCPG Monthly Meetings:</p> <ol style="list-style-type: none"> 1: LJCPG Regular Monthly Meeting 2: LJDPR Committee (twice mthly) 3: LJSRPC Committee 4: LJPDO Committee 5: LJTT Committee
<p>Web-based Meetings: The LJCPG, where possible, implement web-based online meetings to reach people who are normally unable to participate in person. The LJCPG will consult the In-person Meeting Guidelines when hosting virtual or hybrid meetings</p>	<p>Bringing people together: Online meetings are cost and time-efficient allowing people to participate from their home, office or mobile device via an online application. LJCPG will abide by the Brown Act when conducting virtual or hybrid meetings</p>	<p>In-person and Web based monthly LJCPG meetings (where venue and equipment permits)</p>
<p>Board (Voting Members) Annual Development Workshops (Open To The Public): Conduct Board Development annual workshop to level set communication standards and expectations to build an effective board.</p>	<p>Maintain High Standards for LJCPG Voting Members, Transparency and City Indemnification: Conduct Annual Board Development workshop to level set communication standards and expectations to build an effective board. This workshop will be held in conjunction with the mandatory CPG annual training requirements set by the City of San Diego.</p>	<p>Annual Voting Member LJCPG Workshop and CPG Training: with emphasis on:</p> <ul style="list-style-type: none"> • Maintain routine communication with all members via email and 1:1 communications • Engage with cross-community board leaders on issues and concerns, encouraging their participation specifically when cross community alignment is required • Document and publish voting-member decision-making process

		<ul style="list-style-type: none"> • Community outreach through local events and social media community management • Appoint community liaison to field inquiries, represent the LJCPG at local meetings & events, and publish their contact points
<p>Electronic forums, social media groups, and email: Sharing electronic information to notify stakeholders when new materials are posted, invite them to upcoming meetings, distribute comment and evaluation forms, share meeting summaries, collect comments and input, etc.</p>	<p>Share Information: Inexpensive process to directly reach stakeholders and allows people to share messages with each other.</p>	<p>Create Digital Assets: Exercise the capabilities of the modern digital landscape by developing and managing a LJCPG website and social media accounts</p> <p>Survey Data: Leverage social media polling capabilities to crowd-source data.</p> <p>Monthly Email Blasts and Social Media Posts: Notification of upcoming meetings with links to website, agenda, previous months minutes, comment form, email sign up form etc.</p>
<p>Printed public information materials: Information materials such as fact sheets, newsletters, brochures, annual reports, etc. that can be printed and distributed.</p>	<p>Share Information: A mechanism to reach a large target audience through clear and visually engaging information.</p>	<p>Survey & Feedback Forms (digital and in-person)</p> <p>LJCPG Information Flyer (see Attachment A)</p> <p>LJCPG Annual Report</p>
<p>Website and Social Media : Develop LJCPG Website and Social Media sites to provide accessible information to the public.</p>	<p>Share Information: These online tools help drive the community to a central location providing information about projects, plans, meeting agendas, events, etc. and can allow options for people to join email mailing lists and/or share</p>	<p>LJCPG Website and Social Media Sites: LJCPG Website LJCPG Instagram LJCPG LinkedIn</p> <ul style="list-style-type: none"> • Maximize Dynamic Social Media sites to drive potential members to

	<p>online comments via a comment form. Websites can also share links to other relevant sites.</p>	<p>actionable landing pages on LJCPG Website</p> <ul style="list-style-type: none"> ● Implement a hybrid meeting model, enabling broad access to information and idea exchange ● Exercise the capabilities of the modern digital landscape by developing and managing website and social media accounts ● Conduct routine outreach to potential and prospective members through organic digital marketing and grassroots efforts ● Leverage social media's polling capabilities to crowd-source data ● Surveys and feedback forms (digitally hosted, and available in person)
<p>Digital Newsletter: Can contain notices, summarized details on past/future engagement opportunities or comment forms in local newspapers</p>	<p>Share Information: A LJCPG digital Newsletters will include notices and summaries to allow wide distribution of information and gather public feedback.</p>	<p>LJCPG Newsletter</p> <ul style="list-style-type: none"> ● Project review updates ● Open board & committee seats ● Calendar of events ● Permit Review Educational information ● Email Sign Up Button ● Forward to a Friend Button ● How to become a member ● etc
<p>Comment Forms: Written or email/web-based forms for collecting and documenting input and comments from the public.</p>	<p>Collect and Compile Input: Comment forms can help collect input from people unlikely to attend meetings or who might feel uncomfortable voicing their input at meetings.</p>	<p>Create Web Forms: Email Sign Up Form Contact Us Form Commnet Form Meeting Comments Box Membership Form Voting Member Application Committee Member Application</p>

<p>Pop-Up Events: These events offer an opportunity to participate in a large fair or community gathering by setting up a table with information and resources about participating in the Planning Group.</p>	<p>Bringing people together: These events provide an opportunity to connect with community members on the ground, get feedback, answer questions and share information.</p>	<p>Enhanced La Jolla Day La Jolla Town Council Day La Jolla Village Merchants Asson. San Diego Foundation</p>
<p>Open Houses: An open house typically includes several informational stations, each addressing a separate issue. A resource guide can assist participants in touring through the exhibits at their own pace.</p>	<p>Bringing people together: This event format helps foster small group or one-on-one communication on multiple land use issues or in coordination with a project applicant on a complex development project.</p>	<p>CIP/Budget Open House (In conjunction with LJTC seeking broad community input on proposed projects and their priority). DPR/PRC/PDO/T&T Stations & Representation</p>

Attachment A: LJCPG Flyer (example)



Something New is in the Air! Come Join Us!

Your New Certified La Jolla Community Planning Group

Advisory Body to The City of San Diego

WHAT DO WE DO?

Permit Review

LJCPG reviews projects & policies based on the La Jolla Community Plan, the SD Municipal Code & other City & State Law.

CIP Priorities

Annual CIP priorities for La Jolla Capital Improvement Projects sent to City of San Diego

Traffic & Transportation

Public focal point for traffic & transportation matters in La Jolla

Listen to You!

Polls, emails, public meetings

COMMUNITY REPRESENTATION

- Homeowners
- Renters
- Biz Owners/Operators
- Intergenerational Households
- Non-Profits
- Youth Rep
- Race/Ethnicity

SHORTER TERM LIMITS

- No more stagnant boards & committees
- Greater community participation
- Broader range of perspectives

TRANSPARENT & INCLUSIVE

- Robust community outreach
- Fair & accessible elections
- Public notification of open board seats

ACCESSIBLE & OPEN MEETINGS

- Always in-person
- Hybrid meetings when possible
- No meetings before 5pm
- Timely public meeting notification

**LJCPG WANTS TO
HEAR FROM YOU!**

Email Us: lajollacpg@gmail.com
Meeting Information: lajollacpg.org
Instagram: [@lajollacpg](https://www.instagram.com/lajollacpg)



La Jolla Community Planning Group **[Application for City Council Recognition as the Community Planning Group for La Jolla, CA.]**

Member Composition

(Per Council Policy 600-24)

(https://www.sandiego.gov/sites/default/files/why_is_demographic_information_being_requested.pdf)

Council Policy 600-24 intends that voting members of planning groups, to the greatest extent possible, be representative of the community they represent and requires that to be recognized as a planning group and to maintain recognition, the group **must** demonstrate to the City that it fairly represents and is accessible to all members of the community within the planning area(s). Demographic data such as race/ethnicity, age, and household income are relevant to planning decisions and are being requested **anonymously as part of the recognition application process** to ensure representation and to include those that have historically been excluded from the planning process, such as people of color, younger people, and those with lower incomes. Staff will use this **information aggregated at the group level**, not on an individual basis. This information will assist in making recommendations to the City Council in the event that multiple applications for a single community are received.

The applicant, the La Jolla Community Planning Group [LJCPG], will comprise a Board of 11 Voting Members. According to [Council Policy 600-24](#) Voting Members shall be demographically representative of the diversity of the entire community, within the La Jolla Planning Group boundaries to the greatest extent possible and shall be representative of the various geographic sections of the community and diversified community affiliations, including, but not limited to, homeowners, renters, property owners, local business persons, youth representatives (age under 25) and other substantial demographic groups. A Trustee must be at least 18 years of age.

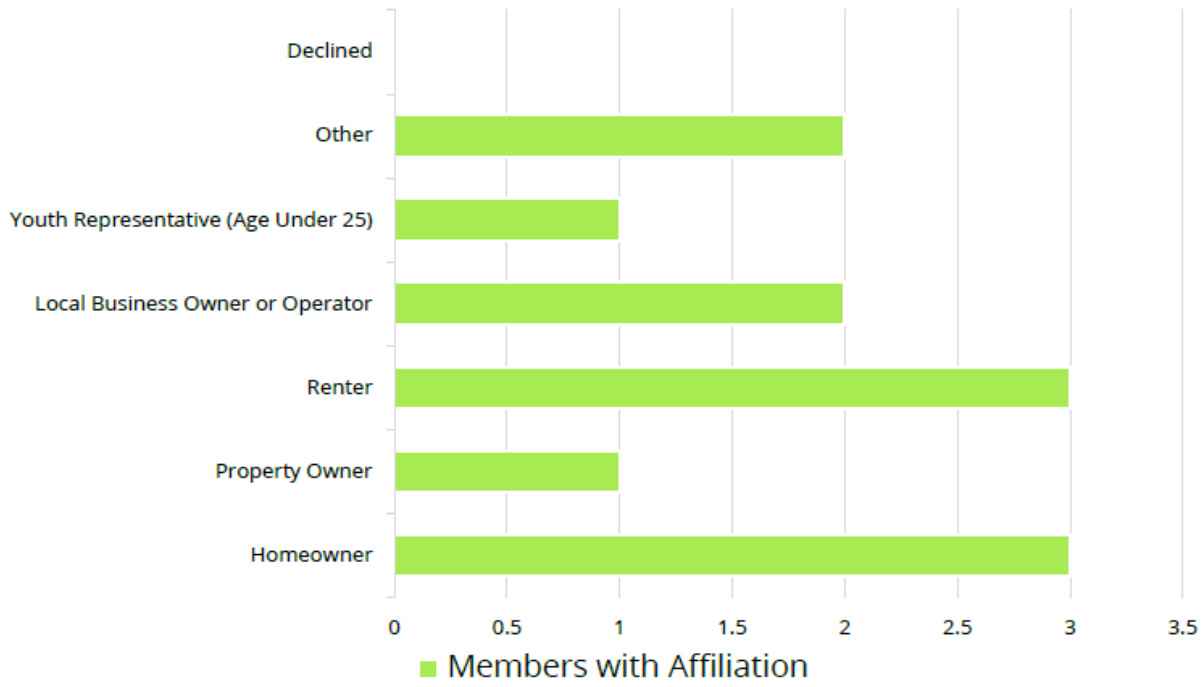
Demographic Data for La Jolla can be viewed [here](#).

La Jolla Community Planning Group - Member Composition

	Name	Sex	Race/ Ethnicity	Community Affiliation	Age	House hold Income	Resident Of:
1	Karen Roque	█	█	█ █ █ Business Operato █	█	█	█
2	Dr. Melanie Villalobos	█	█	Homeowner █	█	█	█
3	Max Lawrence (Resigned as of 2/18/24.)	█	█	Property Owner █ █ █	█	█	█
4	Brenda Fake	█	█	Non-Profit Owner/Operator █ █ █	█	█	█
5	Jackson Ludtke	█	█	Youth Rep █ █ █	█	█	█
6	Suzanne Baracchini	█	█	Homeowner █ █ █	█	█	█

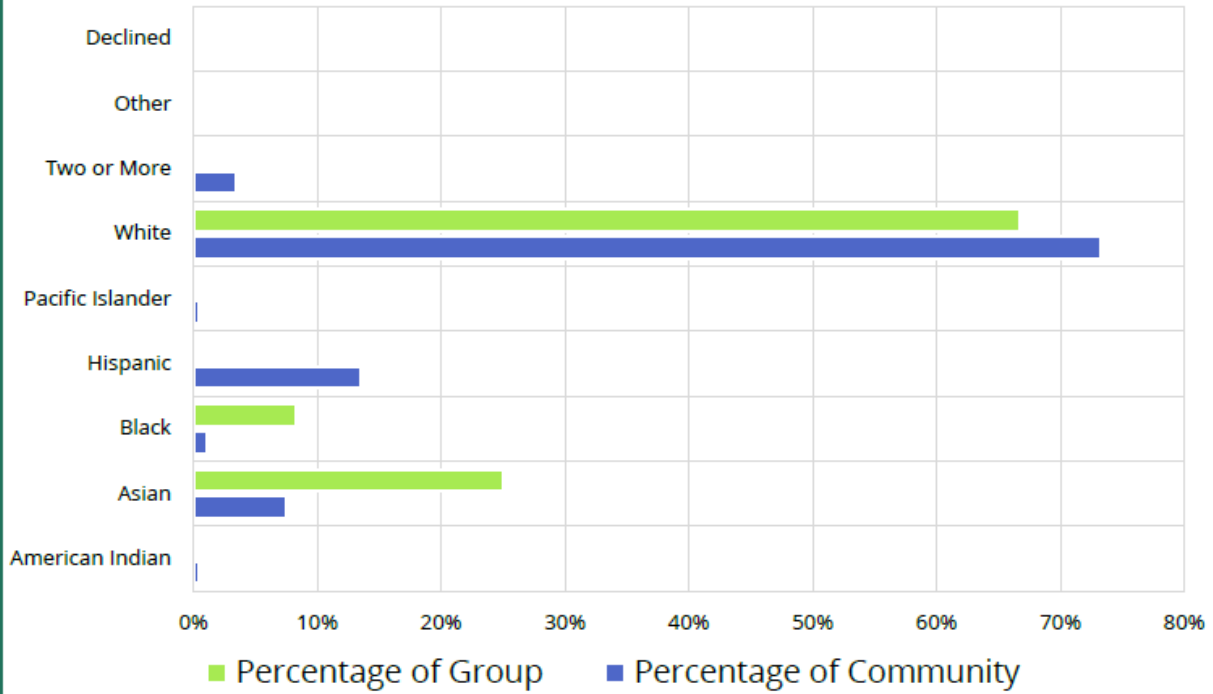
	Name	Sex	Race/ Ethnicity	Community Affiliation	Age	House hold Income	Resident Of:
				[REDACTED]			
7	Anita Sarsidi	█	█	Renter [REDACTED]	█	█	█
8	John McGuiness	█	█	Business Owner [REDACTED]	█	█	█
9	Anthony Tian	█	█	Homeowner [REDACTED]	█	█	█
10	Paul Dammkoehler	█	█	Renter [REDACTED]	█	█	█
11	Obed Brefo	█	█	Renter [REDACTED]	█	█	█
12	Treger Strasberg	█	█	Non-Profit Business Owner [REDACTED]	█	█	█

LA JOLLA CPG - COMMUNITY AFFILIATION



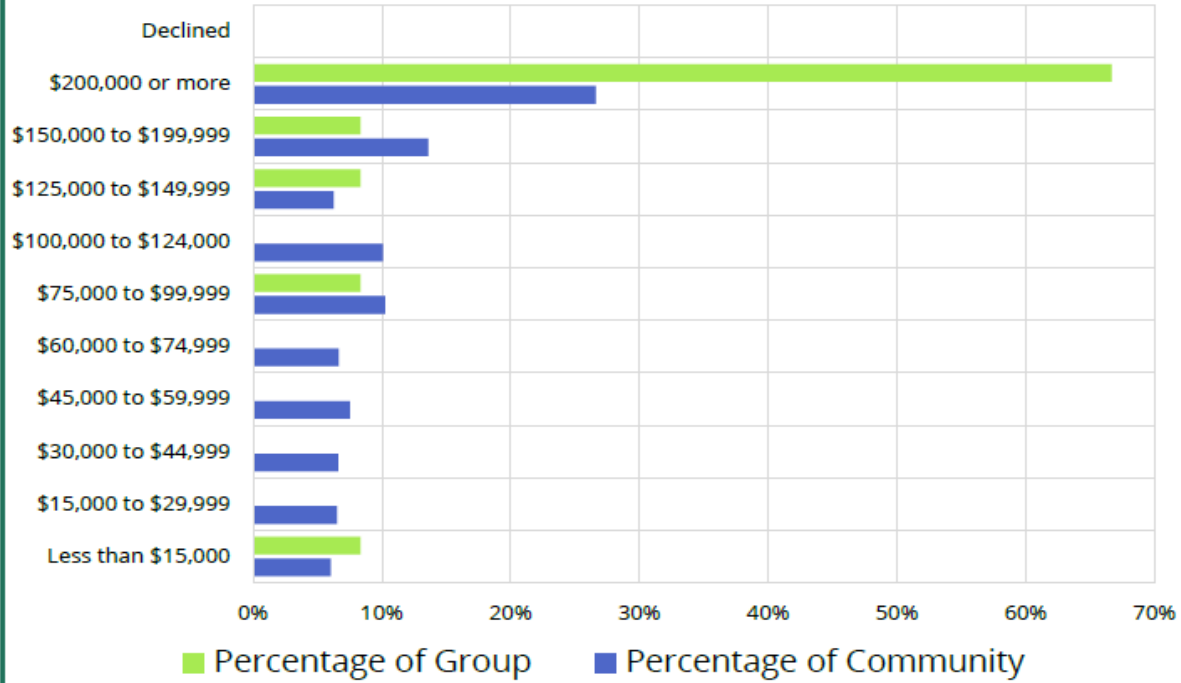
Community Affiliation	Members with Affiliation
Homeowner	3
Property Owner	1
Renter	3
Local Business Owner or Operator	2
Representative (Age Under 25)	1
Other	2
Declined	---
Total	12

LA JOLLA CPG - RACE/ETHNICITY



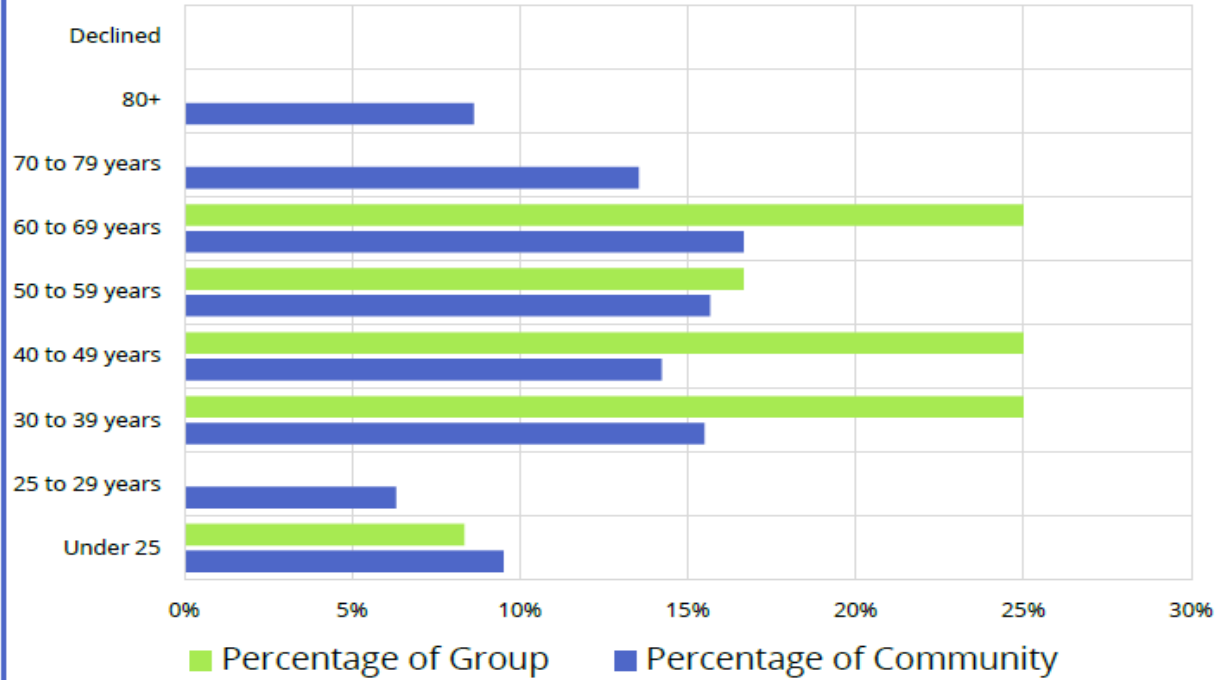
Race/Ethnicity	Member Count	Percentage of Group	Percentage of Community
American Indian	---	---	0.4%
Asian	3	25.0%	7.6%
Black	1	8.3%	1.1%
Hispanic	---	---	13.5%
Pacific Islander	---	---	0.5%
White	8	66.7%	73.2%
Two or More	---	---	3.4%
Other	---	---	0.2%
Declined	---	---	---
Total	12	100.0%	100.0%

LA JOLLA CPG - HOUSEHOLD INCOME



Household Income	Member Count	Percentage of Group	Percentage of Community
Less than \$15,000	1	8%	6%
\$15,000 to \$29,999	---	---	6%
\$30,000 to \$44,999	---	---	7%
\$45,000 to \$59,999	---	---	7%
\$60,000 to \$74,999	---	---	7%
\$75,000 to \$99,999	1	8%	10%
\$100,000 to \$124,000	---	---	10%
\$125,000 to \$149,999	1	8%	6%
\$150,000 to \$199,999	1	8%	14%
\$200,000 or more	8	67%	27%
Declined	---	---	---
Total	12	100%	100%

LA JOLLA CPG - AGE



Age	Member Count	Percentage of Group	Percentage of Community
Under 25	1	8%	10%
25 to 29 years	---	---	6%
30 to 39 years	3	25%	15%
40 to 49 years	3	25%	14%
50 to 59 years	2	17%	16%
60 to 69 years	3	25%	17%
70 to 79 years	---	---	14%
80+	---	---	9%
Declined	---	---	---
Total	12	100%	100%