

# **Chollas Valley Community Planning Group- Community Declaration**

Purpose, objectives, and goals

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

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

The primary goals of CVCPG through planning:

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

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

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

## **Employment Opportunities:**

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

## **Commercial Centers:**

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

## **Density and Design of New Development:**

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

## **Access:**

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

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## **Community Design:**

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

## **Public Facilities:**

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

## **Extremely low Housing Projects:**

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

## **Social Service Facilities:**

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

## **Recreation and Education Facilities:**

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

January 2024 Draft

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OPERATING PROCEDURES FOR CITY COUNCIL RECOGNITION OF THE  
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**Introduction and Background**

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

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

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

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

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

**1. Name and Geographical Boundaries**

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

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

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

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## **2. Responsibilities**

### 2.1 Collaboration between City Staff and the Planning Group

As a recognized body, the Planning Group must 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.

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

In this section, the reciprocal responsibilities between the Planning Group and City staff are recognized to collaborate fully and meaningfully, one with the other. The CVCPG shall assist the City Planning Department in their commitment to advancing social equity as their foundational principle in the way they develop our City. We support the City's acknowledgment of the negative effects that unjust planning decisions, segregated neighborhoods, massive inequality, exclusionary zoning and has historically affected and continues to impact our underserved communities and neighborhoods. Therefore, we applaud the City's stated commitment and dedication in developing equitable policies and practices that elevate restorative justice, provide sustainable communities, creates opportunities, fair housing, and investments in our community where the needs are the greatest.

Exhibit C is our Community Declaration.

### 2.2 Advisory Planning Group Review

The Planning Group may make advisory recommendations to the City, including all of its subdivisions, committees, employees, officials, entity or person doing business with the City, and other governmental agencies on land use matters within the Planning Group's geographical boundaries or related matters associated with implementation of its community plan as shown in Exhibit C, including the preparation of, adoption of, implementation of, or amendment to, the General Plan or a land use plan when a plan relates to its boundaries.

The Planning Group may make recommendations, or participate in, additional efforts such as identifying capital improvement project (CIP) infrastructure needs or additional City matters. The Planning Group may be called upon to advise on, or participate in, additional efforts such as identifying Capital Improvement Project infrastructure needs, as discussed in Council Policy 000-32. Pursuant to provisions of Council Policy 600-33, the CVCPG may be asked to review a park general development plan or capital improvements within the park if there is not City-recognized park advisory group. Nothing in this policy precludes the Planning Group from serving as the local advisory group for a Maintenance Assessment District (MAD) nor from seeking to serve as the local manager of a new MAD.

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

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

2.3 Timely Submittal of Planning Group Recommendations to the City

In order to be considered as part of the City's development review process, Planning Group project review recommendations, if any, shall be submitted to the City within seven calendar days of the Planning Group taking action. The Planning Groups recommendations must adequately include relevant elements of equity, such as raising the area median income to the City's median income, eliminate 100% restricted income projects, require market rate units with every project on-site, prohibiting the construction of restricted income units within official public-school boundaries in which the schools are within the lower 50% of the official instrument used by the State of California to measure student achievement. ensure that equity, and de-concentration of poverty limits the concentration of poverty, some of the reviewing factors will ensure the reduction of poverty in our area.

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

In addition, the Planning Group shall submit its recommendation- if any and any conditions to the project proposed by the Planning Group, 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 Planning Group, vote results, the Planning Group's conditions/recommendation, name and signature of chair or designated representative.

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

2.4 Adherence to Ralph M. Brown Act

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

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Group to lose its Council recognition and may subject the Planning Group and Planning Group voting members to a loss of indemnification by the City.

2.5 Maintenance of Open Records

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

Written applications submitted to the Planning Group by individuals wishing to serve as voting members, and records of election results, are considered official records and will be maintained by the Planning Group in accordance with Council Policy 600-24. The Planning Group will submit to the City the Annual Roster of Planning Group voting members by May 1<sup>st</sup> of each year and will also submit to the City any changes to rosters as a result of Planning Group elections.

2.6 Independent Entity

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

**3. Community Participation and Representation**

3.1 Membership

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

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

3.2 Community Outreach

The CPG may work with the City, other governmental agencies, or other organizations or individuals on issues not specifically stated in these operating procedures. The Planning Group and its voting members shall routinely seek community participation in the Planning Group planning and implementation process to serve the best long-term interest of the community at large

3.3 Vacancies

The CVC PG shall find that a vacancy exists upon receipt of a resignation in writing from one its members or upon receipt of a written report from the planning group's secretary reporting the failure of a voting member to attend two-thirds of the CPG's regularly scheduled meetings in a 12-month period throughout their term as a voting member,



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A vacancy may also exist following a vote of the CVCPG as described in ~~Article III, Section 5 of Council Policy 600-24~~ and Section 8.3 of these operating procedures related to ineligibility, or following conclusion of a member-removal process conducted under Section 8.3.1 and 4.3.2 of these operating procedures, or due to violations of Council Policy 600-24 and the CPG's operating procedures.

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

The CVCPG shall fill vacancies at the time the vacancy is declared by the planning group as described below in these operating procedures. Vacancies shall be filled in accordance with the following:

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

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

### 3.4 Collection of Membership Data

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

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#### **4. Planning Group Composition**

##### 4.1 Number of Voting Members

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

##### 4.2 Voting Member Eligibility

The Planning Group 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 except for the student seat. Youth members shall be a minimum age of 16 years old.

###### 4.2.2 Minimum Attendance Requirements

The Planning Group shall take attendance to ensure that each voting member attends at least two-thirds of the Planning Group's regularly scheduled meetings in any 12-month period throughout their term as a voting member. Failure to meet minimum attendance shall be grounds for disqualification of the voting member. Minimum attendance requirements shall not apply to voting members relative to their re-election or re-appointment. Each Voting Board Member will sit on at least one Subcommittee or Working Group or report to their neighborhood or fulfill a necessary task of the CVCPG annually.

##### 4.3 Community Representation

###### 4.3.1 Minimum Attendance Requirements

The Planning Group shall take attendance to ensure that each voting member attends at least two-thirds of the Planning Group's regularly scheduled meetings in any 12-month period throughout their term as a voting member. Failure to meet minimum attendance shall be grounds for disqualification of the voting member. Minimum attendance requirements shall not apply to voting members relative to their re-election or re-appointment. Each Voting Board Member will sit on at least one Subcommittee or Working Group or report to their neighborhood or fulfill a necessary task of the CVCPG annually.

###### 4.3.2 Appointed Seats

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

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described as follows.

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

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

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

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

#### 4.3.3 Youth Seats

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

#### 4.4 Voting Member Term Limits

The Planning Group shall establish term limits for its voting members to ensure that the membership is not dominated over time by individual voting members or groups within the community. These term

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limits will conform with the following guidelines:

4.4.1 Maximum Time of Service

Members of the Chollas Valley Community Planning Group shall be elected to serve fixed terms of two (2) years with expiration dates during alternate years to provide continuity. Voting members will not serve for more than eight (8) consecutive years. Planning Group voting members who accumulate this maximum service time can be eligible to serve again after a one-year break in service.

4.4.2 Waivers of Maximum Time of Service

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

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

4.4.2.2 Waiver of Maximum Time of Service to ensure there are at least ten 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

4.4.2.3 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.

4.4.2.4 If there are two or more persons wanting a Neighborhood Representative position, the non-maximum term Board Members will have the priority.

## **5. Open and Public Elections**

### 5.1 Equal Participation

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

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

- Only one Planning Group voting member per business tax certificate
- Only one Planning Group voting member per property tax billing

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

#### 5.1.1 Voter Identification for Resident Community Members

Consistent with state and federal law, proof of residency or identity, must consist of presenting an

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original or copy of any of the documents described below in either paragraph (1) or (2). These requirements should be construed liberally by Planning Groups and any doubt resolved in favor of allowing a community member to vote in the election.

- (1) Current and valid photo identification provided by a third party in the ordinary course of business that includes the name and photograph of the individual presenting it. Examples of photo identification include, but are not limited to, the following documents: (A) driver's license or identification card of any state; (B) passport; (C) employee identification card; (D) identification card provided by a commercial establishment; (E) credit or debit card; (F) military identification card; (G) student identification card; (H) health club identification card; (I) insurance plan identification card; or (J) public housing identification card.
- (2) Any of the following documents, provided that the document includes the name and address of the individual presenting it, and is dated since the date of the last election, unless the document is intended to be of a permanent nature such as a pardon or discharge, including: (A) utility bill; (B) bank statement; (C) government check; (D) government paycheck; (E) document issued by a governmental agency; (F) sample ballot or other official elections document issued by a governmental agency dated for the election in which the individual is providing it as proof, of residency or identity; (G) voter notification card issued by a governmental agency; (H) public housing identification card issued by a governmental agency; (I) lease or rental statement or agreement issued by a governmental agency; (J) student identification card issued by a governmental agency; (K) tuition statement or bill issued by a governmental agency; (L) insurance plan card or drug discount card issued by a governmental agency; (M) discharge certificates, pardons, or other official documents issued to the individual by a governmental agency in connection with the resolution of a criminal case, indictment, sentence, or other matter; (N) public transportation authority senior citizen and disabled discount cards issued by a governmental agency; (O) identification documents issued by governmental disability agencies; (P) identification documents issued by government homeless shelters and other government temporary or transitional facilities; (Q) drug prescription issued by a government doctor or other governmental health care provider; (R) property tax statement issued by a governmental agency; (S) vehicle registration issued by a governmental agency; or (T) vehicle certificate of ownership issued by a governmental agency.

5.1.2 Voter Identification for Community Business Owners

Business Owners and For-Profit Organizations within the community should present an original or copy of an IRS employer identification number (EIN) and Business Tax Certificate or equivalent document showing a business address within the Planning Group boundaries. There shall be One voter per Business. These requirements should be construed liberally by Planning

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Groups and any doubt resolved in favor of allowing a community business owner to vote in the election.

5.1.3 Voter Identification for Non-Resident Property Owners

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

5.2 Transparency and Inclusion in Operations

The Planning Group will adopt provisions within its Operating Procedures that will govern the election or appointment of voting members of the Planning Group, their removal if necessary, and the process to fill vacancies, among other provisions. These provisions will provide for a fair and transparent process, intended to ensure broad outreach to the community, sufficient time for community members to participate in elections, and the principles of inclusion and diversity in Planning Group operations. The planning group will actively seek new members to the extent feasible. If not, enough new members are found to fill all vacant seats the planning group may retain some members who have already served for nine consecutive years to continue on the planning group without a break in service. A member of the CVCPG must retain eligibility during the entire term of service.

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

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

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

5.2.1 Elections

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

Each of the sixteen (16) seats on the CVCPG is for two (2) years. Each seat will be open for election every two (2) years. Half of the seats will be open for election in odd-numbered years and half in even-numbered years as follows:

Odd years – Alta Vista, Encanto, O'Farrell, Valencia Park and At-Large Seats 1, 3, 5 and 7.

Even Years – Broadway Heights, Chollas View, Emerald Hills, Lincoln Park and At-Large Seats 2, 4, 6 and 8.

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No member may serve more than eight (8) consecutive years unless there is no other candidate for the seat for which they qualify as specified in the operating procedures. In this event, the member's term will be one (1) year. Therefore, any neighborhood or at-large seat that is occupied by a person who has served more than 8 or more consecutive years shall be on the ballot for election without regard to whether the year is even or odd. The election of such candidates requires two-thirds of the ballots cast be in favor of the sole candidate for the position. Additionally, any vacant seat shall be on the ballot without regard to whether the year is even or odd. Elections for vacant seats shall be for the balance of the term.

The CVCPG's general elections shall be held annually.

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

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

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

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

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

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

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

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

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

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or nine consecutive years of service.

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

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

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

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

Additional voting procedures of the CVCPG are:

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

Candidates who have served beyond nine consecutive years must receive two-thirds of the votes cast to be seated in accordance with Council Policy 600- 24, Article II, Section E and Section 4.4 of these operating procedures.

- Management of the polls will be handled by Board members or members of an election subcommittee, or a combination thereof. Board members or members of an elections subcommittee, or a combination thereof individuals with disabilities are accommodated.
- Verification of voter eligibility as referenced in Sections 5.1.1 through 5.1.4 in these Operating Procedures
- The Elections Subcommittee will handle Closing the polls, such as indicating when the closing of the polls is announced during a regular meeting, when a final call for ballots is announced prior to closing Chair or Elections Subcommittee will make the announcement .Counting the ballots, including when, by whom, and how to account for a candidate continuing beyond nine consecutive years of service will be handled by the election's subcommittee.
- A plurality voting system is being used to have a declared winner.
- Ballot record keeping are kept in case of challenge for five years and (Chair, Election



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Subcommittee Chair, or designated Planning Group member).

- Tie-breaking procedure will be using a coin toss to determine candidate winner for the election.
- Announcing election results and when the election becomes final such announcing the results of the election at the conclusion of the noticed, regular March meeting and finalizing the results one week after if no election challenges are filed.
- Election challenge procedures. Operating procedures should be handled by the election.
- subcommittee submitted and received by the secretary within one week from the election, reporting to the Planning Group.
- The Election subcommittee will Maintain confidentiality of secret written ballots.
- Completed ballots are deposited into a sealed container provided by the city and only opened just before counting.
- Electioneering (individuals actively trying to convince voters to vote for a specific candidate at the time and place of the election) is not allowed.

### 5.3 Election Timing

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

## **6. Conduct of Meetings**

### 6.1 Conduct

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

### 6.2 Chollas Valley Planning Group Ground Rules

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

1. We will follow Roberts Rules of Order, which sets forth the responsibilities of each member to listen and communicate so that the meeting can be conducted in an efficient and orderly manner.
2. We agree that one person speaks at a time; there will not be side conversations, there shall be no name-calling.

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3. We acknowledge a member's right not to speak on a particular issue, but we agree to participate in discussions and contribute to decisions.
4. We will focus on discussing issues, (stick to the topic).and give constructive feedback.
5. We will respect the group's time and timetables. Each person will have a chance to speak their mind. However, our contributions will be brief and focus on bringing new facts or approaches or ideas.
6. We will strive to understand those who disagree with us and be open to changing our minds.

6.3 Rules of Procedure

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

6.4 Transparency in Operations

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

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

6.4.1 Community Planning Group and Planning Group Member Duties

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

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

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

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

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

**DOCUMENT SPECIALISTS.** A Document Specialist(s) will be familiar with and have available at Board meetings the following documents: Council Policy 600-24, The Administrative Guidelines, The Encanto Neighborhoods Community Plan, The Brown Act, Roberts' Rules of Order, operating procedures, demographic information for CVCPG, 800-14 Infrastructure Prioritization and additional documents as specified by the Chair.

**6.4.2 Meeting Procedures**

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

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

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

The agenda shall be offered to the City for posting on the City's website and should be posted on the CVCPG website at least 72 hours in advance of the meeting. The agenda shall be posted on the Chollas Valley Community Planning Group website or via email to requested community members. If possible, agenda or notice shall be posted on social media such as Facebook and Nextdoor. Agendas will be sent to all interested parties including neighborhood councils, nonprofit organizations, schools, SDPD CRO mailing list, etc.

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

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

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ADJOURNMENTS AND CONTINUANCES – If the CVCPG 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.

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

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

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

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

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

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

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

When reviewing development projects, the planning group shall allow participation of affected property owners, residents and business establishments within proximity to the proposed development. Individual testimony by affected property owners, residents and business establishments is allowed (1 minute), with group testimony on agenda items –

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one minute per person within group can combine time allowed.

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

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

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

A two-thirds vote of the voting members of the CVCPG is required to remove an elected community planning group member in accordance with Section 8.3 of these operating procedures.

Removing a member due to ineligibility in accordance with Article III, Section 2 requires a majority vote of the voting members of the CVCPG for the purpose of ratifying the findings presented by the Secretary to the group.

Amendments to adopted operating procedures require a two-thirds vote of the voting members of the CVCPG.

A vote to approve a community plan update or a community plan amendment requires a two-thirds majority vote of the voting members of the CVCPG.

All other CVCPG actions, including subcommittee votes, only require a simple majority of the voting members of the group in attendance when a quorum is present. The CVCPG's chair participates in discussions but does not vote except to make or break a tie.

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

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

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

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**SPECIAL MEETINGS** - The chair of the CVCPG, or a majority of planning group members, may call a special meeting. An agenda for a special meeting shall be specified as such, shall be prepared, and posted at least 24 hours before a special meeting.

Each member of the planning group shall receive the written notice of the meeting at least 24 hours before the time of the meeting as specified in the notice unless the member files with the planning group secretary a written waiver of notice at, or prior to the time of, the meeting. Written notice shall be emailed to all interested parties, and organizations affected by 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.

**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 CVCPG and are prohibited under these operating procedures.

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

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

#### 6.4.3 Subcommittees

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

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

**AD HOC SUBCOMMITTEES** - Ad hoc subcommittees may be established for infinite

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period of time to review more focused issue areas and shall be disbanded following their review. We will create, as needed, an ad hoc subcommittee to address a particular planning or operational matter. i.e., Outreach and Elections.

**SUBCOMMITTEE COMPOSITION** – Subcommittees shall contain a majority of members who are members of the planning group. They shall be appointed by a majority vote of the voting members of the planning group.

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

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

**EXPENSES** - All subcommittees are required to get pre-approval from the Vice Chairperson prior to incurring any expenses.

**6.4.4 Abstentions and Recusal**

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

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

**6.4.5 Meeting Documents and Records**

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

**AGENDA BY EMAIL** - Requests for emailed copies of a regular agenda may be shared via the Planning Group's Website, optional at Sign-in Sheets at meetings and events, and via Planning Group's email. Such materials shall be emailed when the agenda is posted, or upon distribution to a majority of the members of the community planning group, whichever occurs first. A request to receive agendas and materials may be made for each calendar year and such request is valid for that entire year but must be renewed by

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January 1 of the following year. Agendas may also be requested from the City.

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

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

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

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

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

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



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interest of the community at large.

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

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

Each elected CVCPG member is required to attend an orientation training session administered by the City as part of planning group and individual member indemnification pursuant to Ordinance No. O-19883 NS, and any future amendments thereto. If it is not possible for a new member to attend the training session as required, or if a new member is seated through a special election or in a month other than March, then the member shall successfully complete the online orientation training. As required by O-19883 NS, newly seated planning group members must complete a basic orientation training session within 60 days of being elected or appointed to a planning group or the operation of the CVCPG member will be ineligible to serve. The basic orientation training session will be scheduled within 60 days of the last day of March each year to meet this ordinance requirement. Proof of orientation training must be sent to the city Planning Department, and a copy to the Chairperson and Secretary of the Planning Group by July 1 each year. All Planning Group members must attend the orientation training annually.

6.4.6 Planning Group Officers

The officers of the Chollas Valley Community Planning Group shall be elected from and by the members of the Planning Group. Said officers shall consist of a Chairperson, Vice Chairperson and Recording Secretary and Correspondence Secretary, And a Technology Coordinator if possible. The length of an officer's term shall be: one year except that no person may serve in the same Planning Group office for nine 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. The officers of the CVCPG shall be elected from and by the members of the planning group.

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

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

**VICE-CHAIRPERSON** - In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson. Shall/May aid in preparing annual reports/agendas and by direction shall be the CPG spokesperson. This position also serves as the alternate representative to the CPC. The Vice Chairperson shall manage all financial disbursements and reimbursements related to CVCPG business upon authorization of the planning group, keep an accurate record of all receipts of disbursements and reimbursements. All actions shall be reported at each regular meeting.

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

**CORRESPONDING SECRETARY** - As a separate position is preferred; their responsibility includes posting meeting notices at public locations at least 72 hours in advance of all meetings, writing letters to government officials regarding approved comments by Planning Group vote, and may participate in sending out agenda emails to government officials and those on the Planning Group's email list.

Other Officers (not part of succession):

**PARLIAMENTARIAN** – Shall advise the chair and acts as a consultant for other officers, board members, committee members, and association members on parliamentary procedure.

**TECHNOLOGY COORDINATOR** - Shall be responsible for maintaining the Planning Group's Webpage and web files for agendas, minutes and notices; posting of social media notices of meetings and agendas, and making sure that materials needed to run a meeting presentation are functional (laptop, microphone, speakers, presentation slides from speakers, etc., and record a hybrid meeting, if possible. Maintain Zoom (or other online)

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account for use by the Planning Group and run the computer-side of the meeting. The Technology Coordinator may take on these responsibilities or may identify individuals to assist in these duties. Technical coordinators shall manage web site, social media posting, provide administrative and tech support services to aid with meetings, projects, presentations and/ or the operation of the CVCPG (last in the line of succession because of their support responsibilities).

**Additional Planning Group Officer Responsibilities**

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

## **7. Additional Planning Group Responsibilities**

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

Amendments to these operating procedures can be recommended by the ad hoc subcommittee for the purpose of developing an amendment. An amendment to the operating procedures will require a two-thirds vote of the voting members of the Planning Group prior to submission to the offices of the Mayor or his/her designee for review and approval. See Section 10 of these operating procedures.

### 7.1 Commitment to Non-Discriminatory Practices

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

### 7.2 Records Retention

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

### 7.3 Ethical Standards

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

#### 7.3.1 Direct Economic Interest

Planning Group voting members with a potential conflict of interest shall recuse themselves from participation in a recommendation if they have a direct economic interest. A direct economic interest includes, but is not limited to, investments in or positions with a business entity, interest

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in real property, source of income, source of gifts, and personal finances.

7.3.2 Exceptions to Conflicts of Interest

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

7.3.3 Abstentions for Potential Conflicts of Interest

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

7.3.4 Political Actions

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

7.3.5 Donations

Neither the Planning Group nor its voting members shall accept donations on behalf of any individual running for office. Voluntary financial contributions may be accepted for specific purposes by the community or Board members and will be acknowledged by letter from the Board. The Planning Group encourages engagement and regular participation with other organizations that may promote greater operational effectiveness and communication for the public good.

7.3.6 Equal Time for Candidates or Ballot Measures

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

7.4 Professional Conduct

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

7.5 Voting Member Training

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

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

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

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

7.6 Collaboration with City Staff

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

**8. Planning Group Rights and Liabilities**

8.1 Indemnification

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

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

8.2 Violations and Remedies Related to Provisions

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

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

Any member of the public may refer alleged violations of the Brown Act by the Planning Group to the Planning Department, and appropriate law enforcement agencies. The Planning Group, or any of its individual voting members, accused of criminal violations of the Brown Act does not have the right to legal protection or representation under these Operating Procedures or San Diego Ordinance O-19883.

### 8.3 Violations of Membership Eligibility

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

#### 8.3.1 Removal of Ineligible Voting Members

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

### 8.4 Violations and Remedies

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

In the case of an alleged violation of these Operating Procedures by a Planning Group voting member, the Planning Group will conduct an investigation consistent with Council Policy 600-24.

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

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

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

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reinstated.

8.5 Disciplinary Actions of Individual Voting Members in Violation of Operating Procedures

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

8.6 Potential Conflicts of Interest

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

8.7 Violations and Remedies for Quorum and Attendance Requirements

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

8.8 Violations of City Requests for Input

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

**9. Collective Action of the Planning Group**

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

**10. Term of Operating Procedures**

These Operating Procedures will be effective in perpetuity of the life of the Planning Group unless recognition of the Planning Group is revoked by the City as described in Section 8.4 or the Operating Procedures are updated to be consistent with Council Policy 600-24 as it may be amended. Proposed amendments shall be submitted to the offices of the Mayor or their designee for review and approval. Any

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proposed amendments that are inconsistent with Council Policy 600-24 shall not be approved by the Mayor or their designee 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.

Attachments:

EXHIBIT A: COMMUNITY PARTICIPATION AND REPRESENTATION PLAN

EXHIBIT B: MAP OF PLANNING GROUP BOUNDARIES.

(A.) The Chollas Valley Community Planning Group will represent the communities of Alta Vista, Broadway Heights, Chollas View, Emerald Hills, Encanto, Lincoln Park, O'Farrell (South Encanto), and Valencia Park.



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

The Community Planning Group (“Planning Group”) is committed to engaging a broad and diverse cross-section of our community members in monthly meetings and to electing Planning Group members who are representative of the community and community interests, including, but not limited to renters, youth, people with disabilities, and intergenerational households.

Soliciting and obtaining broad input on projects and initiatives is critical to the success of our Planning Groups to serve as a recognized advisory body to the City.

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

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

### **Objective**

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

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

### **Overarching Goals**

- Educate community members about the role of the CPG and opportunities for involvement.
- Partner with non-profits, community organizations, businesses, schools/universities, and government organizations to build trust with the community.
- Inform the community about land use, General/Community Plans, infrastructure priority needs, projects, and legislation.
- Increase and diversify participation in monthly Planning Group meetings and decision-making.
- Effectively communicate about the CPG’s advocacy for the community in easily understood language.

- Proactively listen to community needs and communicate these to the City.
- Obtain meaningful input from a broad range of community members on land use matters and infrastructure needs (e.g. General Plan and Community Plan Amendments, Community Plan Updates, project reviews, and other land use matters referred to them by the City.
- Encourage student and youth participation in CPG committees and other CPG activities.

## **Guiding Principles for Public Participation**

The CPG will:

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

## **Measuring Success**

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

## **Community Engagement Methods**

1. Public Meetings: The primary platforms for community engagement are the CPG's public meetings, which include the monthly board meeting, standing committee meetings, and ad hoc committee meetings. These meetings are regularly occurring and

publicly noticed. They are all open to the public in accordance with the Brown Act and conducted with the degree of formality necessary to ensure all parties have an opportunity to ask questions and be heard. Participants are able to hear relevant information, have an opportunity to ask questions, make comments, and hear the opinions of others.

- a) Committee meetings are where the bulk of the CPG's work is accomplished and are forums for focused public presentations, briefings, and discussions. The committees are very focused on narrow topics and are excellent for expansive discussion with subject matter experts and community stakeholders.
  - b) Committee or Board Briefings. The CPG and its committees will regularly invite individuals, government organizations, non-profits, and advocacy groups to present on subject matter within their purview or interest. These briefings provide unique and direct access for the community to experts, candidates, decisionmakers, and activists. The City will also present subject matter that pertains to planning, CEQA, DSD, etc.
  - c) Informal/Informational events. Unnoticed CPG or non-CPG events held to provide public access to CPG member(s) unencumbered by an agenda of business. Principally held to inform the community about the CPG, City planning, and how land use decisions are made. This can also involve tabling at local community events like farmers markets, festivals, sports events, etc. An open forum event focused on soliciting information on community needs and feedback on how City policies/legislation impact them is recommended for the CVCPG. (example: Urban Collaborative Project CDC's annual Transportation Expo at Gompers Prep in February, attend & participate at local community/neighborhood/town council meetings, Friends of the Library). We plan to offer informational forums regarding infrastructure needs and how to find information from the city.
  - d) Web-based Meetings: Any noticed CPG meeting can also be a hybrid meeting. Methods to explore include live-streaming and interactive video teleconferencing. Informal (non- Brown Act) meetings can be completely web-based. Either approach provides important access to people who are not normally able to participate in person. Currently offering Zoom by Phone, internet or application.
2. Printed public information: The CPG will post meeting notices and informational material in key public locations such as Valencia Park/ Malcolm X Library, our schools, and

Encanto Recreation Center. Printed material is intended to target segments of the community that do not or cannot obtain information about the CPG and land use issues through other information channels. The CPG may use flyers to increase the awareness of and participation in the CPG and land use discussions.

- a) The CPG may collaborate with community organizations to employ signage to increase public awareness of key events and issues.
  - b) Newspaper: The CPG will publish notification of elections in the local community papers, if available . The CPG will occasionally advertise key events, often in collaboration with other community organizations, in print media.
3. Create a simple Planning Group flyer to advertise in community hubs with meeting information included to help educate the community on the role of the CPG, how to get involved, and the benefits of serving on a Planning Group (See Appendix C – Sample flyer).
  - Build relationships with other city advisory boards and committees to cross-pollinate messaging. ( Ex. San Diego Parks & Recreation Board).
4. Internet: The CPG’s website [ChollasValleyCommunityPlanning.com](http://ChollasValleyCommunityPlanning.com) is its principal information portal for the public. The CPG uses its website to provide foundational information about the CPG, its members, committees, and meetings. The CPG maintains access to agendas, minutes, and other CPG-generated material on its website. The CPG posts meeting notices and detailed election material on its website. The CPG has a question/ comment form on the website, and it goes directly to [chollasvalleycpg@gmail.com](mailto:chollasvalleycpg@gmail.com)
5.
  - a) Social Media: The CPG will regularly post information on key issues and events on multiple platforms. The CPG posts information on several widely used Facebook community pages, on Nextdoor, hope to expand to other social media forms.
  - b) As needed, the CPG will use online polls, surveys, and comment forms to seek input on community needs/other initiatives. The CPG occasionally uses Nextdoor and Facebook online polls to collect community opinion about select projects, safety, and traffic concerns.
6. Partnering with Community-Based Organizations: The CPG maintains extensive

relationships with community organizations to disseminate information and obtain input on issues.

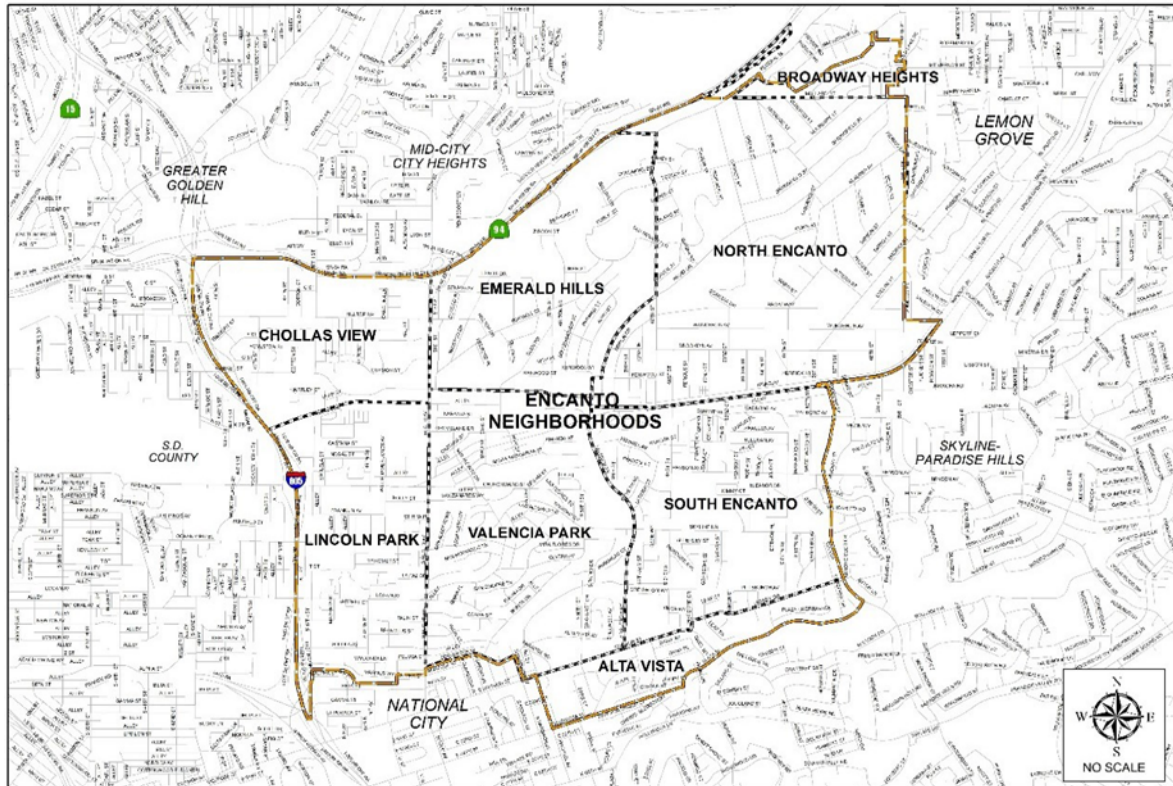
- a) The CPG partners with local Town/Neighborhood/Community Councils and adjacent community Planning Groups to close communication seams, coordinate on shared issues, and collaborate on projects that impact surrounding neighborhoods.
- b) The CPG maintains relationships with local advocacy groups and community service organizations to understand all facets of an issue and to engage with impacted segments of the community.
- c) The CPG works with our local librarian, and representatives of local state legislators, City council members, County Supervisor, City Planning and Development Services Departments, and the San Diego Police Department to define issues and advise on community interests.
- d) Several CPG members volunteer with the Encanto Recreation Advisory Group, Groundwork San Diego, Chollas Creek Coalition (current efforts include the creation of the Chollas Creek Watershed Regional Park, creation of parks and trails, and protecting our environment), the Urban Collaborative Project's Joint Town Council and Transportation & Infrastructure Group (that shares presentations from MTS, SANDAG, Caltrans, CARB, Tree San Diego, CirculateSD, etc), and seeks to work with local schools, Diamond Business Association, the San Diego Black Arts + Culture District, and the short-term Promise Zone, and Jacob's Center for Innovation that are winding down. This helps to provide insight into land use impacts and community interests.

CVCPG Google voice mail: 619-354-0558 [Facebook.com/cvcpg](https://www.facebook.com/cvcpg)

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

[ChollasValleyCommunityPlanning.com](https://www.ChollasValleyCommunityPlanning.com)

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



**Exhibit A: Encanto Neighborhoods  
with Voting Districts**

Map Source: 2017 GIS Data, City of San Diego, 2017

