



Downtown Community Planning Council San Diego

Downtown Community Planning Council (DCPC) Special Meeting Agenda

February 25, 2026, 5:30 PM
Civic Center 12th Floor Room B

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To share your thoughts and comments with DCPC members, please email comments@downtownplanningsd.org.

- I. Call to Order & Roll Call**
- II. Notice of Special Meeting**

This special meeting is called pursuant to Section 6.4.10 of the DCPC Operating Procedures by the Vice Chairperson acting under Section 5.4.2. The agenda is limited to the items listed below; no other business may be considered. The non-agenda public comment period is waived per Section 6.4.10.
- III. Public Comment on Agenda Items**
 - A. Members of the public may comment on any item listed on this agenda.
- IV. Informational Items**
 - A. Elections Ad Hoc Committee
- V. Action Items**
 - A. Recognition of Vice Chairperson as Acting Chairperson
 - B. Approval of 2026 General Election Logistics
 - C. Amendment to Operating Procedures Section 5.2.12 for Online Voting
 - D. Approval of 2026 Election Procedures and Community Outreach Plan
- VI. Adjournment**

Next meeting on March 18, 2025, 5:30 PM, at City Hall's 12th Floor Committee Room.

Elections Ad Hoc Committee Report

Downtown Community Planning Council - Informational Item

Description:

The Elections Ad Hoc Committee was established by the DCPC Board at the December 17, 2025 special meeting. This report is provided for Board awareness and to confirm the Committee's composition and scope of authority heading into the 2026 election.

The Committee is responsible for all election administration functions, including:

- Publicizing the election and recruiting candidates
- Receiving, reviewing, and verifying candidate applications
- Managing candidate eligibility appeals
- Preparing and publishing the official ballot
- Establishing and managing the online voting platform (subject to Action Item C approval)
- Managing in-person polling on election day, including voter check-in and ballot box integrity
- Counting ballots with at least two witnesses and announcing results at the March 18, 2025 Board meeting
- Preserving all ballots and voting records through the close of the second regular meeting after results

No Committee member who is also a candidate in the 2026 election may participate in any eligibility determination, ballot preparation, or vote-counting function.

Recognition of Vice Chairperson as Acting Chairperson

Downtown Community Planning Council - Action Item

Description:

The Board will formally recognize the Vice Chairperson as Acting Chairperson of DCPC pursuant to the failure or refusal of the Chairperson to perform the duties of the office, including not agendaizing the election actions in a timely manner and non-responsiveness to Board communications.

The Acting Chairperson shall exercise all duties and responsibilities of the Chairperson, including presiding over all regular and special meetings, developing meeting agendas, and serving as the official representative of DCPC, until such time as the Chairperson resumes duties or the Board elects a new Chairperson.

Governing Authority:

Operating Procedures Section 5.4.2 (Vice Chairperson duties upon failure or refusal of Chairperson to perform); Section 5.4.1 (Chairperson duties and responsibilities).

Approval of 2026 General Election Logistics

Downtown Community Planning Council - Action Item

Description:

The Board will approve, in a single motion, the four elements of the 2026 DCPC General Election as described below. Because the January and February 2026 regular meetings were not held, the Board exercises its authority under Operating Procedures Section 5.2.1 to set these parameters by Board vote at this special meeting.

1. Candidate Nomination Deadline

Section 5.2.1 provides that the candidate nomination deadline shall be 5:30 PM of the regular February meeting “unless otherwise determined by DCPC for a particular election.” The following deadline is presented for approval:

Candidate Registration and Nomination Deadline: Monday, March 9, 2026 at 11:59 PM

This deadline provides sufficient time for eligibility verification and ballot preparation prior to March 18 and is consistent with the deadline currently published on the DCPC website.

2. Election Date, Time, and Location

The following election logistics are presented for Board approval:

- Election date: Wednesday, March 18, 2026 — the third Wednesday of March, consistent with DCPC’s regular meeting schedule and Section 5.3 of the Operating Procedures
- In-person voting: Minimum of two (2) hours at the March 18 regular meeting location, consistent with Op. Proc. Section 5.2.11 and City Council Policy 600-24
- Location: Civic Center 12th Floor Room B, 202 C Street, San Diego

3. 2026 Election Seat List

The following 13 seats are presented for Board approval. Three seats carry one-year remainder terms (expiring March 2027) because the winner will serve the balance of the original term per Operating Procedures Section 5.2.22. All other seats carry full two-year terms expiring March 2028.

Neighborhood / Category	Seat Type	Incumbent / Status	Term Ends	Eligible Voters
Cortez	Resident	Elisabeth Schwarz	March 2028	Cortez residents
East Village North	Resident	Bob Link	March 2028	EV North residents
East Village South	Resident	Gary Hewitt	March 2028	EV South residents
Little Italy	Resident	Greg Barr	March 2028	Little Italy residents
Horton/Gaslamp/Core	Business	Damon Robles	March 2028	All Downtown
At Large	Community Organization	VACANT	March 2028	All Downtown
At Large	Community Organization	Christopher Eddy (Balboa Park Cmte.)	March 2028	All Downtown
At Large	General	Gabrielle Werve	March 2028	All Downtown
Horton/Gaslamp/Core	Resident	VACANT	March 2028	HGC residents
Little Italy	Business	VACANT	March 2028	All Downtown
East Village North	Business	VACANT	March 2027	All Downtown
Marina	Resident	VACANT	March 2027	Marina residents
Marina	Business	VACANT	March 2027	All Downtown

4. Voter Eligibility and Registration Process

The Board confirms the voter eligibility categories and that the registration form on the DCPC website is consistent with Sections 5.1.1–5.1.4 of the Operating Procedures. Eligible voters include:

- Residents whose primary address is within the Downtown community planning area
- Business owners or operators with a non-residential real property address in the Downtown community planning area
- Non-profit organization owners, operators, or employees with a Downtown address
- Non-resident property owners with real property within the Downtown community planning area

Each eligible voter may cast only one ballot regardless of the number of properties, businesses, or eligibility categories satisfied.

Governing Authority:

Op. Proc. Section 5.2.1 (nomination deadline, “unless otherwise determined by DCPC”); Sections 5.2.10–11 (election date, location, and minimum voting hours); Section 4.3.2 and 5.2.3 (seat allocation and ballot); Section 5.2.22 (remainder terms); Sections 5.1–5.1.5 (voter eligibility); City Council Policy 600-24.

Amendment to Operating Procedures Section 5.2.12 — Online Voting

Downtown Community Planning Council - Action Item

Description:

The Board will vote to amend Section 5.2.12 of the DCPC Operating Procedures to explicitly permit online voting in addition to required in-person voting. City Council Policy 600-24 requires only that annual elections include an in-person voting option; it does not prohibit supplemental online voting. The proposed amendment aligns DCPC's Operating Procedures with that standard.

Current text of Section 5.2.12:

“Mail-in ballot procedures may be requested and authorized only to accommodate individual disability that did not permit in person voting. Absentee ballots, proxy voting, and electronic voting are not permitted. Only in-person voting is permitted.”

Proposed amended text of Section 5.2.12:

“All elections shall include a minimum of two hours of in-person voting at the time and place of the DCPC meeting, consistent with City Council Policy 600-24. In addition to in-person voting, the Board may authorize online voting administered by the Elections Committee, provided that the platform ensures ballot secrecy and that each eligible voter may cast only one vote. Absentee ballots and proxy voting are not permitted. Mail-in ballots may be authorized only to accommodate an individual disability that prevents in-person or online participation.”

Vote required: A two-thirds (2/3) vote of voting members present is required to adopt this amendment to the Operating Procedures.

Governing Authority:

Operating Procedures Section 6.4.8 (two-thirds vote required for Operating Procedures amendments); City Council Policy 600-24 (“annual elections must have an in-person voting option”).

Approval of 2026 Election Procedures and Community Outreach Plan

Downtown Community Planning Council - Action Item

Description:

The Board will vote to adopt the attached documents governing the administration and community outreach for the 2026 DCPC general election.

Exhibit A — 2026 General Election Procedures

The Election Procedures govern all aspects of the March 2026 general election, including candidate eligibility and application, voter eligibility, voting methods, ballot construction, poll management, counting, challenges, and seating of new members. They incorporate the decisions made by the Board at this special meeting, including the election logistics approved under Action Item B and the online voting authorization approved under Action Item C (if adopted).

Adopting these procedures ensures the Elections Committee has a clear, Board-approved framework to administer the election and provides full transparency to candidates and voters.

Exhibit B — 2026 Community Engagement and Outreach Plan

The Community Engagement and Outreach Plan governs the Elections Committee's public outreach strategy for the 2026 election cycle. It covers the campaign timeline and phases, social media strategy, stakeholder outreach strategy and target organizations, and ready-to-use sample collateral including social media posts, email templates, and newsletter blurbs.

Adopting this plan ensures a coordinated, consistent outreach effort across all channels and provides a Board-approved framework for the Elections Committee to maximize candidate recruitment and voter participation. This document provides a guide and not all of the strategies may be implemented in 2026 because of the shortened election window.

Documents:

[Exhibit A — Draft DCPC 2026 General Election Procedures](#)

[Exhibit B — Draft DCPC 2026 Community Engagement and Outreach Plan](#)

Governing Authority:

Operating Procedures Section 5.2 (election transparency and inclusion); City Council Policy 600-24.