



## Subcommittee Application and Selection Procedures

### OBJECTIVE

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

### PURPOSE

The purpose of the University CPUS is to provide a public forum for the community to be able to offer input that is representative of the diverse interests of the community-at-large. The CPUS will be a subcommittee of the University Community Planning Group (UCPG) as provided by Council Policy 600-24. The CPUS will serve as a liaison to the various community stakeholders and provide the City with feedback and advisory recommendations throughout the community plan update process. All meetings of the CPUS will be open to the public and subject to the Brown Act.

### SELECTION & ELIGIBILITY

The CPUS will consist of (19) members including (10) members of the UCPG and (9) non-board members of the public representing various interests in the community. The UCPG seats shall be divided into (3) Resident seats, (3) Non-Resident Property Owner, Business Owner or Representative seats, (1) Marine Corps Air Station Miramar representative, and (1) UC San Diego representative from each category: Faculty/Staff, Student, Administration. The public seats shall be divided into (3) Resident seats, (3) Non-Resident Property Owner, Business Owner or Representative seats, and (3) local community/business organization representative seats.

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

- (1) **property owner**, who is an individual identified as the sole or partial owner of record, or their designee, of a real property (either developed or undeveloped), within the community planning area, or
- (2) **resident**, who is an individual whose primary address of residence is an address in the community planning area, or
- (3) **local business person**, who is a local business or not-for-profit owner, operator, or designee at a non-residential real property address in the community planning area

RESIDENT OR OWNER OF RESIDENTIAL PROPERTY: Must be 18 years of age and reside in the University Community. Each adult member of a household is eligible for resident membership. Each member must complete a separate application form. A resident member may be an owner of a residential property who does not reside in the University Community.

Resident eligibility documentation must be current and must indicate the correct name of the individual and the qualifying address of his or her residence. Candidates shall submit at least one of the following documents as proof of eligibility:

Renter

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

Property Owner

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

BUSINESS OWNER OR OWNER OF NON-RESIDENTIAL PROERTY: Must be 18 years of age and shall own or represent a business or non-profit institution at a non-residential property address located in the University Community. A business owner may be the owner of undeveloped non-residential property in the University Community.

Local Business Person/Non-Residential Property Owner eligibility documentation must be current and must indicate the correct name of the individual and the address of his or her business/property as appropriate. No more than one stockholder, officer or designee of a corporation or property may apply. Candidates shall submit at least one of the following documents as proof of eligibility:

- 1) Business License
- 2) Certificate of Incorporation
- 3) Articles of Incorporation
- 4) Corporation By-laws
- 5) Deed of Trust
- 6) Deed to Property
- 7) Property Tax Bill

- 8) Current County Assessor Property Owner Listing
- 9) Any other documents or materials which the Planning Department may deem acceptable

*NOTE: Only one representative of a particular property, household or establishment may hold a seat on the CPUS. UCSD students, faculty, and staff who reside on UCSD property do not qualify as eligible members of the community for CPUS positions. These individuals are represented by the appointed UCSD representatives of the UCPG.*

#### SELECTION OF CPUS MEMBERS

**Selection Criteria.** City staff will certify that candidates for the community member seats meet the criteria set forth on the application form. Candidates for each of the identified categories will be randomly selected. In addition, three (3) residential alternates and three (3) business alternates will be identified in the instance that a selected community member(s) is no longer able or eligible to serve.

The CPUS selection is scheduled for:

#### **University Community Planning Group Meeting**

**Date: October 9, 2018**

**Location: 10300 Campus Point Drive**

**Time: 6:00 p.m.**

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

Once CPUS members are selected, they shall retain eligibility as a CPUS member throughout the duration of the community plan update process. However, if a CPUS member has two unexcused absences in a row or three unexcused absences over the course of six months and does not have the excused absence approved at least 24 hours in advance of the meeting by the Planning Department, he/she would be replaced. The new appointment of a member would be made in the category in need of representation from either the UCPG board members or the six alternate community members identified during the lottery.

#### APPLICABILITY OF THE BROWN ACT

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

#### MEMBER DUTIES

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

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

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

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

#### UNIVERSITY CPUS APPLICATION FORM

All candidates must submit a signed CPUS application form to be considered to serve on the committee. Only one application form can be submitted per individual regardless if the individual is eligible for multiple categories. Forms shall be submitted to the City Planning Department by October 3, 2018, by 6:00 PM to allow staff to review all applications prior to the lottery. The application form is included as Attachment 1.

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

Address:       Melissa Garcia, Senior Planner  
                  9485 Aero Drive  
                  San Diego, CA 92123

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