

SABRE SPRINGS COMMUNITY PLANNING GROUP
BY-LAWS AND OPERATION RULES AND PROCEDURES

ARTICLES

ARTICLE I.	NAME	Page 1
ARTICLE II.	PURPOSE OF THE PLANNING GROUP AND GENERAL PROVISIONS	Page 1
ARTICLE III.	PLANNING GROUP ORGANIZATION	Page 2
ARTICLE IV.	VACANCIES	Page 4
ARTICLE V.	ELECTIONS	Page 4
ARTICLE VI.	COMMUNITY PLANNING COMMITTEE DUTIES	Page 5
ARTICLE VII.	PLANNING GROUP OFFICERS	Page 6
ARTICLE VIII.	PLANNING COMMITTEE POLICIES	Page 7

EXHIBITS

- A. SABRE SPRINGS COMMUNITY PLAN BOUNDARY
- B. INITIAL MEMBERSHIP

SABRE SPRINGS COMMUNITY PLANNING GROUP
BYLAWS AND OPERATING RULES AND PROCEDURES

ARTICLE I NAME

- Section 1. The name of this organization is the Sabre Springs Community Planning Group, hereafter referred to as the Planning Group.
- Section 2. All activities of this Planning Group shall be conducted and in the name of the Sabre Springs Community Planning Group Executive Committee, hereafter referred to as the Executive Committee.
- Section 3. The community planning area boundaries which are applicable to this group are shown on Exhibit A.
- Section 4. The official positions and opinions of the Sabre Springs Community Planning Group shall not be established or determined by any organization other than the committee or its Executive Committee.

ARTICLE II PURPOSE OF THE PLANNING GROUP AND GENERAL PROVISIONS

- Section 1. The primary purpose of this Planning Group and its Executive Committee shall be to advise the City Council, Planning Commission, Planning Department, City Manager and the other governmental agencies as may be appropriate in the initial preparation, adoption of, implementation of, or amendment to, the General or Community Plan as it pertains to the planning area.

In review of individual development projects the Committee will focus such review on conformity with the adopted community plan and/or the general plan. Whenever possible, all review shall be completed, and written comments submitted to the City, during the public review period offered by the environmental review process (substantive changes in projects subsequent to completion of the environmental review process will sanction further evaluation by the committee). This will provide staff and the project proponent the opportunity to respond to the comments or concerns and potentially resolve possible conflicts before the project is noticed for discretionary action.

Section 2. In all activities, the Executive Committee shall be nonpartisan and nonsectarian, and shall not discriminate against any person or persons by reason of race, color, sex, creed, national origin, sexual orientation, or physical handicap, nor shall it take part, officially, or lend its influence in, the election of any candidate for political office. Planning Committee members shall not identify affiliation with a Community Planning Committee when endorsing political candidates or ballot measures.

Section 3. Pursuant to the provisions of City Council Policy 600-5, failure of the Executive Committee to diligently pursue the initial preparation, adoption, implementation or amendments to the planning process shall result in the forfeiture of rights to represent the community for these purposes. The decision that such forfeiture shall have occurred shall be made only by the City Council upon the recommendation of the Planning Department.

ARTICLE III PLANNING GROUP ORGANIZATION

Section 1. Planning Group general membership shall be open to any individual resident, property owner, business or professional person, industrialist or developer within the Sabre Springs area of the City of San Diego who is at least eighteen (18) years of age and who has filed an application for membership with the group secretary at least 30 days prior to the general membership meeting. General membership meeting(s) shall be held at least once a year during the month of March.

Section 2. Executive Committee membership shall consist of fifteen (15) members at least eighteen (18) years of age who shall serve without compensation. The composition of the group shall be two (2) business/industrial (landowner/operator), two (2) landowner/developer members, one (1) community service member, one (1) member each for the Sabre Springs Recreation Council and Landscape Maintenance District, and eight (8) resident members.

When the Sabre Springs Community reaches over sixty percent (60%) completion, defined by percentage of planned residential units completed, the Executive Committee will be expanded to include seventeen (17) members at least eighteen (18) years of age who shall serve without compensation. The membership will then consist of three (3) business/industrial

(landowner/operator), one (1) developer/landowner, two (2) community service, and one member each representing the Sabre Springs Recreation Council and Landscape Maintenance District and nine (9) residential member.

At eighty percent (80%) completion of development, one (1) resident member will be added, and the categories of business/industrial and developers/landowners combined to share three (3) participants, for a total membership of nineteen (19).

At all stages one (1) seat will be reserved for the northern Homeowners Association, one (1) for the southern Homeowners Association, and at least one (1) seat will be reserved for a renter occupant of residential property.

- A. Business member: A business member is a person who is an owner, partner, officer, key employee, or lease holder of a business having a recognizable office in Sabre Springs, who has more than just an incidental business interest in Sabre Springs.
- B. Developer Member: A developer member is a person who is actively involved in the development of land in Sabre Springs.
- C. Landowner member: A landowner member is a person who owns land in Sabre Springs with development potential.
- D. Resident Member: A resident member is a person who resides in Sabre Springs.

Section 3. Upon recognition by the City Council, the members of the Executive Committee shall constitute the official group for the purposes set forth in Article II. Any additional members thereafter shall be elected by eligible community members as described in these procedures.

Section 4. The members of the Executive Committee shall consist of those listed on the attached roster identified as Exhibit B who shall serve for a period of two (2) or four (4) years from the date of recognition by the City Council.

Each will be eligible for election for succeeding terms but not to exceed eight (8) consecutive years of service, except that a committee member may serve in excess of eight or nine consecutive years if that person is re-elected to a new term provided that they receive a two-thirds majority of the votes cast by eligible community members participating in a regular election. To provide for continuity, initial two (2) and four (4) year terms of office shall be determined by lot. A person after having served eight (8) consecutive years shall again be eligible for election after one (1) year.

ARTICLE IV. VACANCIES

- Section 1. The Executive Committee shall find a vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from its secretary reporting the fourth consecutive unexcused absence of a member(s) from regular meetings as established under Article IV, Section 3 above. It shall be the policy of the Executive Committee that an excused absence be defined as one where a member is unable to be present due to illness, either personal or a family member, restricting him from attending the meeting, business responsibilities prohibiting his attendance and vacation, but only if the member has notified an officer of the Executive Committee at least twenty-four (24) hours prior to the meeting time of his inability to be present and his reasons therefor. Failing these requirements, any other absence shall be determined an unexcused absence for the purpose of maintaining attendance records relative to the declaration of a vacancy.
- Section 2. The Executive Committee shall fill such vacancies as may occur not later than the fourth regular meeting or 120 days, following the determination of the vacancy. Vacancies so filled shall be for the remainder of the unexpired term until the next regularly scheduled election. In selecting members to fill vacancies, the same attention shall be given to broad based representation of property owners, non-property owned, business persons, industrialists, and developers as was utilized in the original selection process and who have filed an application for membership with the secretary.
- Section 3. If the Committee is unable to fill a vacancy within the 120 days, as specified above, the Committee shall either amend its by-laws to permit decreased membership (to a minimum of twelve members), or report in writing the actions taken in filling vacancies to and request assistance from the City Council. If a vacancy remains for more than 120 days from the time a vacancy is declared, and the Committee has less than twelve members in good standing, the Planning Department shall request that the City Council place the Community Planning Committee on inactive status until the Committee has at least twelve members in good standing.

ARTICLE V. ELECTIONS

- Section 1. Elections of Community Planning Committee members shall be held at a regularly scheduled meeting of the month of March.
- Section 2. The Community Planning Committee shall make a good faith effort to contact community newspapers and utilize other means appropriate to their communities to advertise the elections.
- Section 3. Voting shall be by secret written ballot. At a minimum, ballots shall be available at the noticed planning committee meeting at which the election will be held.

ARTICLE VI COMMUNITY PLANNING COMMITTEE DUTIES

- Section 1. The Executive Committee shall work cooperatively with the Planning Department and, as appropriate, the City Manager throughout the planning process, including but not limited to the formation of long-range community goals, objectives and proposals, or the revisions thereto, for inclusion in a General or Community Plan.
- Section 2. It shall be the responsibility of each Executive Committee member to attend all committee meetings. regular meetings shall be held by the Executive Committee to meet with the Planning Department at a mutually agreed time and location during appropriate periods in the planning process. A quorum of a majority of members of the Executive Committee must be present in order to conduct business and all such meetings shall be open to the public. A report of attendance and a copy of committee-approved minutes shall be available for public distribution and shall be submitted to the Planning Department within 14 days of approval for each meeting. The minutes will include the votes taken on each matter acted upon. All meetings of the committee and any subcommittees shall be open to the public.
- Section 3. It shall be the duty of the Executive Committee periodically to seek community-wide understanding of and participation in the planning process as specified in Article II, Section 1. The Committee shall encourage and 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. It shall also be the duty of the Executive Committee, when reviewing development projects, to allow participation of affected property owners, residents and business establishments within proximity to the proposed development. The committee shall inform the project applicant or representative each time that such review will take place and provide the applicant with an opportunity to present the project. Any interested member of the public shall be given an opportunity to comment on projects during planning committee meetings.
- Section 4. It shall be the duty of the Executive Committee to provide the City Council with a current roster of members and to submit each year a written summary of accomplishments for the past year and anticipated objectives for the coming year. The report shall be submitted by February 15.
- Section 5. It shall be the permissive duty of the committee to develop a policy for financial contributions from the citizens of the community for the purposes of furthering the efforts of the committee to promote understanding and participation in the planning process. However, no membership dues shall be required.

- Section 6. It shall be the responsibility of the Executive Committee to conduct all business or activities in such a manner as not to interfere with accomplishment of its purpose as set forth in Article II, Section 1.
- Section 7. It is the responsibility of the Executive Committee to strive for consensus among its members, in the absence of which the majority position of members present at a duly called meeting, at which a quorum is present, shall be considered as the official position of the committee.
- Section 8. Special meetings of the Executive Committee may be called by the Chairperson or Vice-Chairperson, or by the Secretary upon written request of the majority of the committee members. Notice of the time and place of any special meeting shall be given each committee member, either personally or by mail, at least three (3) days prior to such meeting. The notice shall state the purpose(s) of such meeting and no other business shall be transacted at such meeting. Efforts shall also be made through any available method or media to make known to the public the place, date, time and purpose of such special meeting. Executive sessions shall be prohibited.
- Section 9. Any member the community planning group with a direct economic interest in any project that comes before the group must disclose to the community planning group that economic interest, and must refrain from voting or participating in any manner as a member of the planning group.

ARTICLE VII. PLANNING GROUP OFFICERS

- Section 1. The officers of the Executive Committee shall be elected from and by the members of the committee. Said officers shall consist of a Chairperson, Vice-Chairperson and Secretary Treasurer and by policy include such other officers as the committee may deem necessary. All members of the are eligible to be officers of the committee.
- Section 2. Chairperson. The Chairperson shall be the principal officer of the committee and shall preside over all committee and community-wide meetings.
- Section 3. Vice-Chairperson. In absence of the Chairperson, the Vice-Chairperson shall perform all the duties and responsibilities of the principal officer.
- Section 4. Secretary. The Secretary shall prepare all correspondence and record and maintain minutes of the actions taken at the committee meetings and provide said information to the committee as required. The Secretary shall maintain an attendance record and provide a report of same at each committee meeting pursuant to Article IV.

Section 5. The Chairperson shall be the committee's representative to the Community Planner's Committee ("CPC"). However, by specific action some other member may be selected as the official representative to Community Planning Committee with the same voting rights and privileges as the Chairperson.

ARTICLE VIII. PLANNING COMMITTEE POLICIES

Section 1. At the termination of the first two (2) year term, an election shall be conducted by the general membership in the month of March to determine who shall serve on the Executive Committee for the next succeeding four (4) years. Thereafter a general membership meeting for electing members to the Executive Committee shall be conducted at regular intervals. At all times, and to the fullest extent possible, members shall be representatives of the various geographic sections of the community and/or diversified community interests as determined by the City Council and who have filed applications for membership with the Executive Committee.

Section 2. No less than one month prior to the date set for the biannual general membership meeting, being conducted for the purpose of electing members the chairman of the Executive Committee shall appoint a nominating committee to prepare a slate of candidates from eligible members.

Section 3. The agenda for the biannual general membership meeting conducted for election purposes shall provide that the nominating committee present a proposed slate of candidates to serve on the Executive Committee and shall submit this list to the general membership for their consideration.

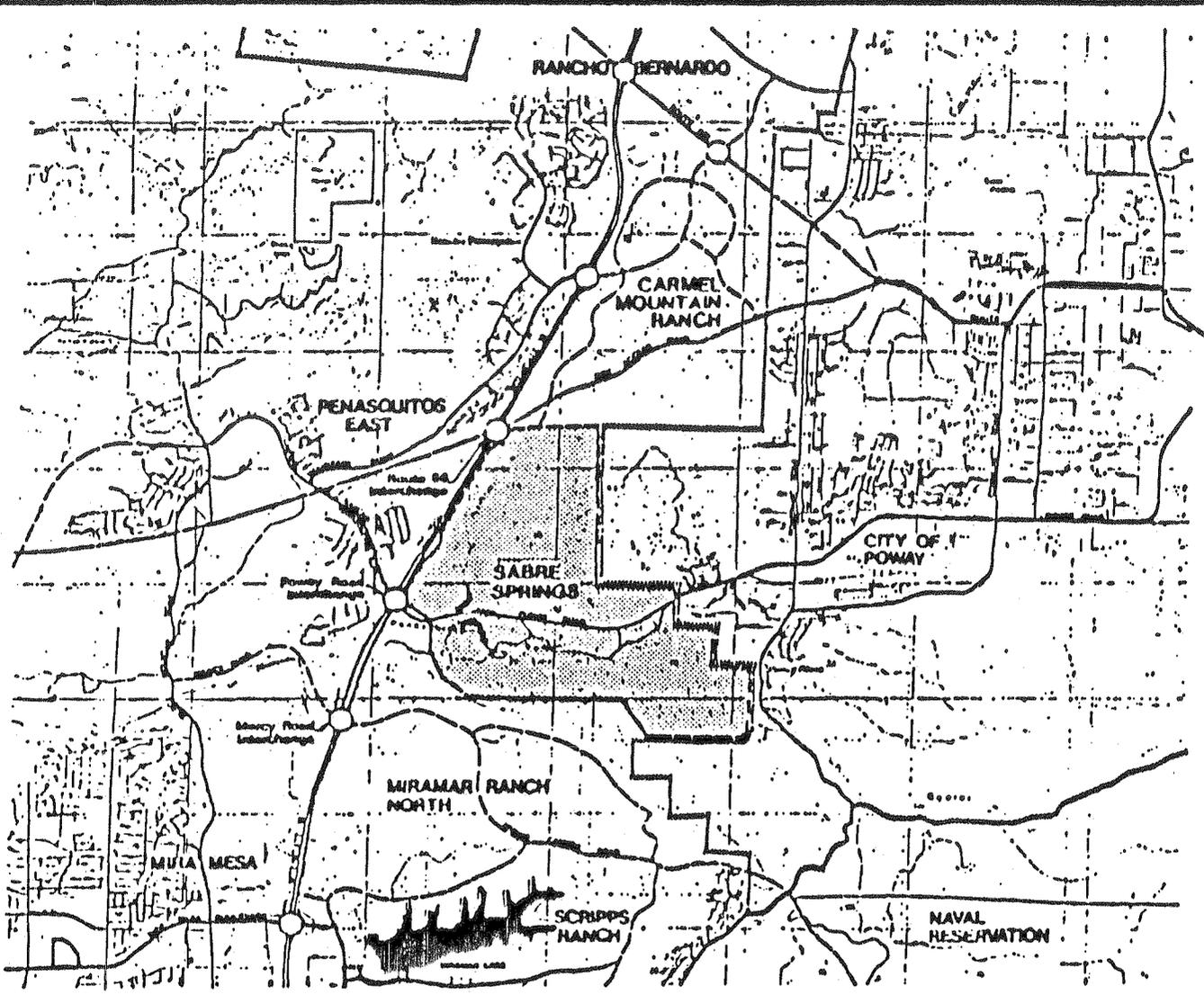
Section 4. The general membership may nominate candidates from the floor for membership on the Executive Committee. The person so nominated must be present at this meeting to accept the nomination.

Section 5. To the extent deemed necessary, the Executive Committee may hold meetings in addition to those established pursuant to Section 3 above. Such meetings shall also be open to the public.

Section 6. Except with respect to altering the basic requirements of these "Bylaws and Operating Rules and procedures", the Executive Committee may establish such additional policies as it deems desirable.

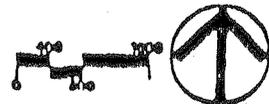
Section 7. Any additional policies established in accordance with the above must be presented to the Planning Director and the City Attorney for approval.

EXHIBIT A



LEGEND

-  Planning Area Boundary
-  City of San Diego Boundary
-  Existing Roadway
-  Proposed Roadway
-  Freeway Interchange



Sabre Springs Community Plan

PROPOSED PLANNING GROUP BOUNDARIES

EXHIBIT B

SABRE SPRING COMMUNITY PLANNING GROUP

Composition

Category	Immediate	60% Developed**	80% Developed**
Residential*	10	11	14
Business/Industrial (Landowner/Operator)	2	3	3
Developer/Landowner	2	1	
Community Service	1	2	2
Total	15	17	19

* One seat will be reserved for a representative from the north Sabre Springs Neighborhood Homeowners Association, one seat will be reserved for a representative from the Sabre Springs South Homeowners Association, and at least one seat will be reserved for a renter of residential property

** The level of development will be determined by the percentage of the total number of residential units completed (total number planned = 5290)

A list of proposed initial membership is attached as Exhibit B.