



THE CITY OF SAN DIEGO

Report to the Planning Commission

DATE ISSUED: January 11, 2022

REPORT NO. PC-22-055

HEARING DATE: January 20, 2022

SUBJECT: Amendments to City's Municipal Code Related to Community Planning Group Reform

SUMMARY

Issue: Should the Planning Commission approve amendments to the City's Municipal Code related to the reform of Community Planning Groups (CPGs) to be consistent with the City Charter?

Staff Recommendation:

1. Approve requested amendments to Municipal Code to ensure the role of the City's Community Planning Groups is consistent with the City Charter.
 - **§86.0104 Angle Parking**, removing a requirement that proposed angle parking installations be reviewed first by CPGs
 - **§98.0510 Project Selection and Disbursement of Funds**, removing a requirement that all projects using Housing Commission funds to be reviewed first by CPGs
 - **§112.0503 Process Two**, removing the extended period of time allowed for an appeal for Process 2 projects to allow for CPG review and recommendation
 - **§112.0602 Process CIP/Public Project-Two**, removing the extended period of time allowed for an appeal of a Process 2 CIP/Public Project to allow for CPG review and recommendation
 - **§157.0203 Gaslamp Quarter Development Permit Procedures**, removing the requirements of a CPG recommendation for Process 5 development projects with certain deviations in Gaslamp Quarter

Community Planning Group Recommendation: Presentation to Community Planners Committee planned Tuesday, November 30, 2021.

Other Recommendations: N/A

Environmental Review: This activity is not a project pursuant to CEQA Guidelines Section 15378(b)(5), as it is an organizational or administrative activity of a government that will not result in direct or indirect physical changes in the environment. As such, this activity is not subject to CEQA pursuant to CEQA Guidelines Section 15060(c)(3).

Fiscal Impact Statement: No fiscal impact.



THE CITY OF SAN DIEGO

Report to the Planning Commission

Code Enforcement Impact: No impact.

Housing Impact Statement: The action will not impact the City's housing supply.

BACKGROUND

Community planning groups (CPGs) are independent organizations recognized by the City that provide community input on land use decisions as established by Council Policy 600-24 (CP 600-24). A recognized CPG may make advisory recommendations to the City and other governmental agencies on land use matters within the CPG's planning area boundaries, 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. Recognized CPGs may also advise on other land use matters as requested by the City or other governmental agencies. The City currently recognizes 42 CPGs.

On April 18, 2018, the San Diego County Grand Jury issued a report on CPGs, which was followed by the City Auditor's December 13, 2018 performance audit report on CPGs.

In December 2019, the City Attorney issued a legal analysis noting the structure of CPGs as established by Council Policy 600-24 conflicted with the City Charter (Charter, Section 43 regarding the basis for Advisory Boards and Committees). The analysis provided an overview of legal issues associated with CPGs and general suggestions to restructure CPGs to make them consistent with the City Charter.

DISCUSSION

CP 600-24 was originally adopted in 1976 to encourage and support the formation of CPGs. Over the past five decades, various duties have been formally assigned to CPGs through the City's Municipal Code. A request to amend certain Code sections is being made to reflect CPGs' legal status as independent organizations and to be consistent with the City Charter.

Specific amendments to the Municipal Code are included in Attachment 1. Generally, these relate to requirements that CPGs review projects considered for funding by the San Diego Housing Commission, and projects requiring a Gaslamp Quarter Development Permit, among other sections.

In addition to amendments to the City's Municipal Code, approval of amendments to Council Policy 600-24 *City Council Recognition of Independent Community Planning Groups* (Attachment 2) and Council Policy 600-09 *Community Planners Committee* (Attachment 3) will be requested from the City's Community Planners Committee, City Council Land Use & Housing Committee, and City Council as part of the broader CPG reform, bringing these bodies into compliance with the City Charter.



THE CITY OF SAN DIEGO

Report to the Planning Commission

Environmental Analysis:

This activity is not a project pursuant to CEQA Guidelines Section 15378(b)(5), as it is an organizational or administrative activity of a government that will not result in direct or indirect physical changes in the environment. As such, this activity is not subject to CEQA pursuant to CEQA Guidelines Section 15060(c)(3).

Project-Related Issues: N/A

Conclusion:

Approval of the requested amendments to the Municipal Code will ensure City regulations reflect the independent legal status of CPGs, consistent with the City Charter.

ALTERNATIVES

1. Approve requested amendments to the Municipal Code with modifications.
2. Deny the requested amendments to the Municipal Code, if the findings required to approve the amendments cannot be affirmed.

Respectfully submitted,

Kathleen Ferrier
Policy Director
City of San Diego Council District One

Attachments:

1. Draft Municipal Code Amendments (strikeout/underline)
2. Draft Council Policy 600-24 update
3. Draft Terms and Conditions, Council Policy 600-24 update
4. Draft Council Policy 600-09 update

Proposed Amendments to Municipal Code related to Community Planning Group Reform

§86.0104 Angle Parking

(a) through (b) [No change in text.]

(c) The City Manager may install angle parking on any street without City Council approval provided that:

(1) through (2) [No change in text.]

(3) a City-recognized ~~community planning group~~, community parking district, or Business Improvement District, having some or all of the proposed angle parking within its geographical area of responsibility, does not object to the proposed angle parking.

§98.0510 Project Selection and Disbursement of Funds

~~(a) All projects considered for funding will be reviewed prior to Commission action by the local Community Planning Group or, in an area where there is no Planning Group, another community advisory group.~~

~~(b)~~ The San Diego Housing Commission may notify potential recipients that specified funds from the Affordable Housing Fund are available to be distributed as loans or grants through issuing requests for proposals and notices of fund availability.

§112.0503 Process Two

An application for a permit or other matter acted upon in accordance with Process Two may be initially approved, conditionally approved, or denied by a staff person designated by the City Manager pursuant to Section 111.0205. A public hearing will not be held. An appeal hearing is available upon written request in accordance with Section 112.0504. A Process Two decision shall be made in the following manner.

(a) [No change in text.]

(b) Decision Process. The designated staff person may approve, conditionally approve, or deny the application without a public hearing. The decision shall be made no less than 11 business days after the date on which the Notice of Future Decision is mailed to allow for sufficient time for public comment. ~~This 11 business days minimum time frame for a staff decision will be extended by a period not to exceed an additional 20 business days to allow time for a recommendation by a recognized community planning group, if requested by the group's chair, or the chair's designee.~~ Notification of the decision shall be given to the applicant and to those persons who request notification in accordance with this section, no later than 2 business days after the decision date.

§112.0602 Process CIP/Public Project-Two

An application for a Site Development Permit for a capital improvement program project or a public project determined to be in compliance with the Environmentally Sensitive Lands Regulations and Historic Resources Regulations without deviation, or a City-issued Coastal Development Permit in the non-appealable area of the Coastal Overlay Zone shall be acted upon in accordance with Process CIP/Public Project-Two. An application for a Process CIP/Public Project-Two decision may be initially approved, conditionally approved, or denied by a staff person designated by the City Manager pursuant to Section 111.0205. A public hearing will not be held. An appeal hearing is available upon written request, in accordance with Section 112.0603. A Process CIP/Public Project-Two decision shall be made in the following manner.

(a) [No change in text.]

(b) Decision Process. The designated staff person may approve, conditionally approve, or deny the application without a public hearing. The decision shall be made no less than 11 business days after the date on which the Notice of Future Decision is mailed to allow for sufficient time for public comment.

~~This 11 business days minimum time frame for a staff decision will be extended by a period not to exceed an additional 20 business days to allow time for a recommendation by a recognized community planning group, if requested by the group's chair, or the chair's designee.~~ Notification of the decision shall be given to the applicant and to those persons who request notification in accordance with this section, no later than 2 business days after the decision date.

§157.0203 Gaslamp Quarter Development Permit Procedures

(a) Permit Review Process

All projects requiring a Gaslamp Quarter Development Permit pursuant to Section 157.0201(b)(1) shall be processed as follows:

(1) through (2) [No change in text.]

(3) The City Council may approve, conditionally approve or deny new construction of buildings up to 125 feet in height with an FAR of up to 6.0 on sites of 30,000 square feet or more located south of Island Avenue, subject to Section 157.0302(a)(4), in accordance with Process Five. The development shall be reviewed, and a recommendation provided by ~~the planning group officially recognized by the City of San Diego,~~ the Historical Resources Board, and the Planning Commission prior to consideration by the City Council.

(b) through (e) [No change in text.]

City of San Diego

COUNCIL POLICY

SUBJECT: CITY COUNCIL RECOGNITION OF INDEPENDENT COMMUNITY
PLANNING GROUPS

POLICY NO.: 600-24

EFFECTIVE DATE: _____, 2021

BACKGROUND:

The City Council (Council) recognizes the importance of receiving community input into land use decisions. This Policy sets forth the process by which the Council exercises its sole and exclusive discretion to formally recognize “Community Planning Groups,” or CPGs, as independent advisory bodies to the City of San Diego (City), and its ability to revoke recognition of any CPG.

CPGs are independent organizations voluntarily created and operated by community members who are not City employees, City agents, or City representatives. They are not City-controlled or managed organizations. The City does not direct or recommend the election, appointment, or removal of voting members to CPGs, or delegate authority to CPGs to act on its behalf.

PURPOSE:

The Council intends to create a process to formally recognize CPGs by establishing the requirements of recognition that each CPG must follow to be formally recognized. These requirements are intended to ensure that CPGs operate in a manner that is transparent to the public, accessible to and inclusive of all community members, and reflects the diversity of the communities where they operate. The Council may recognize by resolution a CPG that meets all requirements of this Policy and has agreed to the requirements of the related Terms and Conditions document.

A recognized CPG may make advisory recommendations to the City and other governmental agencies on land use matters within the CPG’s planning area boundaries, 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. Recognized CPGs may also advise on associated matters as described in this Policy, and on other land use matters as requested by the City or other governmental agencies. However, the City is not bound to follow the advice or recommendations of the CPGs.

It is the policy of the Council, on behalf of the City, that City representatives consistently inform and educate project applicants of the role of CPGs in the City’s project review process.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

POLICY:

I. DETERMINATION OF BOUNDARIES AND RECOGNITION OF CPGs.

When the Council recognizes a CPG, it will adopt a resolution setting forth the CPG's jurisdiction based on the boundary of the applicable adopted community plan. In some cases, the Council may determine that a boundary other than that of an adopted plan is the appropriate boundary for a CPG, and may identify an area either smaller than, or more encompassing than, an adopted community plan.

The Council may, by resolution, change the boundaries of a CPG. In considering a change, the Council will consider whether a community plan amendment or update is being processed and may change the community plan boundaries.

The Council may, by resolution, revoke recognition of a CPG if the CPG does not comply with the requirements of this Policy. The Council may subsequently recognize a successor CPG, or re-instate recognition of the previous CPG, by resolution.

II. OPERATIONAL FRAMEWORK FOR RECOGNIZED CPGs.

To be recognized, CPGs must incorporate into their operating procedures the requirements of this Policy including this Policy's Terms and Conditions document. Individual CPGs may expand on, but not contradict, provisions in this Policy to better meet the needs of their communities. CPGs that wish to be recognized must agree to the requirements of the Terms and Conditions document and submit their operating procedures to the City prior to the Council approving a resolution to recognize the CPG. City staff, as assigned by the City Manager, will regularly monitor the compliance of CPGs with this Policy.

Each recognized CPG must make their operating procedures available to the public upon request. CPGs should timely submit to the City any updates to its operating procedures. As this Policy may be amended from time to time, the Council will inform recognized CPGs if they must amend their operating procedures to conform to the amended Council Policy.

CPGs incorporated under the laws of the State of California are responsible for maintaining corporate documents, including articles of incorporation and corporate bylaws, and for complying with State laws and requirements.

A. Compliance with the Ralph M. Brown Act.

Recognized CPGs 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), as may be amended from time to time, by conducting meetings that are open to the public, properly noticed, and in compliance with each of the Brown Act provisions. Meeting agendas, minutes, rosters, and annual reports are disclosable public records and must be retained as described in C, below.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

B. Rules of Parliamentary Procedure.

CPGs must adopt rules of procedure, such as Robert's Rules of Order or Rosenberg's Rules of Order, that may be used as a guide when this Policy and CPG requirements do not address an area of concern or interest. These rules of procedure provide a uniform means to facilitate public meetings, conduct public business, and resolve disputes.

The City encourages CPGs to follow the Robert's Rules of Order procedures for setting times for agenda items to be considered and to adhere to a meeting schedule that has a standard start and end time for meetings as a courtesy to CPG voting members, the public, applicants, and others who may be in attendance.

The City may monitor CPG agendas to determine whether City staff should attend a CPG hearing. The City encourages CPGs to prioritize agenda items in a manner that is respectful of the time of City staff in attendance.

C. Open and Public Records.

The City encourages recognized CPGs to use publicly accessible websites and social media to post meeting agendas, minutes, reports, general information, and contact information provided in a manner that is consistent with the Brown Act.

A recognized CPG must maintain its official records, including its rosters, annual reports, meeting agendas, and meeting minutes, for a minimum of five years from the date each record is created, and must make all records, as defined below, available to the City and to any member of the public upon request and consistent with the timelines provided by applicable law. An official record is any writing distributed to all CPG voting members in connection with a matter that is subject to consideration at an open meeting of a recognized CPG.

Written applications submitted to the CPG by individuals wishing to serve as voting members, and election results, are considered official records and must be maintained by the CPGs in accordance with this Policy. Each recognized CPG must submit to the Office of the City Clerk the rosters of CPG voting members by May 1st of each year and must also promptly submit to the Office of the City Clerk any changes to rosters as a result of CPG elections.

The City, acting through the City Manager or designee, may monitor a CPG's records related to this Policy, including its rosters, meeting minutes, and annual reports, to ensure compliance with this Policy.

In addition, each recognized CPG must submit its advisory recommendations and any other records requested by the City to the City within ten business days of preparation so that the City may make the information publicly available.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

D. Community Representation.

The Council intends that voting members of recognized CPGs, to the greatest extent possible, be representative of the entire community within that CPG's boundaries. Recognized CPG voting members must be elected by and elected from members of the community within that CPG's boundaries. To be recognized as a CPG, and to maintain recognition, the organization must demonstrate to the City that it fairly represents all members of the community and is accessible to all members of the community within that CPG's boundaries.

The City will only recognize a CPG with a minimum of 10 voting members. The City recommends no more than 20 voting members to allow for effective operations. However, the Council may recognize a CPG with more than 20 voting members if the larger membership is necessary to give better representation to a community.

In addition, for the purpose of ensuring better representation of unique interests, a CPG may create separate "appointed seats." Where appointed seats are created, a CPG's operating procedures must specify the rights and duties of those appointed voting members, such as whether the appointed members may vote and count toward a quorum of the group. Elected CPG members, plus those appointed members who the CPGs authorize to vote, together constitute the "voting members" of the CPG.

To be recognized, a CPG must ensure that voting members meet the following minimum qualifications to serve: the voting member must be at least 18 years of age, unless the CPG has an appointed youth representative, and must 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; (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 owner, operator, or designee at a non-residential real property address in the community planning area as evidenced by a business tax certificate. Only one representative of a particular business establishment may hold a seat on the CPG at one time. "Residents," including renters, should be given a pro-rata share of seats to fairly reflect the community. The City encourages CPGs to designate seats for each community affiliation listed above so that all community interests in this paragraph are represented.

Eligibility (and demonstration of eligibility) to vote may be further defined in the CPG's operating procedures. Once eligibility to vote in an election is established, an individual remains eligible until he or she does not meet the eligibility requirements.

A voting member of a CPG must maintain eligibility during the entire term of service. A CPG must include in its operating procedures for removal of voting members for failure to maintain eligibility, which should provide affected voting members with fair notice and require ineligibility determinations to be supported by documentation.

The City may, and each recognized CPG must, gather certain demographic data of existing and new CPG voting members and the community at large, at the time of elections or other regular

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

periods, to measure inclusion and diversity on the CPG. The CPG may compare this data with the demographics of the community at large as may be available from the City or other agencies. Participation in any survey of demographic data will be voluntary and must be conducted in a manner to ensure the privacy of responses and respondents. The CPG may not request this information as part of an application with personal identifying information.

The demographic data gathered should include age range, nature of relationship to community (homeowner, renter, or business owner), duration of relationship to community, ethnicity, race, gender, professional background or expertise, and length of service or involvement with the CPG. The City may assist with outreach efforts to broaden the scope of diversity and inclusion in participation on CPGs to the extent possible.

E. Open and Public Elections.

CPGs must develop election procedures to ensure equal participation by all members of a community, including limiting the time that voting members of a recognized CPG can serve. All members affiliated with the community, as defined in Section II.D, within the boundary of a CPG may vote in CPG elections, and no additional qualifications, such as attendance requirements, may disqualify someone from voting. No voting requirement can be stricter than the requirements allowed by the California Elections Code voter qualifications.

Each recognized CPG must adopt provisions within its operating procedures that will govern the election or appointment of voting members of the CPG, their removal if necessary, and the process to fill vacancies. These provisions should provide for a fair and transparent process intended to ensure outreach to the entire community in CPG operations.

When elections for CPG voting members take place in person, CPGs should adopt procedures to ensure a fair and open process; for example, making voting available for at least two hours at the time and place of the CPG's regularly scheduled meeting.

Recognized CPGs must establish term limits to ensure that the organization is not dominated over time by individuals or groups within the community. Recognized CPGs must implement term limits using the following guidelines: no person should serve on a CPG for more than eight consecutive years if members are elected to two- or four-year terms, or nine consecutive years if members are elected to three-year terms. The eight- or nine-year limit refers to total service time, not to individual seats held.

CPGs may develop procedures for waiving this limitation in service by vote of a recognized CPG if the CPG cannot find enough new voting members to fill all vacant seats after a good faith effort to do so. If a CPG exercises this waiver, the City recommends that it use the following guidelines: (1) the group may operate with an unfilled seat until another candidate can be found, unless the total membership drops below the minimum number of 10 voting members. If an eligible candidate cannot be found within six months or group membership is at risk of falling below the minimum number of voting members, the CPG may follow another guideline (2) a voting member may serve more than eight or nine consecutive years (as specified above) if there are fewer candidates than vacant seats and the voting member is reelected to a remaining open

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

seat by at least a two-thirds majority of the votes cast by eligible community members participating in the regular election; (3) the number of individuals on a CPG serving more than eight or nine consecutive years should not exceed twenty five percent of the elected voting members of the group; and (4) the term of a member elected by a two-thirds vote serving beyond eight or nine years should count as time served beyond the required break in service as required by this section.

F. Established Policies and Procedures.

Each CPG must establish operating procedures that include the requirements set forth in this Policy and the Terms and Conditions. The operating procedures for each recognized CPG must ensure that the public has notice of the operations and activities of the CPG and includes the following topic areas:

1. Community participation that may include community outreach and recruitment of diverse representation on the CPG.
2. CPG composition describing open, designated, or appointed seats of voting members, conduct of elections, term limits, and mechanisms to inform and involve community members.
3. Conduct of meetings describing meeting noticing, including subcommittees; meeting operations such as time limits on speakers and maintaining a civil meeting environment; subcommittee operations such as a process for project reviews and amendments to operating procedures; the role of the chair in voting; recordkeeping and the procedures for public input on agenda items.
4. Voting member and CPG responsibilities such as the process for filling vacant seats either during a term or following an election; how CPG positions will be reported to the City; and discipline or removal of an individual voting member.

III. RELATIONSHIP BETWEEN RECOGNIZED CPGS AND THE CITY.

- A. As requested by the City, recognized CPGs must work with City staff throughout the community planning process, including during the formation of long-range community goals, objectives, and proposals or revisions for inclusion in a General or Community Plan. The City will provide annual training on decision-making processes and planning via a formal education program.
- B. Attendees at recognized CPG meetings and CPG voting members must conduct themselves professionally and refrain from disrupting the public process as set forth on the CPG's agenda. A CPG may ask voting members or members of the public to leave the meeting if their disruptive conduct inhibits the progress of the meeting.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

- C. Recognized CPGs and their voting members must routinely seek community participation in the planning and implementation process to serve the best long-range interest of the community at large.
- D. Recognized CPGs may develop a policy for financial contributions in a manner that is consistent with the law and the CPG's corporate governance documents, if any, for the purposes of furthering the CPG's efforts to promote understanding and participation in the community planning process. However, CPGs may not charge membership dues or a fee to attend CPG meetings. All contributions must be voluntarily made, and no CPG action or correspondence may be withheld based on any individual's or applicant's desire to not make a voluntary contribution. Contributions must be maintained in an account at a recognized banking or financial institution and two signatures from different CPG-authorized individuals must be required for a transaction to occur. The City is not responsible in any manner for this account.
- E. Recognized CPGs must develop operating procedures detailing the training requirements of all CPG voting members to complete the City's formal education program, which is offered online, each year and each time they are elected, re-elected, appointed, or re-appointed. The training will include the Brown Act, project development review, and an advanced curriculum for returning voting members. This training may also include sessions for CPG voting members and the public to increase understanding of the project review process and the roles and responsibilities of CPGs. Chairs and Vice-Chairs of CPGs and any CPG subcommittee or ad hoc committee should also attend advanced trainings in the development review process specific to CPG responsibilities and limits; California Environmental Quality Act (CEQA) review training; conduct of meetings and CPG operations; and an interactive component where new members can learn from experienced CPG voting members. These trainings will be provided by the City either online or in person. The training must meet the requirements of San Diego Ordinance O-19883. Newly seated CPG members must complete the City's formal training program within 60 days of being elected or appointed to a CPG, or the individual will become ineligible to serve as a voting member.
- F. Recognized CPGs must implement operating procedures that describe ethical, equitable, and inclusive standards for all CPG voting members and guard against CPG voting member conflicts of interest and undue influence.
- G. Voting Members of CPGs are expected to treat each other, members of the community, and City staff in a professional manner. A CPG should investigate complaints of voting member unprofessionalism for disciplinary action in accordance with their operating procedures. A CPG that fails to adequately manage issues of unprofessionalism of voting members with City staff may be in violation of Council Policy 600-24 and subject to corrective actions, including possible revocation of recognition.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

IV. SCOPE OF ADVISORY RECOMMENDATIONS.

Recognized CPGs may make recommendations to the City and other governmental agencies on matters concerning the preparation of, adoption of, implementation of, or amendment to, the General Plan or a land use plan when a plan relates to each recognized CPG's planning area boundaries, or related matters associated with implementation of its community plan.

Recognized CPGs 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 the provisions of Council Policy 600-33, a recognized CPG may be asked to review a park general development plan or capital improvements within the park if there is no City-recognized park advisory group.

The City will endeavor to document CPG recommendations, including project review recommendations, on the City website. The City will endeavor to notify CPGs of discretionary permits or actions located within their area.

Private project applicants are not required by this policy to present their application before CPGs, although the City encourages applicants to conduct robust engagement with CPGs, the community, and project neighbors. Because CPGs are independent of the City, the City does not consider CPG hearings to be hearings as defined in California Government Code section 65905.5.

V. DEADLINES FOR RECEIPT OF RECOMMENDATIONS AND COMMENTS.

A CPG must submit its advisory recommendation on a development project, if any, to the City within seven calendar days of the CPG's approval of the recommendation. The City may decline to review any advisory recommendation submitted to the City eight or more calendar days after the recommendation was approved by the CPG.

In addition, each CPG must follow a uniform, mandatory process for recording and posting CPG project review recommendations. This process should either use a revised annual report that includes all project recommendations, or a Bulletin 620 Distribution Form revised to include the number of times the applicant presented to the CPG per project and any major conditions to the project proposed by the CPG.

For a development project that requires an Environmental Impact Report, a recognized CPG must submit its comments before the public review period closes. If a CPG does not provide its comments during the public review period, the City may decline to consider the comments or other recommendations as allowed by State law.

The consistent failure of a recognized CPG 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 plan, or failure to review and reply to the City in a timely manner on development projects, may result in revocation of recognition under this Policy. Such

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

a determination resulting in the forfeiture of rights to represent its community for these purposes must be made only by a resolution of the Council, upon the recommendation of the Mayor, setting forth findings justifying a revocation of a CPG's recognition.

VI. COLLECTIVE ACTION OF RECOGNIZED CPG.

The official positions and opinions of a CPG must not be established or determined by any organization other than the recognized CPG, nor by any individual voting member of the CPG.

VII. DISCRIMINATION PROHIBITED.

Recognized CPGs must 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, or any other protected characteristic.

VIII. RIGHTS AND LIABILITIES OF RECOGNIZED CPGs.

A. Indemnification of CPGs.

The City will indemnify, and the City Attorney will defend, a CPG or its individual voting members, acting in their advisory 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 a CPG or its duly elected or appointed voting members resulting from their recognized role as specified in this Policy, so long as their conduct was in conformance with this Policy, 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 does not apply to allegations of criminal wrongdoing, including alleged criminal violation of the Brown Act.

A CPG or individual voting member found to be out of compliance with the provisions of Council Policy 600-24, with its associated Terms and Conditions, or with the group's adopted operating procedures, risks loss of defense and indemnification pursuant to the Ordinance, and any future amendments.

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

Some provisions of this Policy are identified as requirements of the Brown Act, which may include civil remedies (California Government Code sections 54960 through 54960.5) and criminal penalties (Government Code section 54959) for violation of its provisions. CPGs are expected to ensure good faith, voluntary compliance with the Brown Act and proactively cure violations themselves, to prevent legal actions that would void CPG actions. Individual voting members of a recognized CPG, as well as the group as a whole, could potentially be subject to civil remedies. Civil remedies may include relief to prevent or stop future or ongoing violations

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

of the Brown Act, or to void past actions of a CPG, and may in some cases include payment of court costs and attorney's fees.

Voting members of a CPG may also potentially face criminal misdemeanor charges for attending a meeting where action is taken in violation of the Brown Act, if the 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. Any CPG, or any of its individual members, may seek assistance, 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 a recognized CPG to appropriate law enforcement agencies, including the California Attorney General, San Diego County District Attorney, or San Diego City Attorney's Criminal Division.

C. Council Policy 600-24 Violations and Remedies.

A CPG that violates this Policy may forfeit its status as a recognized CPG and lose its right to indemnification and defense by the City. A CPG voting member risks loss of defense and indemnification pursuant to San Diego Ordinance No. O-19883 and any future amendments.

In the case of an alleged violation of Council Policy 600-24, a CPG's associated Terms and Conditions, or operating procedures by a CPG voting member, the CPG must conduct an investigation consistent with this Policy.

If the CPG determines a violation has occurred, the CPG's findings must be forwarded in writing to the City within 30 days of such finding for review by the Mayor or designee. The City will work with the CPG to determine the validity of the complaint and to seek resolution.

If the Mayor or designee is unable to resolve a dispute or determines that there has been a violation, the Mayor or designee may seek to resolve the dispute or violation informally, with the cooperation of the CPG, or may recommend to the Council that the CPG's recognition be revoked.

If the Council determines through a recommendation from the Mayor that a CPG has violated this Policy and the CPG has failed to take corrective action deemed adequate in the sole discretion of the Council, the Council may revoke the CPG's recognition under this Policy. The Council may also prescribe conditions under which official recognition may be reinstated.

D. Violations and Remedies for Quorum and Attendance Requirements

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

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

HISTORY:

Amended by Resolution R-300940 – 10/17/2005
Amended by Resolution R-302671 – 05/22/2007
Amended by Resolution R-307347 – 04/05/2012
Amended by Resolution R-309298 – 11/14/2014
Amended by Resolution R-_____ --

Attachment:

EXHIBIT A: REQUIRED COMMUNITY PLANNING GROUP DOCUMENTS FOR AN
APPLICATION FOR CITY COUNCIL RECOGNITION

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TERMS AND CONDITIONS FOR CITY COUNCIL RECOGNITION OF {NAME OF COMMUNITY PLANNING GROUP} AS AN INDEPENDENT COMMUNITY PLANNING GROUP PER CITY COUNCIL POLICY 600-24

Introduction and Background

With the Terms and Conditions established herein, the City desires to establish minimum standards the {NAME THE CPG} (the CPG) will adhere to and designated services the CPG will provide in order to obtain and maintain official recognition by the City pursuant to Council Policy 600-24 (Policy 600-24). CPGs are independent organizations voluntarily created and operated by community members who are not City employees, City agents, or City representatives. CPGs are not City-controlled or managed organizations. The City does not direct or recommend the election, appointment, or removal of CPG members, or delegate authority to CPGs to act on its behalf

The CPG, in adopting these Terms and Conditions, 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 CPG 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 CPG in the City of San Diego. The CPG acknowledges that the City can revoke recognition of any CPG if the City, in its sole discretion, determines these standards are not being met.

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

The CPG will submit the documents listed in Exhibit A of these Terms and Conditions with its application for Council recognition and maintain these documents in accordance with sections 2.5 and 7.2 herein.

In consideration of Policy 600-24 and the Terms and Conditions established herein, the CPG hereby agrees to abide by the following:

1. Name and Geographical Boundaries

The name of this City recognized CPG shall be {NAME CPG}.

The community planning boundaries of this CPG are the boundaries of the {COMMUNITY NAME} Community, as shown in Exhibit B.

2. Responsibilities

2.1 Collaboration with City Staff

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

2.2 CPG Review

The CPG may make recommendations to the City and other governmental agencies on land use matters within the CPG's geographical boundaries or related matters associated with implementation of its community plan as shown in Exhibit B, 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 CPG may, upon City request, make recommendations, or participate in, additional efforts such as identifying CIP infrastructure needs or additional City matters.

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

2.3 Timely Submittal of CPG Recommendations to the City

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

In addition, the CPG shall submit its recommendation and any conditions to the project proposed by the CPG, using Bulletin 620 Distribution Form, or reasonable facsimile.

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

2.4 Adherence to Ralph M. Brown Act

The CPG 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, and in compliance with each of the Brown Act provisions. Failure of the CPG to conduct meetings in compliance with the Brown Act provisions shall constitute sufficient reason for the CPG to lose its Council recognition and may subject the CPG and CPG members to a loss of indemnification by the City.

2.5 Maintenance of Open Records

The CPG 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 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.

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Written applications submitted to the CPG by individuals wishing to serve as voting members, and records of election results, are considered official records and will be maintained by the CPG in accordance with Policy 600-24. The CPG will submit to the Office of the City Clerk the rosters of CPG members by May 1st of each year and will also submit to the Office of the City Clerk any changes to rosters as a result of CPG elections.

3 Community Participation and Representation

3.1 Membership

The CPG will ensure that voting members of recognized CPGs, to the greatest extent possible, represent the community and community interests, including homeowners, renters, individuals with and without school age children, and diverse age groups.

The CPG and its voting Members should routinely seek robust community participation in the CPG planning and implementation process to serve the best long term interest of the community at large. The CPG shall submit a detailed written Community Participation and Representation Plan to the City Council along with its application for recognition (see Exhibit A).

3.2 Community Outreach

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

3.3 Collection of Membership Data

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

4 CPG Composition

4.1 Number of Voting Members

The CPG will have no fewer than 10 and no more than 20 voting members, respectively, representing the various community interests set forth in these Terms and Conditions. The Council may recognize a CPG with more than 20 voting members if the larger membership is necessary to give better representation to a community.

4.2 Voting Member Eligibility

The CPG will ensure that voting members meet the following minimum qualifications throughout their entire term of service:

4.2.1 Minimum Age

Voting members will be a minimum of 18 years of age, unless the CPG has an appointed youth representative.

4.2.2 Minimum Attendance Requirements

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The CPG shall take attendance to ensure that each voting member attends at least two-thirds of the CPG's regularly scheduled meetings in any 12-month period. Failure to meet minimum attendance shall be grounds for disqualification of the voting member.

4.3 Community Representation

The CPG will ensure that Voting Members be affiliated with the community as either a: (1) property owner, who is an individual identified as the sole or partial owner of record, or their employee, of a real property (either developed or undeveloped), within the community planning area; (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 owner, operator, or employee at a non-residential real property address in the community planning area as evidenced by a business tax certificate or other official document.

In addition, the CPG should designate at least a pro-rata share of voting member seats for home renters within the CPG.

4.3.2 Appointed Seats

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

4.4 Voting Member Term Limits

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

4.4.1 Maximum Time of Service

CPG voting members will not serve their service time for more than eight consecutive years if elected to two- or four-year terms, or nine consecutive years if members are elected to three-year terms. CPG members who accumulate this maximum service time can be eligible to serve again after a two-year break in service if allowed by the CPG's operating procedures.

4.4.2 Waivers of Maximum Time of Service

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

- (1) Waivers of Maximum Time of Service shall not be granted unless necessary to ensure there are least 10 voting members (See Section 4.1).
- (2) Waiver of Maximum Time of Service to ensure there are at least 10 voting members shall be ratified by at least a two-thirds majority of the votes cast by eligible community members participating in the regular election; and

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- (3) The term of a 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.

4.5 Vacancy of Designated Seats

The CPG may develop procedures for waiving the maximum time of service by vote of its voting members if the CPG cannot find sufficient new members to fill a vacancy of a seat after a good faith effort to do so.

Should a CPG choose to exercise this waiver, a voting member may serve in excess of the Maximum Time of Service if there are fewer candidates than vacant seats and the voting member is reelected to the open designated seat by at least a two-thirds majority of the votes cast by eligible community members participating in the regular election.

5 Open and Public Elections

5.1. Equal Participation

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

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

- Only one voting member per residential household
- Only one voting member per business tax certificate
- Only one 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. The CPG acknowledges that once a member of the public establishes eligibility to vote in an election, they will remain eligible until they do not meet the eligibility requirements.

5.2 Transparency and Inclusion in Operations

The CPG will adopt provisions within its operating procedures that will govern the election or appointment of voting members of the CPG, 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 CPG operations.

CPG operating procedures should address the following:

- Verification of candidate eligibility prior to printing a ballot
- Creation of a ballot with all candidates identified by name, community served, profession, employer, and qualifications
- Handling of write-in candidates, if applicable, including how to verify eligibility for a write-in candidate's name on a submitted ballot
- Handling of a candidate's absence from a scheduled candidates' forum
- Location(s) of polls, including managing multiple concurrent polling locations, if allowed
- Management of the polls

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- Verification of voter eligibility (i.e. driver's license, utility bill, business tax certificate, property tax bill)
- Ballot construction & content
- Setting election date(s)
- Setting voting time(s)
- Mail-in ballot procedures, if applicable
- Closing the polls
- Counting the ballots, including when, by whom, and how to account for a candidate continuing beyond eight or nine consecutive years of service
- Clarifying whether a plurality voting system is being used, or if a majority is required for a seat to have a declared winner
- Ballot record keeping
- Tie-breaking procedures
- Election challenge procedures
- Timing of installation of newly elected members
- Maintaining confidentiality of secret written ballots
- Discouragement of electioneering (individuals actively trying to convince voters to vote for a specific candidate at the time and place of the election)
- Next steps if a seat remains unfilled due to lack of, or ineligibility of, a candidate, or as a result of a successful election challenge

5.3 Election Timing

The CPG will endeavor to host its elections during the month of March each year to be consistent with other CPGs.

6 Conduct of Meetings

6.1 Professional Conduct

The CPG and its voting members will conduct themselves reasonably and professionally and refrain from disrupting the public process as set forth on the CPG's agenda.

6.2 Rules of Procedure

The CPG shall adopt rules of procedure for its meetings, such as Robert's Rules of Order or Rosenberg's Rules of Order, to provide a uniform means for the CPG to facilitate public meetings, conduct public business, and resolve disputes.

6.3 Transparency in Operations

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

7 Additional CPG Responsibilities

7.1 Commitment to Non-Discriminatory Practices

The CPG, 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,

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marital status, military or veteran status, genetic information, medical condition, or physical or mental disability.

7.2 Records Retention

The CPG will maintain its official records, including its rosters, annual reports, meeting agendas, and meeting minutes, for a minimum of five 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 CPG will outline and adopt ethical standards for all CPG voting members to guard against potential conflicts of interest and undue influence on any recommendation. These standards should include how CPG members can recuse themselves or abstain from voting on decisions when such a conflict exists. The CPG shall submit its adopted ethical standards to the City Council in its application for recognition by the City Council (see Exhibit A). The CPG should use the City's Ethics Ordinance as a guide in drafting its ethical standards. The following are examples of acceptable CPG ethical standards:

7.3.1 Example Standards of Conflicts of Interest

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

7.3.2 Example Exceptions to Conflicts of Interest

Exceptions to conflicts of interest may be granted by a CPG board to other CPG 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

CPG 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 member lacks sufficient information upon which to cast a vote. The CPG's record of the vote on the item will reflect an abstaining 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 CPG nor voting members in their capacity as such may use their title from or position on a CPG for political endorsements of individuals. The CPG may, however, upon majority vote, take a position on pending legislation that is within the CPG's purview.

7.3.5 Donations

Neither the CPG nor its voting members should accept donations on behalf of any individual running for office.

7.3.6 Equal Time for Candidates or Ballot Measures

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

7.4 Voting Member Training

The CPG will require all CPG voting members to complete the formal education program in person or on-line offered by the City.

The CPG will require members to complete the training each year within 60 days of being initially elected or appointed to the CPG, and by no later than June 1st of each succeeding year for as long as the voting member is serving or re-elected.

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

7.5 Collaboration with City Staff

CPG 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 CPG.

8 CPG 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 CPG or its individual 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 CPG or its duly elected or appointed members resulting from their obligations to advise and assist the City and its agencies with land use matters as specified herein, so long as their conduct was in conformance with these Terms and Conditions, all of the findings specified in the Ordinance 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 CPG or one of its individual members is found to be out of compliance with the provisions of Policy 600-24, or with these Terms and Conditions, 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 CPG will ensure good faith, voluntary compliance with the Brown Act and proactively cure violations themselves, to prevent legal actions that would void CPG actions. Individual members of the recognized CPG, as well as the group as a whole, could be subject to civil remedies. Civil remedies may include relief to prevent

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or stop future or ongoing violations of the Brown Act, or to void past actions of the CPG, and may in some cases include payment of court costs and attorney's fees.

Individual members of the CPG may also potentially face criminal misdemeanor charges for attending a meeting where action is taken in violation of the Brown Act. Action taken includes collective decisions or promises, and also includes tentative decisions. The CPG, or any of its individual members, may seek assistance, 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 CPG to appropriate law enforcement agencies, including the California Attorney General, San Diego County District Attorney, or San Diego City Attorney's Criminal Division. The CPG, or any of its individual members, accused of criminal violations of the Brown Act does not have the right to legal protection or representation under these Terms and Conditions or San Diego Ordinance O-19883.

8.3 Violations of Membership Eligibility

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

8.3.1 Removal of Ineligible Members

A CPG shall include in their operating procedures a procedure for removal of voting members for failure to retain eligibility, which should provide affected members with fair notice and require ineligibility determinations to be supported by documentation.

8.4 Violations and Remedies

If the CPG violates these Terms and Conditions, it may forfeit its status as a recognized CPG and lose its right to indemnification and defense by the City. A CPG member and the CPG 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 Terms and Conditions by a CPG member, the CPG will conduct an investigation consistent with Policy 600-24.

In the case of an alleged violation of CP 600-24, the violation will be forwarded in writing to the City for review by the Mayor or their Designee. The CPG 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 CPG acknowledges that if the Mayor or their Designee, is unable to resolve a dispute or determines that there has been a violation, the Mayor or their Designee may seek to resolve the dispute or violation informally, with the cooperation of the CPG, or may recommend to the City Council that the CPG's recognition be revoked.

The CPG acknowledges that if the City Council determines through a recommendation from the Mayor or their Designee that a CPG has violated their Terms and Conditions or CP 600-24 and the CPG has failed to take corrective action deemed adequate in the sole discretion of the City

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Council, the City Council may revoke the CPG's recognition under this Policy. The City Council may also prescribe conditions under which official recognition may be reinstated.

8.5 Disciplinary Actions of Individual Members in Violation of Terms and Conditions

The CPG acknowledges that any of its members found to be in violation of these Terms and Conditions shall only be disciplined or removed by the CPG at a scheduled CPG 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 60 days of the allegation so as to ensure a fair and public process.

8.6 Potential Conflicts of Interest

CPG 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 CPG, which may include expulsion from the board. The CPG will report in writing instances of disciplinary action to the City within 60 days of any allegation.

8.7 Violations and Remedies for Quorum and Attendance Requirements

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

8.8 Violations of City Requests for Input

The CPG 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 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.

9 Collective Action of the CPG

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

10 Term of the Terms and Conditions

These Terms and Conditions will be effective _____ in perpetuity of the life of the CPG unless recognition of the CPG is revoked by the City as described in Section 8.4 or the Terms and Conditions are updated to be consistent with Policy 600-24 as it may be amended.

EXHIBIT A

REQUIRED COMMUNITY PLANNING GROUP DOCUMENTS FOR AN APPLICATION FOR CITY COUNCIL RECOGNITION

Each CPG application for recognition by the City Council must contain the following documents:

- 1) The CPG's bylaws.
- 2) The CPG's election procedures.
- 3) The CPG's operating procedures.
- 4) The CPG's ethical standards.
- 5) The CPG's Community Participation and Representation Plan.

If one of these required documents is included within another (for example, if the CPG's ethical standards are included in the CPG's bylaws) then the CPG must indicate that in its application.

CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

DRAFT REVISION

SUBJECT: COMMUNITY PLANNERS COMMITTEE

POLICY NO.: 600-09

EFFECTIVE DATE: _____

BACKGROUND:

The involvement of San Diegans in City planning, implementation, and prioritization is unique for many reasons, the more notable of which include the extent to which positive accomplishments have emerged from public participation in city decision-making coupled with ensuring our city is prosperous, healthy, safe, inclusive, and equitable. The City Council, in early recognition of public participation in City decision-making, established in 1976 Policy 600-24, encouraging, and supporting the formation of community planning groups (CPGs).

The adoption in 2008 of the City of San Diego General Plan provided policy guidance to balance the needs of a growing city while enhancing quality of life for current and future San Diegans. It provides a strategy, the City of Villages, for how the city can enhance its many communities and neighborhoods as growth occurs over time. It presented ten elements that overall provide a comprehensive “blueprint” for the City of San Diego’s growth over the next twenty plus years. The 2008 General Plan found the City of San Diego and its residents and businesses facing new issues: a lack of vacant developable land for future growth, unmet public facilities standards, a changing economic base, and major environmental challenges.

The City Charter establishes the basis for Advisory Boards and Committees (Charter, Section 43.) The City Council desires to preserve the original intent of this Policy while ensuring the resulting organization remains independent; further, that the organization is formed by representatives from recognized CPGs and not dependent on CPGs in formulating recommendations on regional or city-wide matters.

The CPC is an independent organization voluntarily created and operated by City community members who are not City employees, City agents, or City representatives. It is not a City-controlled or managed organization. The City does not direct or recommend the election, appointment, or removal of voting members, or delegate authority to the CPC to act on its behalf.

PURPOSE:

The purpose of this Policy is to recognize an organization that may provide input to the City on those matters related to the General Plan, its amendment, implementation, and related planning, infrastructure, and development programs.

The CPC may make advisory recommendations to the City and other governmental agencies on land use and infrastructure matters. However, the City is not bound to follow the advisory recommendations of the CPC.

POLICY:

It shall be the policy of the City to recognize an organization that may offer review and recommendations to the City on those matters related to the General Plan, its amendment, implementation, and related planning and development programs.

1. This organization is generally expected to be composed of the chair, or officially designated representative, or alternate of each of the community planning groups recognized under City Council Policy 600-24.
2. The CPC is independent of recognized community planning groups and not dependent on their guidance in formulating recommendations on regional or City-wide matters.
3. The CPC may participate in reviewing and offering recommendations to the City associated with implementing the goals, objectives, and policies contained in the City's General Plan, including land use and infrastructure issues of regional or City-wide scope.
4. The CPC is responsible for keeping informed on current projects. The CPC should monitor City agendas and announcements for public input, deliberations, and decision-making on City actions. The CPC is solely responsible for offering input and recommendations to the City in a timely manner.
5. With a goal of inclusive and robust participation in City-wide deliberations, the CPC should adopt rules and procedures calling for meeting schedules, methods of conduct of business, compliance with the Brown Act, and related matters as appropriate.

HISTORY:

Adopted by Resolution R-199050 02/12/1970

Amended by Resolution R-212667 02/20/1975

Amended by Resolution R-_____