

Valley Community Planning Group – BY LAWS COMMITTEE is inviting you to an -IN-PERSON Meeting

Time: Monday, October 30, 2023 5:30-7:30pm in the Music Room at Valencia Park/ Malcolm X Library,

5158 Market St, San Diego, CA 92114 Meetings will continue Oct. 30, Nov 6, and Nov 13 until new Bylaws completed for the Chollas Valley Community Planning Group – Alta Vista, Broadway Heights, Chollas View, Emerald Hills, Encanto, Lincoln Park, O’Farrell, and Valencia Park communities
ByLaws Committee: Sally Smull, Robert Campbell, Andrea Hetheru, Marry Young, Michael Westmoreland, Russell Steppe

Attendance:

Agenda Setting/modifications (Note: items may be addressed out of listed order and time)
Unfinished business shall be tabled and placed on the agenda for the following meeting.

A. Call to Order, Welcome, Roll Call (2 minutes)

B. Housekeeping: Please SILENCE or Turn off your phone. Thank you. Please be courteous to all. Wait until called upon to speak, and only speak when given the microphone. CVCPG Officers, and Board Members will ask questions first during communications, then General Members, then the Public. Hopefully, your question will be answered before you speak.

Attendance will be taken to confirm that a QUORUM has been attained. No decisions can be made without a quorum present.

C. Adoption of the Agenda (2 minutes) 1st/ 2nd/ # approved # abstained

D. Non-Agenda Communication from the Public: Our community planning group meeting allows for a public comment period at the beginning of our meeting for items not on the agenda, but that are within the scope of the group. (Brown Act section 54954.3(a)) Community planning group members may respond by asking a question to clarify, and also may schedule the item for a future agenda. However, no discussion, debate, or action may be taken on such items.(Brown Act section 59454.2). (Limit 1-2 minutes)

E,Info item: Bylaws Committee Progress & Next Steps (Sally Smull)

(Action item on November 20, 2023 CVCPG for city of San Diego Planning Department application.)

Go over Binders provided:

Confirm Binders are intact, in order.

Current Bylaws CVCPG 2018: https://www.sandiego.gov/sites/default/files/chollasvalleybylaws_0.pdf

F. Brown Act Revisions as of 2023:

G. Review new Operating Procedures shared by the Planning Department and discuss changes

<https://files.constantcontact.com/bbe9f35c701/c4bfc8db-b378-4493-abf8-c989d6db8eb7.docx>

H Review Modifications to the Terms and Conditions AKA Operating Procedures shared by Normal Heights CPG If you have any issue with access, need file conversions, or would like to discuss contract language don’t hesitate to reach out.

https://drive.google.com/drive/folders/1L-ZbykmDpoYK9daxPe0fW0OUkYF7_fIO?usp=share_link

Paul Coogan

ideabuzz@gmail.com

626 390-4190

(Do Neighborhood Reps have responsibility to share info with their communities/organizations/local councils? Time line? Should At-Large Reps be required/recommended to attend other organization meetings & report back several times a year? (SD Black Arts & Culture District, Jacobs Center, Lincoln High Cluster, Business District, Non-profits like Urban Collaborative, GroundworkSD, Chollas Creek Coalition)

I. Elections Procedures will be most time consuming.

J. Outreach, Community Participation and Representation Plan- Big expectations from us. K. Ethical Standards – use old bylaws behavioral expectations plus new 600-24 rules.

L. Take ownership of their own official documents and records-Five years. (Website draft; chollasvalleycommunityplanning.com)

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 periods, to measure inclusion and diversity on the CPG. The CPG shall compare this data with the demographics of the community at large as may be available from the City or other agencies, such as <https://datasurfer.sandag.org/> and submit to the City as part of its annual report. 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. Collect demographic data of existing and new Planning Group voting members and the community at large and submit to the City as part of its annual report. The City Planning Department will share templates for the provision of these required reports.

• Update individual governing bylaws and create new advisory documents such as Ethical Standards and a Community Participation and Representation Plan.

What has changed with Planning Groups?

In September 2022, the City Council approved changes to Council Policy 600-24, https://www.sandiego.gov/sites/default/files/cpd_600-24.pdf which defines the roles, responsibilities and standard operating procedures of Planning Groups. These changes focused on improving transparency, broadening community representation and reflecting Planning Groups' legal status as

independent organizations, consistent with the City Charter.

Under the new changes, Planning Groups will be required to:

- Proactively seek Council recognition upon Council approval of the policy updates and prior to Dec. 31, 2023.

- Take ownership of their own official documents and records. (Website draft; chollasvalleycommunityplanning.com)

- Prohibit attendance requirements for annual election vote or candidacy.

Operating Procedures Template: https://www.sandiego.gov/sites/default/files/4_terms_and_conditions.pdf

Ethical Standards Template: https://www.sandiego.gov/sites/default/files/5_guidelines_for_ethical_standards.pdf

Community Representation and Participation Plan: https://www.sandiego.gov/sites/default/files/participation_and_representation_plan_appendices.pdf

Old 2010 Demographics: <https://datasurfer.sandag.org/api/census/2010/cpa/encanto/export/pdf>

Encanto Community Plan: <https://www.sandiego.gov/planning/community-plans/encanto>

What are Planning Groups responsible for?

- Reviewing projects that require a development permit (discretionary projects) that are sent to Planning Groups from the City and providing advisory recommendations on these projects.

- Providing advisory recommendations on land use matters, such as amendments to the General Plan and to Community Plans.³

What should Planning Groups understand?

- Project applicants are not required to come before Planning Groups for input; however, it is highly encouraged.

- Planning groups do not review ministerial projects. These are projects that do not require a development permit, such as a Conditional Use Permit, Site Development Permit, etc. In other words, projects that do not require a decision-maker to use discretion in approving a project.

If multiple applications are received for one Community Planning Area, staff will apply evaluative

criteria including SANDAG demographic data to provide relevant information to the City Council for their consideration. Why is demographic information being considered?

- Planning groups may always reach out to their assigned Community Planner with questions.

- The City Attorney's Office does not advise Planning Groups. Always reach out to your assigned Community

Planner with questions and advice on planning group operations.

- Land use matters that are citywide or regional in scope are heard by the Community Planners Committee

(CPC) whose roles and responsibilities are governed by Council Policy 600-09.

- Planning Groups are one of several venues for the public to provide input and engage the City.

Resources and information regarding the recognition process are available on the Planning Group Recognition and Operations webpage that includes access to the online application, required application documents, information on workshops, and requesting individualized assistance. Starting in 2024, the Department will present the applications to the Land Use & Housing Committee and City Council. As part of the approval process, the Department will evaluate the applications received for each community planning area for City Council consideration. Existing Community Planning Groups should continue to rely on their bylaws up until the City Council recognizes them or a new group for a community plan area under the revised Council Policy 600-24.

- City Council Staff Report
 - City Council Resolution Approving Revisions to the Council Policy 600-24
 - Council Policy 600-24 (Amended)
 - o Terms and Conditions
 - o Guidelines for Ethical Standards
 - o Community Participation and Representation Plan (Revised with appendices)
 - o Community Participation, Representation and Planning Group Composition (Excerpt)
- Suggested Strategies – Community Participation & Representation Plan As required for Planning Group Recognition by Terms and Conditions, Exhibit A of Council Policy 600-24
- Suggested Strategies – Community Participation & Representation Plan As required for Planning Group Recognition by Terms and Conditions, Exhibit A of Council Policy 600-24

The Community Planning Group (“Planning Group”) is committed to engaging a broad and diverse cross-section of our community members in monthly meetings and to electing Planning Group members who are representative of the community and community interests, including, but not limited to renters, youth, people with disabilities, and intergenerational households. Soliciting and obtaining broad input on projects and initiatives is critical to the success of our Planning Groups to serve as a recognized advisory body to the City.

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

Our plan is crafted to reflect the unique demographics and characteristics of our community. Please see Community Plan Area (CPA) demographics provided by SANDAG’s Data Surfer website.

Overarching Goal

- Educate community members about the role of our Planning Group and opportunities for involvement.
- Establish partnerships with non-profits, community organizations, businesses, schools/universities and government organizations to build relationships and trust with the community.
- Increase and diversify participation in monthly Planning Group meetings and decision- making.

- Communicate about our CPG's work and goals in simple, easy-to-understand language that is accessible for anyone regardless of their background in or knowledge of community planning.
- Obtain meaningful input from a broad range of community members on land use matters (e.g. General Plan and Community Plan Amendments, Community Plan Updates, project reviews, and other land use matters referred to them by the City).
- Be proactive in listening to community needs and effectively communicating these to the City.

Guiding Principles for Public Participation

- Provide all meeting information necessary to encourage community members to participate in a simple and accessible manner.
- Communicate in ways that are inclusive, transparent and respectful.
- Consistently share information with community members using a variety of methods (See Appendix A -Public Participation Tools).
- Make meeting materials available in the languages spoken within the community. Please see Census data for Community Plan Area (CPA) provided by SANDAG's Data Surfer website.
- Be respectful of people's opinions and time. Consider establishing grounds rules for dialogue or codes of conduct like those from the American Bar Association and the National Conflict Resolution Center.
- Ensure a safe, accessible meeting space.

Bringing people together: Online meetings can be cost- and time-efficient, and people can participate from their home, office, or mobile device via an online application. Please consult In-Person Meeting Guidance when hosting a virtual or hybrid meeting per the Brown Act.

M.Unfinished business shall be tabled and placed on the agenda for the following meeting.

N. Meeting Adjournment 1st/ 2nd/ #approved

Upcoming CVCPG Bylaws meetings: 10/30/23 , 11/6/23, 11/13/23

Upcoming full CVCPG meetings, 11/20/23, 12/18/23 LOCATION May Change to allow for longer meetings

Agendas and meeting minutes can be found at <https://www.sandiego.gov/planning/community/profiles/encanto/agendas> This Public Notice and Agenda is posted at the Valencia Park/Malcolm X Branch Library, located at: 5148 Market St, San Diego, CA 92114 at least 72 hours in advance of the meeting date. In addition, Agendas are posted on the CVCPG Facebook

Page. <https://www.facebook.com/CVCPG/> and Nextdoor.

For further information regarding agenda items, meeting or to request a membership application please contact the Chair, Sally Smull at ChollasValleyCPG@gmail.com Leave a Voicemail for Chair, Sally Smull: 619-354-0558

The City of San Diego distributes agendas via email and can provide agendas in alternative formats as well as sign language or oral interpreter for the meeting with advance notice. If you would like to receive agendas via email, send your requests

to sdplanninggroups@sandiego.gov and indicate your specific community planning group. To request these services, please contact the Planning Department at 619-533-6307 or sdplanninggroups@sandiego.gov at least five (5) working days prior to the meeting to ensure availability. Community Planning Group email lists We are still considered " Encanto Neighborhoods" on

many sandiego.gov links, instead of Chollas Valley Community Planning Group (CVCPG)

Encanto Neighborhoods Community Plan: https://www.sandiego.gov/sites/default/files/encanto_community_plan-revised_lu_maps-reduced_6-20-16.pdf

Alta Vista, Broadway Heights, Chollas View, Emerald Hills, Encanto, Lincoln Park, O'Farrell, Valencia Park communities

P2 CVCPGBylawsMeetingAgendaOct23,2023

Demographics: <https://www.sandiego.gov/sites/default/files/cpg-demographic-data-2021.pdf> (corrected) Compare with Information from GroundworkSD, and fill in the blanks.

Make tentative changes in red, share at Nov. 20, 2023 CVCPG for approval or redo.