

Unofficial Summary

Land Use & Housing Committee

December 5, 2019

Item 3- Revisions to Community Planning Groups.

'A' recommendations are language from Community Planners Committee, 'B' are language from the Community Planning Group Reform Task Force, and 'C' are recommendations directly from the Grand Jury Report, the City Audit, or Circulate San Diego's Democracy in Planning.

Recommendation 1 A

Ensuring that Community Planning Group (CPG) rosters, annual reports, and meeting minutes contain all the required elements as described in Council Policy 600-24 through proactive monitoring of those documents.

Recommendation 2 A

Establishing a seven day due date for receipt of CPG formal action recommendations to the Development Services Department Project Managers.

Recommendation 3 A

Developing a formal mechanism for recording and posting CPG project review recommendations, either using a revised annual report that includes all project recommendations or using the Bulletin 620 Distribution Forum revised to include the number of times the applicant presented to the group per project and any major conditions to the project proposed by the group. The reporting mechanism should be uniform and mandatory for all CPGs.

Recommendation 4 A

Identifying deadlines for CPGs to provide the Planning Department with rosters, minutes, and annual reports, so that the Planning Department can post them online to ensure this information is available to the public in a centralized location.

Recommendation 5 A

Including election results in the record retention requirements.

Recommendation 6 A

Making member applications mandatory, subject to record retention requirements, and submitted to the City Clerk.

Recommendation 7 A

Require that each CPGs determine a maximum duration for each meeting, with the ability to extend the time by a majority vote of the CPG.

Recommendation 8 A

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The Planning Department should coordinate with the Development Services Department to communicate a consistent message to project applicants of the role of CPGs in the project review process.

Recommendation 10 B

For a development project that requires an Environmental Impact Report (EIR), the CPG must submit their comments before the public review period closes. If a CPG doesn't provide comments during the public review period their recommendations will not be considered for the project.

Recommend 11 B

Prioritize action items that inform City decision making in the order of the agenda.

Recommendation 12 A

Members of the appropriate city staff should attend when a discretionary land use item is before the CPG

Recommendation 13 B

Candidates should not be required to have attended more than one meeting in the past 12 months to be eligible to join a CPG board.

Recommendation 14 A

Community members should not be required to have attended previous CPG meetings to be eligible to vote to elect members of the CPG.

Recommendation 15 C

Defining CPG representation to include a district category for renters and set a minimum of one seat for that category.

Recommendation 16 B

In-person voting should be available for at least two hours and should run at least two hours after the stated time of a CPGs regularly scheduled meeting if voting can run concurrently with the meeting.

Recommendation 17 A

Make explicit that CPGs are allowed to use social media, in accordance with the Brown Act.

Recommendation 18 A

The City shall develop and implement a robust outreach plan to publicize CGP elections

Recommendation 19 B

Community Planning Groups that are unable to meet CP 600-24 quorum and attendance requirements three months in a row should be considered inactive. A defined process for reactivation should be established.

Recommendation 20B

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Gather relevant demographic data of CPG board members in an audit immediately and require new CPG board members to complete a demographic survey at every election or time of appointment. The survey should include: Age, Business Owner or Property Owner, Ethnicity, Gender, Length of Residence, Neighborhood, Professional Background, Race, Renter or Owner, Years of Service on CPGs.

Recommendation 21 B

Require a termed-out board member to wait two years until they can run for their CPG again without exceptions.

Recommendation 22 A

The Planning Department should develop methods and provide resources to improve recruiting that could result in more diverse CPG membership.

Recommendation 23 B

All CPG members should be required to complete the eCOW or COW training annually each time they are reelected or reappointed.

Recommendation 24 A

Planning Department or DSD should provide required ongoing education for decision-making processes and planning.

Recommendation 25 B

Requiring annual training for all CPG members, not just new members.

The COW or eCOW will include:

- A mandatory Brown Act training for all members.

- A separate advanced curriculum for returning members

There should be specific training at the COW or eCOW and/or offered during the year which might include:

- For Chairs and Vice-Chairs of CPG's and any CPG subcommittee/Ad Hoc Committee.

- Advanced training in the Development Review Process specific to CPG responsibilities and limits.

- CEQA review training.

- An interactive component where new members can learn from experienced CPG.

Recommendation 26A

The Planning Department, in conjunction with relevant City departments, should provide a comprehensive training program that includes:

- 1) Mandatory-training segment focused entirely on project development reviews

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- 2) Sessions for CPG members and the public to increase understanding of the review process and roles and responsibilities.
- 3) All trainings will be online or in person.

Recommendation 28 A

Direct the San Diego City Planning Department staff to closely monitor CPG actions and provide timely guidance to preclude requests for inappropriate project additions or modifications

Recommendation 29 B

If a CPG violates the Brown Act then the CPG will be referred to the City Attorney's Office for disciplinary review.

Recommendation 30 B

Revise the bylaws shell in 600-24.

Recommendation 31 A

The annual report should be a CPC approved standardized electronic fill-in template with expanded components for the annual report, a member summary would include: number of members and member categories (i.e. homeowners, renters, property owners, and business representatives), turnover, mid-term election. The template should include an open comment section. The City should include any software to make the template available on private computers.

Recommendation 32 A

The City Auditor should conduct a review of all city retain CPGs documents every five years.

Recommendation 33 A

The Planning Department, in conjunction with the Development Services Department, should improve its documentation of CPG recommendations and post all CPG documents, including project review recommendations on the City website. The City must provide clear and specific directions to locate all CPG documents.

Passed 4-0

Recommendation 27 was returned to staff. Vote 4-0

- CPG members must file statements of economic interest, per the Political Reform Act. (A recommendation by the taskforce)

Recommendation 9 failed for lack of a second.

- CPG meetings, when discretionary land use items are on the agenda, must be taped (either video or audio). (A recommendation by the taskforce).

Recommendation 19 passed with modifications "Community Planning Groups that are unable to meet CP 600-24 quorum and attendance requirements **three months in a row should be considered inactive. A defined process for reactivation should be established.**" Passed 4-0.

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Recommendation 21B passed 3-1

- Require a termed-out board member to wait two years until they can run for their CPG again without exceptions. (A recommendation from Democracy in Planning).

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