Menu of Recommendations on Reform of Community Planning Groups

Each row (x axis) in the matrix below represents one CPG reform recommendation. Each column (y axis) below lists the differences and similarities on each reform recommendation from the various community inputs into this policy process. Starting from the farthest right column and reading towards the left shows the chronological development of the recommendations. Any modifications by the subsequent group to consider the reforms are highlighted in **bold** or underlined red or blue.

	Group AA Support by the Land Use & Housing Committee (4-0) (modifications are in blue and underlined)	Group A Supported by the Community Planners Committee (CPC) (modifications in red and underlined)	Group B Supported by the Taskforce **(modifications in bold)**	Group C Original recommendation from one of the Reports (*Grand Jury, Audit Report, Democracy in Planning*)
1	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.	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.	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	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. *(A recommendation from the City Audit).*
2	Establishing a seven-day due date for receipt of CPG formal action recommendations to the Development Services Department Project Managers.	Establishing a seven-day due date for receipt of CPG formal action recommendations to the Development Services Department Project Managers. *(Minor modifications by the CPC).*	Establishing a **72-hour** due date for receipt of CPG **formal action** recommendations **to the** Development Services Department Project Managers. *(Minor modifications by the taskforce).*	Establishing a due date for receipt of CPG recommendations to Development Services Department Project Managers. *(A recommendation from the City Auditor)*
3	Developing a formal mechanism for recording and posting CPG project review	Developing a formal mechanism for recording and posting CPG project review	Developing a formal mechanism for recording and posting CPG project review	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.	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.	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**. *(A minor modifications by the taskforce).*	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 modifications to the project proposed by the group. *(A recommendation from the City Auditor)*
4	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.	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.	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.	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 *(A recommendation from the City Audit).*
5	Including election results in the record retention requirements.	Including election results in the record retention requirements.	Including election results in the record retention requirements.	Including election results in the record retention requirements. *(A recommendation from the City Audit).*
6	Making member applications mandatory, subject to record retention requirements, and submitted to the City Clerk.	Making member applications mandatory, subject to record retention requirements, and submitted to the City Clerk.	Making member applications mandatory, subject to record retention requirements, **and submitted to the City Clerk.** *(Minor modifications by the taskforce.)*	Making member applications mandatory, subject to record retention requirements.**.** *(A recommendation from the City Audit)*

7	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	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. *(Minor modifications by CPC)*	Require that CPGs determine a maximum duration for meeting, with the ability to extend the time by a majority vote of the CPG.	Require that CPGs determine a maximum duration for meeting, with the ability to extend the time by a majority vote of the CPG. *(A recommendation from Democracy in Planning).*
8	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.	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.	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.	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. *(A recommendation from the City Audit).*
9	The LUH Committee didn't support this recommendation	CPC didn't support this recommendation.	CPG meetings, when discretionary land use items are on the agenda, must be taped (either video or audio). *(A recommendation by the taskforce).*	
10	For a development project that requires an Environmental Impact Report (EIR), the CPG must submit their ~~recommendations~~ comments before the public review period closes. If a CPG doesn't provide ~~recommendations~~ comments during the public review period their recommendations will not be considered for the project.	For a development project that requires an Environmental Impact Report (EIR), the CPG must submit their comments before the public review period closes *(Major modifications by CPC)*	For a development project that requires an Environmental Impact Report (EIR), the CPG must submit their recommendations before the public review period closes. If a CPG doesn't provide recommendations during the public review period their recommendations will not be considered for the project. *(A*	

	(Minor modifications by the LUH Committee)		*recommendation by the taskforce).*	
11	Prioritize action items that inform City decision making in the order of the agenda.	Prioritize action items that inform City decision making <u>early in the agenda but preserve the authority of the Chair and the CPG to adjust the agenda.</u> *(Major modifications by CPC)*	Prioritize action items that inform City decision making in the order of the agenda.	Prioritize action items that inform City decision making in the order of the agenda. *(A recommendation from Democracy in Planning)*
12	Members of the appropriate city staff should attend when a discretionary land use item is before the CPG.	<u>Members</u> of the <u>appropriate city</u> staff should attend when a discretionary land use item is before the CPG. *(Minor modifications by CPC).*	**We determine** that members of the Planning Department staff **should attend when a discretionary land use item is before the CPG.** *(Major modifications by the taskforce.)*	Determine if members of the Planning Department staff should attend all CPG meetings. *(A recommendation by the Grand Jury)*
13	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.	Candidates should not be required to have attended more than <u>two</u> meeting<u>s</u> in the past 12 months to be eligible to join a CPG board. *(Minor modifications by CPC)*	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.	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. *(A recommendation from Democracy in Planning)*
14	Community members should not be required to have attended previous CPG meetings to be eligible to vote to elect members of the CPG.	Community members should not be required to have attended previous CPG meetings to be eligible to vote <u>to elect members of the CPG.</u> *(Minor modifications by CPC)*	Community members should not be required to have attended previous CPG meetings to be eligible to vote.	Community members should not be required to have attended previous CPG meetings to be eligible to vote. *(A recommendation from Democracy in Planning)*
15	Defining CPG representation to include a distinct category for renters and consider setting a minimum number of seats for that category.	Define CPG resident representation as renters or homeowners	Define CPG **resident representation as renters or homeowners** *(Major modifications by the taskforce).*	Defining CPG representation to include a distinct category for renters and consider setting a minimum number of seats for that category. *(A recommendation from the City Auditor).*

16	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**.**	In-person voting should be available for at least two hours and should ~~may~~ run at least two hours concurrently with the meeting	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.** *(Minor modifications by the taskforce)*	In-person voting should be available for at least two hours and should run at least the two hours after the state time of a CPGs Regularly scheduled meeting. *(A recommendation from Democracy in Planning)*
17	Make explicit that CPGs are allowed to use social media, in accordance with the Brown Act.	Make explicit that CPGs are allowed to use social media, <u>in accordance with the Brown Act.</u> *(Minor modifications by CPC)*	Make explicit that CPGs are allowed to use social media.	Make explicit that CPGs are allowed to use social media. *(A recommendation from Democracy in Planning)*
18	The City shall develop and implement a robust outreach plan to publicize CGP elections.	The City shall develop and implement a robust outreach plan to publicize CGP elections.	The City shall develop and implement a robust outreach plan to publicize CGP elections. *(A recommendation by the taskforce).*	
19	Community Planning Groups that are unable to meet CP 600-24 quorum and attendance <u>requirements for three consecutive months will be classified as inactive. The City will develop a process for how a community planning group can be reactivated once it has been classified as inactive. *(Major modifications by the LUH Committee)*	CPC didn't support this recommendation.	**Community Planning Groups that are unable to meet CP 600-24 quorum and attendance requirements should be considered for disbandment or consolidation with a neighboring CPG.** *(Major modifications by the taskforce).*	Review Community Planning Group boundaries and determine if consolidation of some CGPs should take place. *(A recommendation by the Grand Jury)*
20	Gather relevant demographic data of CPG board members in	CPC didn't support this recommendation.	Gather relevant demographic data of CPG board members in	Gather relevant demographic date of CPG board members in

	an audit immediately and require new CGP 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, ~~Religion~~, Renter or Owner, Years of Service on CPGs. *(Minor modifications by the LUH Committee).*		an audit immediately and require new CGP 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, Religion, Renter or Owner, Years of Service on CPGs.** *(Major modifications by the taskforce).*	an audit immediately and require new CGP board members complete a demographic survey at every election or time of appointment. *(A recommendation from Democracy in Planning)*
21	Require a termed-out board member to wait two years until they can run for their CPG again without exceptions* *(Passed LUH 3-1 vote with D8 Nay)* *	CPC didn't support this recommendation.	Require a termed-out board member to wait two years until they can run for their CPG again without exceptions.	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).*
22	The Planning Department should develop methods and provide resources to improve recruiting that could result in more diverse CPG membership.	The Planning Department should develop methods and provide resources to improve recruiting that could result in more diverse CPG membership.	The Planning Department should develop methods and provide resources to improve recruiting that could result in more diverse CPG membership.	The Planning Department should develop methods and provide resources to improve recruiting that could result in more diverse CPG membership. *(A recommendation by the Grand Jury)*
23	All CPG members should be required to complete the eCOW or COW training annually each time they are reelected or reappointed.	All CPG members should be required to complete the eCOW or COW training each time they are reelected or reappointed	**All** CPG members should be required to complete the eCOW **or COW** training **annually** each time they are reelected or reappointed. *(Minor modifications by the taskforce).*	Determine if all CPG members should be required to complete the eCOW training each time they are reelected or reappointed. *(A

				recommendation by the Grand Jury
24	Planning Department or DSD should provide required ongoing education for decision-making processes and planning.	Planning Department or DSD should provide required ongoing education for decision-making processes and planning. *(Minor modifications by CPC)*	Provide required ongoing education for decision-making processes and planning.	Provide required ongoing education for decision-making processes and planning. *(A recommendation from Democracy in Planning)*
25	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 members *(Minor modifications by the LUH Committee).*	Requiring ~~annual~~ training for all CPG members, not just new members. The COW 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 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 members. *(Minor modifications by CPC).*	Requiring annual training for all CPG members, not just new members. **The COW 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 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**	Requiring annual training for all CPG members, not just new members. *(A recommendation from the City Audit*

			members. *(Major modifications by the taskforce).*	
26	The Planning Department, in conjunction with relevant City departments, should provide a comprehensive training program that includes: 1) <u>Mandatory</u> training segment focused entirely on project development reviews 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. *(Minor modifications by the LUH Committee)*	The Planning Department, in conjunction with relevant City departments, should provide a comprehensive training program that includes: 4) ~~Mandatory~~ training segment focused entirely on project development reviews 5) Sessions for CPG members and the public to increase understanding of the review process and roles and responsibilities. 6) <u>All trainings will be online or in person.</u> *(Minor modifications by CPC).*	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 2) Sessions **for** CPG members and the public to increase understanding of the review process and roles and responsibilities. *(Minor modifications by the taskforce).*	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 2) Session open to both CPG members and the public to increase understanding of the review process and roles and responsibilities. *(A recommendation from the City Audit*
27	The LUH Committee continued this item.	<u>The City Attorney should consult with the FPPC to determine if CPG members should file statements of economic interest</u>. *(Minor modifications by CPC)*	CPG members must file statements of economic interest, per the Political Reform Act. *(A recommendation by the taskforce)*	
28	Direct the San Diego City Planning Department staff to closely monitor CPG actions and	Direct the San Diego City Planning Department staff to closely monitor CPG actions and	**Direct** the San Diego City **Planning** Department staff to closely monitor CPG actions and	Consider directing the San Diego City Neighborhood Services Department staff to

	provide timely guidance to preclude requests for inappropriate project additions or modifications.	provide timely guidance to preclude requests for inappropriate project additions or modifications.	provide timely guidance to preclude requests for inappropriate project additions or modifications. *(Minor modifications by the taskforce).*	closely monitor CPG actions and provide timely guidance to preclude requests for inappropriate project additions or modifications. *(A recommendation from the Grand Jury).*
29	If a CPG repeatedly violates the Brown Act then the CPG will be referred to the City Attorney's Office for disciplinary review, after multiple violations *(Minor modifications by the LUH Committee)*	CPC didn't support this recommendation.	If a CPG violates the Brown Act then the CPG will be referred to the City Attorney's Office for disciplinary review. *(A recommendation from the taskforce).*	
30	Revise the bylaws shell in 600-24.	Revise ~~the bylaws shell in~~ Council Policy 600-24.	Revise the bylaws shell in 600-24.	Revise the bylaws shell in 600-24. *(A recommendation from Democracy in Planning).*
31	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	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	The annual report should be a **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** (M*ajor modifications by the taskforce).*	Expanding the components for the annual report to include a member summery (number of members, turnover, elections), overall summary of project review with voting results, the number of times the applicant presented to the group per project and any major modifications to the project proposed by the group) *(A recommendation from the City Audit)*

	make the template available on private computers.	make the template available on private computers. *(Minor modifications by CPC).*		
32	The City Auditor should conduct a review of all city retained CPGs documents every five years.	The City Auditor should conduct a review of all city retained CPGs documents every five years *(Minor modifications by CPC).*	The City Auditor should conduct a review of CPGs **every five years.** *(Minor modifications by the taskforce).*	The City Auditor should conduct a review of CPGs*. (A recommendation from Democracy in Planning)*
33	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.	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. *(Minor modifications by CPC).*	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 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. *(A recommendation from the City Audit).*
		# Other Recommendations		
		CPC didn't support this recommendation.	The Taskforce deadlocked on this recommendation.	Councilmembers should appoint new board members when a CPG vacancy occurs in their council district. *(A recommendation from Democracy in Planning).*
		CPC didn't support this recommendation.	The taskforce deadlocked on this recommendation.	Consider incorporating appointed positions to CPGs by Councilmembers to provide balance with the elected board

			members. *(A recommendation from Democracy in Planning).*