



THE CITY OF SAN DIEGO
REPORT TO THE CITY COUNCIL

DATE ISSUED: May 21, 2013 REPORT NO: 13-041
ATTENTION: Council President and City Council
SUBJECT: Mission Beach Community Precise Planning Board Bylaw amendment.
Council District 2.
FROM: Advanced Planning and Engineering Division, Development Services
Department
REFERENCE: Mission Beach Community Precise Planning Board Bylaw approved by
Mission Beach Precise Planning Board on 2/12/01.

REQUESTED ACTION: Approve, deny or approve with modifications proposed changes to the Mission Beach Community Precise Planning Board Bylaws.

STAFF RECOMMENDATION:

1. This action is not a "project" and is therefore not subject to CEQA per CEQA guidelines Section 15060(c)(3).
2. Approve, deny or approve with modifications proposed changes to the Mission Beach Community Precise Planning Board Bylaws.

SUMMARY:

Background

The proposed bylaw amendments submitted by the Mission Beach Community Precise Planning Board (MBPPB) contain deviations to Council Policy 600-24. The list below identifies the proposed language for each bylaw deviation. Attachment 1 includes the deviations identified in the bylaws shell adopted with City Council Policy 600-24. Other updates that are consistent with the City Council Policy 600-24 are in the bylaws shell but are not discussed here. Considerations are provided to assist in evaluating potential ramifications if proposed deviations are approved. The proposed changes have been reviewed by the City Attorney. The Mission Beach Precise Planning Board's analysis is also included as attachment 2 of this report.

Proposed Bylaws changes:

1. ARTICLE IV, Section 3 – Revises minimum number of board members

When the Mission Beach Precise Planning Board is unable to fill a vacancy within 120 days, as specified above, and the planning group has more than 10 members, the seat may remain vacant until the next planning group election. If a vacancy remains for more than 60 days from the time a vacancy is declared, and there are less than 10 elected planning group members in good standing, the planning group shall report in writing the efforts made to fill the vacancy to the City. If, after 60 additional days, the planning group membership has not reached 10 members, the planning group will be deemed inactive until it has attained at least 10 members in good standing.

Considerations: The proposed language would reduce minimum membership to 10 members from the current Council Policy minimum of between 12 and 20. This proposal may not be consistent with Council Policy in that it sets a precedent for a minimum of ten members and creates a situation where a quorum would be 6 members. Council Policy 600-24 allows for City Council to approve a larger membership when it shall give better representation to the community but does not address approval of a lesser number of members. Considerations expressed by the Mission Beach Precise Planning Board are that it is challenging to attract enough candidates to become board members due to the high degree of rental properties and transient occupancy. There are fewer permanent residents from which to draw upon.

The Mission Beach Community Planning Group also recommends to delete this second portion “or these Bylaws may be amended to permit decreased membership to a minimum of 10 members.” The proposed language deletion would not adversely affect the Council Policy.

**2. ARTICLE VI, Community Planning Group and Planning Group Member Duties
Section 2, (d) Meeting Documents and Records – Revises method of communication to public**

(i) AGENDA BY MAIL – E-mail distribution of agenda and minutes is the preferred method utilized by the planning group and a request can be made to receive these directly by contacting the planning group Chair. Requests to mail copies of a regular agenda, and any accompanying material, shall be granted if e-mail is not an option.

Considerations: This proposal conflicts with the Brown Act, Government Code Section 54965.1 states that “Any person may request that a copy of the agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person.” And, “Upon receipt of the written request, the legislative body or its designee shall cause the requested material to be mailed at the time the agenda is posted pursuant to Section 54954.2 and 54956 or upon distribution to all, or a majority of all, of the members of the legislative body, whichever occurs first.” There is nothing at this time interpreting “mail” to mean “e-mail”,

however e-mail is the Mission Beach Precise Plan Board's preferred method of distribution. The Brown Act requires that copies of the agendas and any accompanying material be mailed, if requested. The suggested language creates ambiguity because it is unclear who will decide whether e-mail is an option, and what criteria will be used to determine whether it is an option. The proposed bylaw revision should delete "if e-mail is not an option."

If the Mission Beach Precise Planning Board would like to provide the option to the requestor of receiving the material via email, this last sentence could be revised to read: "Requests to mail copies of a regular agenda, and any accompanying material, shall be granted. The requestor shall indicate whether the items are to be sent by mail or email."

3. Article VIII, Section 1.c.4 - Elections*(4) Terms of elected members shall be three years with expiration dates during alternate years unless:*

- *The individual has been elected to fulfill an unexpired term as referenced in Article IV Vacancies, Section 2.*
- *A vacancy occurs with no eligible candidates. Then an individual community member, who does not meet the eligibility for the area to be represented, may be nominated and elected to represent that area for a one-year appointment by a majority vote of the board.*

Consideration: The proposal to nominate a representative for a one year appointment, instead of for the balance of the vacated term, (Article IV Vacancies, Section 2) is not consistent with Council Policy 600-24. It may make it more difficult to keep planning board seats filled.

4. Article VIII, Section 1.d- Recall of board member – New method of recalling board member

(d) Community Recall of a Board Member

Any member of the Planning Board may be recalled separate from committing a violation by a majority vote of eligible voters present and voting from the community he/she represents at a special meeting called for that purpose. Such a meeting must be initiated by a petition signed by 250 eligible voters from the community. The petition must be completed in any thirty (30) day period with dated signatures thereon. The special meeting must be called within thirty (30) days after the petition is submitted to the Board. Any vacancies resulting from a community recall may be filled by an election held at the meeting. Only one (1) Board member from each area may be recalled in any ninety (90) day period.

Considerations: The proposed language introduces a new concept to the Council Policy. It would allow eligible voters to recall a Planning Board member even if there has not been an alleged violation of the Council Policy or bylaws. Currently Council Policy allows for a member to be removed for a violation of the Council Policy or the planning group's bylaws through a

process that includes a 2/3's vote of the planning group. The intent of the proposed bylaws is to allow over 250 eligible voters to sign a petition to recall their board member if they do not agree with that board member's actions, irrespective of whether or not that board member has committed a violation pursuant to the Mission Beach Precise Plan Bylaws or Council Policy.

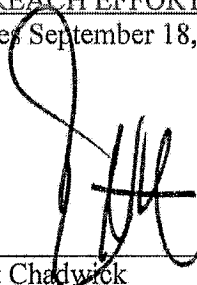
FISCAL CONSIDERATIONS: None with this action.

PREVIOUS COUNCIL and/or COMMITTEE ACTION: Existing Mission Beach Precise Planning Board Bylaws adopted on February 12, 2001.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: Mission Beach Precise Planning Board voted to approve proposed changes September 18, 2012. Vote to approve changed passed 11-0-0.



Kelly Broughton
Director, Development Services Department



Scott Chadwick
Interim Chief Operating Officer

Attachments(s):

1. Mission Beach Precise Planning Board Draft Bylaws Strikeout/Underline May 1, 2013
2. Mission Beach Precise Planning Board Draft Bylaws Revisions Update Approved on September 18, 2012.
3. Mission Beach Precise Planning Board minutes from September 18, 2012.

Mission Beach Precise Planning Board Bylaws Draft
Approved for submittal to the City September 18, 2012
Prepared for City Council approval September 2013

ARTICLE I Name

Section 1. The official name of this organization is the Mission Beach Precise Planning Board.

Section 2. All activities of this organization shall be conducted in its official name.

Section 3. The community planning area boundaries for the Mission Beach Precise Planning Board are the boundaries of the Mission Beach community, as shown on Exhibit "A" and described as follows:

The Mission Beach community planning area is located on a sand bar/peninsula two miles long and up to ¼ of a mile wide along the western edge of the mid-coastal region of the City of San Diego. It is bounded on the north by Pacific Beach, on the east by Mission Bay, on the south by the San Diego River (with Ocean Beach on the opposite bank) and on the west by the Pacific Ocean.

Section 4. Meetings of the Mission Beach Precise Planning Board shall be held within these boundaries, except that when the Mission Beach Precise Planning Board does not have a meeting facility within its boundary that is accessible to all members of the public, they may meet at the closest meeting facility.

Section 5. The official positions and opinions of the Mission Beach Precise Planning Board shall not be established or determined by any organization other than the planning group, nor by any individual member of the planning group other than one authorized to do so by the planning group.

ARTICLE II Purpose of Community Planning Group and General Provisions

Section 1. The Mission Beach Precise Planning Board has been formed and recognized by the City Council to make recommendations to the City Council, Planning Commission, City staff, and other governmental agencies on land use matters, specifically concerning the preparation of, adoption of, implementation of, or amendment to, the General Plan or a land use plan when a plan relates to the Mission Beach Precise Planning Board community boundaries. The planning group also advises on other land use matters as requested by the City or other governmental agency.

Section 2. In reviewing individual development projects, the Mission Beach Precise Planning Board should focus such review on conformance with the adopted community plan and/or the General Plan. Preliminary comments on projects may be submitted to the City during the project review process. Whenever possible, the formal planning group recommendation should be submitted no later than the end of the public review period offered by the

environmental review process. Upon receipt of plans for projects with substantive revisions, the planning group may choose to rehear the project and may choose to provide a subsequent formal recommendation to the City.

- Section 3. All activities of the Mission Beach Precise Planning Board shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of race, color, sex, age, creed or national origin, or sexual orientation, or physical or mental disability. In addition, meeting facilities must be accessible to disabled persons.
- Section 4. The Mission Beach Precise Planning Board shall not take part in, officially or unofficially, or lend its influence in, the election of any candidate for political office. Elected members shall not identify affiliation with a planning group when endorsing candidates for public office. The planning group may take a position on a ballot measure.
- Section 5. Pursuant to the provisions of City Council Policy 600-245, the Mission Beach Precise Planning Board's 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 plan, or failure to review and reply to the City in a timely manner on development projects shall result in the forfeiture of rights to represent the Mission Beach community for these purposes. Such a determination resulting in the forfeiture of rights to represent the community for these purposes shall be made only by the City Council upon the recommendation of the Mayor's Office.
- Section 6. The Mission Beach Precise Planning Board operates under the authority of the Ralph M. Brown Act, which requires that meetings of the planning group are open and accessible to the public. In addition, Council Policy 600-24 "Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups" and these Bylaws govern the operations of the planning group. Several provisions of these Bylaws constitute Brown Act requirements as outlined in the Policy. In addition, the Administrative Guidelines provide explanations of the Policy's minimum standard operating procedures and responsibility of this planning group. *Robert's Rules of Order Newly Revised* is used when the Policy, the Administrative Guidelines, and these Bylaws do not address an area of concern or interest.
- Section 7. The Mission Beach Precise Planning Board may propose amendments to these Bylaws by majority vote of the elected members of the planning group. Proposed amendments shall be submitted to the offices of the Mayor and City Attorney for review and approval. Any proposed amendments that are inconsistent with Council Policy 600-24 shall not be approved by the Mayor and City Attorney and shall be forwarded to the City Council President who shall docket the matter for Council consideration. Bylaw amendments are no valid until approved by the City.

ARTICLE III Community Planning Group Organizations

Section 1. The Mission Beach Precise Planning Board shall consist of 15 elected members to represent the community. These members of the planning group shall constitute the officially recognized community planning group for the purpose of these Bylaws and Council Policy 600-24.

Section 2. Council Policy 600-24 requires that elected members of the Mission Beach Precise Planning Board shall, to the extent possible, be representative of the various geographic sections of the community and diversified community interests.
On the Mission Beach Precise Planning Board, elected seats are filled by a geographic distribution of seats among five (5) areas of representation with three members elected to serve from each area. The five (5) areas of representation are: Area I, between San Diego Place and the south side of Capistrano Place; Area II, between the north side of Capistrano Place and the south side of West Mission Bay Drive and Ventura Place; Area III, between the north side of West Mission Bay Drive and the south side of El Carmel Place; Area IV, between the north side of El Carmel Place and the south side of San Jose Place; Area V, between the north side of San Jose Place and the south side of Pacific Beach Drive.

Planning group members shall be elected by and from eligible members of the community. To be an eligible community member, an individual must be at least 18 years of age, and shall 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, or
- (2) resident, who is an individual whose primary residence is an address in the community planning area, or
- (3) local business person, who is a local business or not-for-profit owner, operator, manager, or designee at a non-residential real property address in the community planning area.

An individual may become an eligible member of the community by demonstrating qualifications to be an eligible member of the community to the planning group Secretary or Election Secretary prior to the March election or at the time of voting.

Prospective Board members must attend at least one regularly scheduled meeting of the Mission Beach Precise Planning Board's last 12 meetings prior to the February regular meeting preceding the election, and provide proof of eligibility prior to nomination at the February meeting.

Once eligibility to vote is established, an individual remains an eligible member of the community until a determination is made that the individual does not meet the planning group's criteria and formal action is taken by the planning group. However, the Mission Beach Precise Planning Board shall require proof of eligibility during elections.

Section 3. Members of the Mission Beach Precise Planning Board shall be elected to serve for fixed terms of 3 years with expiration dates during alternate years to provide continuity.

No person may serve on the planning group for more than: nine consecutive years.

The nine-year limit refers to total maximum consecutive years of service time, not to individual seats held.

After a one-year break in service as a planning group member, an individual who had served for nine consecutive years shall be eligible for election to the planning group.

The planning group will actively seek new members to the extent feasible. If not enough new members are found to fill all vacant seats, the planning group may retain some members who have already served for nine consecutive years to continue on the planning group without a break in service. Refer to Council Policy 600-24 Article III, Section 4 for further clarification.

Section 4. A member of the Mission Beach Precise Planning Board must retain eligibility during the entire term of service.

Section 5. A member of the Mission Beach Precise Planning Board found to be out of compliance with the provisions of Council Policy 600-24 or the planning group's adopted Bylaws risks loss of indemnification [legal protection and representation] pursuant to Ordinance No. O-17086 NS, and any further amendments thereto.

Section 6. Some provisions of these Bylaws constitute requirements under the Brown Act, as outlined in Council Policy 600-24. A member of the Mission Beach Precise Planning Board who participates in a meeting of the planning group where actions are alleged to have been in violation of the Brown Act may be subject to civil or criminal consequences.

ARTICLE IV Vacancies

Section 1. The Mission Beach Precise Planning Board shall find that a vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from the planning group's secretary's report showing a third consecutive absence or fourth absence in the 12-month period of April through March each year, of a member(s) from the planning group's regular meetings.

Section 2. Vacancies that may occur on the Mission Beach Precise Planning Board shall be filled not later than 120 days following the date of the determination of the vacancy. The term of office of any member filling a vacancy shall be for the balance of the vacated term.

Mid-term vacancies shall be filled by a special election scheduled at the time the vacancies are declared. Once the board confirms that a vacancy exists, nominations will be declared open. Nominees must register in person with the Secretary and show proof of eligibility prior to their nomination. Nominations will be announced on the Agenda and will be finalized at the next regularly scheduled meeting. An election will be noticed on the Agenda and held the following month. If a seat in a given area cannot be filled by an

eligible member from that area, an eligible member from another area may fill that seat until the next regular election. Only eligible members of that area in which the vacant seat is to be filled may vote. If no eligible members of the area are present to vote, the seat is filled by a majority vote of the Planning Board.

Section 3. When the Mission Beach Precise Planning Board is unable to fill a vacancy within 120 days, as specified above, and the planning group has more than 1012 members, either the seat may remain vacant until the next planning group election, ~~or these Bylaws may be amended to permit decreased membership to a minimum of 12 members.~~ If a vacancy remains for more than 60 days from the time a vacancy is declared, and there are less than 1012 elected planning group members in good standing, the planning group shall report in writing the efforts made to fill the vacancy to the City. If, after 60 additional days, the planning group membership has not reached 1012 members, the planning group will be deemed inactive until it has attained at least 1012 members in good standing.

DEVIATION.

ARTICLE V Elections

Section 1. General elections of Mission Beach Precise Planning Board members shall be held during the month of March in accordance with the Article IX Planning Group Policies and Procedures, Section 1, (d) and Exhibit B Elections Procedures.

The Mission Beach Precise Planning Board's general elections shall be held annually.

The deadline to qualify for candidacy in the March general election shall be prior to the February noticed regular or special meeting of the full planning group membership preceding the election. The planning group's Election Secretary shall be established no later than January and shall begin soliciting eligible community members to become candidates. In February, the Election Secretary shall present to the planning group a complete list of interested candidates collected up to that point in time. Candidates may be added at the February meeting. A candidate forum may be advertised and held at the February meeting.

In order to be a candidate in the March election, an eligible member of the community [See: Article III, Section 2] must have documented attendance at: one regular scheduled meeting of the Mission Beach Precise Planning Board's last 12 meetings prior to the February regular meeting preceding the election.

Section 2. The Mission Beach Precise Planning Board shall make a good faith effort to utilize means appropriate to publicize the planning group's eligibility requirements for candidacy and the upcoming elections.

In the election process, the planning group shall seek new candidates to exceed the number of seats open for election in order to allow those who have served for nine consecutive years to leave the group for at least one year.

The Mission Beach Precise Planning Board holds its election at the March regular meeting.

The Mission Beach Precise Planning Board will require proof of identity of those eligible community members who are seeking to vote in the election. The planning group shall ensure that voting is only by eligible members of the community.

The ballot presented to eligible community members to vote will clearly identify which seats individual candidates are running for, how many candidates can be selected, whether there are limitations on which candidates various categories of eligible community members can vote for and which candidates, if any, must receive a 2/3 majority of the vote due to service beyond eight or nine consecutive years of service.

The Mission Beach Precise Planning Board's planning group's policy related to write-in candidates is that write-in candidates are not allowed.

Section 3. Voting shall be by secret written ballot. Proxy voting for elections is not allowed under any circumstances. Development and promotion of "slates" of candidates is contrary to the intent of Council Policy 600-24 and is not allowed.

Section 4. The Mission Beach Precise Planning Board's election becomes final after announcing the election results at the conclusion of the noticed, regular March monthly planning group meeting. The Chair is responsible for preparing, certifying, and forwarding the election report to the City. New members shall be seated in April at the start of the regular meeting in order to allow their full participation as elected members at the April planning group meeting.

Any challenge to the election results must be filed with the Elections Secretary in writing within 24 hours of the counting of the ballots in order to allow enough time to resolve the issue.

Section 5. **Article VIII, Section 1(c)** contains all voting procedures, including: voting time(s); voting location(s); voting eligibility; candidate eligibility; elections Secretary establishment and responsibilities; promotion of elections; counting votes [plurality, etc.]; ballots; poll location(s); managing polls and counting ballots; reporting election results to the Chair, and, election challenge criteria and procedures.

ARTICLE VI Community Planning Group and Planning Group Member Duties

Section 1. It is the duty of the Mission Beach Precise Planning Board to cooperatively work with the City throughout the planning process, including but not limited to the formation of long-range community goals, objectives and proposals or the revision thereto for inclusion in a General or Community Plan.

It is the duty of all planning group members to conduct official business of the planning group in a public setting. It is recognized that the officers of the planning group may oversee administrative business of the planning group, such as the assembling of the draft

agenda, in preparation for public discussions. However, all substantive discussions about agenda items or possible group positions on agenda items shall occur at the noticed planning group meetings.

It is the duty of a planning group as a whole, and of each individual member, to refrain from conduct that is detrimental to the planning group or its purpose under Council Policy 600-24. No member shall be permitted to disturb the public meeting so as to disrupt the public process as set forth on the planning group's agenda.

Section 2. (a) Meeting Procedures

It shall be the duty of each member of the Mission Beach Precise Planning Board to attend all planning group meetings.

(i) **REGULAR AGENDA POSTING** – At least 72 hours before a regular meeting, the agenda containing a brief general description of each agenda item shall be posted. The brief description of each agenda item need not exceed 20 words per item unless the item is complex. The agenda shall also provide notice of the date, time, and location of the meeting. The agenda shall be posted in a place freely accessible to the public and shall include information on how a request for accessible accommodation may be made.

The listing of the agenda item shall include the intended action of the planning group regarding that item [e.g., information item, action item].

(ii) **PUBLIC COMMENT** – Any interested member of the public may comment on agenda items during regular or special planning group meetings. In addition, each agenda for a regular planning group meeting shall allow for a public comment period at the beginning of the meeting for items not on the agenda but are within the scope of authority of the planning group. Planning group members may make brief announcements or reports to the planning group on their own activities under the public comment section of the agenda. The planning group may adopt time limits for public comment to ensure operational efficiencies.

(iii) **ADJOURNMENTS AND CONTINUANCES** – If the Mission Beach Precise Planning Board does not convene a regularly scheduled meeting, there shall be a copy of the "Notice of Adjournment" of the meeting posted on or near the door of the place where the adjourned meeting was to be held within 24 hours after the time the meeting was to be held.

If a meeting is adjourned because less than a quorum was present, a new regular meeting agenda must be prepared. If a meeting is adjourned because no members of the planning group were present, the subsequent meeting, if not a regular meeting, must be noticed as if a special meeting.

(iv) CONTINUED ITEMS - If an item is continued from a prior regular meeting to a subsequent meeting more than 5 days from the original meeting, a new agenda must be prepared as if a regular meeting; otherwise, the original meeting agenda is adequate.

(v) CONSENT AGENDA – For items to be considered for a “Consent Agenda” all of the following are required:

1. A subcommittee of the planning group has discussed the item at a noticed subcommittee meeting;
2. All interested members of the public were given an opportunity to address the subcommittee; and
3. The item has not substantially changed since the subcommittee’s consideration.

The comments of the subcommittee and those made by interested members of the public should be reflected in the minutes of the subcommittee. Any interested member of the public may comment on a consent agenda item. Any interested member of the public may take a consent agenda item off the consent agenda by request.

(vi) QUORUM AND PUBLIC ATTENDANCE – A quorum, defined as a majority of non-vacant seats of a planning group, must be present in order to conduct business, to vote on projects, and to take actions at regular or special planning group meetings.

No member of the public shall be required, as a condition of attendance at any meeting of the planning group, to register or provide any other information. Any attendance list or request for information shall clearly state that completion of such information is voluntary. No member of the public may be charged a fee for admittance.

(vii) DEVELOPMENT PROJECT REVIEW – The Mission Beach Precise Planning Board may not, as a condition of placing an item on the agenda, require applicants to submit additional information and materials beyond which the applicant has been required to submit as part of the City’s project review application process.

When reviewing development projects, the planning group shall allow participation of affected property owners, residents, and business establishments within proximity to the proposed development.

The planning group shall directly inform the project applicant or representative in advance each time that such review will take place and provide the applicant with an opportunity to present the project.

(viii) ACTION ON AGENDA ITEMS – An item not noticed on the agenda may be added if either two-thirds of the entire elected membership, or every member if less than two-thirds are present, determine by a vote that there is a need to take an immediate action, but only if the need for action came to the attention of the planning group subsequent to the agenda being posted.

The Mission Beach Precise Planning Board's planning group's Chair participates in discussion but does not vote except to make or break a tie.

The planning group shall not engage in, or allow, secret ballot or proxy voting on any agenda item. Other methods of absentee voting on agenda items, such as by telephone or by e-mail are also prohibited.

Votes taken on agenda items shall reflect the positions taken by the elected or appointed position on the planning group identified in Article III, Section 1 of Council Policy 600-24.

(ix) COLLECTIVE CONCURRENCE – Any attempt to develop a collective concurrence of the members of the Mission Beach Precise Planning Board as to action to be taken on an item by members of the planning group, either by direct or indirect communication, by personal intermediaries, by serial meetings, or by technological devices, is prohibited, other than at a properly noticed public meeting.

(x) SPECIAL MEETINGS – The Chair of the Mission Beach Precise Planning Board, or a majority of planning group members, may call a special meeting. An agenda for a special meeting shall be specified as such, and shall be prepared and posted at least 24 hours before a special meeting. Each member of the planning group shall receive the written notice of the meeting at least 24 hours before the time of the meeting as specified in the notice unless the member files with the planning group secretary a written waiver of notice at, or prior to the time of, the meeting. Written notice shall be delivered to each local newspaper of general circulation and radio or television station requesting notice in writing at least 24 hours before the time of the meeting. The notice shall identify the business to be transacted or discussed at the meeting. No other business shall be considered at this meeting. Public testimony on agenda items must be allowed; however, the non-agenda public comment period may be waived.

(xi) EMERGENCY MEETINGS - Emergency meetings, requiring no public notice, are called for matters related to public health and safety. These matters are outside of the purview of the Mission Beach Precise Planning Board and are prohibited under these Bylaws.

(xii) RIGHT TO RECORD – Any person attending a meeting of the Mission Beach Precise Planning Board must be allowed to record or photograph the proceedings in the absence of a reasonable finding by the planning group that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the meeting.

(xiii) DISORDERLY CONDUCT – In the event that any planning group meeting is willfully interrupted by a person or group of persons, so as to make the orderly conduct of the meeting infeasible, the planning group may first cause removal of the individual or individuals. If that is unsuccessful then the planning group may order the meeting room cleared and continue in session on scheduled agenda items without an audience, except that

representatives of the media shall be allowed to remain. The planning group may also readmit an individual or individuals who were not responsible for the disruption.

(b) Subcommittees

The Mission Beach Precise Planning Board may establish standing and ad hoc subcommittees when their operation contributes to more effective discussions at regular planning group meetings

(i) STANDING SUBCOMMITTEES – Pursuant to the purpose of the Mission Beach Precise Planning Board as identified in Article II, Section 1, the planning group has established no standing subcommittees but will create, as needed, an ad hoc subcommittee to address a particular planning or operational matter (such as an Elections Subcommittee).

(ii) AD HOC SUBCOMMITTEES – Ad hoc subcommittees may be established for a finite period of time to review more focused issue areas and shall be disbanded following their review.

(iii) SUBCOMMITTEE COMPOSITION - Subcommittees shall contain a majority of members who are members of the planning group.

Non-members, who are duly appointed by a planning group to serve on a subcommittee, may be indemnified by the City in accordance with Ordinance No. O-17086 NS, and any future amendments thereto, provided they satisfy any and all requirements of the Administrative Guidelines.

(iv) RECOMMENDATIONS – Subcommittee recommendations must be brought forth to the full planning group for formal vote at a noticed public meeting. In no case may a committee or subcommittee recommendation be forwarded directly to the City as the formal recommendation of the planning group without a formal vote of the full planning group.

(c) Abstentions and Recusals

(i) RECUSALS – Any member of the Mission Beach Precise Planning Board with a direct economic interest in any project that comes before the planning group or its subcommittees must disclose to the planning group that economic interest, and must recuse from voting and not participate in any manner as a member of the planning group for that item on the agenda.

(ii) ABSTENTIONS – In limited circumstances, planning group members may abstain from either voting on an action item, or from participating and voting on an action item. The member must state, for the record, the reason for the abstention.

(d) Meeting Documents and Records

(i) **AGENDA BY MAIL** - E-mail distribution of agenda and minutes is the

standard method utilized by the planning group and a request can be made to receive these directly by contacting the planning group Chair. The requestor shall indicate whether the items are to be sent by mail or e-mail.

Requests to mail copies of a regular agenda, and any accompanying material, shall be granted. Such materials shall be mailed when the agenda is posted, or upon distribution to a majority of the members of the community planning group, whichever occurs first. A request to receive agendas and materials may be made for each calendar year and such request is valid for that entire year, but must be renewed by January 1 of the following year. A cost-recovery fee may be charged for the cost of providing this service. **DEVIATION.**

(ii) AGENDA AT MEETING – Any written documentation, prepared or provided by City staff, applicants, or planning group members, which is distributed at the planning group meeting, shall be made available upon request for public inspection without delay. If such material is distributed at the planning group meeting, then it shall be made available upon request at the meeting. If such material is prepared by someone other than City staff, applicants, or planning group members, or is received from a member of the public during public testimony on an agenda item, then the material shall be made available for public inspection at the conclusion of the meeting. A cost-recovery fee may be charged for the cost of reproducing any of the materials requested by an individual or individuals.

(iii) MINUTES – For each planning group meeting, a report of Mission Beach Precise Planning Board member attendance, and a copy of approved minutes shall be retained by the planning group, and shall be available for public inspection. The minutes of each planning group meeting shall include the votes taken on each action item and reflect the names for, against and abstaining when the vote is not unanimous. Recusals shall also be recorded. Minutes should record speakers and public testimony, and whether each project applicant (whose project was subject to planning group action) appeared before the planning group. If an applicant did not appear before the planning group then the meeting minutes must indicate the date when and type of notification (e.g., electronic, telephonic, facsimile) provided to the applicant requesting his or her appearance at the planning group meeting. A copy of the approved minutes shall be submitted to the City within 14 days after approval by the planning group.

The Mission Beach Precise Planning Board is not required to audio or videotape meetings but if recordings are made, they are subject to a public request to inspect without charge. A cost-recovery fee may be charged for copies of recordings.

(iv) RECORDS RETENTION – Mission Beach Precise Planning Board records must be retained for public review. City staff will establish a records retention schedule and method for collection and storage of materials that will be utilized by all planning groups.

Section 3. It shall be the duty of the Mission Beach Precise Planning Board and its members to periodically seek community-wide understanding of and participation in the planning and implementation process as specified in Article II, Section 1. The planning group shall give

due consideration to all responsible community attitudes insofar as these are deemed to be in the best long-range interest of the community at large.

- Section 4. It shall be the duty of the Mission Beach Precise Planning Board to maintain a current up-to-date roster of the names, terms, and category/qualifications of planning group members in its possession, and to forward the current roster, as well as any updates, to the City. The planning group must also submit to the City, by the end of March each year, an annual report of accomplishments for the past calendar year and anticipated objectives for the coming year related to Article II, Section 1 above. Rosters and annual reports constitute disclosable records under the Brown Act.
- Section 5. The Mission Beach Precise Planning Board may develop a policy for financial contributions from the citizens of the community for the purposes of furthering the efforts of the planning group to promote understanding and participation in the planning process. However, no membership dues shall be required and no fee may be charged as a condition of attendance at any planning group meeting. All contributions must be voluntarily made, and no official planning group correspondence may be withheld based on any individual's desire to not make a voluntary contribution.
- Section 6. Each elected Mission Beach Precise Planning Board member is required to attend an orientation training session administered by the City as part of planning group and individual member indemnification pursuant to Ordinance No. O-17086 NS, and any future amendments thereto. Newly seated planning group members must complete a basic orientation training session within 12 months of being elected or appointed to a planning group or the member will be ineligible to serve.

ARTICLE VII **Planning Group Officers**

- Section 1. The officers of the Mission Beach Precise Planning Board shall be elected from and by the members of the planning group. Said officers shall consist of a Chairperson, Vice Chairperson, and Secretary. The length of an officer's term shall be one year, except that no person may serve in the same planning group office for more than nine consecutive years. After a period of one year in which that person did not serve as an officer that person shall again be eligible to serve as an officer.
- Section 2. Chairperson. The Chairperson shall be the principal officer The Mission Beach Precise Planning Board and shall set agendas, notify project managers that their project will be on the agenda, and preside over all planning group and community-wide meetings organized by the planning group.
- Section 3. Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson.
- Section 4. Secretary. The Secretary shall be responsible for the planning group's correspondence, attendance records, and minutes and actions [including identification of those planning group members that constitute a quorum, who vote on an action item, and who may abstain

or recuse and the reasons], and shall assure that planning group members and members of the public have access to this information. Additional election duties are outlined in Exhibit B. The Secretary may take on these responsibilities or may identify individuals to assist in these duties.

Section 5. The Chairperson shall be a recognized community planning group's representative to the Community Planners Committee (CPC). However, by vote of the planning group, a planning group member other than the Chair may be selected as the official representative to CPC with the same voting rights and privileges as the Chair. Designation of a member other than the Chair for either representative, as well as for the planning group's alternate to CPC shall be forwarded in writing to the staff representative to CPC prior to extension of voting rights and member attendance.

Section 6. The Mission Beach Precise Planning Board officers and representatives to the CPC shall promptly disseminate to all elected planning group members pertinent information that is received by the planning group regarding its official business.

ARTICLE VIII Planning Group Policies and Procedures

Section 1. The Mission Beach Precise Planning Board Bylaws incorporate policies and procedures directed by Article I through VII of Council Policy 600-24. These Bylaws also contain some policies and procedures recommended in Article VIII of Council Policy 600-24.

This Bylaws Article lists additional procedures, which are found in Exhibits attached to the Bylaws.

Any procedures found in exhibits have the same effect as if they were incorporated directly into Article I through VIII of the Bylaws. They are separated into exhibits for ease of understanding.

Listed procedures are grouped by category as follows: Community Participation; Planning Group Composition; Conduct of Meetings; Member and Planning Group Responsibilities; and Elections.

(a) Community Participation

The following are the Mission Beach Precise Planning Board procedures regarding community participation:

Community participation is encouraged. It is the desire to grow interest in planning group activities and to encourage diversity on the board. It is the responsibility of all members of the board to represent their specific areas as well as the community at large.

(b) Member and Planning Group Responsibilities

The following are the Mission Beach Precise Planning Board procedures regarding

member and planning group responsibilities:

Mission Beach Precise Planning Board positions may be represented to the City on planning issues that are not project review recommendations. These positions are represented in the following ways:

- The Board Chair may schedule a public workshop to discuss a specific issue and prepare a Board position. At the discretion of the Board, the Board Chair or other Board Member(s) may be authorized to present Board positions in person or in writing as specified in a motion made at a regular meeting of the Board. The duration and limits to this authorization will be reflected in the motion. A record of all such presentations and any written documents shall be submitted to the Secretary.
- Internal Bylaws amendment process Ad Hoc committee recommendations submitted to board for review prior to submission to the City staff.
- Decisions regarding Voluntary financial contributions will be considered by the Board. Requests for funding must include purpose and use.
- Liaison positions may be appointed by the Chair.

(c) Elections

The Elections Handbook, which is an attachment to the Administrative Guidelines, provides general guidance for planning group elections. As referenced in Article V, Section 1, detailed procedures pertaining to the elections provisions of these Bylaws have been specified and are attached as a separate document. (See: Exhibit B.)

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- (1) Voting time
 - Regular Elections of the Planning Board Members shall be held during a regular scheduled meeting in March from commencement of said meeting for a period of 60 minutes.
 - Special Elections shall be held from the commencement of the meeting for a period of 60 minutes.
- (2) Voting location is the same as the regularly scheduled meeting location.
- (3) Voting eligibility is determined by demonstrating qualifications to be an eligible member of the community to the planning group Secretary or Election Secretary prior to the March election or at the time of voting.
- (4) Terms of elected members shall be 3 years with expiration dates during alternate years unless:

- The individual has been elected to fulfill an unexpired term as referenced in Article IV Vacancies, Section 2.
- A vacancy occurs with no eligible candidates. Then an individual community member, who does not meet the eligibility for the area to be represented, may be nominated and elected to represent that area until the next regular election. DEVIATION.

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- (5) Candidate eligibility is outlined in ARTICLE III Community Planning Group Organizations, Section 2.
- (6) In February, the Election Secretary shall present to the planning group a complete list of interested candidates collected up to that point in time. Candidates may be added at the February meeting. A candidate forum may be advertised and held at the February meeting.

It shall be the further responsibility of the Election Secretary to:

- Request a list of eligible community members who have expressed interest in becoming nominees or have previously registered with the Board Secretary
 - Prepare a ballot with sufficient copies for the election
 - Run the election at the noticed meeting
 - Tabulate results
- (7) Promotion of elections
- The planning group will actively seek new members to the extent feasible.
 - Board members shall participate in the recruitment of nominees from the community and their respective areas.
 - The Board Secretary or another person assigned to this task shall make a good faith effort to cause notices to be published in an issue of the community press, requesting candidate nominations, prior to the February meeting, and announcing member elections and candidates prior to the March meeting.
- (8) Counting votes: Eligible Community Members may only vote for candidates in their own area and shall have one vote for each open seat. Votes will be counted by the Election Secretary and submitted to the Chair.
- (9) Ballots will be prepared by the Election Secretary and made available at the noticed planning board meeting at which elections will be held and will include the following information:
- Notice regarding restriction of voting by eligible members only to their own area of representation and number of votes to be cast;
 - Name of candidates by area, term being sought, number of consecutive years served, and special notice of 2/3 vote requirement

- (10) Poll location shall be at the entrance of the meeting location
- (11) Managing polls and counting ballots shall be handled by the appointed Elections Secretary
- (12) Election results will be tabulated during the March meeting and reported to the Chair by the Elections Secretary. Results will be announced as soon as the results are available. If no challenge is registered at the time of the announcement, the Chair will declare that the election results are certified to be final.
- (13) Election challenge criteria and procedures: Any challenge to the election results must be filed with the Election Secretary in writing within 24 hours of the counting of the ballots in order to allow enough time to resolve the issue.

(d) Community Recall of a Board Member

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Any member of the Planning Board may be recalled separate from committing a violation by a majority vote of eligible voters present and voting from the community at a special meeting called for that purpose. Such a meeting must be initiated by a petition signed by 250 eligible voters from the community. The petition must be completed in any thirty (30) day period with dated signatures thereon. The special meeting must be called within thirty (30) days after the petition is submitted to the Board. Any vacancies resulting from a community recall may be filled by an election held at the meeting. Only one (1) Board member from each area may be recalled in any ninety (90) day period. The election secretary will review all signatures and the Chair will certify that the signatures are valid. **DEVIATION.**

ARTICLE IX Rights and Liabilities of Recognized Community Planning Groups

Section 1. Indemnification and Representation. The Mission Beach Precise Planning Board and its duly elected or appointed members have a right to representation by the City Attorney and a right to indemnification by the City under Ordinance O-17086 NS, and any future amendments thereto, if the claim or action against them resulted from their obligation to advise and assist the City and its agencies with land use matters as specified in Policy 600-24, Article II, Section 1; their conduct was in conformance with Policy 600-24 and these Bylaws; and all findings specified in the ordinance can be made.

Section 2. Brown Act Remedies. The Mission Beach Precise Planning Board and its duly elected members may be subject to both Council Policy 600-24 violations as described in Section 3 below and penalties provided for in the Brown Act. The Brown Act includes criminal penalties and civil remedies. Both individual members of the planning group, as well as the planning group itself, may be subject to civil remedies. Under certain circumstances, individual planning group members may face criminal misdemeanor charges for attending

a meeting where action is taken in violation of the Brown Act, and where the member intended to deprive the public of information to which the member knows or has reason to know the public is entitled. Alleged violations will be reviewed and evaluated on a case-by-case basis.

Section 3. Council Policy 600-24 Violations and Remedies.

(a) Alleged Violations by a Member of the Mission Beach Precise Planning Board

In cases of alleged violations of the Mission Beach Precise Planning Board Bylaws or Council Policy 600-24 by a planning group member, the planning group may conduct an investigation consistent with the Administrative Guidelines and these Bylaws.

A complaint that an individual member of a planning group violated one or more provisions of the planning group's Bylaws or Council Policy 600-24 may be submitted to the planning group Chair by an individual, including another planning group member. The complaint should be filed within 90 days of the alleged violation.

If, after a thorough investigation, the planning group determines that the individual member has violated a provision of these Bylaws or Council Policy 600-24, the planning group shall, where feasible, seek a remedy that corrects the violation and allows the member to remain as a member of the planning group.

If corrective action or measures are not feasible, the planning group may remove a member by a two-thirds vote of the planning group. The vote to remove the group member shall occur at a regularly scheduled public meeting subject to the procedures outlined in the Administrative Guidelines and these Bylaws.

If the planning group member is found to be out of compliance with the provisions of these Bylaws or Council Policy 600-24, the planning group risks loss of indemnification [legal protection and representation] pursuant to Ordinance No. O-17086 NS, and any future amendments thereto.

Investigation procedures for elected member violations are outlined below:

Any action by the Mission Beach Precise Planning Board to discipline or remove a member must occur at a scheduled planning group meeting and be advertised on the agenda as an action item. Due to the significant nature of removing an elected member, and to ensure a fair and public process, the procedures for investigating a violation of a member are listed below:

Documenting a violation:

- A complaint that a violation of Bylaws or Council Policy 600-24 has occurred will be presented to the planning group Chair. If the complaint is about the Chair, it may be presented to any other officer of the planning group.

- The complaint should be detailed enough to provide a description of, and timeframe within which, the alleged violation was committed and who was responsible for the violation.
- The complaint should provide a citation of the Bylaws or Council Policy 600-24 provisions of which the action is claimed to violate. If the complaint is from someone other than another planning group member, the Chair [or other officer] may assist in providing appropriate citations to assist the complainant.
- The Chair will confer with the planning group officers [exception: if an officer is the subject of the grievance or has a business or personal relationship with the alleged violator] regarding the complaint.
- The Chair shall create a written record of the complaint and alleged violation to share with the alleged violator.

Procedures for administering and acting on investigating a violation: While the authority for this process rests with this planning group, City staff may be contacted for assistance at any point in the process.

- Once the information about an alleged violation is completed in writing, the Chair, with assistance from the planning group officers, will meet and talk with the planning group member against whom the violation is alleged. The allegations will be presented and the planning group member shall be given opportunity for rebuttal.
- If the Chair, with assistance from the planning group officers, determines that no violation has actually occurred, the Chair may record this in the written record of the complaint.
- If the Chair, with assistance from the planning group officers, determines that a violation has occurred but the situation can be remedied either by action of the planning group or by the planning group member, then the Chair will outline the necessary actions to achieve the remedy.
- If the Chair, with assistance from the planning group officers, determines that the situation cannot be remedied and that the interests of the community and Mission Beach Precise Planning Board would best be served by the removal of the planning group member, then the Chair shall set the matter for discussion at the next planning group meeting. The planning group member who committed the violation shall be given adequate notice about the meeting discussion, and will be given the opportunity to resign prior to docketing the matter for a planning group discussion.

Presenting a violation to the planning group:

- The matter of removing a seated planning group member will be placed on the planning group's agenda as a potential action item. Supporting materials from the Chair or from the offending planning group member will be made available to the elected planning group members prior to the meeting.
- The matter will be discussed at the planning group's regular meeting with opportunity given to the planning group member who committed the violation to present their case and/or rebut documentation gathered by the Chair with the assistance of the planning group officers. The member may also request a continuance of the item to gather more information to present to the planning group.

- At the end of the discussion, the planning group may, by a 2/3 vote, choose to remove the member.

Recourse for expelled member:

- There is no appeal available to an elected planning group member removed by a 2/3 vote of their recognized community planning group.
- The planning group member's seat shall be immediately declared vacant and subject to provisions of Article IV.
- The removal of a planning group member by a 2/3 vote of their recognized community planning group will not prohibit the member from running for a planning group seat in future scheduled elections.

(b) Alleged Violations Against the Mission Beach Precise Planning Board as a Whole

In the case of an alleged violation of the planning group's Bylaws or of Council Policy 600-24 by the planning group as a whole or multiple members of the planning group, the violation shall be forwarded in writing to the City. The Mayor's Office will engage in a dialogue with the planning group, determining the validity of the complaint, and seeking resolution of the issue or dispute. The Mission Beach Precise Planning Board will work with the City toward a solution and the planning group recognizes that, in accordance with Council Policy 600-24, the City may consult with the Community Planners Committee.

If a violation against the planning group as a whole is proven and there is a failure of the planning group to take corrective action, the planning group will forfeit its rights to represent its community as a community planning group recognized under Council Policy 600-24. Such a determination resulting in the forfeiture of a seated group's right to represent its community shall be based on a recommendation by the Mayor's Office to the City Council. A planning group shall not forfeit its recognized status until there is an action by the City Council to remove the status. The City Council may also prescribe conditions under which official recognition will be reinstated.

If the planning group is found to be out of compliance with the provisions of this Policy not subject to the Brown Act or its adopted Bylaws risks loss of indemnification [legal protection and representation] pursuant to Ordinance No. O-17086 NS, and any future amendments thereto.

Bylaws Shell Date: 6/1/07

ATTACHMENTS

Exhibit B: Mission Beach Precise Planning Board Election Procedures

Elections for vacant positions are held in March each year and nominations for vacant positions will be made in February each year. You may nominate yourself, but in order to be nominated you must show proof you are a resident, property owner or business representative in Mission Beach.

Nominees must attend at least one regularly scheduled meeting of the Mission Beach Precise Planning Board's last 12 meetings prior to the February regular meeting preceding the election prior to being nominated and must be present in order to confirm their interest in being nominated. If a nominee is eligible to represent multiple areas, they must state which area they wish to represent for the entirety of their term. Please note that attendance at the regularly scheduled February meeting would meet the attendance qualifications.

Nominees must also be present at the regularly scheduled March meeting while the polls are open. Nominees may petition the Chair in writing for an exception, noting the reason for being unable to attend and stating their desire to be elected. Exceptions may only be approved by a majority vote of the Board.

Elections are held each year at the regularly scheduled March meeting. Polls open at 7 PM and close at 8 PM. To vote in an election, community members must meet the eligibility requirements to serve on the Board, as described in Article III, Section 2. There are no exceptions. If a community member is eligible to vote in multiple areas, they must state which area they intend to vote for when arriving at the polling location. Community members are not allowed to vote in multiple areas.

During the February meeting, the Board will select an Election Secretary whose role is to ensure a fair election by secret ballot is conducted. The Election Secretary's main duties are, but not limited to, promoting community member turnout, opening and closing the polls, designing a ballot and verifying community member eligibility. Only after the polls have closed will the Election Secretary count ballots. During the ballot counting, the Election Secretary must be assisted by a member of the community to ensure fairness and transparency. Election results will be provided in writing to the Chair by the close of the regularly scheduled March meeting.

In the event that no Board seat is contested, the Chair may propose to elect the proposed of candidates by acclamation followed by a majority vote of the Board.

**Mission Beach Precise Planning Board
Draft Bylaws Revisions Update Approved on September 18, 2012**

1. Article IV, Vacancies, Section 1

Deviation from Council Policy 600-24:

*Motion Approved 10/07: The Mission Beach Precise Planning Board shall find that a vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from the planning group's secretary reporting **the third absence** in the 12-month period of April through March each year, of a member(s) from the planning group's regular meetings.*

Recommendation: Use standard wording in CP 600-24:

*The Mission Beach Precise Planning Board shall find that a vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from the planning group's secretary reporting the **third consecutive absence or fourth absence** in the 12-month period of April through March each year, of a member(s) from the planning group's regular meetings.*

2. Article IV, Vacancies, Section 3

Standard wording in CP 600-24 wording:

*When the Mission Beach Precise Planning Board is unable to fill a vacancy within 120 days, as specified above, and the planning group has more than **12** members, either the seat may remain vacant until the next planning group election, **or these Bylaws may be amended to permit decreased membership to a minimum of 12 members.** If a vacancy remains for more than 60 days from the time a vacancy is declared, and there are less than **12** elected planning group members in good standing, the planning group shall report in writing the efforts made to fill the vacancy to the City. If, after 60 additional days, the planning group membership has not reached **12** members, the planning group will be deemed inactive until it has attained at least **12** members in good standing.*

Proposed Amended wording:

Recommendation: Reduce number 12 to 10 and delete sentence decreasing board membership.

*When the Mission Beach Precise Planning Board is unable to fill a vacancy within 120 days, as specified above, and the planning group has more than **10** members, the seat may remain vacant until the next planning group election. [^] If a vacancy remains for more than 60 days from the time a vacancy is declared, and there are less than **10** elected planning group members in good standing, the planning group shall report in writing the efforts made to fill the vacancy to the City. If, after 60 additional days, the planning group membership has not reached **10** members, the planning group will be deemed inactive until it has attained at least **10** members in good standing.*

Mission Beach Precise Planning Board
Draft Bylaws Revisions Update Approved on September 18, 2012

MBPPB Considerations: Currently, there are 15 seats allocated in 5 geographic areas consisting of 3 representatives each, which the Board wants to retain. The Board finds it is very challenging to attract enough candidates to become board members due to the high degree of rental properties and transient occupancy. There are fewer permanent residents (3,000 – 6,000) from which to draw upon.

3. Article VI Section 2 (d) (i) Agenda by Mail

Deviation from Council Policy 600-24

(i) AGENDA BY MAIL: E-mail distribution of agenda and minutes is the standard method utilized by the planning group and a request can be made to receive these directly by contacting the planning Chair. Requests to mail copies of a regular agenda, and any accompanying material, shall be granted if e-mail is not an option. Such materials shall be mailed when the agenda is posted, or upon distribution to a majority or the community planning group, whichever occurs first. A request to receive agendas and materials may be made for each calendar year and such request is valid for that entire year, but must be renewed by January 1 of the following year. A cost-recovery fee may be charged for the cost of providing this service.

Recommendation: Use standard wording in CP 600-24:
Change one word: "standard" to "preferred"

**4. Article VIII, Planning Groups Policies and Procedures Section 1(c)
Elections (4) – duplication of Exhibit C – Redundancy of Info**

Current wording:

- (4) Terms of elected members shall be 3 years with expiration dates during alternate years unless:*
- The individual has been elected to fulfill an unexpired term as referenced in Article IV Vacancies, Section 2.*
 - A vacancy occurs with no eligible candidates. Then an individual community member, who does not meet the eligibility for the area to be represented, may be nominated and elected to represent that area for a one-year appointment by a majority vote of the board.*
 - The individual has exceeded nine consecutive years of service in which case the new term shall be limited to one year. Election procedures for these special circumstances are outlined in Council Policy 600-24, Article II, Section 4, which can be found in Exhibit C.*

[See Exhibit C, which is attached hereto and incorporated herewith.]

Recommendation: The highlighted wording is inaccurate and is already discussed in the Bylaws at Article III, Community Planning Group Organizations, Section 3, and should

Mission Beach Precise Planning Board
Draft Bylaws Revisions Update Approved on September 18, 2012

be deleted along with Exhibit C.

Proposed Amended Wording:

(4) Terms of elected members shall be three years with expiration dates during alternate years unless:

- *The individual has been elected to fulfill an unexpired term as referenced in Article IV Vacancies, Section 2.*
- *A vacancy occurs with no eligible candidates. Then an individual community member, who does not meet the eligibility for the area to be represented, may be nominated and elected to represent that area for a one-year appointment by a majority vote of the board.*

5. Article VIII, Section 1.d – Recall of Board Member – Added measure of recalling board member by the community

This is a new section, separate from Council Policy 600-24 Violations and Remedies, found in the Bylaws at Article IX, Rights and Liabilities of Recognized Community Planning Groups, which documents alleged violations by a member of the Mission Beach Precise Planning Board at section (a), and alleged violations against the Mission Beach Precise Planning Board as a Whole at section (b).

Current Wording:

(d) Recall of a Board Member

Any member of the Planning Board may be recalled separate from committing a violation by a majority vote of eligible voters present and voting from the area he/she represents at a special meeting called for that purpose. Such a meeting must be initiated by a petition signed by 250 eligible voters from the community plan area. The petition must be completed in any thirty (30) day period with dated signatures thereon. The special meeting must be called within thirty (30) days after the petition is submitted to the Board. Any vacancies resulting from a recall may be filled by an election held at the meeting. Only one (1) Board member from each area may be recalled in any ninety (90) day period.

Proposed Wording:

(d) **Community** Recall of a Board Member

Any member of the Planning Board may be recalled separate from committing a violation by a majority vote of eligible voters present and voting **from the community** at a special meeting called for that purpose. Such a meeting must be initiated by a petition signed by 250 eligible voters **from the community**. The petition must be completed in any thirty (30)

Mission Beach Precise Planning Board
Draft Bylaws Revisions Update Approved on September 18, 2012

day period with dated signatures thereon. The special meeting must be called within thirty (30) days after the petition is submitted to the Board. Any vacancies resulting from a community recall may be filled by an election held at the meeting. Only one (1) Board member from each area may be recalled in any ninety (90) day period.

MBPPB Considerations: This is a new section, separate from Council Policy 600-24 Violations and Remedies, which documents alleged violations by a member of the Mission Beach Precise Planning Board and alleged violations against the Mission Beach Precise Planning Board as a Whole. The Board has been utilizing this procedure in its bylaws for many years prior to CP 600-24. The intent of the proposed section in the bylaws is to allow over 250 eligible voters to sign a petition to recall board members on the grounds that they do not accurately reflect the interests of the community, irrespective of whether or not that board member has committed a violation pursuant to Council Policy 600-24 Violations and Remedies.

Mission Beach Precise Planning Board
Tuesday, September 18, 2012
Belmont Park Community Room
Minutes of Meeting

Board Members Present:

Peggy Bradshaw	Nick Cantalupo	Carole Havlat	Dennis Lynch
Mike Meyer	Carlton Nettleton	Robert Ondeck	John Ready
Mary Saska	John Vallas	Debbie Watkins	Mary Willmont

Absent:

Gernot Trolf

OPENING FUNCTIONS

Meeting was called to order by Chair Debbie Watkins at 7:00 p.m.

- **Approval of Minutes** for July, 2012
Copies of the draft of the July 17, 2012 Minutes of Meeting were distributed and reviewed. The Minutes were approved by unanimous consent as written. The Board was dark in August.

ADMINISTRATIVE ITEMS

- **Revisions to Agenda**
Copies of the September 18, 2012 Agenda were distributed and reviewed. A motion was duly made to continue the Possible Agenda Item "Belmont Park Traffic Amelioration Fund – recommend new traffic improvements" to a later date because more information is needed.

Motion 1 was made by Carlton Nettleton and seconded by Mike Meyer TO CONTINUE the Belmont Park Traffic Amelioration Fund Possible Agenda Item to a later date because more information is needed.

VOTE For: 11 Against: 0 Abstain: 0

Motion passes.

- **Chair's Report**
 - (1) Updated Mission Beach Planned District Ordinance ("PDO"): Chair Watkins distributed copies of the updated PDO to Board Members for their reference and use. She explained the PDO is the Board's governing document, and building plans submitted to the City for approval in Mission Beach after August 8, 2012 will be required to follow this updated PDO.
 - (2) 2975 Ocean Front Walk Tentative Map Waiver Appeal Update – Subsequent to filing the Board's Appeal of the Hearing Officer's decision of July 11, 2012 to the Planning Commission, the owner was found to be making improvements beyond the parameters of a Tentative Map Waiver to convert apartments to condominiums, and has been directed to supply new building plans for review. Chair will keep the Board posted when and if a hearing date is set before the Planning Commission.
 - (3) 754 Yarmouth Court – Chair pointed out the Board voted in May to deny this project based on construction components not allowed under its PDO. Chair Watkins reported that on July 18, 2012, she and Plan Reviewer Dennis Lynch attended the Hearing Officer's Hearing to formally reiterate the Board's position. After hearing both sides, the Hearing Officer scheduled a second hearing on July 25, 2012 to further review issues raised by the Chair and Plan Reviewer

Lynch. At the July 25th hearing, the owner and architect withdrew their plans and submitted new plans without the construction components and encroachments.

(4) Mission Boulevard Maintenance Assessment District ("MBMAD") Tree Well No. 54 – Chair Watkins reminded the Board that at the July meeting she reported the Maleluca tree in tree well #54 at 3300 Mission Boulevard was vandalized during one of the busy weekends. The tree was broken in half, and would be replaced with the Washingtonia Robusta pursuant to our established guidelines. The palm tree was planted shortly thereafter.

Chair informed the Board that on August 6, 2012, Andy Field notified her that somebody stole the newly-planted palm tree and planted a small Melaleuca tree in its place. That same day, Mr. Field called Gary Warriner regarding the tree and after a lengthy conversation, Mr. Warriner admitted he stole the tree and planted the Melaleuca in its place. He said he replanted the palm tree at Ostend Court and OFW in the public-right-of way, where he had a permit to plant a tree. Chair reported Park and Recreation found the palm tree and it will be replanted in tree well #54. Also, Park and Recreation filed an incident report and police report for vandalism of the tree. The \$290 cost to replant the palm tree will not be the responsibility of the MBMAD. Because Mr. Warriner cooperated and willingly donated the Melaleuca tree to the City to cover the cost, Park and Recreation management decided not to press charges or hold Mr. Warriner responsible for any further financial liability. As a result, the \$290 cost will be borne by the receiving assessment district (possibly North Park or South Bay).

(5) AT&T Bonita Cove West 30-ft Clocktower Update: Chair reported that the Board's ongoing Appeal Hearing before the Planning Commission was scheduled for September 20th. However, because of an internal mistake in docketing, it was not noticed or scheduled. Apparently, Belmont Park has a new master leaseholder who will take over operations next week and is working with AT&T to house their antennas at Belmont Park. If and when the lease is approved at this location, AT&T will withdraw their Bonita Cove Plans and that will end our Appeal. No date has been set before the Planning Commission at this time; however our Appeal is still active. Chair will keep the Board posted on any developments.

(6) Underground Utilities Workshop Update. Chair reported the Community Planning Committee conducted a utility undergrounding workshop with city and utilities companies in July, 2012. Chair Watkins attended the workshop along with Board Members Dennis Lynch and John Ready. An outcome of that first workshop, is a second workshop conducted by Todd Gloria, which will focus on public comments and questions. Representatives from local utility companies will be present to engage in open dialogue with the public about ways communities are impacted from utility boxes. The workshop will be held on Monday September 24th at 6:00 p.m. in the Sante Fe Room at the Balboa Park Club. Chair Watkins stated she will attend and encouraged Board Members to attend. She will e-mail the information to Board Members so they can respond directly.

(7) Recycling Event Chart: Chair Watkins distributed the free event chart to recycle oil, oil filters, batteries, antifreeze, CFL bulbs/tubes funded by the City of San Diego Environmental Services Department and Cal/Recycle.

- **Secretary's Report**

Secretary Watkins gave the Attendance Record Report for the period April 12, 2012 through September 18, 2012.

PUBLIC COMMENT (limited to 3 minutes per speaker)

William Rice introduced himself as a new resident in the community and would like to learn more about getting involved in community issues.

Gary Warriner introduced himself and said he takes care of landscaping issues for some residents in Mission Beach.

Board Member Mike Meyer informed the Board that the large boat along the Mission Beach coast is dredging sand to take to Imperial Beach. He is concerned because the community was not informed that this would be taking place.

REPORTS FROM GOVERNMENT OFFICIALS

• **Katherine Miles** (Community Representative - Office of Councilmember Kevin Faulconer)
Ms Miles gave a quick history of how the new FY2014 Capital Improvement Project community outreach came about and pointed out the new City website to review projects in each community. She reported that Phase 1 of the bulkhead (sea wall) work at Belmont Park has begun, that \$1Million has been allocated for design, and more funds may be available. Ms. Miles informed the Board that the new master leaseholder of Belmont Park would like to get together with community leaders.

In addition, she reported the City Council passed The Abandon Property Ordinance this afternoon requiring owners to file a notice with the police of an abandoned property and fine them if they do not make a good-faith effort to keep up the property. The ordinance is designed to give the city more tools to hold property owners responsible for abandon properties and requires banks doing business with the city to provide information about their lending, foreclosures and service to minority communities.

OTHER:

Action Item:

- **Mission Boulevard Maintenance Assessment District (MBMAD) - Assume financial cost for the care and maintenance of newly-planted Monterey Cypress tree donated to the Mission Beach community**

Chair Watkins distributed pictures of the newly-planted Monterey Cypress, which was donated to the community by Walter Anderson Nursery. Drew Potocki of the City's Urban Forestry Board advised that the original Monterey Cypress tree was removed by the City because it succumbed to gravity and had to be removed for safety reasons. Mr. Potocki pointed out Monterey Cypress trees do well along the coast because the environment is conducive to growth but do not do well inland. He assured the Board he is confident it will perform well along Mission Boulevard because other Monterey Cypress trees planted along Nautilus Street in La Jolla are growing well. Chair Watkins reported that the new tree well will be numbered 48A, and the vendor will provide watering and care for this tree without any additional cost or charge. After further discussion, the following motion was duly made:

Motion 2 was made by Peggy Bradshaw and seconded by Mary Willmont TO AUTHORIZE the Mission Boulevard Maintenance Assessment District to assume the financial cost for the care and maintenance of the newly-planted Monterey Cypress tree, which was donated to the Mission Beach community by Walter Anderson Nursery.

VOTE For: 11 Against: 0 Abstain: 0

Motion passes.

BUILDING PLAN REVIEWS

None.

BOARD COMMUNICATIONS

Action Items:

- **Approve changes to the Mission Beach Precise Planning Board Bylaws**

Chair Watkins distributed proposed changes to the Bylaws for consideration, which in some cases deviate from Council Policy ("CP") 600-24. The Board took action on the sections listed below. Deviations from CP 600-24 will have to be submitted to the City Council for final approval.

1. Article IV, Vacancies, Section 1

Deviation from CP 600-24:

*Motion Approved by Board at October, 2007 Meeting: The Mission Beach Precise Planning Board shall find that a vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from the planning group's secretary reporting **the third absence** in the 12-month period of April through March each year, of a member(s) from the planning group's regular meetings.*

Recommendation: Use standard wording in CP 600-24:

After further discussion, a motion was duly made to approve the recommendation as follows:

Motion 3 was made by Mary Willmont and seconded by Mike Meyer TO APPROVE the use of the standard wording for Article IV, Vacancies, Section 1 as follows: *The Mission Beach Precise Planning Board shall find that a vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from the planning group's secretary reporting the third consecutive absence or fourth absence in the 12-month period of April through March each year, of a member(s) from the planning group's regular meetings.*

VOTE For: 11 Against: 0 Abstain: 0

Motion passes.

2. Article IV, Vacancies, Section 3

Standard wording in CP 600-24 wording:

*When the Mission Beach Precise Planning Board is unable to fill a vacancy within 120 days, as specified above, and the planning group has more than **12** members, either the seat may remain vacant until the next planning group election, or these Bylaws may be amended to permit decreased membership to a minimum of **12** members. If a vacancy remains for more than 60 days from the time a vacancy is declared, and there are less than **12** elected planning group members in good standing, the planning group shall report in writing the efforts made to fill the vacancy to the City. If, after 60 additional days, the planning group membership has not reached **12** members, the planning group will be deemed inactive until it has attained at least **12** members in good standing.*

Recommended Wording (deviation from CP 600-24): Reduce number 12 to 10 and delete sentence amending bylaws and decreasing board membership. The Board finds it is challenging to attract enough candidates to become board members due to the high degree of rental properties and transient occupancy. There are fewer permanent residents (3,000 – 6,000) to draw upon.

Currently, there are 15 seats allocated in five geographic areas consisting of three representatives each, which the Board wants to retain. After further discussion, a motion was duly made to approve the recommended wording as follows:

Motion 4 was made by Peggy Bradshaw and seconded by Mary Willmont **TO APPROVE** the recommended wording for Article IV, Vacancies, Section 3 as follows: *When the Mission Beach Precise Planning Board is unable to fill a vacancy within 120 days, as specified above, and the planning group has more than 10 members, the seat may remain vacant until the next planning group election. If a vacancy remains for more than 60 days from the time a vacancy is declared, and there are less than 10 elected planning group members in good standing, the planning group shall report in writing the efforts made to fill the vacancy to the City. If, after 60 additional days, the planning group membership has not reached 10 members, the planning group will be deemed inactive until it has attained at least 10 members in good standing.*

VOTE For: 11 Against: 0 Abstain: 0

Motion passes.

3. Article VI Section 2 (d) (i) Agenda by Mail

Deviation from Council Policy 600-24:

(i) AGENDA BY MAIL: E-mail distribution of agenda and minutes is the standard method utilized by the planning group and a request can be made to receive these directly by contacting the planning Chair. Requests to mail copies of a regular agenda, and any accompanying material, shall be granted if e-mail is not an option. Such materials shall be mailed when the agenda is posted, or upon distribution to a majority or the community planning group, whichever occurs first. A request to receive agendas and materials may be made for each calendar year and such request is valid for that entire year, but must be renewed by January 1 of the following year. A cost-recovery fee may be charged for the cost of providing this service.

Recommendation: *Change one word: "standard" to "preferred"*

After further discussion, a motion was duly made to approve the recommendation as follows:

Motion 5 was made by Peggy Bradshaw and seconded by John Vallas **TO APPROVE** the recommendation for Article VI Section 2 (d) (i) Agenda by Mail as follows: *E-mail distribution of agenda and minutes is the preferred method utilized by the planning group and a request can be made to receive these directly by contacting the planning Chair. Requests to mail copies of a regular agenda, and any accompanying material, shall be granted if e-mail is not an option. Such materials shall be mailed when the agenda is posted, or upon distribution to a majority or the community planning group, whichever occurs first. A request to receive agendas and materials may be made for each calendar year and such request is valid for that entire year, but must be renewed by January 1 of the following year. A cost-recovery fee may be charged for the cost of providing this service.*

VOTE For: 11 Against: 0 Abstain: 0

Motion passes.

4. Article VIII, Planning Groups Policies and Procedures Section 1 (c) Elections (4)

Current wording duplicates Exhibit C – Redundancy of Information

(4) Terms of elected members shall be 3 years with expiration dates during alternate years unless:

- The individual has been elected to fulfill an unexpired term as referenced in Article IV Vacancies, Section 2.
- A vacancy occurs with no eligible candidates. Then an individual community member, who does not meet the eligibility for the area to be represented, may be nominated and elected to represent that area for a one-year appointment by a majority vote of the board.
- *The individual has exceeded nine consecutive years of service in which case the new term shall be limited to one year. Election procedures for these special circumstances are outlined in Council Policy 600-24, Article II, Section 4, which can be found in Exhibit C.*

Recommendation: The italicized wording is inaccurate and is already discussed in the Bylaws at Article III, Community Planning Group Organizations, Section 3, and should be deleted. In addition, Exhibit C should be deleted.

After further discussion, a motion was duly made to approve the recommendation as follows:

Motion 6 was made by Carlton Nettleton and seconded by Carole Havlat TO APPROVE the recommendation for Article VIII, Section 1 (c) (4) as follows:

Terms of elected members shall be three years with expiration dates during alternate years unless:

- *The individual has been elected to fulfill an unexpired term as referenced in Article IV Vacancies, Section 2.*
- *A vacancy occurs with no eligible candidates. Then an individual community member, who does not meet the eligibility for the area to be represented, may be nominated and elected to represent that area for a one-year appointment by a majority vote of the board.*

VOTE

For: 11

Against: 0

Abstain: 0

Motion passes.

5. Article VIII, Section 1 (d) – Community Recall of a Board Member

Deviation from CP 600-24: This is a new section to allow the community to recall a board member and is a separate remedy from CP 600-24 Violations and Remedies, found in the bylaws at Article IX, Rights and Liabilities of Recognized Community Planning Groups, which documents alleged violations by a member of the Mission Beach Precise Planning Board at Section (a), and alleged violations against the Mission Beach Precise Planning Board as a Whole at Section (b).

The Board has been utilizing this procedure in its bylaws for many years prior to CP-600-24. The intent of the proposed section is to allow over 250 eligible voters to sign a petition to recall a board member on the grounds that the board member does not accurately reflect the interests of the community, irrespective of whether or not that board member has committed a violation pursuant to CP 600-24 Violations and Remedies.

After further discussion, a motion was duly made to approve this new section as follows:

Motion 7 was made by Dennis Lynch and seconded by Peggy Bradshaw TO APPROVE Article VIII, Section 1 (d) Community Recall of a Board Member as follows:

Any member of the Planning Board may be recalled separate from committing a violation by a majority vote of eligible voters present and voting from the community at a special meeting called for that purpose. Such a meeting must be initiated by a petition signed by 250 eligible voters from the community. The petition must be completed in any thirty (30) day period with dated signatures thereon. The special meeting must be called within thirty (30) days after the petition is submitted to the Board. Any vacancies resulting from a community recall may be filled by an election held at the meeting. Only one (1) Board member from each area may be recalled in any ninety (90) day period.

VOTE

For: 11

Against: 0

Abstain: 0

Motion passes.

Information Item:

- **Discuss new role of community planning groups in the City's Capital Improvement Projects (CIP) Budget Development Process for FY 2014**

Chair Watkins apprised the Board that the Mayor's Office is inviting the public to participate in development of the FY 2014 (July 13 – June 2014) Capital Improvement Program budget through recognized community planning groups. She reported that previously, the public could not provide input until the draft budget was published April 15th. This year, the public is encouraged to suggest projects (studies, design, construction) before city staff starts work in December.

Chair distributed copies of FY 2014 CIP Budget Development Process process, Public Outreach Summary, current CIP projects in Mission Beach, and FY2014 CIP Improvements (CIP) Request Form. She explained each document and the outreach process to get members of the community to participate. Chair said she would forward a public outreach document to the Mission Beach Town Council for distribution. In addition, the October 16th Board Meeting will consist of a Public outreach section to discuss the new role of community planning groups in the City's CIP Budget Development Process for FY 2014, and gather project recommendations from the community.

Possible Action Item:

- **MB Maintenance Assessment District ("MBMAD") Ad-hoc Subcommittee Update – discuss proposals/recommendations for improvement projects and maintenance responsibilities**

John Vallas, Chair of the MB MAD Ad-hoc Subcommittee, distributed its Report to the Mission Beach Precise Planning Board dated September 17, 2012. The document is a thorough examination of expanding the Mission Boulevard Maintenance Assessment District beyond its current purpose of providing for the care and maintenance of trees and planters located on Mission Boulevard. He pointed out the current authorized assessment per EBU is \$14.68 per year, and the maximum assessment per EBU is \$17.88 per year.

Further, the list of potential projects the MAD subcommittee considered fell into one or more of the following categories: projects that positively impact the quality of life; mitigate crime; assist both residents and tourists; and was possible within the scope of expanding the MAD without exorbitant costs associated with projects. The subcommittee recommended two tiers: Tier 1 would consist of simple community projects like trash pickup, recycling and improved safety lighting; and Tier 2 for longer-term community beautification projects such as bike racks, community benches, landscaping/hardscaping.

Chair Vallas requested the Board vote on whether to continue with the current subcommittee or form a new subcommittee to take these recommendations from concept to community vote at its October 16, 2012 Meeting. Chair stated this matter would be added to the October 16, 2012 Agenda for further discussion and possible action.

Chair stated any additions to the agenda need to be submitted to the Chair 10 days PRIOR to the scheduled Board meeting. The next Board Meeting is **Tuesday, October 16, 2012** in the Belmont Park Community Room.

ADJOURNMENT

Motion 8 was made by and seconded to ADJOURN the meeting.

VOTE For: 11 Against: 0 Abstain: 0

Meeting was adjourned at 8:45 p.m.

Completed by:
Debbie Watkins, Secretary