

General Plan and Community Plan Amendment Manual

A companion item to the General Plan

**Development Services Department – Planning Division
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I - Introduction: Amending an Adopted Land Use Plan

This manual contains procedures that identify and direct amendment processes for adopted land use policy plans. While the City of San Diego has a variety of names for plans – community plans, specific plans, precise plans, and less frequently master plans – they are all part of the City’s General Plan.

While state law does not address community plan amendments, Government Code Section 65358 does limit the number of general plan amendments to 4 per year. As a charter city, San Diego is not subject to this limit; however, to address the limit’s goal of understanding the impacts of multiple general plan amendments, the City does analyze the array of proximate concurrent plan amendments as well as annually summarizes all General Plan changes as directed in LU-D.5.

There are a variety of factors that may trigger the need to amend an adopted plan. The reason for an amendment may involve a policy, recommendation, map, or diagram that affects the entire plan area, or it may be parcel-based. Broader policy changes may involve land use, public facilities locations, changes in category of rights-of-way, or development phasing. The amendment may be privately-proposed – usually related to a property ownership – or be proposed by the City as part of a work program or independent effort. The amendment may also be administrative in nature; i.e., correcting an error or omission.

Certain plan amendments may trigger the need for an amendment to the community’s Public Facilities Financing Plan. Other amendments are in areas that are overlain by governmental authorities other than the City whose plans must be taken into consideration.

Plan amendments follow different initiation procedures, depending on their intent or content. Regardless of the origin of a plan amendment or whether it has been required to undergo an initiation process, the amendment itself will follow consistently-applied practices to analyze issues, seek community and general public input as well as consistent noticing, environmental, and hearing processes.

Regardless of the reasons that may generate the need for a land use plan amendment, it is important that these changes assist in enhancing and implementing the community plan goals and the vision expressed in the General Plan.

II - Pre-Initiation Phase of the Amendment Process

Although applicants have the right to submit amendment requests to the City, not all merit study and consideration by City staff and the decision makers. The City of San Diego is one of only a few jurisdictions that require some amendments to go through a preliminary step called an ‘initiation’. An initiation is the first point of consideration by a decision maker (in most cases it’s the Planning Commission, but may be staff or the City Council). It is a limited decision and is neither an approval nor denial of the plan amendment and accompanying development proposal. The decision maker should not discuss or consider the details of an accompanying development proposal, or at least not be swayed by the promise of a great development project. The focus should be upon the

more fundamental question of whether the proposed change to the General Plan and the community plan is worthy of further analysis based upon compliance with the Initiation Criteria (further described below in this section).

The initiation process allows the City to deny an application for amendment if it is clearly inconsistent with major goals and policies of the General Plan. Most importantly, the initiation process allows for early public knowledge and involvement in the process as a whole. At its hearing, the Planning Commission can ensure that specific factors are evaluated and issues are addressed during the processing of the proposed plan amendment.

It should be noted that most plan amendments undertaken by staff as part of a City work program are not required to go through the initiation process. A city is not on a timeline to update or amend its general plan [except for the Housing Element] but bears the responsibility to keep the plan up-to-date and to implement it. This means updating goals, policies or recommended implementation measures to assure relevancy. These work program items do not need to be initiated by a decision maker, though they will need to comply with the noticing, public input, and review processes required for all plan amendments. The type of City amendment that should typically go through an initiation process is one which proposes a land use change. Land use changes can have community-wide impacts, and are typically of high interest to the public. Initiation allows an opportunity for early input on the amendment from the Planning Commission or City Council, the recognized community planning group for the area, and the broader public.

A technical amendment initiation was established as a new process in the 2008 General Plan to benefit the public health, safety and welfare as expeditiously as possible. It may involve a map or text error and/or an unintended omission made when the land use plan was adopted or during a subsequent amendment. A technical amendment may also be requested to identify the location and design of a public facility already identified in the adopted Capital Improvements Program (CIP), or to comply with changes in state or federal law or applicable findings of a court of law.

Initiation Criteria

Criteria – not findings – are used to evaluate the appropriateness of proceeding with a plan amendment. Criteria better guide a policy discussion while findings give more precise evaluation tools for a quasi-judicial decision [such as a development permit]. A technical amendment has a separate, more narrowly-defined set of criteria and is available for both City and privately-initiated amendments.

Both sets of criteria are found in Section D - Plan Amendment Process in the Land Use and Community Planning Element of the General Plan. Privately-proposed and City proposed land use changes utilize criteria in Policy LU-D.10. Technical amendment criteria are located in LU-D.6. Also, as outlined in Policy LU-D.9, when the City Council chooses to consider a plan amendment initiation, they are not required to address the initiation criteria.

Table 1
Initiations & Criteria

Type	Purpose	Initiation Criteria	Initiation Approved By	At a Public Hearing?
Technical	Correction; Health, Safety & Welfare, emergency; procedural	GP Policy LU-D.6 contains criteria	City staff; subsequently reported to Planning Commission	No
Substantive	Land use, policy or other change	GP Policy LU-D.10 contains criteria	Planning Commission*	Yes
Substantive	Land use, policy or other change	GP Policy LU-D.9 indicates no criteria required of CC	City Council	Yes
City-Proposed Land Use	Land use designation or designation boundary change	GP Policy LU-D.10 contains criteria	Planning Commission*	Yes

**If the Planning Commission denies an initiation, an applicant may appeal the denial to the City Council. See General Plan policy LU-D.8.*

Process: Roles and Responsibilities

During the initiation phase of the plan amendment process, the community planner will be the project manager, will conduct the initial analysis of the request to amend the General Plan and community plan, and take the item to Planning Commission for consideration. The placing of the initiation on the Planning Commission agenda is subject to regular Commission agenda noticing under the Brown Act, but does not require a 10-working day notice. The notice to the recognized community planning group and applicant is a ‘courtesy notice’, but is always given.

Before the initiation request is placed on the Planning Commission agenda, the community planner should direct the applicant to the recognized community planning group for discussion and recommendation. The community planning group’s recommendation on the initiation will be included in the staff report. Depending on workload issues and agenda availability for scheduling the initiation request, the community planner should make an effort to schedule the item for Planning Commission hearing within 45 working days of receiving the request. This will require prompt action by the planning group to schedule and hear the item in a timely manner.

It should be noted that the Land Development Code Section 112.0103 - Consolidation of Processing – is applicable to privately-submitted plan amendments. If a development project is submitted and it is recognized that a change is needed to the applicable land use plan, the determination about whether a project is ‘deemed complete’ is put on hold. The plan amendment initiation process is commenced, and once the initiation has been approved and forwarded to the project manager in Development Services, the project can be deemed complete and project processing timelines begin to run.

The applicant will provide the community planner information about how the request meets the initiation criteria. Refer applicants to the Land Development Manual Volume I, Chapter 1 Project Submittal Requirements Section 6 for Policy Approvals which is available online at: <http://www.sandiego.gov/development-services/industry/pdf/psmsec6.pdf>. This document contains a helpful checklist called the “Minimum Submittal Requirements Checklist”. The community planner should work directly with the applicant to obtain all information that is needed to complete initial analysis of the proposal against the initiation criteria. In the case where the City Council gives direction to conduct the preparation of a land use plan amendment, the community planner via the Mayor’s office will coordinate with the appropriate Council office on the initiation request phase of the amendment process.

The community planner’s recommendation should be based on appropriate research as well as Project Review Committee [PRC] and management review. In the case of a technical amendment, the community planner will conduct review of the initiation request through a Single Discipline Preliminary Review [SDPR] process [see Information Bulletin 513(IIA)]. If it is determined that the amendment meets the technical amendment initiation policies identified in the General Plan under policy LU-D.6, the request is initiated without a public hearing and it proceeds directly to the analysis phase. The SDPR process is used to enable a public and permanent understanding of why the initiation was allowed to proceed under the technical amendment process. Technical amendments are included in the Plan Amendment Tracking [PAT] database which tracks all land use plan amendments as called for in General Plan policy LU-D.5

Appendices A – C contain checklists for initiations and amendments with and without projects and identify steps from initiation to final approval, including outside agency approvals if necessary.

Issues for Analysis

Specific issues will be identified through the initiation process by the community planner and Planning Commission. Even though the City Council is not required to utilize the initiation criteria, they may identify issues to be analyzed if they initiate an amendment. These issues can cover a variety of topics, such as development/regulatory type issues, land use policy, design, environmental issues, public facilities, transportation, or housing. Plan amendment issues that should be discussed during every initiation proposal include:

- Level and diversity of community support
- Appropriate size and boundary for the amendment site
- Provision of additional benefit to the community
- Implementation of major General Plan and community plan goals, especially as related to the vision, Guiding Principles and City of Villages Strategy
- Provision of public facilities

Issues that will require greater analysis should be captured in the “issues to be analyzed” section of the initiation report. A sample listing of possible plan amendment issues is included as Appendix D. The issues identified in the staff report as well as those

identified at the initiation hearing will be further analyzed during the second phase of the amendment process if the request for initiation is supported by Planning Commission [or City Council]. Upon initiation, City staff will work with the applicant and community to address and respond to the specific land use issues identified during the initiation process.

In some cases, the Planning Commission may recommend enlarging the boundary of the plan amendment study area. If the recommendation is a reasonable alternative to the amendment area proposed, it is likely the work can be completed as part of the amendment analysis. However, the Planning Commission may indicate that it believes that a significantly larger area must be studied for either a land use change or to account for the impacts of the proposal. In these cases, consult with management following the initiation. It still may be possible to analyze a larger boundary concurrently with the proposed project; however the time and cost to study an expanded area cannot be funded by the private applicant. If there are staff resources to provide the analysis – including likely-increased environmental document costs – management can authorize it. However, it may be determined that the expanded analysis will be costly and neither staff time nor funding is available and the expanded study either must be deferred or funded from another source in order to provide the requested level of information to the Planning Commission for consideration on a narrowly-proposed amendment.

Note that a Planning Commission decision to deny the initiation of a plan amendment is appealable by an applicant to the City Council. The request from the applicant is submitted to the City Clerk to schedule for a hearing. As of summer 2011 a General Plan amendment is underway to add back in the 10 working day appeal period within which the appeal must be filed following the Planning Commission decision.

Planning Commission or City Council Initiation Resolution

To capture both the list of issues presented to the decision maker as well as those raised in the public hearing discussion, a resolution is prepared to record direction given. Sample resolutions are included in Appendices E-1 through H-2 of this manual.

The General Plan and the Land Development Code [LDC] are both careful to note that the initiation of a plan amendment is not an expression of support for a project or policy change. It is simply direction that an amendment warrants study and provides an identification of issues to analyze in the process. The resolution should reflect this caution.

Early Notifications & Outside Agency Issues

Some geographic areas in the City may be additionally governed by legislative or governmental mandates other than City of San Diego regulations. Example areas are the coastal zone, airport influence areas, and Proposition A lands. While a Development Project Manager [DPM] is most often in the lead ensuring timely and proper notification and referrals, the community planner managing the plan amendment initiation should, at minimum, be aware of the requirements.

- **Local Coastal Program [LCP] Land Use Plan Amendment Notifications:** community plans in the Coastal Overlay Zone together comprise the City’s LCP Land Use Plan. Therefore, amendments to these plans are subject to “coastal noticing” found in the LDC. The City must provide notification of a future City Council hearing and make the amendment language available to the public at least 6 weeks prior to the City Council action on the amendment. Note that an amendment to the LCP is required to be batched in one of the City’s allowed four annual submittals.
- **Airport Land Use Compatibility:** if a plan amendment is within an Airport Land Use Compatibility Overlay Zone, it may affect an adopted compatibility plan and the City will identify the need for the amendment to be submitted to the Airport Land Use Commission [ALUC] for a consistency determination. New regulations, including additional permits and required hearings, introduced and pending ALUC consistency determination, Coastal Commission approval and final Council adoption as of 4/13/11, have been developed to govern various types of development in the Overlay Zone. See Table 2 below.
- **“Proposition A” Lands:** Figure LU-4 of the 2008 General Plan addresses Proposition A lands. These lands were formerly contained in the 1979 general plan “tier” known as “Future Urbanizing Area”. “Proposition A” requires a citywide public vote to shift lands to allow a higher level of density than existed on them at the time of the passage of “Proposition A”. Lands subject to this public vote are very limited: mostly military lands and County islands, along with ‘unshifted’ former “North City Future Urbanizing Area” land. The process involving military lands and County islands will be more complex, involving higher governmental processes [e.g., LAFCO, base closure law]. It is more likely that the community planner will need to direct a land owner or developer to prepare ballot language describing the requested general plan change from “Proposition A” land to another land use designation and asking the City Council to place it on the ballot. See section LU-J policies related to “Proposition A” lands. The proposition language itself, found in Appendix B, LU-3 of the General Plan provides detailed information about the timing of the vote and who should pay for it. Until Council Policy 600-30, “General Plan Amendments to Shift Land From Future Urbanizing to Planned Urbanizing Area”, is updated or incorporated into the Land Use Element of the General Plan, consult with management at the initial stages of any discussion with a private land owner about a shift from “Proposition A” land to a higher density land use.
- **In addition, local and tribal intergovernmental consultation is required under SB 18** with a first step of providing a “90 day notice”. SB 18 requires cities and counties to contact, and consult with California Native American Tribes before adopting or amending a General Plan, or when designating land as Open Space, for the purpose of protecting Native American Cultural Places. Prior to the adoption of any amendment to a general plan, including the City’s community, precise or specific plans, proposed on or after March 1, 2005, the City is required to conduct consultations with California Native American tribes for the purpose of preserving, or mitigating impacts to, cultural places. Therefore, the community planner should notify the staff person responsible for tracking SB 18 of the initiation in writing [email is acceptable] once the initiation has been granted. The information provided should include a copy of the staff report and signed resolution. The responsible staff

person will notify the state coordinator maintaining the tribal contact list and forward the initiation report and resolution to the tribal contacts as directed by the coordinator. Following this first contact, tribal representatives have 90 days to request consultation. This consultation period is intended to establish meaningful discussion between tribal governments and local governments at the earliest possible point in the planning process to avoid conflicts or resolve issues.

III - Post-Initiation Phase of the Amendment Process by Amendment Type

Once a decision to initiate a plan amendment occurs, several additional processes come into play: an application for a concurrent development project is deemed complete and the project's processing timelines begins; the amendment becomes 'a project' under CEQA and is subject to environmental review; and, public noticing requirements contained in the Land Development Code become applicable.

The community planner should notify the applicant of the initiation decision in writing whether or not the amendment is initiated. The notification should include the information needed to proceed along with a complete list of the issues that will need to be analyzed. Private applications with and without concurrent development projects will need to submit their application information through Development Services. Applicants for private development are likely to have already been in contact with DSD, but can be referred to the Land Development Manual Volume I, Chapter 1 Project Submittal Requirements Section 6 for Policy Approvals which can be found online at: <http://www.sandiego.gov/development-services/industry/pdf/psmsec6.pdf>.

Note that if a planner is managing an amendment without a discretionary development project they are responsible for monitoring its continued activity. It may be rare that a stand-alone amendment is abandoned or is in delay for 6 months or more; however, if it is, inquire of the applicant or city department about why there is a long delay, advise management, and discuss whether the project file should be closed out and a new amendment started at a future date. For an amendment with a project, the DPM will monitor the activity and advise you if you should stop working on a project.

Amendments with Discretionary Development Projects

Except in rare cases, a proposed land use change to an adopted plan needed to allow a companion development project can be found to "not adversely affect" the adopted land use plan. Once an initiation is granted, the community plan amendment and development project review are processed concurrently, addressed in the same CEQA document, and proceed to a public hearing together. A Development Project Manager [DPM] manages the overall project, amendment and CEQA application. The community planner is responsible for coordinating the plan amendment portion of the application and providing the final analysis on the amendment and issues for the staff report. The established PTS review process recognizes that the review of a land use plan amendment is conducted in its own set of cycles. Typically an applicant will submit the first draft of plan language or maps that require amendment. The applicant will need to work cooperatively with the community planner to develop the changes; however, the

community planner may need to specifically identify which portions of an adopted plan must be amended, and may need to direct the content of the amendment. More frequent exchanges with an applicant than other disciplines in the PTS review cycles may be necessary. The DPM should be kept apprised of the discussions with an applicant in case they want to participate in the discussions.

Once the draft plan amendment is developed based on these discussions and issues identified in the initiation, the community planner may want to distribute the draft amendment to other reviewing disciplines for review and comment depending on the significance and scope of the change proposed. This step is not necessary if the change does not cause an unanticipated impact to public facilities or services since all the disciplines will review the amendment when it is released for PTS cycle review. The PTS system anticipates a separate-cycle review period of up to 45 days for the plan amendment. The 45 day period allows for the required SB 18 review, along with reviews by the applicant and the recognized community planning group. Revisions are made based on comments from this cycle, then, the plan amendment timeline can re-combine with that of the overall project.

In order to assure that the full spectrum of issues has been discussed while determining whether to support a plan amendment, the community planner should again utilize the PRC process. While the initiation decision is a limited one about whether to proceed with a land use plan amendment, the plan amendment analysis considers both the change to the plan and the concurrent development project's compliance with all the policies in the plan. Including other experienced planners and managers assures a broader discussion of the issues. It also contributes to a consistent handling of similar issues in different planning areas.

If it appears to the community planner that the proposed plan amendment is not supportable, there should be a Conflict Resolution meeting between managers of community planning and other discipline managers to discuss and resolve issues and conflicts. The question of whether the City can support a plan amendment must be answered prior to developing a position of support for the concurrent project.

If the amendment site is within an area subject to review or approval by another agency as discussed above – California Coastal Commission or Airport Land Use Commission for example – the City's approval of the project is not complete until the final outside agency approval is given. See Table 2 in the Hearing Procedures section to see the relationship of City and outside agency hearings and approvals.

Once projects affecting land use designations have completed their approval processes and appeal periods have expired, the Plan Amendment Tracking [PAT] database must be updated. See Appendix I for the steps required to assure accurate recording of an amendment's content both in the plan itself and in the PAT database. In addition, zoning changes that have been processed as part of the project will be recorded on the Official Zoning Map.

Amendments without Discretionary Development Projects

There are several situations where a plan amendment will be processed without a discretionary development project: occasional privately-proposed amendments; City-initiated amendments; and, technical amendments.

- **Privately-Proposed Amendments** – In rare instances, an applicant may want to be assured of a plan amendment’s approval before further investment in a property and will not submit a discretionary development project until a plan amendment is approved. In these cases, the amendment is managed differently than if a project is submitted concurrently. Privately-proposed plan amendments that are not accompanied by development projects rely on the community planner to process and manage the entire amendment process. An amendment to a land use plan is a project under CEQA and must obtain appropriate environmental review. In addition to processing and coordinating the amendment’s analysis and determination, the community planner is responsible for obtaining the environmental review and CEQA document from EAS, producing the staff report, docketing the public hearings, following all hearing and notice requirements including SB 18, Airport Land Use Commission and Coastal Commission, and presenting the item at hearing. A small number of privately-proposed amendments are eligible for the Technical Amendment initiation process.
- **City-proposed amendments** - This category of amendments will not be accompanied by discretionary development projects although, occasionally, requirements for outside agency permits or City resource permits may be applicable. Community planners often manage these projects; however, if a plan amendment originates in another City department, that department may want to manage the amendment, working directly with EAS to obtain environmental review and with the Coastal liaison in case of a land use change in the Coastal Zone. This amendment should still be monitored by a community planner for internal consistency with the general plan.
- **Technical amendments** – Following initiation by community or general planning staff, technical amendments will follow the standard amendment review process. Some of these amendments may be administrative in content, but others may involve land use changes, e.g., CIP project siting. The same options for amendment management exist as with City-initiated amendments, depending on the origin of the amendment proposal. Again, community planners should be monitor and review any community-specific proposal; and, general plan staff should work with the proposing department on appropriateness of the amendment to the general plan itself. In rare instances, technical amendments may be privately-proposed, and these will be managed by a DPM.

All amendments without discretionary development projects will undergo comprehensive issues analysis, public input, noticing and public hearing processes.

All categories of plan amendments without projects are subject to CEQA. By submitting to EAS, plan amendments are entered into the PTS and, where there are changes to land use, the changes can be entered into the El Nino system. All amendments without projects also must be tracked in the PAT database and must follow the steps in

Appendix I to assure accurate recording of an amendment's content both in the plan itself and in the tracking database.

Amendment Analysis and Proposed Plan Revisions

Decision makers must be able to review and understand the analysis conducted by staff and see the exact changes being proposed to the plan as they consider the proposed plan amendment at a noticed public hearing. Staff reports to the decision maker must contain the analysis of the issues studied that led to the staff recommendation, including responses to all initiation issues and a consistency evaluation of the amendment with the rest of the plan that it is modifying. An attachment to the public hearing report must contain the exact changes that are being proposed to the text and/or maps of the adopted plan pages. If changes in the General Plan document are also required, these pages – showing Figures or Tables or text - should be attached to the report also.

Note that the Planning Commission may not support the amendment as proposed and, attached to their approval resolution, forward modified language and/or maps to the City Council. Changes to the proposed plan language may be recommended without having to be re-noticed and reheard at the Commission.

When the General Plan Document Must be Amended

An amendment to the figures or text of a community, specific or precise plan is always an amendment to the General Plan since those plans are components of the Land Use Element of the General Plan. However, an amendment to any of these plans may not cause a change to the General Plan document itself.

Because the General Plan must be internally consistent to comply with state law, sometimes changes must be made to the General Plan document itself. Types of amendments that are likely to cause a General Plan document change include, but are not limited to, the following:

- An amendment to the City of San Diego boundary or to a boundary between two community plan areas - Figure LU-3
- A change to the Generalized Land Use Map – Figure LU-2
- A change to the acreage tables showing adopted community plan land uses – Table LU-2
- A change to the Proposition A Lands Map – Figure LU-4
- A change to the Prime Industrial Lands Map – Figure EP-1
- A change to a Figure showing the specific locations of public facilities when those facility locations are modified through a community/specific/precise plan amendment or update. If a community plan is amended to physically change a location or to change a facility to 'Existing' from 'Proposed' because it is now sited in the community plan and in the PFFP at a particular location, the community planner should consider whether those figures should be updated and whether they should be dated [since it is subsequent to the 2008 GP adoption date] and noted that the community plan contains the most current status of specific public facilities.

If a community plan update, or a plan amendment, includes a new policy that is otherwise consistent with the General Plan, and appears to advance the goals of the General Plan and the Guiding Principles, consider adding that policy to the General Plan document so it can benefit all communities, not just the one within which it is being proposed.

If a Figure or Table is in the General Plan document to support a Policy, and there is a need to update the Policy, consider updating the Figure or Table if the data caused, or is related to, the Policy change.

Adopted amendments to community/specific/precise plans that cause changes to text, figures, or tables in the General Plan document will be identified in the annual Monitoring Report and will be added to the document only one time per year even though those amendments did go into effect at the time of their individual adoption.

Figures and Tables intended to represent an existing condition at the time of the General Plan adoption do not need to be amended with a community plan amendment. A periodic review will be made of those exhibits to determine when they might need to be comprehensively updated by General Plan staff.

IV - Special Hearing Preparation Situations

Outside agency hearings and/or additional City notices are required when addressing requirements of SB 18 [for consultation with Native American tribal contacts], the California Coastal Commission, and the San Diego County Airport Land Use Commission.

Local and Tribal Intergovernmental Consultation (SB 18) – 45-day notice

The City's current practice is to provide the 45-day notice and accompanying materials to all tribal contacts who received the initial 90-day notice. The community planner overseeing an amendment must know its scheduled hearing date far enough in advance to send the notice along with a copy of the draft document via certified postal mail to each tribal contact. The tribal representatives have 45 days to review the document and make comment. Certified mailing and notice filing procedure is the same as that for the 90-day notices. Copy the DPM on the 45-day notice to let them know the earliest possible date for the public hearing, and that the same tribes should be sent the 10-day legal public notice. Also provide a copy to the staff person responsible for tracking SB 18. Refer to the SB 18 Noticing Procedures document on the shared drive for further details.

California Coastal Commission Hearings and Airport Land Use Consultation

Note the following noticing, clearance, and hearing requirements of these two agencies related to amendments to adopted land use plans being considered by the City:

Table 2
Timing of External Agency Reviews & Hearings

Agency	Airport Land Use Commission [ALUC]	California Coastal Commission [CCC]
Special Agency Noticing Requirement for City hearings	See Ordinance O-20047. Section 112.0302 lists Airport Authority as person entitled to mailed notice. In addition, there is a special notice that applies where an overrule of the Airport Authority is processed. See 112.0311.	A Notice of Availability must be provided at least 6 weeks before the City Council takes final action on the LCP amendment. The notice is intended to give the public a chance to review proposed LCP changes. This notice can be accommodated by incorporating it into the Notice of Planning Commission hearing
Agency Hearing Required?	See Ordinance O-20047. Section 132.1550 identifies where Airport Authority review is required. The ALUC holds a consistency hearing within 60 days of sending the City a letter indicating an application is complete. ALUC forwards its resolution to the City within 2 weeks following its hearing. A consistency determination is required prior to City Council approval of a land use plan/land use plan amendment. If necessary, the City Council could decide to overrule the Airport Authority through the process identified in Section 132.1555.	Yes, regardless of whether the amendment is categorized 'Major' or 'de minimus'
Timing of Agency & City Hearings/ Clearance	The City schedules a final public hearing [always City Council for plan amendments] only after receiving the ALUC consistency determination. Note: The timing of the consistency determination for a plan amendment is different than the timing for processing a code amendment. Code amendments are submitted to the Airport Authority for a consistency determination after City Council action and Mayors veto process has occurred.	LCP amendment for the community plan change is submitted by the City to the CCC following City Council's conditional approval of the amendment as part of one of the City's 4 LCP amendment submittals per year. If code amendments are processed in conjunction with the land use plan amendment, the CCC submittal will be subsequent to the ALUC determination.
If City & Agency Disagree?	See Ordinance O-20047. The City Council may overrule a determination of inconsistency by the Airport Authority through the process identified in Section 132.1555. City Council holds 1 st hearing to consider whether to overrule. If Council decides by 2/3	If CCC requires modifications, City Council holds 2 nd hearing within 6 months of CCC hearing to accept or reject proposed modifications; modifications may be accepted and plan amendment becomes effective; modifications may be rejected and amendment expires, or further

	vote to overrule a determination of inconsistency by the Airport Authority, the proposed decision and findings must be provided to the Airport Authority, Caltrans, and the airport operator. A 2 nd City Council hearing shall be scheduled at least 45 days from the date the proposed decision and findings are provided to make a final decision of whether to overrule. The final decision to overrule shall be made by 2/3 vote of the City Council and shall be the final decision.	discussions ensue
Is City Council Decision Final?	Processing of an 'overrule' by the City Council is final action. See process described above. Note that the timing of the Airport Authority review is different in the process timeline for a plan amendment versus a code amendment	An amendment to an LCP Land Use Plan [the community, precise or specific plan] is always forwarded to the CCC for review and hearing

V - Planning Commission and City Council Hearings

Sequential Hearings Required

The Planning Commission votes whether to recommend approval or denial, or to recommend modifications to, a proposed plan amendment after recommending whether to certify the accompanying environmental document. The actions contain more sub-items when a plan amendment is accompanied by a project. Planning Commission resolutions are processed as soon as possible after the hearing. The Planning Commission action regarding the plan may be part of an overall project resolution, and the Planning Commission minutes, included in the e1472 package, will document the recommendation.

Double noticing of the Planning Commission and City Council hearing is not allowed since the Council notice is required by state law to contain the Commission's recommendation.

Preparing for Hearing

The community planner's preparation for a public hearing will differ depending on whether the amendment is with or without a project.

If the plan amendment accompanies a project to public hearing, the community planner will be responsible for staff report sections and presentation content addressing the plan amendment. The DPM will manage the assembly report sections and the community planner should be given an opportunity to review the balance of the report, particularly as issues relate to the proposed plan amendment language. The DPM should allow the community planner to present the plan amendment portion of the report at the public hearing where project consistency or plan issues are complex. After the Planning

Commission hearing, the DPM will assemble all required materials and prepare the e1472 for the City Clerk in advance of the City Council hearing.

If the plan amendment is not accompanied by a project, the environmental document and proposed amendment will be the only actions at a public hearing. The community planner will be responsible for the entirety of the project materials to be sent to the Planning Commission for its hearing, and forwarding all materials to the City Clerk for the City Council hearing, including the Planning Commission resolutions, notice and minutes, public correspondence, drafts, environmental document and draft City Council resolutions. The community planner will be responsible for any presentation materials and for making sure that staff from other departments or agencies, as appropriate, attend the hearing. The community planner will also be responsible for advising management about any potentially difficult issues and attending briefings for either Planning Commission or City Council.

The responsibilities of a community planner for amendments initiated through the technical amendment process mirror those for a non-project amendment unless the amendment is going to be managed by another City department.

Documenting Action by the City Council

Draft resolutions for action are included in the Council's information on the item. There is typically only one resolution prepared based on the recommendation coming out of the Planning Commission hearing. If the staff and the Planning Commission have different recommendations on the amendment/project, management will determine the best way to advance the varying positions to give the City Council appropriate information and alternatives for action.

A resolution is adopted and the action is final on the day the plan amendment is approved by City Council unless the project constitutes an LCP amendment that must proceed to a Coastal Commission hearing. Once the resolution has been assigned a number and the attached amendment has been assigned a document number, the community planner should obtain a copy from the City Clerk staff and review for completeness and accuracy of what was adopted.

VI - Post-Hearing Final Steps

Adopted Amendment Text, Maps and Diagrams

Once any plan amendment has received all final approvals and a signed resolution has been received from the Office of the City Clerk, the community planner must document the approved plan amendment in the Plan Amendment Tracking [PAT] database as well as notify the mapping and administration sections responsible for updating and maintaining the electronic copies of the plan documents. See Appendix I. This database must be updated in a timely and accurate manner since this method of documentation becomes the City's official means of holding plan documents with their legal updated content.

Website Update

Any changes made to the General Plan or a community plan need to be reflected on the City's website in a timely manner. Notify the responsible staff person within Planning to update the online version of the plan that was amended.

Records Retention Schedule Requirements

Many documents associated with the preparation of a plan amendment are required to be retained in accordance with the City's Records Retention Schedule. Review the Records Retention Schedule (expected to be adopted in 2011), to determine what materials should be retained and for how long.

APPENDICES

The following appendices contain organizational information that will aid you in working on a plan amendment – from initial checklists to draft resolutions.

Note that the draft resolutions are prepared only to advance a positive recommendation from either staff or the Planning Commission. A recommendation of denial is a more complex discussion that management will participate in – both in advising on arguments to be put forth and on how to present them.

Appendix A: Plan Amendment Initiation Checklist

Appendix B: Processing Amendments with Projects Checklist

Appendix C: Processing Amendments without Projects Checklist

Appendix D: List of Issues

Appendix E-1: Sample Planning Commission Initiation Approval Resolution – Plan Amendment with Future Concurrent Development Project

Appendix E-2: Sample Planning Commission Initiation Approval Resolution – Plan Amendment Without Project

Appendix F-1: Sample City Council Initiation Approval Resolution – Plan Amendment with Future Concurrent Development Project – Appeal of Planning Commission Initiation Denial

Appendix F-2: Sample City Council Initiation Approval Resolution – Plan Amendment Without Project

Appendix G-1: Sample Planning Commission Approval Resolution - Plan Amendment with Concurrent Development Project

Appendix G-2: Sample Planning Commission Approval Resolution –Plan Amendment Without Project

Appendix H-1: Sample City Council Approval Resolution – Plan Amendment with Concurrent Development Project Outside Coastal Zone

Appendix H-2: Sample City Council Approval Resolution – Plan Amendment without Project Outside Coastal Zone

Appendix I – Documenting the Amendment in the PAT Database

APPENDIX A

PLAN AMENDMENT INITIATION CHECKLIST

Complete?	Category & Task	Timing
Project Submittal		
	Applicant submits request for initiation and establishes a job order account at Project Submittal in Development Services.	
	Planner reviews the initiation request for completeness and contacts applicant if more information is needed.	Within 1 week of receiving the request.
Establish Overall Schedule		
	Reserve space on Planning Commission agenda, scheduling it to be considered between 30 and 45 days of receipt of complete initiation application [complete Docket Request Form]	Request PC date as soon as soon as application is considered complete
	Notify applicant to assure their availability. Refer applicant to recognized community planning group [CPG] to present initiation.	As soon as initiation date is confirmed by PC secretary
	Notify CPG to make sure a regular meeting agenda has space on it prior to PC date to discuss initiation	As soon as initiation date is confirmed by PC secretary
	Reserve PRC date, considering appropriate sequencing for separate management review if necessary. Assure availability of necessary managers for the meeting you schedule, or issue individual invitation if warranted.	Select PRC date to allow one additional PRC prior to PC if issues complex or so advised by supervisor
Management Review and Policy Review Committee		
	Planner schedules meeting with Director, Deputy Director and Program Manager to discuss initiation	Could be before or after PRC.
	Planner prepares PRC Information Sheet along with appropriate backup information to display at PRC to explain the issues (i.e. land use map, pictures, policy language from community plan) Note: make sure everyone at the meeting has access to the information but conserve paper – materials prepared for PRC are generally not reusable.	Provide electronically to Program Manager 24 hours prior to PRC. Provide Program Manager final paper copy at the PRC meeting
Community Planning Group Recommendation		
	Applicant makes a presentation at a CPG meeting, seeking their recommendation on the initiation request – not on an accompanying development project.	At a regular CPG meeting between the submittal completion and the PC initiation meeting.
	Community planner may attend CPG meeting to respond to any questions regarding process and analysis of the proposed initiation.	

	CPG recommendation and/or comments to be included in staff report.	
Hearing Preparation & Staff Report to Planning Commission		
	Community planner prepares draft report for Planning Commission following PRC, including a draft resolution, PRC comments/issues & CPG recommendation, including review by supervisor/management	One week minimum for report signoffs
	Courtesy notice sent to applicant and to CPG	Courtesy notice is sent 10 days prior to the PC meeting date
	Community planner provides signed copy of report and appropriate number of copies to PC Secretary after allowing time to finalize report content and obtain signatures.	Reports are due to the PC Secretary the Tuesday before the hearing week.
	Community planner provides electronic copy of the report to the PC Secretary.	Provide at the same time as printed report.
	Community planner assures that the applicant and CPG receive a copy of the finalized report	Electronically as soon as it is available
	Community planner attends PC Docket Review and presents issues and recommendation, either accompanied by the management representation who will sit with PC that week, or informing them after Docket Review. Issues may be raised at Docket Review either by other disciplines or as a result of public comment prior to the hearing.	Tuesday of the week of the PC hearing
	Community planner prepares a PowerPoint presentation for PC Hearing. Use the PowerPoint template that can be found in the shared drive at S:\Powerpoint Template\CPAInitiation. Review with Program Manager prior to hearing. Upload and test presentation on council chamber computer prior to start of PC meeting. Flash drives are available from word processing staff.	Prior to the start of the PC meeting
	Planning Commission meeting to discuss initiation & decision	
Following Approval of an Initiation Request		
	If initiation approved, community planner final the PC Resolution by adding all PC issues and forwards it to PC Secretary for her/his signature (provide one copy to; the Program Manager, PC Secretary, the applicant and the file).	Within 1 week of the hearing.
	Community planner drafts memo to applicant providing the outcome of the initiation hearing and providing a copy of the signed resolution which includes initiation issues.	Within 1 week of the hearing.
	Community planner enters comments into the Project Tracking System (PTS) including: <ul style="list-style-type: none"> • Planning Commission vote 	Within 1 week of the hearing.

	<ul style="list-style-type: none"> • Issues identified in the Resolution to be analyzed with the plan amendment. • SB 18 – Tribal noticing requirements (90 day, 45 day, 10 day) 	
	Community planner to submit initiation information to the staff person responsible for updating the Plan Amendment Tracking [PAT] Database.	Within 1 week of the hearing.
	Community planner to notify the staff person responsible for tracking SB 18 of the initiation via email. Provide a copy of the staff report and signed Resolution to responsible staff so 90-day notice can be mailed	Within 1 week of the hearing.
	Community planner sends paper copies of PC Report, PowerPoint and copy of signed Resolution to the DPM assigned to the development project and electronic copies to the appropriate support staff person.	Within 1 week of the hearing.
Following Denial of an Initiation Request		
	Planning Commission chair should inform an applicant that denial of a request to amend a land use plan is appealable to the City Council pursuant to the 2008 General Plan, Land Use Element, Policy LU.D-8	Prior to concluding the item where an initiation is denied
	Community planner can answer questions for an applicant or direct them to the City Clerk's office to file an appeal	Following the conclusion of the PC hearing
	Consult management about community planner's role at City Council hearing.	
	If the initiation is also denied at City Council, inform the DPM of the decision. It is legally the applicant's choice whether to proceed with the development project without an accompanying plan amendment	
	If the initiation is approved by the City Council, follow the steps for initiation approval above, replacing Planning Commission with City Council	

APPENDIX B

**PROCESSING AMENDMENTS WITH PROJECTS
CHECKLIST**

Complete?	Category & Task	Timing
First Review Cycle		
	<p>Community planner receives submitted information from applicant, including:</p> <ul style="list-style-type: none"> ○ Draft responses to initiation report & hearing issues ○ Specific studies requested by the PC related to the plan amendment ○ Strikeout/underline of text changes, maps and/or diagrams from affected community plan <p>Provide feedback & interact as necessary</p>	As soon as applicant can respond to issues and provide information or studies
	<p>Community planner confirms with DPM:</p> <ul style="list-style-type: none"> ○ any additional/outside agency reviews that will be required, such as ALUC or Coastal Commission ○ that the SB18 notice has been mailed to potentially interested Native American Tribes thus starting the 90-day period within which to request a consultation 	Following the PC initiation approval
Internal & Non-PTS-Cycle Amendment Review		
	<p>Discuss the amendment internally in various forums:</p> <ul style="list-style-type: none"> ○ With management as directed by supervisor depending on complexity of issues, etc. ○ PRC – same preparation and discussion as during the initiation request review ○ If PRC recommends warranted changes, review or meet with applicant and return to PRC to discuss amendment revisions 	When satisfied that the amendment addresses issues or if at an impasse with the applicant
	Community planner may distribute draft of amendment to other reviewing disciplines if an unanticipated or major impact to public facilities or services	Optional review
	<p>Distribute for review to:</p> <ul style="list-style-type: none"> ○ All city and agency reviewing disciplines, including EAS ○ The applicant ○ Native American tribes to offer a prescribed 45-day review period of the proposed amendment ○ Recognized community planning group [CPG] 	Up to 45 day review period, based on complexity of amendment
	Review comments received and revise draft amendment as appropriate after consultation with management and/or PRC	Following the 45 day review period
	Provide the DPM with the revised language to be included in the environmental analysis and recombine with project's PTS schedule	
Recombine Amendment With Development Project Analysis & Schedule		

	Environmental analysis: community planner should review to make sure that the draft environmental document contains latest amendment draft and adequately addresses amendment impacts, if any	
	Community planner should participate when the amendment must receive an ALUC consistency determination prior to CC hearing and monitor whether the CC vote must be 2/3 majority to override the ALUC. See Table 2 regarding ALUC and City timing and interactions.	
	Community planner should consult with DPM to offer input on Coastal or SB18 noticing for hearing	
	CPG recommendation: community planner assists DPM, if appropriate, to schedule and obtain CPG recommendation on overall project [including amendment]	
	Community planner is responsible for sections of the report and hearing powerpoint slides covering the plan amendment, and assures that correct plan amendment language is attached to both PC and CC reports	
	Community planner should prepare the draft City Council resolution of approval and attach strikeout/underline pages of community plan as proposed in the draft amendment	
	Hearing participation: community planner should attend PC docket review; coordinate with DPM to be at the hearing and to present the plan amendment portion of the project where project consistency or plan issues are complex	
Actions Following City Council Approval of a Plan Amendment		
	If the City Council decision on the plan amendment is conditional subject to acceptance, rejection or modification by the Coastal Commission, do not prepare plan inserts or finalize PAT database until final Coastal Commission and City actions	Following the City Council hearing
	If City Council decision is an approval and is a final decision, obtain the final numbered resolution from the City Clerk for entry into the PAT database	Following the City Council hearing
	Community planner works with administrative staff to complete online updating of community plan in accordance with Appendix I	Following the City Council hearing

APPENDIX C

**PROCESSING AMENDMENTS WITHOUT DISCRETIONARY DEVELOPMENT PROJECTS
CHECKLIST**

Complete?	Category & Task	Timing
Early Process Considerations		
	<p>Community planner should understand and identify which discipline will oversee the processing of the amendment</p> <ul style="list-style-type: none"> ○ Privately-proposed amendment – subject to initiation process in Appendix A; DPM will manage in accordance with responsibilities in Appendix B even though there is no accompanying development project. Community planner will participate in the process as in Appendix B. ○ City-proposed amendment – subject to initiation process in Appendix A only if a land use change; generally managed by the department proposing the amendment, working with EAS to obtain environmental review; responsible City department may request that a community planner manage the amendment process ○ Technical amendment – planning staff-initiated; if privately-proposed, managed by DPM; if City-proposed, managed by department proposing the amendment, overseen by community or general plan staff 	<p>1 week following PC hearing approving the initiation</p>
	<p>For City-proposed or Technical amendments not managed by a community planner, the community planner monitors, or participates in the review process, to make sure applicant or department develops the following information requested by the Planning Commission if the amendment was subject to initiation:</p> <ul style="list-style-type: none"> ○ Draft responses to initiation report & hearing issues ○ Specific studies requested by the PC related to the plan amendment 	<p>As soon as applicant or department can respond to issues and provide information or studies</p>
	<p>Community planner prepares, or assists in preparation of, strikeout/underline of text changes, maps and/or diagrams from affected community plan, or provides feedback as necessary to City departments</p>	
	<p>Community planner investigates and confirms any additional/outside agency reviews that will be required, such as ALUC or Coastal Commission, and advises City department if necessary. If a DPM is involved, follow amendment checklist items found in Appendix B.</p>	<p>Following the PC initiation approval</p>
	<p>If the amendment is not subject to the initiation process and Appendix A checklist items, the community planner now provides information to staff responsible for initial</p>	<p>1 week following PC hearing approving the initiation</p>

	<p>SB 18 notification [including initiation report and resolution] to California Native American tribes to start a 90-day period within which to request a consultation.</p> <p>If the amendment is being managed by another department, the community planner should advise/assist/provide support to accomplish the required SB 18 notification.</p>	
Review of an Amendment without a Discretionary Development Project		
	<p>If community planner is processing the amendment, discuss the amendment internally in various forums:</p> <ul style="list-style-type: none"> ○ With management as directed by supervisor depending on complexity of issues, etc. ○ PRC – same preparation and discussion as during the initiation review discussed in Appendix B ○ If PRC recommends warranted changes, review or meet with applicant or department and return to PRC to discuss amendment revisions <p>If another city department is processing the amendment, monitor the internal and public review and revisions to the draft plan amendment.</p>	<p>When satisfied that the amendment addresses issues or if at an impasse with an applicant or department</p>
	<p>If the community planner is processing the amendment, distribute the complete draft of amendment to other reviewing disciplines</p> <ul style="list-style-type: none"> ○ All city and agency reviewing disciplines, including EAS ○ Native American tribes who received the 90-day notice[to start a prescribed 45-day review period] ○ Recognized community planning group [CPG] <p>If another city department is processing the amendment, assist in distribution to Native American tribes and other department or agencies as appropriate</p>	<p>Up to 45 day review period, based on complexity of amendment</p>
	<p>If the community planner is processing the amendment, review comments received and revise draft amendment as appropriate after consultation with management and/or PRC; provide EAS with the revised language to be included in the environmental analysis.</p> <p>If another city department is processing the amendment, monitor and provide assistance as requested.</p>	<p>Following the 45 day review period</p>
Process Responsibilities for an Amendment without a Discretionary Development Project Managed by a Community Planner		
	<p>Environmental analysis: community planner should review to make sure that the draft environmental document contains latest amendment draft and adequately addresses amendment impacts, if any</p>	

	Airport Consistency Determination: community planner identify, or request assistance identifying, when the amendment must be referred to the ALUC for a consistency determination prior to CC hearing; monitor ALUC determination; prepare findings for ALUC and Caltrans as well as for City Council if override is being sought	
	Community planner should assure proper Coastal or SB18 noticing for hearing. Utilize standard PTS noticing procedures	
	Community planner schedules and obtains CPG recommendation on amendment for report	
	Community planner is responsible for the following PC hearing items, consistent with standard PTS procedures <ul style="list-style-type: none"> ○ PC docket request form for hearing ○ Appropriate notices and notifications for PC hearing – see LDC & Manual sections ○ Attendance at PC docket review ○ PC report that addresses issues from initiation, contains plan amendment language, includes draft resolution for approval of the amendment ○ Finalization of PC report including signatures, appropriate number of paper copies to PC secretary 8 days prior to hearing as well as electronic copy ○ Preparation and review by program manager of power point presentation for PC hearing ○ Present item at PC 	
	Community planner is responsible for the following City Council hearing items: <ul style="list-style-type: none"> ○ Follow Checklist of Required documents for council Hearing issued by the City Clerk ○ Prepare draft resolution of approval and attach strikeout/underline pages of community plan, or general plan, as proposed in the draft amendment ○ Prepare report for City Council hearing ○ Prepare and route e1472 package to schedule hearing ○ Attend City Council Docket briefing if requested by Mayor’s office ○ Prepare and review with program manager the power point presentation for CC hearing ○ Present item at CC hearing 	
Process Responsibilities for Amendment without a Discretionary Development Project Managed by Another City Department or by a DPM		
	If a plan amendment without a project is being managed by a DPM, standard PTS management and noticing procedures will be utilized and community planner will fulfill usual role.	
	Community planner should monitor all aspects of a plan amendment processed by another department. General	

	plan staff should monitor a general plan amendment similarly	
	Community or general planner should assist in any analysis and administrative process task as necessary or requested by the City department	
Actions Following City Council Approval of a Plan Amendment		
	Regardless of who manages an amendment to a land use plan, the amendment must be entered in the PAT database and the online version of the plan must be updated	
	If the City Council decision on the plan amendment is subject conditional subject to acceptance, rejection or modification by the Coastal Commission, do not prepare plan inserts or finalize PAT database until final Coastal Commission and City actions.	Following the City Council hearing
	If City Council decision is an approval and is a final decision, obtain the final numbered resolution from the City Clerk for entry into the PAT database	Following the City Council hearing
	Community planner works with administrative staff to complete online updating of community plan in accordance with Appendix I	Following the City Council hearing

APPENDIX D

LIST OF POSSIBLE ISSUES

Note: this list includes issues that have been previously analyzed in plan amendments, however any issue identified by staff, the public, or a decision maker should be analyzed as well.

Land Use Policy:

- Appropriate land use designation and zoning for the site.
- Appropriate boundaries of the amendment.
- Comparisons between current land use designation/zoning and proposed land use designation/zoning.
- Feasibility of mixed-use development on the site.
- Appropriate mix of residential, office, hotel and retail uses and their intensities
- Impact of proposed development on adjacent residential development projects.
- Impacts on industrial land supply and demand.
- Relationship of the proposal with the City's General Plan and City of Villages strategy.
- Levels of density, intensity, and degree of mixed-use would be analyzed for compatibility with the site, the adjacent uses, and the _____ Community.
- Appropriate level of density for proposed residential development.
- Land use impacts of providing predominantly commercial service uses rather than office use and surface parking rather than structured parking.
- Economic impact analysis.
- The cumulative effect of conditional uses permitted within a geographic area.
- Impacts on commercial land supply and demand.
- Analysis of the jobs housing balance.
- Conformance with the _____ Airport Land Use Compatibility Plan (ALUCP) which establishes accident potential zones and noise contours that precludes residential development.
- Impact of increased density on the Airport Approach Overlay Zone.
- Development of design guidelines to address the collocation of residential and employment uses, including siting and orienting building to interface with surrounding developments and incorporating pedestrian-oriented amenities.
- Opportunities to integrate a mix of residential, retail, and office commercial uses on the site should be explored.
- The appropriate mix and siting of active and passive uses.
- Consistency with goals and objectives of the General Plan and the _____ community plan.

Environmental Issues:

- Methodology to determine the appropriate buffer between future development and riparian habitat, including analysis of an appropriate minimum width.
- Need for upgrade or supplemental policies which would address restoration and enhancement riparian habitat.
- The appropriate runoff easement and improvements.

- Impacts of proposed open space boundary line adjustment including the value of biological resources in open space areas proposed for development, and the impact of proposed grading in the canyon.
- Environmental impacts including presence of vernal pools and other sensitive biological resources.
- Fencing, landscaping, and site design requirements to minimize the impact of the proposed parking facilities to the surrounding neighborhood and prevent storm-water runoff pollution.
- Impacts to Multi Habitat Planning Area open space system.
- Potential ground water and runoff impacts.
- Impacts of the proposed residential development to any existing biological resources on the subject property.

Transportation:

- Need for transportation improvements and impacts on the circulation system.
- Traffic impacts and transit opportunities would be analyzed to identify potential impacts at Interstate ____ on- and off-ramps along _____ Road, and within the projects; opportunities to coordinate transit needs with adjacent uses would be analyzed and coordinated with future improvements along the interstate and Transit First Program.
- Traffic impacts of the proposed project.
- A transit-oriented development that integrates a transit station
- Opportunities to coordinate with future transportation improvements including the managed lanes projects and proposed bus rapid transit.
- An analysis of traffic impacts and transit opportunities along _____ and interstate on/off-ramps during peak periods.
- Coordination with MTS staff to assess enhanced access to transit opportunities.
- Need for a comprehensive traffic study to evaluate the impacts of the residential development on regional and local traffic.
- Potential truck traffic impacts on surrounding streets and land uses.
- The reconfiguration of land uses and any increases in residential and institutional acreages should be analyzed to identify traffic impacts.

Housing:

- Provision of affordable housing would be an element of the project with the percentage of total units, the levels of affordability, the design, location, the options of affordable rental and/or for sale, and mixed income analyzed during the review.
- Impacts on housing availability (supply and demand) and affordability.
- Consideration of a range of housing types.
- Incorporation of the community facilities or civic uses within the development project area.

Impacts on Public Facilities:

- Impacts of additional residents on the existing parklands within _____ would be analyzed to determine the number of additional public park acres that should be required.

- Impacts to parks and open space resources and standards.
- Availability of alternative park and open space resources.
- Adequacy of parks and other public facilities to service additional residential development within the community.

Urban Design / Development and Regulatory Issues:

- Analysis of the proposed against guidelines in the General Plan and community plan related to architecture, site design and landscaping.
- Applicability of Urban Village Overlay Zone and Transit Area Overlay Zone as described under the Land Development Code.
- Provision of amenities and pedestrian-scale elements associated with proposed development and application of urban design guidelines.
- Review of pedestrian and vehicular circulation patterns for safety and connection among different uses located on the site as well as review of pedestrian/vehicular access into the property.
- Design of proposed development, compatibility of vertical mixed-use with adjacent uses.
- Project's ability to incorporate a quality public space with the project design.
- Project's ability to meet energy efficient construction standards.
- Consider the ability to design a mixed-use neighborhood center that would maintain the unique and varied topography and existing vegetation wherever feasible, and would utilize sensitive grading and siting design.
- Transit-oriented developed and ability of the proposal to develop a community that is designed to focus on the pedestrian, and includes civic spaces (public plazas, open space, and passive recreation areas), landmarks, and pedestrian friendly streetscapes.
- Impacts of structure height on surrounding development.
- Impacts of proposed development on surrounding slopes.
- Impacts on the community circulation system to determine if any circulation improvements would be necessary.
- Sensitive grading techniques and appropriate design of the proposed residential units to minimize visual impacts of the project.
- Cumulative impacts of increased densities and higher floor area ratios on the existing historical, architectural, and neighborhood character.
- Vehicular, pedestrian and bicycle access into and within the subject property. In particular maximizing walkability and establishing pedestrian linkages to and from the site to surrounding development.
- The impact of the _____ use on surrounding uses, including traffic, noise, and visual impact.
- Design and compatibility of commercial uses adjacent to existing residential, church, and day care facilities would be analyzed.
- The potential historicity of any structures proposed for demolition should be reviewed.
- The impacts of the floodway proposal.

Noise attenuation associated with light-industrial uses.

APPENDIX E-1

**SAMPLE PLANNING COMMISSION INITIATION APPROVAL RESOLUTION
PLAN AMENDMENT WITH FUTURE CONCURRENT DEVELOPMENT
PROJECT**

PLANNING COMMISSION RESOLUTION NO. XXXX-PC

INITIATING AN AMENDMENT TO THE _____ [date] [plan name] _____
COMMUNITY PLAN TO REDESIGNATE LAND FROM _____ [community plan
designation] _____ TO _____ [community plan designation] _____ [or
other change].

WHEREAS, on _____ [date] _____, the Planning Commission of the City of San
Diego held a public hearing to consider a request to amend the
_____ [date] [name] _____ Community Plan adopted as Document RR-
XXXXXXX, and including its subsequent amendments to redesignate a _____ [size] _____
site located [intersection; neighborhood; etc] _____ from _____ to _____
[and any other plan language or map]; and

WHEREAS the 2008 General Plan will be amended due to the ___ [date] [name] ___
community plan being part of the Land Use Element of the adopted general plan; and

WHEREAS, the Planning Commission considered Report No. PC-XX-XXX as well as all
maps, exhibits, evidence and testimony; NOW, THEREFORE,

BE IT RESOLVED, by the Planning Commission of the City of San Diego that it hereby
initiates the requested Community Plan and General Plan Amendment based on its
compliance with the initiation criteria found in policy LU-D.10 of the Land Use Element
of the General Plan and specifically addressed in Report No. PC-XX-XXX; and

BE IT FURTHER RESOLVED that in anticipation of a future concurrent development
project that would allow _____ [general description of the project proposal] _____
the Planning Commission directs staff to consider the following issue(s) in addition to
all of the issues identified in Report No. PC-XX-XXX:

- _____
- _____
- _____

BE IT FURTHER RESOLVED, that this initiation does not constitute an endorsement
of a project proposal. This action allows the future development project to become a
complete submittal and will allow staff analysis to proceed.

Staff Planner

Legislative Recorder

Initiated: (date)
By a vote of: X-X-X

APPENDIX E-2

**SAMPLE PLANNING COMMISSION INITIATION APPROVAL RESOLUTION
PLAN AMENDMENT WITHOUT PROJECT**

PLANNING COMMISSION RESOLUTION NO. XXXX-PC

INITIATING AN AMENDMENT TO THE _____ [date][name]_____
COMMUNITY PLAN TO _____ [describe action]_____

WHEREAS, on _____ [date]_____, the Planning Commission of the City of San Diego held a public hearing to consider a request to initiation an amendment to the _____ [date][name]_____ Community Plan adopted as Document RR-XXXXXXX, and including its subsequent amendments to _____ [describe requested language change, CIP project, action change, new reference] _____; and

WHEREAS the 2008 General Plan will be amended due to the _[date][name]___ community plan being part of the Land Use Element of the adopted general plan; and

WHEREAS, the Planning Commission considered Report No. PC-XX-XXX as well as all maps, exhibits, evidence and testimony; NOW, THEREFORE,

BE IT RESOLVED, by the Planning Commission of the City of San Diego that it hereby initiates the requested Community Plan and General Plan Amendment based on its compliance with the initiation criteria found in policy LU-D.10 of the Land Use Element of the General Plan and specifically addressed in Report No. PC-XX-XXX; and

BE IT FURTHER RESOLVED that the Planning Commission directs staff to consider the following issue(s) in addition to all of the issues identified in Report No. PC-XX-XXX:

- _____
- _____
- _____

BE IT FURTHER RESOLVED, that this initiation does not constitute an endorsement of a project proposal. This action will allow staff analysis to proceed.

Staff Planner

Legislative Recorder

Initiated: (date)
By a vote of: X-X-X

APPENDIX F-1

**SAMPLE CITY COUNCIL INITIATION APPROVAL RESOLUTION
PLAN AMENDMENT WITH FUTURE CONCURRENT DEVELOPMENT
PROJECT –
APPEAL OF PLANNING COMMISSION INITIATION DENIAL**

RESOLUTION NUMBER R-_____

ADOPTED ON _____

INITIATING AN AMENDMENT TO THE _____ [date][name]
COMMUNITY PLAN TO REDESIGNATE LAND FROM _____ TO _____ [or
other change].

WHEREAS, on _____ [date]_____, the Planning Commission of the City of San Diego held a public hearing to consider a request to amend the _____ [date][name]_____ Community Plan adopted as Document RR-XXXXXXX, and including its subsequent amendments, to redesignate a _____ (size) site located _____ [intersection; neighborhood; etc]_____ from _____ to _____ [and any other plan language or map]; and

WHEREAS the 2008 General Plan will be amended due to the__ [date][name]___ community plan being part of the Land Use Element of the adopted general plan; and

WHEREAS, the Planning Commission considered Report No. PC-XX-XXX as well as all maps, exhibits, evidence and testimony; and

WHEREAS, the Planning Commission denied the initiation of the amendment on _____ [date]_____ by a vote of X-X-X; and

WHEREAS, the General Plan, policy LU-D.8, allows an applicant to submit a request to the City Clerk for the City Council to consider the initiation if it is denied by the Planning Commission; and

WHEREAS, the City Council has considered all maps, exhibits, evidence and testimony;

NOW, THEREFORE,

BE IT RESOLVED, by the City Council of the City of San Diego that it hereby initiates the requested Community Plan and General Plan Amendment based on its compliance with the initiation criteria found in policy LU-D.10 of the Land Use Element of the General Plan and specifically addressed in Report No. PC-XX-XXX; and

BE IT FURTHER RESOLVED that in anticipation of a future development project that would allow _____ [general description of the project proposal] _____ the City Council directs staff to consider the following issue(s) in addition to all of the issues identified in Report No. PC-XX-XXX:

- _____
- _____
- _____

BE IT FURTHER RESOLVED, that this initiation does not constitute an endorsement of a project proposal. This action allows the future development project to become a complete submittal and will allow staff analysis to proceed.

APPROVED: JAN GOLDSMITH, City Attorney

By: _____
Name
Deputy City Attorney

APPENDIX F-2

**SAMPLE CITY COUNCIL INITIATION APPROVAL RESOLUTION –
PLAN AMENDMENT WITHOUT PROJECT**

RESOLUTION NUMBER R-_____

ADOPTED ON _____

INITIATING AN AMENDMENT TO THE _____[date][name]_____ COMMUNITY
PLAN TO ____[describe requested action]_____

WHEREAS, on _____[date]_____, the City Council of the City of San Diego held a public hearing for the purpose of considering a request to amend the _____
[date][name] _____ Community Plan adopted as Document RR-
XXXXXXX, and including its subsequent amendments, to _____ [describe
requested language change, CIP project, action change, new reference] _____ ;
and

WHEREAS the 2008 General Plan will be amended due to the ___[date][name]___
community plan being part of the Land Use Element of the adopted general plan; and

WHEREAS, the City Council considered Report No. XX-XXX as well as all maps,
exhibits, evidence and testimony; NOW, THEREFORE,

BE IT RESOLVED, by the City Council of the City of San Diego that it hereby initiates
the requested Community Plan and General Plan Amendment; and

BE IT FURTHER RESOLVED that the City Council directs staff to consider the
following issue(s) in addition to all of the issues identified in Report No. XX-XXX:

- _____
- _____
- _____

BE IT FURTHER RESOLVED that this initiation does not constitute an endorsement of
the amendment; however, this action will allow staff analysis to proceed.

APPROVED: JAN GOLDSMITH, City Attorney

By: _____
Name
Deputy City Attorney

APPENDIX G-1

**SAMPLE PLANNING COMMISSION APPROVAL RESOLUTION -
PLAN AMENDMENT WITH CONCURRENT DEVELOPMENT PROJECT**

PLANNING COMMISSION RESOLUTION NO. _____

RECOMMENDING APPROVAL TO THE CITY COUNCIL
OF AN AMENDMENT TO THE _____ [date][name] _____ COMMUNITY PLAN TO
REDESIGNATE LAND FROM _____ [community plan designation] _____ TO
_____ [community plan designation] _____ [or other change]

WHEREAS, on _____ [date] _____, the Planning Commission of the City of San Diego held a public hearing and approved Resolution XXXX-PC allow City consideration of a request to amend the _____ [date][name] _____ Community Plan adopted as Document RR-XXXXXXX, and including its subsequent amendments, to redesignate a _____ (size) site located _____ [intersection; neighborhood; etc] _____ from _____ to _____ [and any other plan language or map]; and

WHEREAS the 2008 General Plan will be amended due to the _____ [date][name] _____ community plan being part of the Land Use Element of the adopted general plan; and

WHEREAS, the proposed changes to the _____ [date][name] community plan [if applicable: and the 2008 General Plan document] are Attachment X to Planning Commission Report PC XX-XXX; and

WHEREAS, the Planning Commission has recommended [action on the accompanying environmental report] which also addresses an accompanying development project; and

WHEREAS, the Planning Commission has considered Report No. PC-XX-XXX as well as all maps, exhibits, and written documents contained in the file for this project on record in the City of San Diego, and has considered the oral presentations given at the public hearing; and

WHEREAS, the Planning Commission is satisfied that all issues identified at the time of the initiation of this amendment have been addressed in a satisfactory manner; and

WHEREAS, the Planning Commission determines that this amendment retains internal consistency with the _____ [date][name] _____ Community Plan and the 2008 General Plan and the proposed amendment helps achieve long term community and citywide goals;

NOW, THEREFORE,

BE IT RESOLVED, by the Planning Commission of the City of San Diego that it hereby recommends approval of the amendment to the _____ [date][name] _____ Community Plan [if applicable: and the 2008 General Plan document] to the City Council.

Name
Planning Staff Member

Name
Planning Commission Secretary

Approved: _____ (date)
By a vote of: X-X-X

APPENDIX G-2

**SAMPLE PLANNING COMMISSION APPROVAL RESOLUTION –
PLAN AMENDMENT WITHOUT PROJECT**

PLANNING COMMISSION RESOLUTION NO. _____

RECOMMENDING APPROVAL TO THE CITY COUNCIL
OF AN AMENDMENT TO THE _____ [date][name] _____ COMMUNITY
PLAN TO _____ [describe action] _____

WHEREAS, on _____ [date] _____, the Planning Commission of the City of San Diego held a public hearing to consider the initiation of an amendment to the _____ [date][name] _____ Community Plan adopted as Document RR-XXXXXXX, including its subsequent amendments, to _____ [describe requested language change, CIP project, action change, new reference] _____ ; and

WHEREAS the 2008 General Plan will be amended due to the ___ [date][name]___ community plan being part of the Land Use Element of the adopted general plan; and

WHEREAS, the proposed changes to the ___ [date][name] community plan [if applicable: and the 2008 General Plan document] are Attachment X to Planning Commission Report PC XX-XXX; and

WHEREAS, the Planning Commission has recommended [action on the accompanying environmental document]; and

WHEREAS, the Planning Commission has considered Report No. PC-XX-XXX as well as all maps, exhibits, and written documents contained in the file for this project on record in the City of San Diego, and has considered the oral presentations given at the public hearing; and

WHEREAS, the Planning Commission is satisfied that all issues identified at the time of the initiation of this amendment have been addressed in a satisfactory manner; and

WHEREAS, the Planning Commission determines that this amendment retains internal consistency with the _____ [date][name] _____ Community Plan and the 2008 General Plan and the proposed amendment helps achieve long term community and citywide goals;

NOW, THEREFORE,

BE IT RESOLVED, by the Planning Commission of the City of San Diego that it hereby recommends approval of the amendment to the _____ [date][name] _____ Community Plan [if applicable: and the 2008 General Plan document] to the City Council.

Name
Planning Staff Member

Name
Planning Commission Secretary

Approved: _____ (date)
By a vote of: X-X-X

APPENDIX H - 1

**SAMPLE CITY COUNCIL APPROVAL RESOLUTION –
PLAN AMENDMENT WITH CONCURRENT DEVELOPMENT PROJECT
OUTSIDE COASTAL ZONE**

RESOLUTION NUMBER R-_____

ADOPTED ON _____

APPROVING AN AMENDMENT TO THE ____ [DATE][NAME]____ COMMUNITY PLAN TO REDESIGNATE LAND FROM ____ [community plan designation]____ TO ____ [community plan designation]____ [or other change]

WHEREAS, on ____ [date]____, the City Council of the City of San Diego held a public hearing for the purpose of considering an amendment to the ____ [date][name]____ Community Plan adopted as Document RR-XXXXXXX, and including its subsequent amendments, to redesignate a ____ [size]____ site located ____ [intersection; neighborhood; etc] from ____ to ____ [and any other plan language or map] ____ ; and

WHEREAS the 2008 General Plan will be amended due to the ____ [date][name]____ community plan being part of the Land Use Element of the adopted general plan; and

WHEREAS, the proposed changes to the ____ [date][name] community plan [if applicable: and the 2008 General Plan document] are attached to this resolution; and

WHEREAS, the Planning Commission of the City of San Diego has recommended certification of environmental document ____ [environmental document name & number] ____ which also addressed an accompanying development project; and

WHEREAS, the Planning Commission has found, based on its hearing record, that this amendment retains internal consistency with the ____ [date][name]____ Community Plan and the 2008 General Plan and that the proposed amendment helps achieve long-term community and citywide goals; and

WHEREAS, the City Council has considered the Planning Commission record and recommendation as well as all maps, exhibits, and written documents contained in the file for this amendment on record in the City of San Diego, and has considered the oral presentations given at the public hearing; NOW, THEREFORE,

BE IT RESOLVED, by the City Council of the City of San Diego, that it adopts the amendment to the ____ [date][name]____ Community Plan [if applicable: and 2008 General Plan document], with a copy of said amendment[s] being on file in the office of the City Clerk as Document No. RR - _____.

APPROVED: JAN GOLDSMITH, City Attorney

By: _____
Name
Deputy City Attorney

APPENDIX H-2

**SAMPLE CITY COUNCIL APPROVAL RESOLUTION –
PLAN AMENDMENT WITHOUT PROJECT OUTSIDE COASTAL ZONE**

RESOLUTION NUMBER R-_____

ADOPTED ON _____

APPROVING AN AMENDMENT TO THE _____ [date][name] _____
COMMUNITY PLAN TO _____ [describe action] _____

WHEREAS, on _____ [date] _____, the City Council of the City of San Diego held a public hearing for the purpose of considering an amendment to the _____ [date][name] _____ Community Plan adopted as Document RR-XXXXXXX, and its subsequent amendments, to _____ [describe requested language change, CIP project, action change, new reference] _____ ; and

WHEREAS the 2008 General Plan will be amended due to the ___ [date][name] ___ community plan being part of the Land Use Element of the adopted general plan; and

WHEREAS, the proposed changes to the ___ [date][name] community plan [if applicable: and the 2008 General Plan document] are attached to this resolution; and

WHEREAS, the Planning Commission of the City of San Diego has recommended certification of environmental document _____ [environmental document name and number] _____; and

WHEREAS, the Planning Commission has found, based on its hearing record, that this amendment retains internal consistency with the _____ [date][name] _____ Community Plan and the 2008 General Plan and that the proposed amendment helps achieve long-term community and citywide goals; and

WHEREAS, the City Council has considered the Planning Commission record as well as all maps, exhibits, and written documents contained in the file for this project on record in the City of San Diego, and has considered the oral presentations given at the public hearing; NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that it adopts the amendment to the _____ [date][name] _____ Community Plan [if applicable: and 2008 General Plan document], with a copy of said amendment[s] being on file in the office of the City Clerk as Document No. RR - _____.

APPROVED: JAN GOLDSMITH, City Attorney

By: _____
Name
Deputy City Attorney

APPENDIX I

DOCUMENTING THE AMENDMENT IN THE PLAN AMENDMENT TRACKING [PAT] DATABASE

Action	Note
Obtain copy of final City Council Resolution	
Forward resolution number and project details to designated staff for Plan Amendment Tracking (PAT) database inclusion	Currently Michael Prinz
Provide text changes, resolution number and amendment title to clerical support staff responsible for updating and maintaining the electronic copies of the plan.	Text changes should be incorporated into master Word document as well as adding amendment to the comprehensive list of amendments
Request from Mapping Staff, final "official" version(s) of the amended map(s) for inclusion in plan	Maps may need final, document-ready formatting (removing "draft"). Do not attempt to edit maps using Office software or other products.
Forward final amended maps to clerical support staff for inclusion in the plan.	Clerical staff may choose to insert map .jpg file or insert map PDF in final PDF plan document
Obtain final PDF plan document from clerical support staff and review for accuracy and completeness	
Request Plan be posted on Planning Website	Follow this guideline for posting documents to the Web
Determine if hardcopy plans are needed for public purchase and make request from mapping staff	If hardcopy plans are needed submit request to print shop or mapping staff