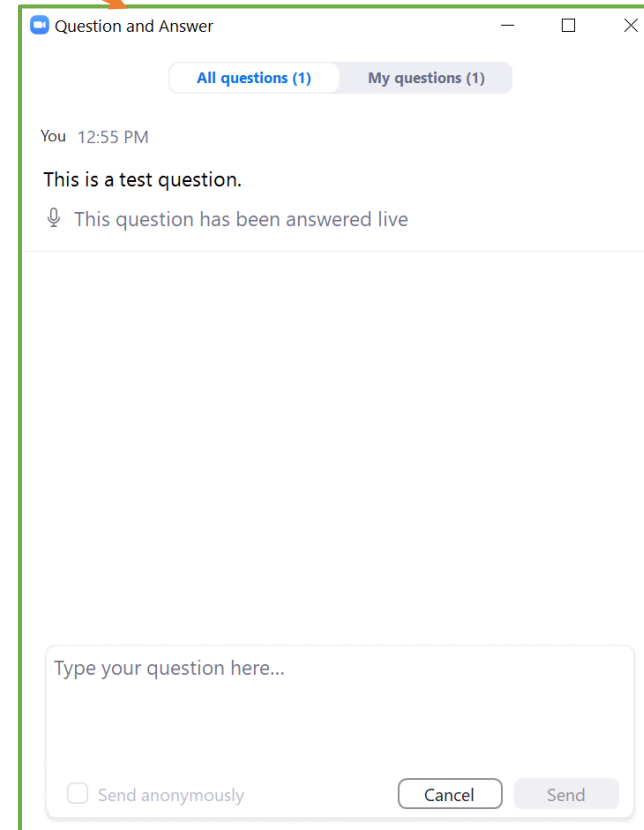
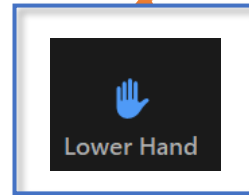
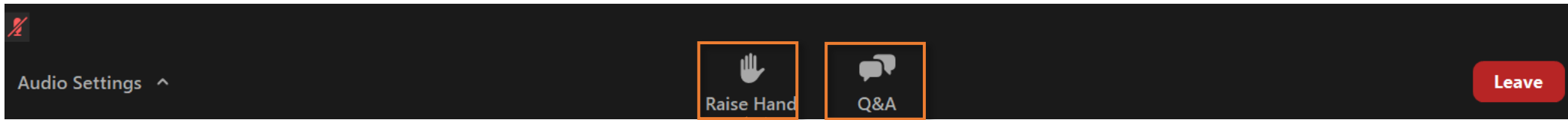
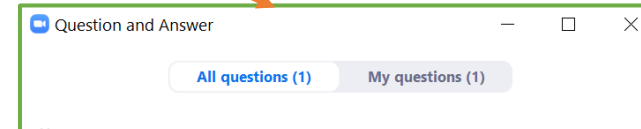
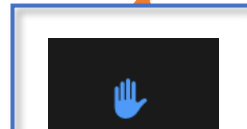
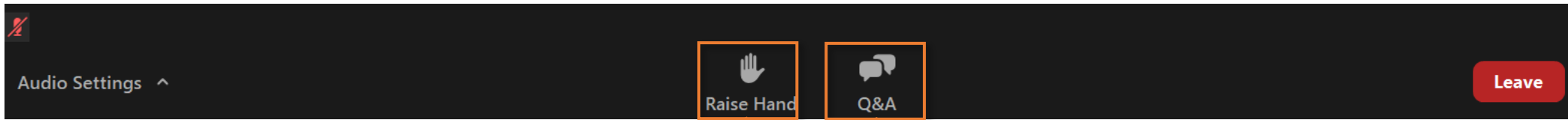


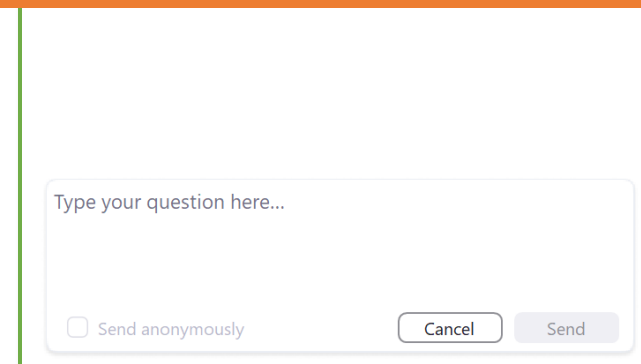
Planning Department

2022 Community Planning Group Orientation Workshop





**REMINDER: THIS MEETING
IS BEING RECORDED**





	Welcome
5:00 PM	Introduction & Review of Purpose and Structure of Workshop
5:05 PM	Greetings to Planning Group Members
5:10 PM	Roles & Responsibilities of Community Planning Groups
5:50 PM	Presentation: Development Review Process, Discretionary Permits & Open DSD
6:15 PM	Break
6:20 PM	Guest Q&A Panel
7:00 PM	Conclusion of Workshop



Heidi Vonblum

Director, Planning Department

Bill Hofman

Planning Commission Chair



**Marlon
Pangilinan**
Senior Planner



**Lesley
Henegar**
Senior Planner



**Jeffery
Ryan**
Senior Planner



**Suchitra
Lukes**
Associate Planner



**Christy
Cashin**
Junior Planner



**Selena
Sanchez Bailon**
Junior Planner

- Council Policy 600-24

- Ralph M. Brown Act

- Community Planning Group Bylaws

- Indemnification Ordinance

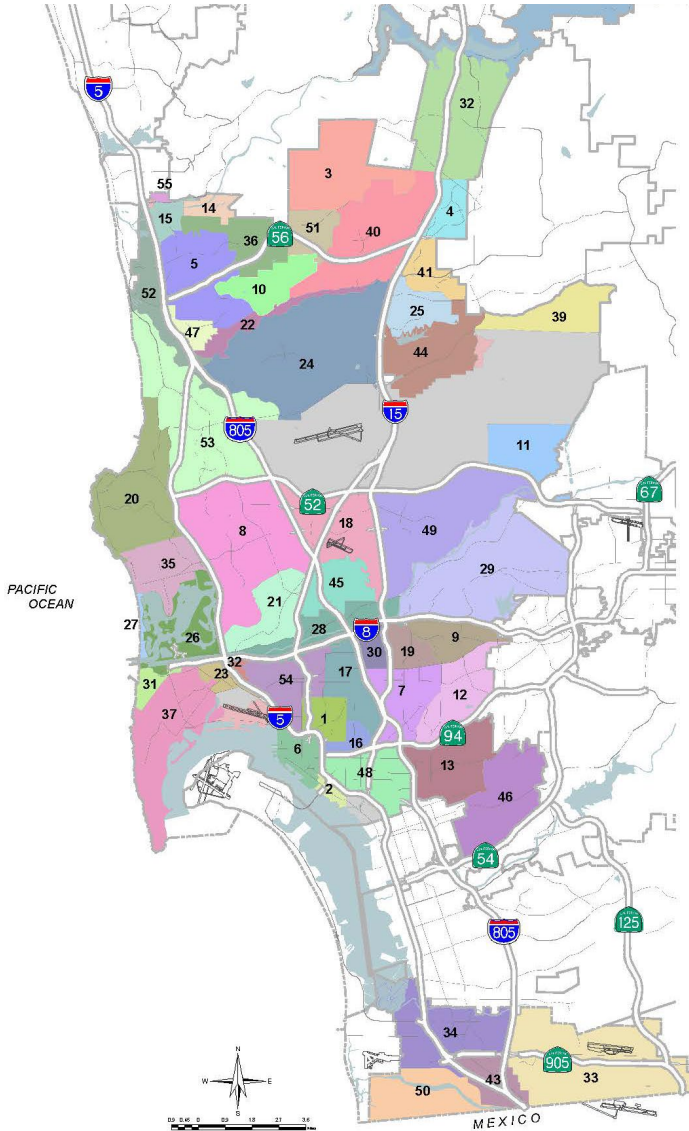
- Robert's Rules of Order

Council Policy 600-24:

Standard Operating Procedures and Responsibilities
of Recognized Community Planning Groups



- Role of community planning groups as advisory bodies
- Sets standards in exchange for indemnification
- Role of Community Planners Committee (Council Policy 600-09)



- Name
- Boundaries
- Positions & Opinions

- Advisory recommendation
- Project review
- City staff assistance
- Nonpartisan/nonsectarian
- Political elections & ballot initiatives
- Timely review and response to projects



Q1

Who is the main point of contact if you have questions about a project the community planning group is reviewing?

- a) Development Project Manager – Development Services Department
- b) Community Planner – Planning Department
- c) The project applicant

- Quantity of members
- Recognized members
- Representative of community / eligibility
- Terms
- Retain eligibility
- Compliance / Violations



- Declaring vacancies
- Filling vacancies
- Inability to fill vacancies



- Meeting minimum attendance requirement
- Publicizing elections
- Voting
 - Secret written ballot
 - No proxy voting allowed
 - Voting times



Q2

Can a member of a community planning group allow another member of the planning group to cast a vote for them when they are absent from a meeting?

- a) Yes, without restrictions
- b) Yes, but only if the member has a notarized letter granting him/her permission to vote
- c) No, proxy voting is not permitted

- Cooperatively work with City staff
- Conduct meetings as civil, public decision-making processes open to the public
- Follow Brown Act provisions



Meeting requirements

- Transparent & open deliberations
- Public right to attend & provide comment
 - Notice requirements
 - 72 hours for normal meeting; 24 hours for special meeting
 - Agenda descriptions

GENERAL MEETING NOTICE & AGENDA	
Wednesday, June 1st, 2022 – 6:00 p.m.	
NEWBREAK Church – 2069 Ebers street, Ocean Beach, CA 92107	
6:00 pm	Call to Order <ul style="list-style-type: none"> • Quorum/Introductions • Agenda modifications and approval • Minutes modifications and approval
6:05 pm	Representatives Report <ul style="list-style-type: none"> • City Council District 2 Jennifer Campbell Report – <i>Linus Smith</i> • Senator Toni Atkins Report – <i>Cole Reed</i> • State Assembly Member Chris Ward - <i>Rachel Granadino</i> • County Supervisor Terra Lawson-Remer - <i>Rebecca Smith</i> • Mayor Todd Gloria - <i>Kohta Zaiser</i>
6:20 pm	Non-Agenda Public Comment Two minutes per speaker for issues not on the Agenda and within the purview of the board.
6:30 pm	Information Item #1: Ocean Beach Pier Update James Nagelvoort, the Director of Engineering and Capital projects department at the City, will give a presentation about the future of the pier and how the community can stay engaged during the development process.
7:30 pm	Action Item #4: 4953 Coronado Ave PTS #697315 The board will review the application for a Coastal Development Permit to demolish an existing detached garage at an existing single-family residence and construct a new 1,200 S.F. 2-story ADU with attached Garage, second floor deck and roof deck, at 4953 Coronado Avenue. The motion from the PRC was: Recommend approval of project contingent on meeting the FAR requirement in Code Section 131.0446(e). and providing more open railing on 2nd floor balcony wall. Passed : 4-0-0. The board reviewed this project last month and decided to push it until June so the applicant could be present.
8:00 pm	Action Item #5: 4705 Point Loma Ave PTS #681097 The Board will review the application for Coastal Development Permit for a demolition of an existing retail structure and construction of 2 MDU buildings with 4 units each at 4705 Point Loma Ave. This project is an affordable housing density bonus project of 8 units total. The motion from the PRC was: Recommend denial based on not complying with Community Plan in regards to building spacing [Section 4.6] and lack of ground level patios, courtyards and interaction with public right-of-way [Section 4.2]. Passed 4-0-0.
8:30 pm	Chair Announcements/Correspondence/Liaison Reports: Reports may include but are not limited to Executive Member Reports, Committee Reports, Community Planners Committee, OB Town Council, OB Main Street Association, OB Recreation Council, OB Historical Society, OB Women's Club, Peninsula Community Planning Board, Midway Community Planning Advisory Group, SANDAG, Mission Bay Park Committee, San Diego River Coalition, Airport Noise Advisory Committee, San Diego Commission for Arts and Culture.
8:45 pm	Adjournment

Meeting Procedures

- Regular meeting agenda posting
- Quorum and public attendance
- Public comment
- Adjournments & continuances
- Consent agenda



Brown Act Compliance and Social Media

- Refrain from engaging in discuss on projects/items that may come before the Board for a vote. This includes social media discussions/posts.



Q3

If a Community Planning Group has **15 seats**, but **2 of those seats are vacant**, how many members need to be in attendance in order to conduct business (have a quorum)?

- a) 8 members
- b) 7 members
- c) All active members of the board

Q4

How long can the public comment on an agenda item go for?

- a) Indefinitely
- b) The CPG Chair can place time limits
- c) 1.33 minutes

Meeting Procedures

- Development project review
- Action on agenda items
- Special meetings
- Emergency meetings (not allowed)
- Right to record
- Disorderly conduct



Q5

What step(s) need to be taken in order to add an action item to the agenda during a meeting?

- a) A two-thirds vote is needed from the planning group.
- b) It must be determined by a vote that immediate action is needed on the item.
- c) The need for action on the item came to the attention of the Planning Group after the agenda being posted.
- d) All of the above.

Q6

How can a Community Planning Group organize a Special Meeting?

- a) With an email sent 2 hours before the meeting.
- b) Chairs may call a special meeting with a 24-hour advance posted notice.
- c) With a phone call to all members of the board.

Subcommittees

- Standing Subcommittees
- Ad Hoc Subcommittees

Meeting Documents & Records

- Agendas
- Minutes
- Records Retention



Q7

If a subcommittee votes on a project, can that vote bypass the Community Planning Group and move straight to the City as the formal recommendation?

- a) Yes, but only if the Community Planning Group attempted to take a vote on the project, but was unable to get a quorum.
- b) No, in no case may a subcommittee recommendation be forwarded directly to the City as the formal recommendation.
- c) Yes, without restrictions.

Recusal

Direct Economic Interest in the project

Member must state that they are recusing

Member must not participate in discussions as a planning group member

Recused member does not count towards quorum

Recused member may not vote
(not calculated in majority vote)

Abstention

State up-front (Preferred)

Knowing you will not be voting on the action item

Counts as a quorum

Vote counted as abstention
(not calculated in majority vote)

Not known up-front

Declare abstention at the end of the discussion

Counts as a quorum

Vote counted as abstention
(not calculated in majority vote)

- Community outreach
- Planning group documents
 - Roster
 - Annual Report
- Financial contributions



- Chairperson
- Vice Chairperson
- Secretary
- Other officers



- Tailored to specific aspects of community operations
Bylaw compliant



Indemnification & representation

- Indemnification Ordinance (2009)
- Defense and Indemnity for CPG and its members
- Must meet all required circumstances

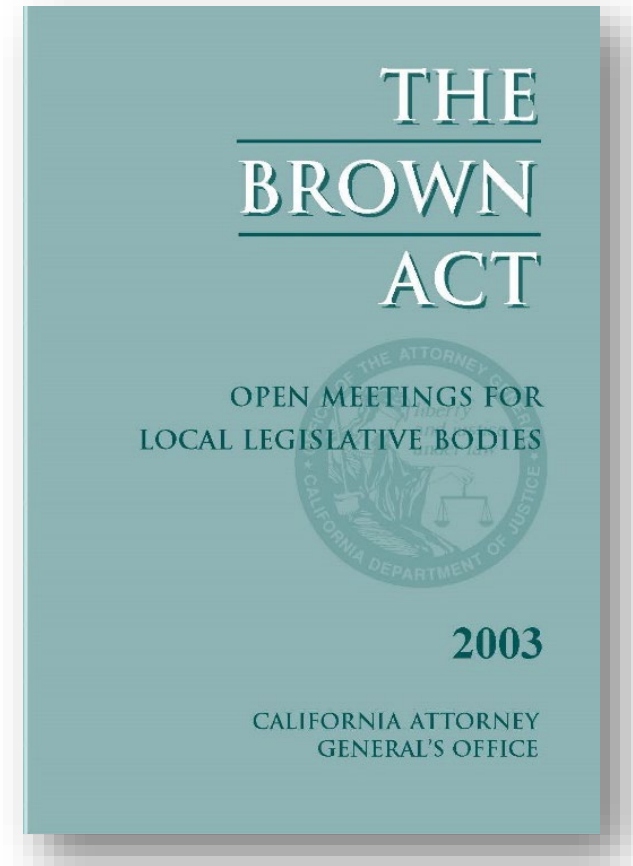


Brown Act remedies & penalties

- In substantial conformance if CPG members follow bylaws
- Further information of Brown Act and Council Policy

CP 600-24 Violations & remedies

- Member violations
- Group violations



- **Community Planning Workshops Web Page: (COW HANDBOOK)**

<https://www.sandiego.gov/planning/community/resources>

- **Community Planning Group Web Page:**

www.sandiego.gov/planning/community/cpg/

- **Community Planning Group Email:**

SDPlanningGroups@sandiego.gov

- **Community Planning Group Contact List:**

<https://www.sandiego.gov/planning/community/contacts>

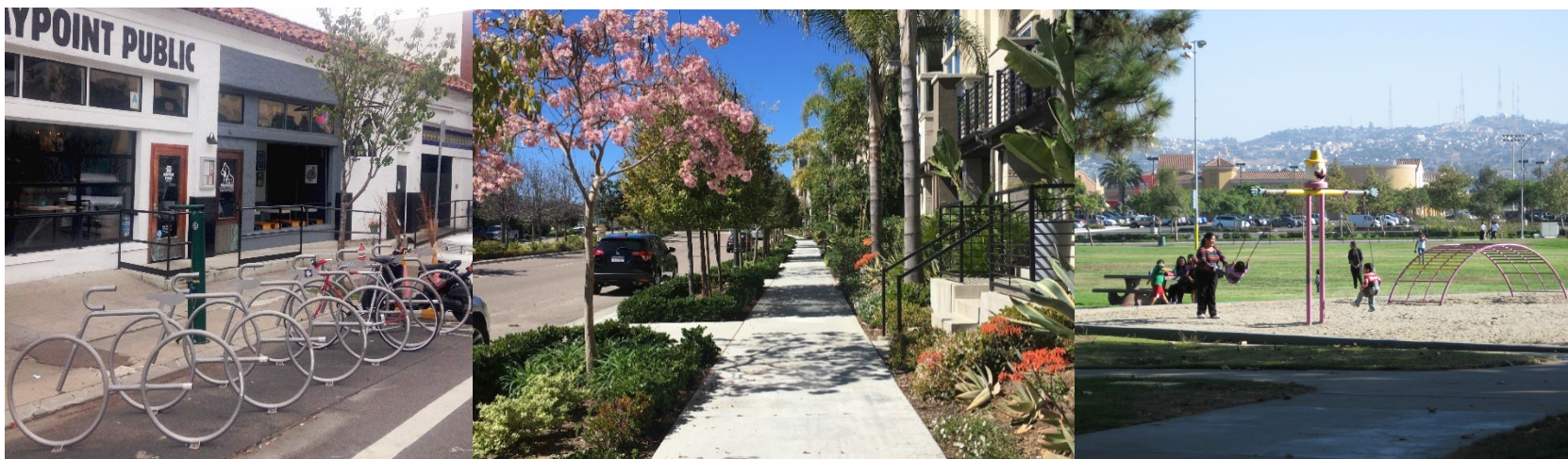
- **Brown Act Resources**

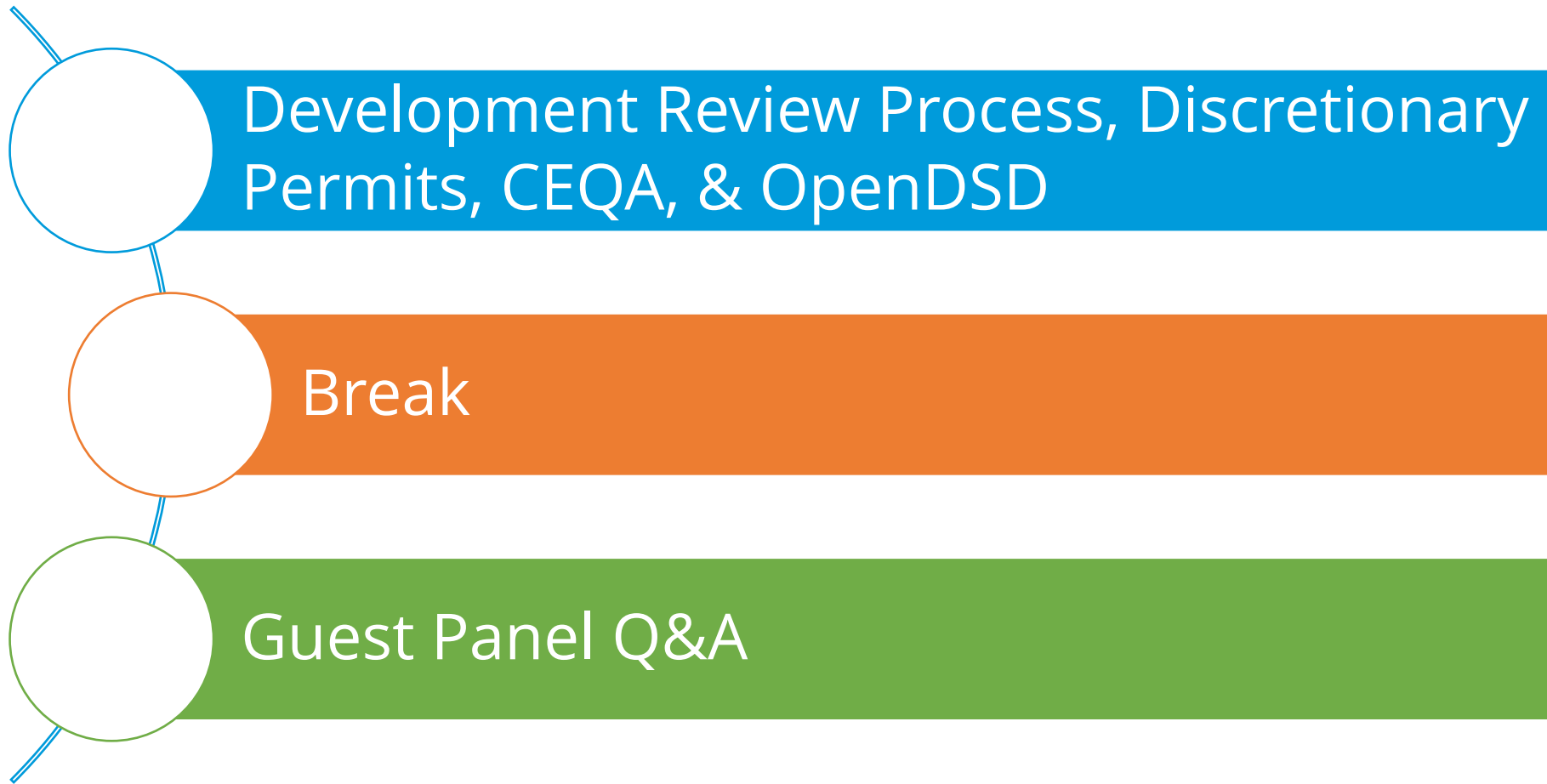
California Attorney General

<http://oag.ca.gov/open-meetings>

League of Cities

<http://www.cacities.org/Resources/Open-Government>







Community Planning Groups and Development Project Review

Travis Cleveland, Development Project Manager, DSD
tcleveland@san Diego.gov

Elizabeth Shearer-Nguyen, Program Manager, DSD
Manager EShearer@san Diego.gov

Michael Prinz, Program Manager, DSD
MPrinz@san Diego.gov



Resource	Web Page
<u>Development Services main webpage</u>	http://www.sandiego.gov/development-services
<u>OpenDSD 1.0:</u> Online portal for projects submitted prior to December 20, 2021	https://opensds.sandiego.gov/Web/Approvals/Search
<u>OpenDSD 2.0/Accela Citizens' Access, or ACA:</u> Online portal for projects submitted on/after December 20, 2021	https://aca-prod.accela.com/SANDIEGO/Default.aspx
<u>GIS and Zoning Maps</u>	https://www.sandiego.gov/development-services/zoning
<u>Open Data Portal</u>	https://data.sandiego.gov/datasets/?department=development-services
<u>Records Section</u>	https://www.sandiego.gov/development-services/records
<u>Municipal Code</u>	https://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni
<u>Development Process: Step by Step</u>	http://www.sandiego.gov/development-services/devprocess/index.shtml



OpenDSD 2.0/Accela Citizens' Access, or ACA:
Online portal for projects submitted on/after
December 20, 2021

<https://aca-prod.accela.com/SANDIEGO/Default.aspx>

Home DSD Permits DSD Code Enforcement

Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with **Accela, Inc.**, we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

General Information

- Lookup Property Information

DSD Permits

- Create an Application
- Search Applications

DSD Code Enforcement

- Search Applications

Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Home DSD Permits DSD Code Enforcement

[+ Create an Application](#) [Search Applications](#)

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

Record Type: Record Status:

Record Number: Project Name:

Start Date: End Date:

License Type: State License Number: Business License #:

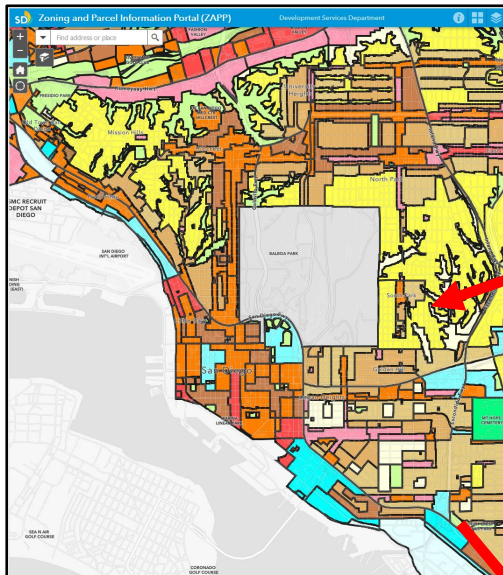
First: Last: Name of Business:

Street No.: Direction: Street Name: Street Suffix: Street Type:



GIS and Zoning Maps

<https://www.sandiego.gov/development-services/zoning>



Zoning

The City Council adopted the Official Zoning Map on Feb. 28, 2006. See [Report to City Council 06-020](#) for background information on the development of the Official Zoning Map.



Zoning and Parcel Information Portal (ZAPP)



Find Potential Locations for Your Project

Complete Communities

Zoning Designations

The City of
SAN DIEGO

Let's Get Busy!

Zoning Portal

Find potential locations for your project in the City of San Diego.

FIND A SITE

Business Portal

See which permits you may need to start or expand your business.

CHECK MY PERMITS

Residential Portal

Find which permits you may need for single-family home projects. Coming soon: Multi-family projects!

START MY PROJECT

Site Location	10170 SORRENTO VALLEY RD
Address	3431300900
Assessor's Parcel Number (APN)	Yes:
	PM 12099
	Block No
	Lot No PAR 1
	PARCEL MAP
Lots	MAP 483
	Block No
	Lot No PAR 4
	SORRENTO LANDS & TOWNSITE
	MAP 483
	Block No
	Lot No 3
	SORRENTO LANDS & TOWNSITE
City Council District	1
City Owned Parks	No:
City Owned Real Property (CORP)	None
CDE School Site	No:
	None
Planning Area	
Community Plan Area (CPA)	TORREY PINES
Specific Plan Area (SPA)	No:
	None
Business Improvement District (BID)	No:
	None
Prime Industrial Land (PIL)	Yes:
	None
Proposition A Lands (PAL)	No:
	None
Zoom to	

Project Processing: Approval Types

Ministerial	Discretionary
<ul style="list-style-type: none"> • Development “by right” • Little or no discretion • Administrative decision by City staff • Use of fixed standards & objective measurements • No public notice, appeal process or CPG input • Building, grading, electrical, plumbing permits 	<ul style="list-style-type: none"> • May be required based on project scope and location • May be approved or denied by a decision maker, after public notice and/or public hearing • Decision maker uses discretion, their judgement, and engages in deliberation • Legal findings are required to support their decision • Initial decision may be appealed to a higher body • CPG recommendation requested • Development plans are conceptual

Project Processing: Decision Process Levels

Process	Decision Maker	Appeal to
Process One (Ministerial)	City Staff	No appeals – Ministerial
Process Two (Discretionary)	City Staff	Planning Commission: Private projects City Council: Public projects
Process Three (Discretionary)	Hearing Officer	Planning Commission
Process Four (Discretionary)	Planning Commission	City Council
Process Five (Discretionary)	City Council	No appeals – Final decision maker

- As process level increases, so does:
 - Project complexity
 - The amount of discretion involved
 - Project cost
- Process Five land use decisions require a Planning Commission recommendation prior to City Council



Common Discretionary Approvals

Permit Type	Required when applicant wants to.....
Tentative Map	To divide or reconfigure property
Conditional Use Permit	To carefully consider uses that are appropriate in certain area, but may have effects on surrounding properties
Planned Development Permit	To allow flexibility in development standards
Coastal Development Permit	Any development in the Coastal Zone
Variance	Relief from regulations when warranted
Rezone/Plan Amendment	To change allowed land uses



Development Project Manager (DPM) Roles

- Provided for all discretionary projects
- DPMS are the City's project liaison

Community Planning Group Roles

- Advisory body that makes recommendations to decision maker
- Only decision maker (staff, HO, PC, CC) can approve/deny a project
- Decision maker has the discretion on how to follow advisory recommendations
- Expert in your Community Plan and your community's specific issues

Community Planning Group Roles: Project Review

- Project plans & application routed to CPG by City
- CPG is a reviewer
- Assessment Letters sent to CPG
- “The proposed development will not adversely affect the applicable land use plan”
- Recommendation can support findings of approval



Community Group Role: Making a Recommendation

- Review projects based on adopted Community Plan and General Plan elements and goals
- “Technical Expert” for your Plan
- Work with the project applicant at the community level
- Provide clear and timely recommendations based on Community Plan goals and policies, and required permit findings.

CPG Recommended Conditions

- Must have a nexus
- Must have a trigger
- Must be proportional to scope and requested action
- Must be enforceable and measurable
- All recommendations may not be included in permit

Resources

Public Hearing agendas, reports, and minutes available on-line:

- Hearing Officer:
<https://www.sandiego.gov/development-services/public-hearings-meetings-notices/hearing-officer>
- Planning Commission:
<https://www.sandiego.gov/planning-commission>
- City Council:
<https://www.sandiego.gov/council-agendas>

Appealing Project Decisions

- Information Bulletin No. 505, “Appeal Procedure”
<https://www.sandiego.gov/sites/default/files/dsdib505.pdf>
- If appealing a project as CPG chairperson, appeal basis must be consistent with community group vote and appeal fee is waived.
- Appeal application must be complete and submitted in a timely manner.
- Be as specific as possible, individually list appeal points to provide a clear basis. Use Findings!
- Be clear on appeal form if you are appealing the decisions for the “project”, the “environmental”, or both decisions



DSD Contact Information

- Development Services Department webpage;
<https://www.sandiego.gov/development-services>
- Development Services Department Location and Contact Information webpage;
<https://www.sandiego.gov/development-services/locations-hours>



Thank you for your
participation!

ANY QUESTIONS?

CEQA: A Nutshell Overview

(pronounced “SEE-kwuh”)

California Environmental Quality Act
Established in 1970



What is the purpose of CEQA?

- Requires public agencies to consider the environmental consequences of their actions
- Four goals:
 - Inform
 - Identify
 - Prevent
 - Disclose



When Does CEQA Apply?

- The activity requires discretionary governmental approval
- The activity has the potential to cause direct or indirect physical changes to the environment
- The activity falls within the CEQA definition of a “Project”



What is a “Project” under CEQA

Basically, an activity is considered a **project** when an agency builds it,



What is a “Project” under CEQA

.... or funds it,



What is a “Project” under CEQA

.... or issues a discretionary permit for it,



Who Implements CEQA?

Lead Agency – Agency with the principal responsibility for carrying out or approving a project.

The Lead Agency must complete the CEQA Analysis



CEQA Implementation

City of San Diego

Land Development Code, Section 128.0103(b):

- Produce a legally defensible document and an unbiased impact analysis – disclosure
- Maintain **independence** and **objectivity** while conducting the environmental review.

Unlike other members of the DSD reviewing team, EAS does **not** make any recommendation to approve or deny a project.



CEQA Implementation - Process

1. Activity proposed
2. Determine if activity is a project
3. Determine if the project is subject to CEQA
4. Lead Agency, through project review makes environmental determination

CEQA Implementation - Thresholds

Significance Determination Thresholds

- Provides staff with guidance on determining significant of an impact
- Periodically updated based on new issue areas, research, or case law



California Environmental Quality Act

Significance Determination Thresholds

City of San Diego

JULY 2016*

*Note: Planning Department staff periodically revises sections of the thresholds in response to CEQA case law, and changes in federal, state, and local regulations. Staff also periodically provides updated information and clarification and direction for environmental analysts.



CEQA Implementation -Determinations

- Exemptions
- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report

CEQA Implementation - Public Review



- 20-30 calendar days for ND/MND
- 30 calendar days for Notice of Preparation (EIR only)
- 30-45 calendar days for EIR

CEQA Implementation – Public Comments

End of public review period, Lead Agency considers comments.

Must be responded to in writing.

Comments and responses become part of the final document.

CEQA Implementation - Adopt/Certify

Decisionmaker must:

- consider final document, comments/responses, and public testimony,
- Adopt/certify the final document
- Adopt the Mitigation Monitoring and Reporting Program
- EIR Only: adopt CEQA Findings and Statement of Overriding Considerations

CEQA Implementation - Project Decision

Notice of Right to Appeal (NORA)

- Required for Exemptions under Process 2 through 4
- Required for environmental documents prepared under a Process 2 Decision
- Posted for 10 business days

CEQA Implementation - Project Decision

Notice of Determination:

- Filed within 5 working days after final project approval
- Sets time limits on legal challenges (30 vs 180 days)

CEQA Implementation - Environmental Appeal

Land Development Code

- Establishes what environmental determinations can be appealed
- Does not allow for:
 - ✓ appeal of previously certified documents
 - ✓ Decisions already subject to Council approval



Questions?

Visit:

<https://www.sandiego.gov/planning/about/overview/erprocess>

Contact:

Elizabeth Shearer-Nguyen, Program Manager

EShearer@sandiego.gov

BREAK

- **Bill Hofman, Planning Commission Chair (Moderator)**
- **Noah Brazier, Deputy City Attorney, City Attorney's Office**
- **Kelly Modén, Planning Commissioner**
- **Ken Malbrough, Planning Commissioner, past Encanto-Neighbors Chair**
- **Barry Schultz, CPC chair, Community Board member, past Planning Commissioner**
- **Frisco White, Carmel Valley Chair, past Planning Commissioner**

Thank You!