City Planning Department

2024 Annual Planning Group Training

The City of
**SAN
DIEGO**
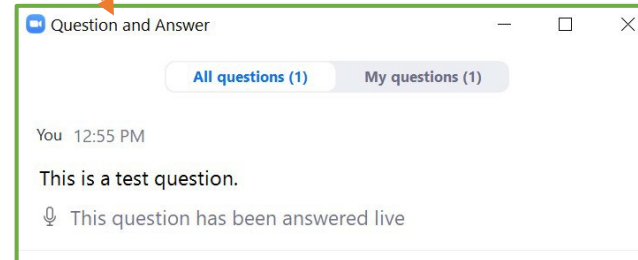
City Planning Department
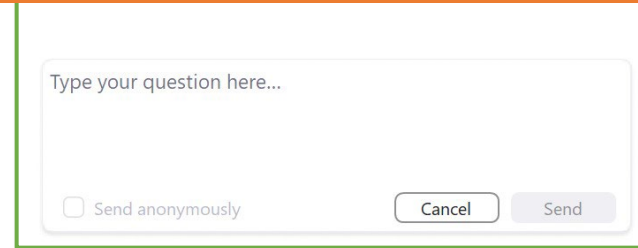
5:00 PM	**Welcome:** Introduction & Review of Purpose and Structure of Workshop
5:05 PM	Opening Remarks
5:10 PM	City Planning Department Work Program and Roles & Planning Group Operations
6:00 PM	Q&A and Break
6:15 PM	Development Review Process, Discretionary Permits & Open DSD
6:30 PM	California Environmental Quality Act (CEQA)
6:45 PM	Open Q&A
7:00 PM	Conclusion of Workshop

What community are you from?

SANDIEGO.CNF.IO

▸ Navigate to https://sandiego.cnf.io/ and tap the session titled "2024 Annual Planning Group Training"

▸ OR just point your phone's camera at the QR code to join directly

How many years have you been on a planning group?

Our Areas of Focus

✓ Create Homes for All of Us

✓ Protect & Enrich Every Neighborhood

✓ Advance Mobility & Infrastructure

✓ Champion Sustainability

✓ Foster Regional Prosperity

Homes & Jobs

Equity

Environment

Parks & Public Spaces

Achieving Desired Outcomes

Homes

Good Jobs

Equity (Input and Outcome)

Climate

Conservation

Infrastructure

Homes + Jobs

✓ Create Homes for All of Us
✓ Protect & Enrich Every Neighborhood
✓ Advance Mobility & Infrastructure
✓ Champion Sustainability
✓ Foster Regional Prosperity

Community Plan Updates
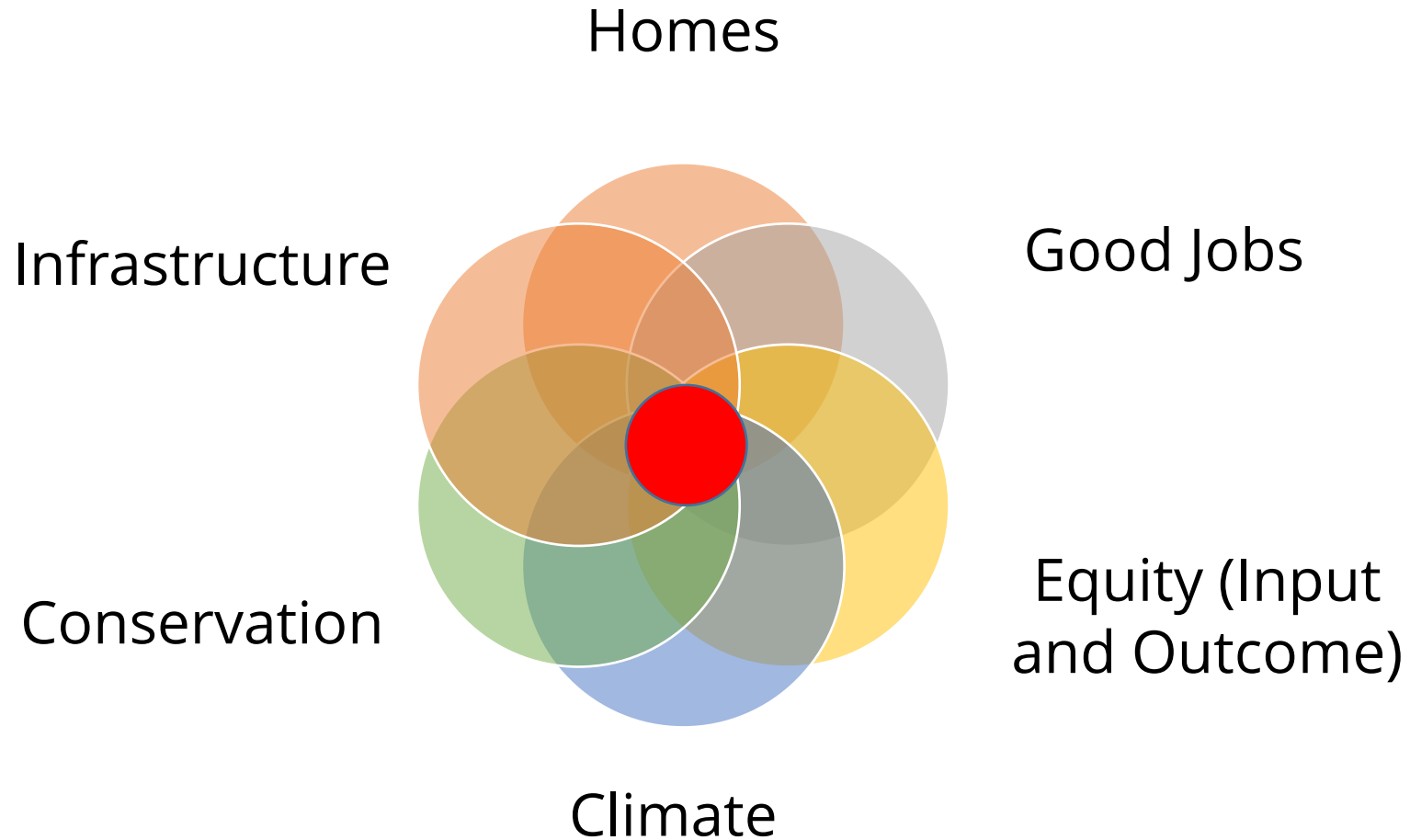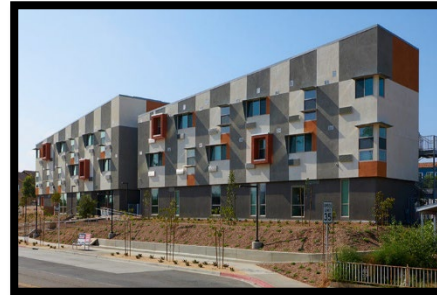

Affordable Home
Development Master Plan

Missing Middle Homes

Blueprint SD

Land Development Code
Annual Updates
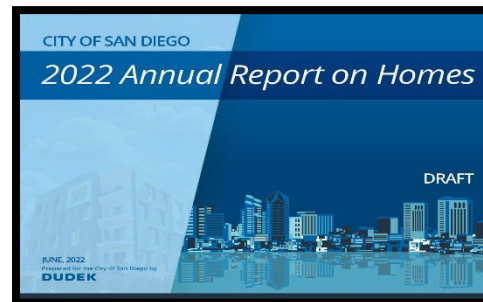
Annual Report on Homes

Housing Element Annual
Progress Report

Environment

✓ Protect & Enrich Every Neighborhood
✓ Champion Sustainability
✓ Foster Regional Prosperity

Coastal Resilience Master Plan

Environmental Justice Element

Environmental Review and Tribal Consultation

Annual Climate Resiliency Reporting

Biodiverse SD
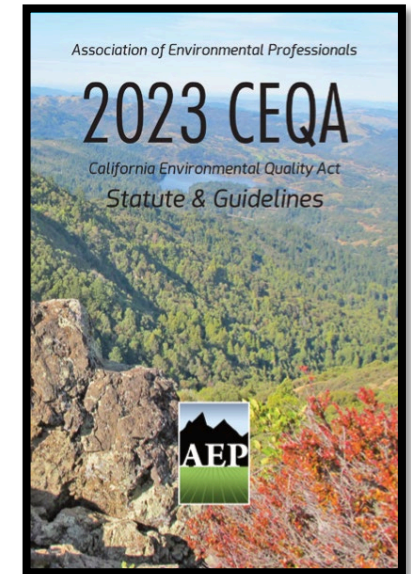
California Environmental Quality Act (CEQA) Toolkit

Local Coastal Program

Interjurisdictional Coordination

Parks

- ✓ Protect & Enrich Every Neighborhood
- ✓ Champion Sustainability
- ✓ Foster Regional Prosperity

Chollas Creek Watershed Regional Park Master Plan

Citywide Trails Master Plan

Open Space and Habitat Land Acquisition

De Anza Natural (Adopted)

Public Spaces

✓ Create Homes for All of Us
✓ Protect & Enrich Every Neighborhood
✓ Advance Mobility & Infrastructure
✓ Champion Sustainability
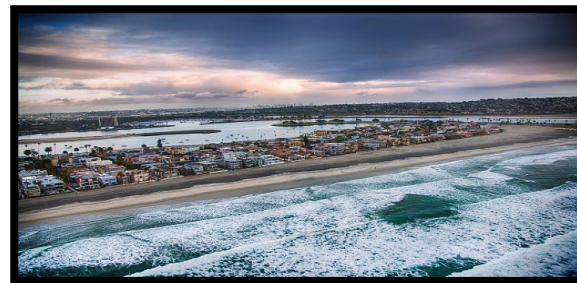✓ Foster Regional Prosperity

Mills Act Program

Preserving History and Advancing Progress

Historic Resources Designation Nominations
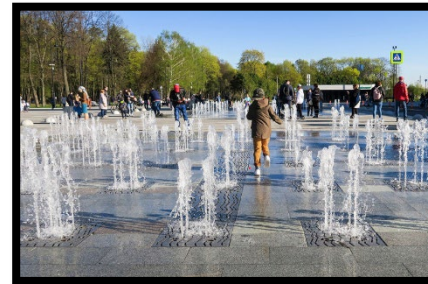
Infrastructure Prioritization Public Engagement

Child-Friendly Public Spaces Design Manual

Annual Development Impact Fees Reporting

Plan Implementation (Development Project Review)
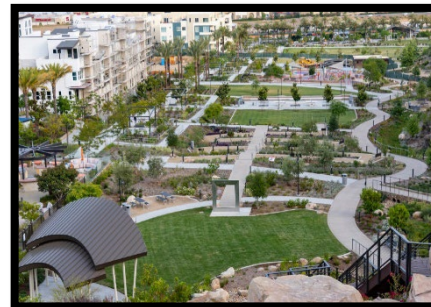
Developer Infrastructure Projects

Parks Need Index

Partnering for Progress

Public Engagement

✓ Protect & Enrich Every Neighborhood

Inclusive Public Engagement Guide

Planning Group Recognition and Operations

Planning Group Support

EQUITY – Occurs when we eliminate institutional racism and systemic disparities, providing everyone with equitable access to opportunity and resources to thrive, no matter where they live or how they identify.

INCLUSION – The action or state of including or being included with a group or structure. More than simply diversity and numerical representation, inclusion involves authentic and empowered participation and true sense of belonging.

Planning with a focus on equity and inclusion

Desired outcome based on input from people representative of the City

Implementing inclusive public engagement
Engaging with community members representative of the population's demographics so that City decisions improve San Diegans' quality of life.

Equitable investments where they're needed the most

Providing access to opportunity and investment
Increasing resources, access and protections for traditionally underserved communities in San Diego.

Avoid "Groupthink"

- When a group of people start thinking and making decisions in a similar way, even if it's not the best choice.

- Diverse perspectives and lived experiences help create community solutions for everyone not just the few.

➡ Unique Backgrounds

➡ Awareness

➡ New Ideas

➡ Innovative Solutions
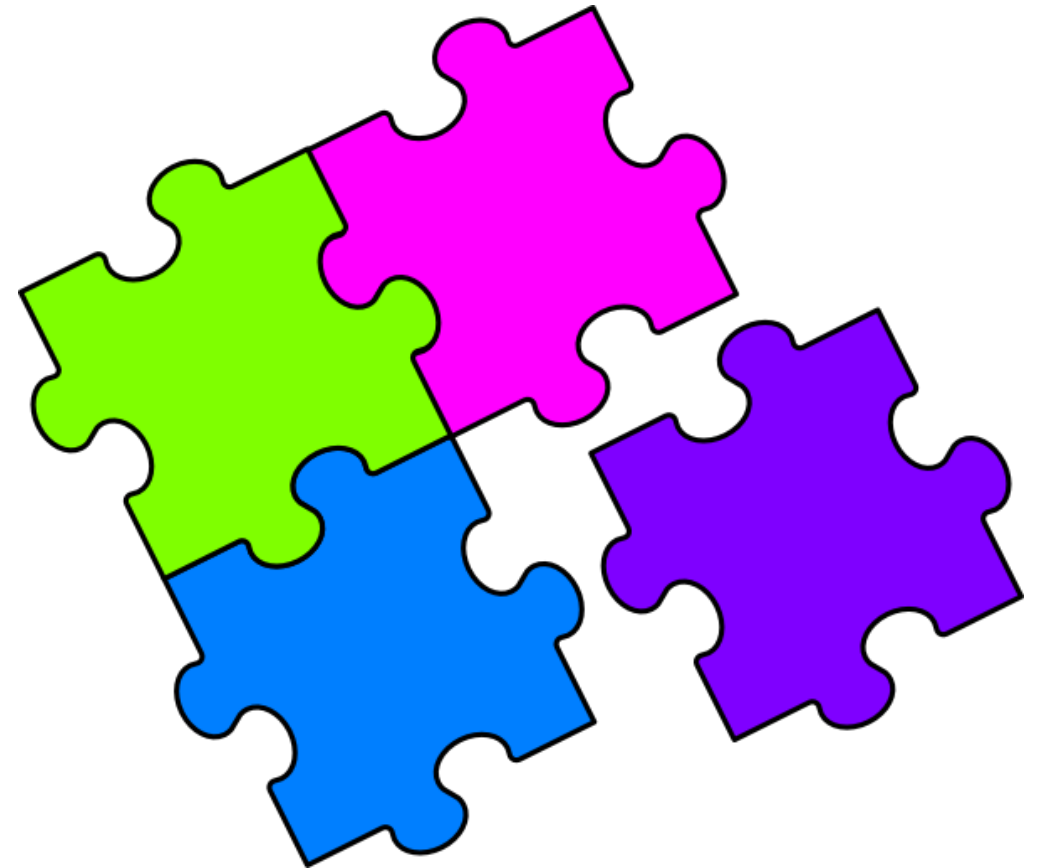
Where does community input come from?

Public Hearings

Community-Based Organizations

Surveys

Emails, Letters, Phone calls from individuals & Organizations

Community Planning Groups

In-Person Events & Online Forums

City Planning Department
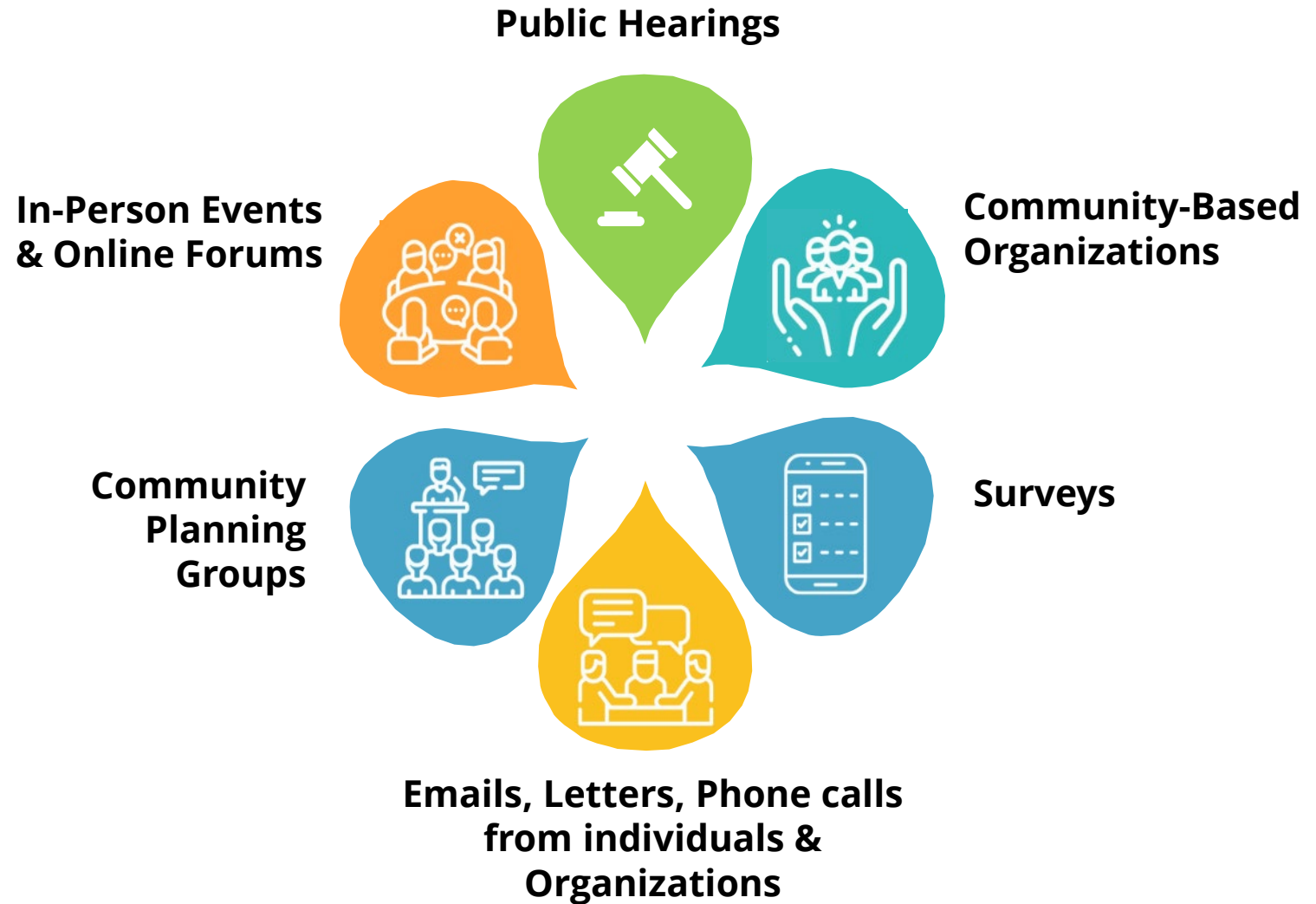
Environmental Justice

Initiatives

Environmental Justice Element

Parks and Open Space

Initiatives

Chollas Creek Watershed Regional Park Master Plan

Park Needs Index

Citywide Trails Master Plan

Inclusive Community Engagement

Initiatives

Infrastructure Prioritization

Inclusive Public Engagement

High-Impact Public Spaces

Initiatives

Partnering for Progress

- **Annual Reports**
  Planning Groups must measure demographic data of members and community.

- **Operating Procedures**
  Conducting public outreach and involving community members of diverse backgrounds in planning groups.

- **Planning Group Training**
  City to provide training on inclusive public participation for planning groups.

Credits: Midjourney.

Questions?

- Council Policy 600-24

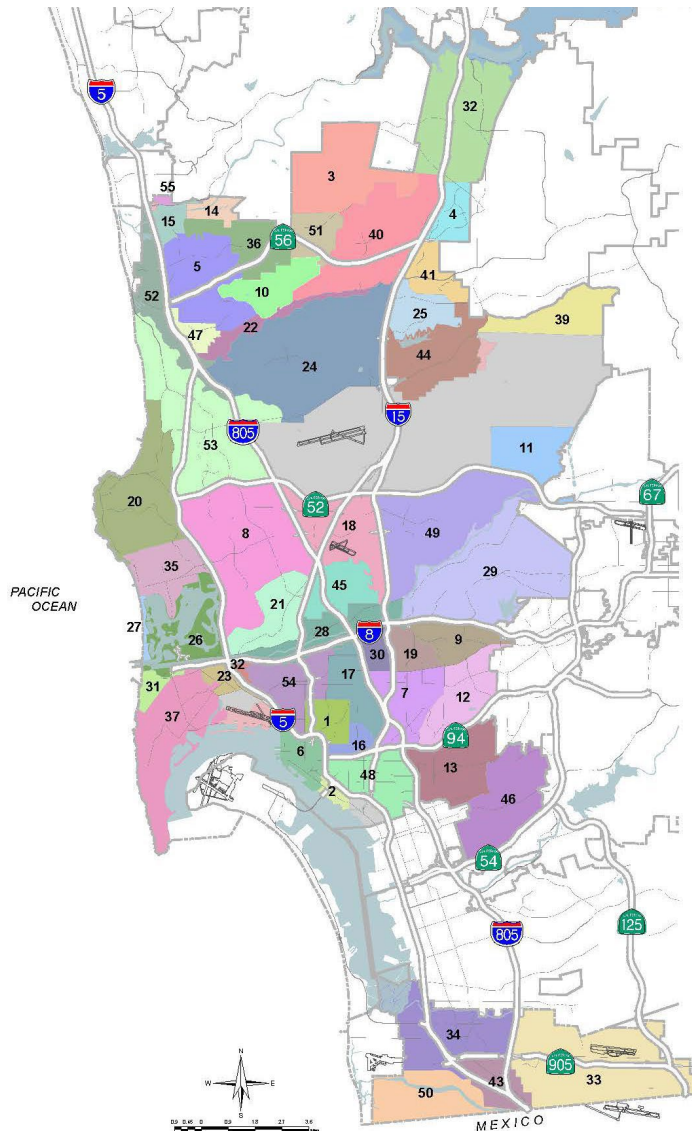- Ralph M. Brown Act

- Planning Group Bylaws

- Indemnification Ordinance

- Robert's Rules of Order

- 41 Active planning groups in the City

- Independent bodies that provide recommendations on projects and land use matter to the City

- Boundaries – defined at the Community planning level

Meeting requirements

- Transparent & open deliberations

- In-person, virtual, hybrid

- Public right to attend & provide comment

  - Notice requirements

  - 72 hours for normal meeting;

  - 24 hours for special meeting

  - Agenda descriptions must be physically posted in accessible location

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**
- Quorum/Introductions
- Agenda modifications and approval
- Minutes modifications and approval

6:05 pm **Representatives Report**
- City Council District 2 Jennifer Campbell Report – *Linus Smith*
- Senator Toni Atkins Report – *Cole Reed*
- State Assembly Member Chris Ward - *Rachel Granadino*
- County Supervisor Terra Lawson-Remer - *Rebbecca Smith*
- Mayor Todd Gloria - *Kohta Zaiser*

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**

A. Compliance with the Ralph M. Brown Act per Council Policy

B. Rules of Parliamentary Procedure

C. Open and Public Records

D. Community Representation

E. Open and Public Elections

F. Established Policies & Procedures

A. Community planning process

B. Professional conduct at meetings

C. Community participation

D. Financial contributions

E. Planning Group Training

F. Ethical standards

Amendments to Council Policy 600-24 (Adopted May 2024):

- **Recognition of newly-formed groups** require:
  - ➤ Community-wide elections within 90 days
  - ➤ Independent election committee

- **Virtual Meetings** – No longer requires posting of teleconference locations
  - ➤ Planning Groups must enable virtual meetings in operating procedures.
  - ➤ Annual elections must have an in-person voting option

- **Annual Reports** due with 14 days of the approval of the March minutes.

- **Amendments to operating procedures** – reviewed and approved by City Planning

What are Planning Groups Responsible for?

- Reviewing projects that require a development permit (discretionary projects) and providing advisory recommendations.

- Providing advisory recommendations on land use matters, such as General Plan/Community Plan Amendments.

What Planning Groups should know:

- Project applicants are not required to come before Planning Groups for input, however it is highly encouraged.

- Planning groups do not review ministerial projects.

- Planning groups may always reach out to their assigned Community Planner with questions.

- The City Attorney's Office does not advise Planning Groups. Always reach out to your assigned Community Planner.

What Planning Groups should know (Continued):

- Land use matters that are citywide or regional in scope are heard by the Community Planners Committee (CPC) whose roles and responsibilities are governed by Council Policy 600-09.

Q1

If a 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

Q2

True or False. A planning group must provide their agenda to the City seven (7) days in advance to comply with Brown Act noticing requirements.

a) True

b) False

sandiego.gov

Q3 How are voting members and attendees expected to conduct themselves during meetings?

a) Voting members may allow attendees to disrupt meetings over passionate issues.

b) Attendees are expected to conduct themselves professionally and refrain from disrupting the public process; voting members are expected to treat each other, members of the community, and City staff in a professional manner.

Q4 Under what circumstances can a planning group hold a virtual meeting?

a) Virtual meetings are enabled under a planning group's operating procedures.

b) The public has the ability to access the meeting and participate in real-time.

c) Notice of the virtual meeting is provided.

d) All of the above

- Making recommendations to the City on land use, infrastructure, parks, and development projects in the community.

- Advisory recommendations on development projects (if any) must be submitted within 7 calendar days of the CPG's approval of the recommendation.

- Via DSD and also the portal

- Official positions and opinions must not be established or determined by any organization or individual other than the Planning Group.

Brown Act Compliance and Social Media

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

Must not discriminate against any person or persons based on protected characteristics.

A. Indemnification of Planning Groups

B. Violations and Remedies: Brown Act

C. Violations and Remedies: Council Policy 600-24

D. Violations and Remedies: Quorum and Attendance

Q5 How long can the public comment on an agenda item go for?

a) Indefinitely

b) Whatever time the Chair decides at the beginning of the item is appropriate.

c) 1.33 minutes

Q6 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.

Q7 How can a 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.

Questions?

- **Community Planning Group Email:**

    SDPlanningGroups@sandiego.gov

- **Community Planning Resources Web Page:**

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

- **Planning Group Online Annual Report Portal:**

    PLANNING GROUP ANNUAL REPORT PORTAL (arcgis.com)

- **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 California Cities

    http://www.calcities.org/home/resources

- **Sign up news, updates, notices and agendas**

    Constant Contact

BREAK: Return at 6:20 p.m.
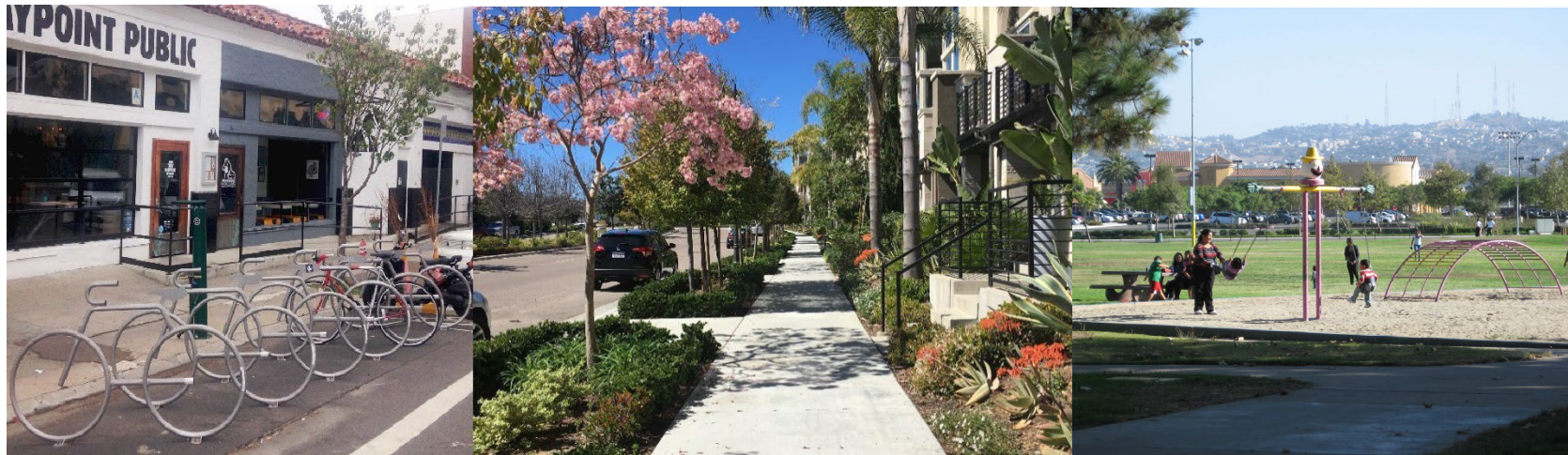
What's up next?

Development Review Process, Discretionary Permits and OpenDSD

California Environmental Quality Act:
A Short Overview

Q&A and Conclusion

Community Planning Groups and Development Project Review

Martha Blake, Supervising Development Project Manager, DSD
MBlake@sandiego.gov

Online Resources

Resource	Web Page
Development Services main webpage	**http://www.sandiego.gov/development-services**
OpenDSD 2.0/Accela Citizens' Access, or ACA	**https://aca-prod.accela.com/SANDIEGO/Default.aspx**
GIS and Zoning Maps	**https://www.sandiego.gov/development-services/zoning**
Open Data Portal	**https://data.sandiego.gov/datasets/?department=development-services**
Records Section	**https://www.sandiego.gov/development-services/records**
Municipal Code	**https://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni**
Discretionary Review Process	**https://www.sandiego.gov/development-services/permits/discretionary-permit**

OpenDSD 2.0/Accela Citizens' Access, or ACA: Online portal for projects

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

GIS and Zoning Maps

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

Project Processing: Approval Types

Ministerial	Discretionary
• Building, grading, electrical, plumbing permits, etc.	• Conditional Use Permits, Coastal Development Permits, Tentative Maps, Planned Development Permits, etc.
• Development "by right"	• May be required based on project scope and location
• Little or no discretion	• Decision maker uses discretion, judgement, and engages in deliberation to approve or deny after public notice (and sometimes, but not always, a public hearing)
• Administrative decision by City staff	
• Use of fixed standards & objective measurements	• Legal findings are required to support their decision
• No public notice, appeal process or formal planning group input	• Initial decision can usually be appealed to a higher body
	• Planning group recommendation requested
• Generally no administrative appeals available (judicial remedies always available)	• Development plans are more 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

Development Project Manager (DPM) Roles

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

Community Planning Group Roles

Project Review	Planning Group Recommendation	Public Hearing	Appeal?
• Plans sent to planning group – from NoReply@SanDiego.gov • Assessment Letters sent to planning group • Public notices sent to planning group chair • Planning group can reach out to DPM for project info and timing	• Reviews against Community Plan • Provide recommendations based on Community Plan goals and policies and required permit findings. • "The proposed development will not adversely affect the applicable land use plan" • Conditions must be proportional to the project and must include timing • Decision makers can delete/ modify conditions	• Planning group is not required to be present at Public Hearing • May wish to send representative to address recommendations or project concerns • Planning group recommendation is advisory	• Information Bulletin No. 505, "Appeal Procedure" https://www.sandiego.gov/sites/default/files/dsdib505.pdf • Appeal must be complete and submitted on time • 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 project, the environmental determination, or both

Additional 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

- 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?

Martha Blake , Supervising Development Project Manager, DSD Mblake@sandiego.gov

CEQA: A Short Overview

California Environmental Quality Act
Established in 1970

What is the purpose of CEQA?

- Requires public agencies to consider the environmental consequences of their actions

- Goals:

  ➢ Prevent Environmental Damage

  ➢ Disclose Impacts

  ➢ Consider Alternatives

Planning Group Involvement in CEQA Process

- EIRs and MNDs have a public review period.

- City environmental staff considers comments and prepares responses.

- Comments and responses become part of the final document.

Environmental Impact Review

What it is

- An environmental analysis that considers environmental impacts under the California Environmental Quality Act (CEQA).

- Assesses the potential environmental impacts of implementing the plan.

What it is not

- A planning document or regulatory requirement. The Environmental Impact Report (EIR) does not provide policy guidance or regulations for a community.

- An environmental analysis that considers impacts outside of CEQA.

Environmental Impact Review

What it is

- Identifies mitigation measures to reduce or avoid any potential significant environmental impacts.

- Identifies alternatives to the plan that could lessen impacts compared to the proposed plan.

What it is not

- An implementation plan for the Community Plan Update or any other plan.

Questions?

Visit:
https://www.sandiego.gov/planning/about/overview/erprocess

Contact:

Rebecca Malone, AICP, Environmental Policy Program Manager

RMalone@sandiego.gov

Questions & Answers

THANK YOU!