



THE CITY OF SAN DIEGO
M E M O R A N D U M

DATE: April 8, 2019

TO: Members of the Planning Commission

FROM: Michelle Sokolowski, Deputy Director, Development Services Department *M. Sokolowski*

SUBJECT: Standardized Report of City Boards and Commissions for 2018 – Action Item

The City of San Diego's Office of Boards and Commissions was created in 2018 to support the day-to-day operations for the City's 49 boards and commissions and serves as an access point to the volunteer members appointed by the Mayor and City Council.

In an effort to promote public participation in decision-making and effective civic engagement and to ensure that the City's advisory Boards and Commissions are producing timely, actionable advice to the Mayor, City Council and City departments as defined by their San Diego City Charter and/or Municipal Code powers and duties, the Office of Boards and Commissions has established a new annual reporting requirement via the *Standardized Report of City Boards & Commissions*. The Report is due annually and documents the meetings, actions, volunteer hours, and vacancies of a City board or commission within a calendar year timeframe. The Report also provides boards and commissions with an opportunity to raise concerns or provide suggestions to the City Council.

The reports are due to the Office of Boards and Commissions by May 1st of each year and will be presented to the City Council as part of the budget process. The Planning Commission is required to provide their report covering calendar year 2018 by May 1st of this year. This will require the full Commission to approve the report at their April 11, 2019, hearing, since there are no further Planning Commission hearings in April.

Most of the content of the report is data-driven, and includes the number of hearings, number of meetings cancelled, actions taken, and Board vacancies. However, there are two items in the report which require specific feedback from the Planning Commission members – Item 7: "Concerns or Suggestions to Bring to the City Council" and Item 9: "Volunteer Hours." Staff requested Commissioner feedback regarding these two items and has provided the information received in the draft report. Comments received by the Planning Commission during the April 11th hearing will be incorporated into the final report and presented to the Office of Boards and Commissions.

Accordingly, staff requests the Planning Commission review the attached draft report, provide any additional comments, and approve the report at the April 11, 2019, hearing.

Your consideration of this information is appreciated.

Attachment: 1. Draft Standardized Report of City Boards and Commissions – Planning Commission

STANDARDIZED REPORT OF CITY BOARDS & COMMISSIONS



ADVISORY BOARD NAME: PLANNING COMMISSION

DRAFT

1. MISSION AND DUTIES OF THE ADVISORY BOARD

i What are the Mission and Duties of the Advisory Board, as established by the Municipal Code?

Per Article 5, Section 41 of the City Charter of San Diego: The City Planning Commission shall be organized as provided by the laws of the State and have such powers and perform such duties as are prescribed by such laws. The duties of the Commission shall also include advising upon public buildings, bridges, retaining walls, approaches, park and harbor structures, the improvement of Pueblo lands and such other improvements as the Council may by ordinance determine. The Commission shall consist of seven (7) members appointed by the Mayor, subject to the confirmation of the Council. The City Engineer, and the City Attorney, or their designated representatives, shall be members ex officio, but neither of said officers shall have a vote. The members of this Commission shall serve without compensation for terms of four years and until their successors are elected and appointed and qualified.

2. ACTIONS TAKEN BY THE ADVISORY BOARD

i Please write a brief summary of the actions taken by the Advisory Board that year.

In the calendar year 2018, the Planning Commission considered 80 items related to land use, including: code updates, community plan updates, workshops, land development projects, and appeals from lower level decisionmakers. The following table summarizes their actions:

HEARING DATE	PROJECT/ITEM
January 25, 2018	<ul style="list-style-type: none">• Verizon Scripps Ranch Generator – (CUP) – #555115• Playa Del Sur – (CDP & PDP) - #479656• 3545 Aero Court CPA Initiation – #584390
February 15, 2018	<ul style="list-style-type: none">• Montalvo Residence – (SDP/TM) – #444915• Paseo Mews – (PDP & CDP) – #524566• 4211 and 4213 Utah St. TM – (TM) – #500603
February 22, 2018	<ul style="list-style-type: none">• AT&T Mesa College – (PDP, SDP, NUP) – #566494• AT&T Dairy Mart – (PDP & NDP) – #558454• Merge 56 – (GP/CPA/Rezone/PDP/SDP/CUP/VTM/EV/ROW Vac) – #360009• Blum Tentative Map (Appeal)– (TM) – #430967
March 1, 2018	<ul style="list-style-type: none">• Beryl Street Homes (Appeal) – (CDP) – #532129• Wilbur Avenue Homes (Appeal) – (CDP) – #532189

March 15, 2018	<ul style="list-style-type: none"> • ECO BLöK Residences – (CDP/PDP) – #530514 • Uptown Community Plan Amendment • City of San Diego Parks Master Plan – (Workshop)
March 22, 2018	<ul style="list-style-type: none"> • Ramada Inn New Hotel – (TM/PDP) – #509434 • General Plan Amendment – Public Facilities Services & Safety Element (Sections D & P)
April 19, 2018	<ul style="list-style-type: none"> • Maryland Street TM – (TM & Easement Vacation) - #564646 • 3642-54 Seventh Avenue Tentative Map (TM) - #548373 • McCarty Estates – (SDP & PDP) - #515157 • Frost Right-of-Way Vacation – (CDP & Public ROW Vacation) - #507338 • Atlas Street Tentative Map – (CUP, PDP & TM) – #518391 • Mission Center Court Marijuana Outlet (<i>Appeal</i>) – (CUP) – #542366 • Kearny Mesa Community Plan Update – (Workshop)
April 26, 2018	<ul style="list-style-type: none"> • Middle Income Housing Regulations – (Ordinance Amending the Muni. Code & LCP) – # 11003837 • Midway-Pacific Highway Community Plan Update – (CPU)
May 10, 2018	<ul style="list-style-type: none"> • The Sporting Club TM – (PDP/TM) - #527398 • Request for Initiation of Community Plan Amendment for Paseo Montrail– (Initiation) - #590841
May 31, 2018	<ul style="list-style-type: none"> • Hillcrest 111 NDP (<i>Appeal</i>) – (NDP) - #522075
June 21, 2018	<ul style="list-style-type: none"> • 9775 Towne Centre Drive – (CPA, PDP, SDP) – #527644 • City of San Diego Housing Inventory Report • Housing Workshop
June 28, 2018	<ul style="list-style-type: none"> • AT&T – SDG&E Substation – (CUP/SDP/PDP) – # 561426 • Amendments to Live/Work Quarters Regulations
July 19, 2018	<ul style="list-style-type: none"> • The Dolphin Motel – (SDP/CDP/Easement Vacation) - #556027 • Mission Duplex (<i>Appeal</i>) – (CDP/TMW) - #547729 • Harbor View Lot Line Adjustment (<i>Appeal</i>) – (CDP/SDP/Lot Line Adjustment)- # 511293 • Ohio Street TM – (TM) – #564139 • All Peoples Church Navajo Community Plan Amendment Initiation – #609490 • Ezabelle – CCDP/SDP – #2018-07 • Clairemont Mesa Boulevard/Convoy Court Community Plan Amendment Initiation – #608768
July 26, 2018	<ul style="list-style-type: none"> • Candlelight – (SDP, PDP & TM) - #40329 • Old Town San Diego Community Plan Update – (CPU)
August 23, 2018	<ul style="list-style-type: none"> • The Lot Del Mar - (CUP & SDP) - #537664 • Lighthouse Ridge - (SDP/PDP & VTM) - #513356 • Seasalt Del Mar – PDP - (PDP) - #551145
August 30, 2018	<ul style="list-style-type: none"> • Montezuma PDP/CUP – (PDP/CUP) - #501449 • Southwest Village Specific Plan Workshop
September 13, 2018	<ul style="list-style-type: none"> • Stormwater Alternative Compliance Workshop
September 20, 2018	<ul style="list-style-type: none"> • Discovery Center – (SDP & PDP) – #369379
September 27, 2018	<ul style="list-style-type: none"> • Robbins Residence CDP (<i>Appeal</i>) – (CDP) - #521651 • AT&T – SDG&E Substation (<i>Continued from June 28, 2018</i>) - (CUP/SDP/PDP) – # 561426 • 3040 Clairemont Dr Apartments – (SDP/PDP/Easement Vacation - #410740 • Tierra Alta Rezone (Rezone) - #526577

October 4, 2018	<ul style="list-style-type: none"> • T-Mobile Villas on the Hill – (CUP) – #495046 • Dairy Mart Road Vacation – (PROW) – # 593646 • Virginia Ave Parking Garage – (CDP/PDP/NUP) - #375960 • Morena Apartment Homes – (CPA, Rezone, VTM, SDP & PDP)– #526167
October 25, 2018	<ul style="list-style-type: none"> • Verizon Wireless 30th Place – (PDP, CUP & NDP) - #255170 • AMC Amendment TM CUP SDP PDP – (Amendment to PCD & CUP, SDP, PDP) - #569517 • Virginia Ave Parking Garage (Trailed from October 4, 2018)– (CDP/PDP/NUP) – #375960 • Wolf in the Woods NUP (Appeal) - (NUP) – #574622 • Tijuana Cross Border Amendment – (Initiation)
November 8, 2018	<ul style="list-style-type: none"> • EDCO Recovery – (CDP/SDP/PROW Vacation) - #515674 • Hilltop/Euclid Mixed-Use Development Project – (SDP/NDP/VTM/EV) - #560527 • In & Out Burger – (PDP, PROW, Easement Vacation) - #449166 • Pacifica Ridge - (PDP, SDP, TM) - #393812 • 6th and Olive – (VTM, SDP, NDP) – #591198
November 29, 2018	<ul style="list-style-type: none"> • Verizon Wireless Scripps Green – (SDP, CUP, NDP) – #590724 • Verizon Wireless Bankers Hill – (PDP) – #577788 • B Street TM – (TM) - #585184 • Sunroad Centrum Residential, Phase 6 – (VTM/PDP) – #565879 • Boomers Rezone – (Rezone & Amendment to CUP) – #571050
December 6, 2018	<ul style="list-style-type: none"> • Verizon 52 and Genesee – (CUP) – #4397 • Jamacha Road 7/11 - CUP/NUP/PDP – (CUP/NUP/PDP) – #559510 • MPF 10170 Sorrento Valley Rd #B (Appeal) – (CUP) – #585472 • Federal Blvd. Marijuana Outlet (Appeal) – (CUP) – #598124 • Mount Etna General/Community Plan Amendment Initiation – (Initiation) – #615352
December 13, 2018	<ul style="list-style-type: none"> • Sunroad Centrum Residential, Phase 6 (Continued from November 29, 2018) – (VTM/PDP) – #565879 • Balboa Avenue Station Area Specific Plan – #586601

3. ADVISORY BOARD MEETINGS

i What were the number of Advisory Board meetings and what were the issues discussed?

The Planning Commission met 25 times in calendar year 2018. In the calendar year 2018, the Planning Commission considered 80 items related to land use, including: code updates, community plan updates, workshops, land development projects, and appeals from lower level decisionmakers.

4. MEETING CANCELLATIONS

i What were the number of meetings cancelled and what was the reasoning?

No meetings of the Planning Commission were cancelled in calendar year 2018.

5. AVAILABLE OPPORTUNITIES

i *What are the number of vacant positions on the Advisory Board?*

There are currently no vacant positions; however there is one position which has termed out, and the Planning Commission member has continued to serve until a replacement has been confirmed. The confirmation of the appointment for the replacement for this member is scheduled for City Council on April 9, 2019. This information will be updated accordingly.

6. EXPIRED MEMBERSHIP

i *What are the number of members serving on expired terms?*

As of April 4, 2019, there is one member serving on an expired term (expired January 28, 2019). The confirmation of the appointment for the replacement for this member is scheduled for City Council on April 9, 2019. This information will be updated accordingly.

7. CONCERNS OR SUGGESTIONS TO BRING TO THE COUNCIL

i *Do you have any suggestions or concerns that you would like to bring to the Council's attention?*

The following items have been provided by the Planning Commissioners:

- "Increase Commission diversity (people of color, representation from under-represented communities, younger people and individuals with CPG/CPC backgrounds), without sacrificing necessary technical expertise."
- "Ensure Commission representation includes those technical expertise in land use, including: Land Use Planning; Architecture; Landscape Architecture; Environmental Issues (i.e., Sewers, MSCP, MHP, CEQA); extensive civic engagement (CPG/CPC); Land Use Attorney, etc."
- "Consider potential for recusals in the appointment process, perhaps by increasing the Commission size to provide additional representation and/or addressing potential quorum concerns (four voting members required for quorum)."
- "Consider early involvement in the discussion process when the City is updating the LDC or other City Ordinances/Policies/Processes. Planning Commission should be having hearings on innovative land use possibilities and things being done in other areas."
- "We appreciate being involved early enough in community plan updates that our input can be considered in a timely fashion prior to plans being fully baked."
- "Annual budget allocation for each Commissioner for professional development – may be used for conferences, seminars, travel and lodging. Recommend \$2,000 per Commissioner."
- "Reserved parking for Commissioners on hearing days – the County of San Diego does this."
- "Annual joint meeting of Land Use & Housing Committee and Planning Commission to discuss City priorities, work plan, and opportunities for PC to be more effective."
- "Assign individual Commissioners to participate in Council-established ad hoc committees (as allowed by Brown Act, FPPC, and Ethics Ordinance). An example was the participation of Commissioners on the Strategic Framework."

- “More dialogue and opportunity with Mayor & City Council to discuss and share our comments regarding affordable housing; transit; CAP; pure water & reclaimed water; density; parking; height; environment; etc.”

8. ASSISTANCE TO THE BOARD

i Please provide an estimate of the City staff hours assisting in administering the Board.

Per the City Charter, the Planning Commission also contains two ex-officio members (City Attorney and City Engineer, or their designated representatives). These City staff members have been included in the table below, which reflects the estimate of City staff hours assisting in administering the Board:

POSITION	ESTIMATED HOURS CY 2018
City Attorney (Ex-Officio Member)	80
City Engineer (Ex-Officio Member)	80
Development Services Department/Planning Department – Management Support	350
Legislative and Administrative Support	2,280
TOTAL ESTIMATED HOURS 2,790	

9. VOLUNTEER HOURS

i Please provide an estimate of the volunteer hours by commissioners.

The Planning Commissioners time estimates for calendar year 2018 range from 150 to 700 hours, averaging approximately 274 hours for each Commissioner.

ADVISORY BOARD ACTIVITIES

Please provide 4-5 pictures of the Advisory Board Activities

PDF Files	Title of Activity	Date of Event