

Development Review Process: Discretionary Permits and CEQA

February 28, 2019

Presenters:

Anthony Bernal, Development Project Manager, <u>AQBernal@sandiego.gov</u>

Chris Tracy, Senior Planner, <u>CRTracy@sandiego.gov</u>

Presentation Overview

- Online Information
- Types of Approvals & Permits
- Permit Review Process
- Noticing
- Tips for Successful CPG Review
- CEQA (California Environmental Quality Act)
- Questions



Public Notices Land Use and Development

https://www.sandiego.gov/city-clerk/officialdocs/notices/





Development Services Main Webpage http://www.sandiego.gov/development-services



OpenDSD Webpage

http://www.sandiego.gov/development-services/opendsd

The City of	GO Ope	nDSD lopment Services I)epartment						
		Approval Search	Invoice Search	Maps •					
	Project 5	85277 - 21	42 Logai	n Ave SDP/C	DP				
	Project Information								
	Scope	BARRIO LOGAN (Process 3) Coastal Development Permit and Site Development Permit to construct a mixed-use building to include 11 artist studios, retail sales, offices, and gallery spaces at 2142 Logan Avenue. The 0.10-acre site is in the Redevelopment Subdistrict of the Barrio Logan Planned District, Coastal (Non-appealable) overlay zone within the Barrio Logan Community Plan area in Council District 8.							
	Administrative Hold	Administrative Hold							
	DSD Contact	Bernal II, Anthony (619)445-5147 AQBernal@sandiego.gov							
	Application Expiration	12/24/2027							
	Deposit Account Number	24007548 Add a deposit in the amount of:							
	Customer Information								
	Review Cycles								
	Jobs	Jobs							
	2140 1/3 LOGAN AV 👻								
	Address	Address 2140 1/3 LOGAN AV							
	Assessors Parcel Numi	Assessors 538-560-49-00 [XXXX-XX] Parcel Number							
	Approvals								
	Approval ID	Туре			Status	Issue Date			
	2080979	Coas	tal Development Pe	ermit	Created				
	2080980	Site	Development Perm	it	Created				



Two Types of Approvals

<u>Ministerial</u>: Administrative decisions by staff (building permits, right-of-way permits, etc.)

Information Bulletin 502:

https://www.sandiego.gov/sites/default/files/dsdib502.pdf

Discretionary: Approval or Denial by a Decision Maker after public notice and/or public hearing (subdivisions, Coastal & Site Development Permits, etc.)

Information Bulletin 503:

https://www.sandiego.gov/sites/default/files/dsdib503.pdf



Ministerial Approvals

- Staff-level decision
- Little or no personal/subjective judgment
- Use of fixed standards or objective measurements
- No public notice, appeal process or CPG input
- Construction permits issued based on Code
- "By Right" permits

Decision Process Levels

- Process 1 City Staff Decision
 - Ministerial, no appeal process (i.e. Building Permits)
- Process 2 City Staff Decision
 - Appealable to Planning Commission
- Process 3 Hearing Officer Decision
 - Appealable to Planning Commission
- Process 4 Planning Commission Decision
 - Appealable to City Council
- Process 5 City Council Decision
 - No Appeal Process, Final Decision

* Processes 2-5 are Discretionary *



Decision Processes





Discretionary Approvals

- Exercise of judgment/deliberation
- Decision Maker uses discretion to approve or deny
- Findings must be made to support the decision
- Requires public notice, decision may be appealed
- CPG recommendation required
- Not a Building Permit; plans are conceptual
- Type of approvals required based on project scope and location

Samples of Discretionary Approvals

Approval Basis

Coastal Development Permit:Coastal Zone developmentTentative Map:To subdivide propertyRezone/Plan Amendment:To change allowed land usesPlanned Development Permit:Allow zone flexibility/deviationsConditional Use Permit:To allow uses conditionallyVariance:Relief from regulations when warrantedSite Development Permit:Impacts to environmentally lands, or
surrounding areas, CPIOZ's



FINDINGS

"Findings means determinations based upon a statement or set of statements of factual evidence that are used as the criteria for making a decision on a discretionary action."

(Land Development Code)

"The result of a judicial examination or inquiry - the results of an investigation"

(Merriam Webster)



BASIC FINDINGS

- The proposed development will not adversely affect the applicable land use plan; and,
- The proposed development will not be detrimental to the public health, safety, and welfare; and,
- The proposed development will comply with the applicable regulations of the Land Development Code, including any allowable deviations pursuant to the Land Development Code.



IMPORTANCE OF FINDINGS

- Findings are located in the permit Resolution(s)
- Legal basis for decision makers approval or denial
- Findings are subjective (discretionary)
- Relating your recommendations/conditions to the Findings give your issues weight



Process 2



Notice of Future Decision – CPG has right to request 20 business day extension. Per SDMC Section, 112.0503(b)



Process 3, 4, and 5



Development Project Managers

- All Discretionary projects require a DPM
- DPM manages the multi-discipline project review
 - Geotechnical Map Check Landscaping
 Engineering Community Planning Group
 Transportation Planning
 Environmental Water and Sewer
- Serves as the project's single point of contact
- Prepares assessment letters, staff reports, permits, findings & required approval documents
- Presents the project at public hearings
- Advocates for the process not the project

Community Planning Group Review Project Submittals

- Project plans and application routed to CPG by City
- CPG is a reviewer in City's Project Tracking System
- DPM enters CPG comments into system
- Additional submittals with significant changes sent to CPG along with Assessment Letters



Assessment Letters

- AL prepared by Development Project Manager
- Valuable tool for applicant and CPG
- Outlines project issues, required permits, process level, next steps, resubmittal instructions
- CPG Chair receives copies of all AL's
- AL available approx. 5 weeks after 1st submittal
- AL prepared for each subsequent review
- Most CPGs won't hear projects before 1st AL

Permit Noticing

- Types of Notices:
 - Notice of Future Decision Process 2
 - Notice of Decision Process 2
 - Notice of Application Process 3, 4 & 5
 - Notice of Public Hearing Process 2, 3, 4, 5
- Notices mailed to Chairperson of CPG
- Owners/Occupants in 300' of project site



Notices – Process 2



THE CITY OF SAN DIEGO

DATE OF NOTICE: February 27, 2017

NOTICE OF FUTURE DECISION DEVELOPMENT SERVICES DEPARTMENT

As a property owner, tenant, or person who has requested notice, you should know that the Development Services Department Staff will make a decision to approve, conditionally approve, modify or deny an application for a (Process 2) Extension of Time for Planned Development Permit #1220671/Neighborhood Use Permit #1220670 (PTS#331379) for a wireless facility with 12 panel antennas located within 2 rooftop screen enclosures. The project is located at 3006 Upas Street within the North Park Community Plan and Council District 3.

PROJECT NO:	536369
PROJECT NAME:	AT&T NORTH PARKER EOT
PROJECT TYPE:	EXTENSION OF TIME FOR PLANNED DEVELOPMENT PERMIT AND
	NEIGHBORHOOD USE PERMIT, PROCESS TWO
APPLICANT:	MORGAN NORVILLE
COMMUNITY PLAN AREA:	NORTH PARK
COUNCIL DISTRICT:	3
CITY PROJECT MANAGER:	Travis Cleveland, Development Project Manager
PHONE NUMBER/E-MAIL:	(619) 446-5407/ TCleveland@sandlego.gov

The decision by City staff will be made without a public hearing no less than thirty (30) calendar days after the date of mailing the Notice of Future Decision. If you want to receive a "Notice of Decision", you must submit a written request to the City Project Manager listed above no later than ten (10) business days from the mailing date of this Notice. This project is undergoing environmental review.

The decision of the Development Services Department Staff can be appealed to the **City Council**. An appeal must be made within *twelve (12)* business days after the decision date. Appeal Applications are located at the office of the City Clerk, 202 °C' Street, 2rd Floor, San Diego, CA 92101.

Please note that Community Planning Groups provide citizens with an opportunity for involvement in advising the City on land use matters. Community Planning Group recommendations are integral components of the project review process. You may contact Vicki Granowitz, Chair of the North Park Planning Committee, at (619) 584-1203 to inquire about the community planning group meeting dates, times, and location for community review of this project.

If you have any questions about the project after reviewing this information, you may contact the City Project Manager listed above. This information will be made available in alternative formats upon request.

Internal Order No.: 11003679



THE CITY OF SAN DIESO DATE OF NOTICE: April 5, 2017

NOTICE OF DECISION

DEVELOPMENT SERVICES DEPARTMENT

PROJECT NO: 536369 PROJECT NAME: AT&T NORTH PARKER EOT PROJECT TYPE: EXTENSION OF TIME FOR PI NEIGHBORHOOD USE PERM APPLICANT: MORGAN NORVILLE COMMUNITY PLAN AREA: NORTH PARK COUNCIL DISTRICT: 3 CITY PROJECT MANAGER: Travis Cleveland, Developm PHONE NUMBER/E-MAIL: (619) 446-5407/ TCleveland

AT&T NORTH PARKER EOT EXTENSION OF TIME FOR PLANNED DEVELOPMENT PERMIT AND NEIGHBORHOOD USE PERMIT, PROCESS TWO MORGAN NORVILLE NORTH PARK 3 Travis Cleveland, Development Project Manager (619) 446-5407/ TCleveland@sandiego.gov

On April 5, 2017, Development Services Department APPROVED an application for a Process Two Extension of Time for Planned Development Permit #1220671/Neighborhood Use Permit #1220670 (PTS#331379) for a wireless facility with 12 panel antennas located within 2 rooftop screen enclosures. The project is located at 3006 Upas Street within the North Park Community Plan and Council District 3.

If you have any questions about this project, the decision, or wish to receive a copy of the resolution approving or denying the project, contact the City Project Manager above.

The decision by staff can be appealed to the City Council no later than twelve (12) business days of the decision date. See Information Bulletin 505 "Appeal Procedure", available at <u>www.sandlego.gov/development-services</u> or in person at the City Clerk's office, located at 202 "C" Street, 2nd Floor, San Diego, CA 92101. Please <u>do not e-mail</u> <u>your appeal</u> as it will not be accepted. The decision of the City Council is final.

This information will be made available in alternative formats upon request.

Internal Order No.: 11003679

cc: Chair of CPG

HMD 1-25-17



Notices – Process 3-5



THE CITY OF SAN DIEGO

DATE OF NOTICE: March 6, 2017

NOTICE OF APPLICATION DEVELOPMENT SERVICES DEPARTMENT

As a property owner, tenant, or person who has requested notice, you should know that an application has been filed with the City of San Diego for a Process 4 Planned Development Permit to allow continued use of previously

permitted lattice tower Wireless Communication Facility with twelve antennas, 24 Remote Radio Units (RRUs), and associated equipment. The project is located at 7480 Convoy Court, IL-2-1, FAA Part 77 Noticing Area, Airport (Miramar, Montgomery Field).

522120
AT&T RUFFNER
PLANNED DEVELOPMENT PERMIT, PROCESS 4
JAMO STEPHENSON
KEARNY MESA
6
Travis Cleveland, Development Project Manager
(619) 446-5407 / TCleveland@sandlego.gov

The decision to approve or deny this application will be made at a public hearing. You will receive another notice informing you of the date, time, and location of the public hearing. This project is undergoing environmental review.

Please note that Community Planning Groups provide citizens with an opportunity for involvement in advising the City on land use matters. Community Planning Group recommendations are integral components of the project review process. You may contact Jeffrey Sallen, Chair of the Kearny Mesa Planning Group at (858) 546-5443 to inquire about the community planning group meeting dates, times, and location for community review of this project.

If you have any questions about the project after reviewing this information, you may contact the City Project Manager listed above.

This information will be made available in alternative formats upon request.

Internal Order No.: 11003679



THE CITY OF SAN DIEGO DATE OF NOTICE: May 17, 2017

NOTICE OF PUBLIC HEARING

PLANNING COMMISSION

DATE OF HEARING: June 1, 2017 TIME OF HEARING: 9:00 A.M. LOCATION OF HEARING: Council Cha 202 C Street PROJECT NO: 522120 PROJECT TYPE: Planned Dev PROJECT TYPE: Planned Dev PROJECT NAME: <u>AT&T Ruffne</u> APPLICANT: Jamo Stephe COMMUNITY PLAN AREA: Kearny Mes COUNCIL DISTRICT: 6 CITY PROJECT MANAGER: Travis Cleve PHONE NUMBER/E-MAIL: (619) 446-54

9:00 A.M. Council Chambers, 12th Floor, City Administration Building, 202 C Street, San Diego, California 92101 522120 Planned Development Permit and CEQA Exemption, Process Four <u>AT&T Ruffner</u> Jamo Stephenson, Depratti, Inc. Kearny Mesa 6 Travis Cleveland, Development Project Manager (619) 446-5407 / TCleveland@sandiego.gov

As a property owner, tenant, or person who has requested notice, you should know that an application has been filed with the City of San Diego for a Process 4 Planned Development Permit to allow continued use of previously permitted lattice tower Wireless Communication Facility with twelve antennas, 24 Remote Radio Units (RRUs), and associated equipment. The project is located at 7480 Convoy Court, IL-2-1, FAA Part 77 Noticing Area, Airport (Miramar, Montgomery Field).

The decision of the Planning Commission is final unless appealed to the City Council. In order to appeal the decision of the Planning Commission you must be present at the public hearing and file a speaker slip concerning the application or have expressed interest by writing to the Planning Commission before the close of the public hearing. Please <u>do not</u> e-mail appeals as they will not be accepted. See Information Bulletin 505 "Appeal Procedure", available at <u>www.sandlego.gov/development.services</u> or in person at the Development Services Department, located at 1222 First Avenue, 3rd Floor, San Diego, CA 92101. The appeal must be made within 10 business days of the Planning Commission decision. If you wish to challenge the City's action on the above proceedings in court, you may be limited to addressing only those issues you or someone else have raised at the public hearing described in this notice, or written in correspondence to the City at or before the public hearing.

This project was determined to be categorically exempt from CEQA per Article 19, Section 15301 (Existing Facilities) of the CEQA State Guidelines (Attachment 8). The environmental exemption determination for this project was made on April 10, 2017, and the opportunity to appeal that determination ended April 24, 2017.



Public Notices Land Use and Development

https://www.sandiego.gov/city-clerk/officialdocs/notices/





Permit Noticing

- Notices are available on the City's website: <u>http://www.sandiego.gov/city-clerk/officialdocs/notices/index.shtml</u>
- Notices published in the San Diego Daily Transcript:

http://www.sddt.com/PublicNotices/

- Public Hearing Notices



Tips for Successful CPG Review

- Focus on conformity with the Community Plan
- Frame issues within the permit findings
- Take formal action (avoid continuances)
- Project review should be timely
- Communicate with City Project Manager
- Approve meeting minutes as soon as possible
- Return to DPM and Applicant Community Planning Committee Distribution Form



CPG Recommendations

- Include actual vote count
- Provide enforceable conditions that have a nexus and a trigger (i.e. prior to Building Permit)
- If denied, provide backup documentation
- State why project would adversely effect the community plan, relate to findings
- Relate to community plan elements & goals
- Email recommendation to DPM
- Written recommendation is your primary tool

Hearing Staff Reports



- CPG vote a critical component of the process
- CPG vote included prominently in all staff reports
- CPG's concerns addressed in Report
- CPG's minutes included as report attachment



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 the appeal fee will be 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!

California Environmental Quality Act (CEQA) http://opr.ca.gov/ceqa/



- "California Environmental Quality Act", a State law passed in 1970
- It is a **process** triggered by a discretionary action to disclose to the public and decision makers the environmental impacts of development projects.
- Requires identification and adoption of feasible mitigation measures and/or alternatives for the significant environmental effects of project

What is CEQA?





Purpose of CEQA

- Inform decision makers and the public about the possible environmental effects of projects
- Identify ways environmental damage can be avoided or reduced
- Prevent or avoid damage to the environment through alternatives or mitigation
- Disclose to the public reasons a project is approved even if it leads to environmental impacts

CEQA Process Responsibilities

Produce a legally defensible document and, pursuant to Section 128.0103(b) of the Land Development Code, an <u>unbiased</u> impact analysis.

Unlike other members of the reviewing team, the Environmental Analysis Section (EAS) does not make any recommendation to approve or deny a project.

Maintain <u>independence</u> and <u>objectivity</u> while conducting the environmental review. This mandate is emphasized in City Attorney's Opinion Number 95-2.

Pre-Public Review CEQA Process

- Preliminary Review for Completeness of Application
 - Determine if action is "Discretionary"
 - Determine whether action is a "Project"
- Review for Exemption
 - General Rule
 - Statutory Exemption
 - Categorical Exemption
- Commence Initial Study and complete within 30 days.
 - Based on results, conclude if previously addressed, or prepare ND, MND, Addendum, EIR, or other document.

Significance Thresholds

https://www.sandiego.gov/sites/default/files/july_2016_ceqa_thresh olds_final_0.pdf

- Adoption not required by CEQA
- Thresholds provide staff with guidance on determining the significance of an impact
- If an impact is determined to be significant, mitigation or an Environmental Impact Report is required.
- Lower thresholds result in more significant impacts and preparation of more Environmental Impact Reports when impacts cannot be mitigated.

SD

Evaluation Guidelines



CEQA Implementation

Coordination

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Within DSD

Fire Prevention Officer Transportation Engineers Hydrology/Water Quality Engineers Geologists Biologists Historical Resources Specialists Noise Experts Permit Planners Landscape Planners

Planning (Policy Division)

Long Range Planners Multiple Species Conservation Program Staff

Other Agencies

U.S. Fish and Wildlife Service Army Corps of Engineers California Department of Fish and Game Regional Water Quality Control Board County Environmental Health County Air Pollution Control District


Exemptions

- Statutory Exemptions
 - Used to exempt ministerial (e.g., building permits and Substantial Conformance Review) and certain types of discretionary projects (e.g., emergency projects, pipelines less than a mile) regardless of impacts.
- Categorical Exemptions
 - Used to exempt certain types of discretionary projects where there is no "reasonable possibility" for a significant impact.



Result of the Analysis: the Draft Environmental Document

- Negative Declaration (ND)
 No significant effect
- Mitigated Negative Declaration (MND)
 Significant effects are mitigated
- Environmental Impact Report (EIR) If there is substantial evidence that a project may have a significant effect that cannot be mitigated



Subsequent Documents

- 15162 Subsequent Documents
 - Addendum
 - Supplemental EIR
 - Subsequent EIR



Environmental Impact Report

- Analyzes significant effects and discusses ways to mitigate
- Project alternatives are analyzed
- Cumulative impacts are analyzed separately
- Projects may be approved with significant unmitigated impacts
- Findings and Statement of Overriding Considerations must be adopted



CEQA Alternatives

- No Project Alternative
- Alternatives Considered but Rejected
- Environmentally Superior Alternative

City of San Diego – Development Review Process Workshop

CEQA Implementation

Public Review



- 20-30 days for ND or MND
- 30-45 days for EIR
- Staff responds to public comments. Environmental document revised if necessary.
- Final document distributed 14 days before first public hearing (LDC Section 128.0310(a)).

CEQA Implementation

Project Decision

Notice of Right to Appeal the Environmental Determination (NORA)

- For all Exemptions and Environmental Documents prepared under a Process 2 decision.
- Notice covers 10 Business Days
- Notice is distributed to the district's Council Member, the Community Planning Chair, and any interested parties.



CEQA Implementation Project Decision

- Certify/adopt environmental document or note Exemption
- Approve project
- Notice of Determination (NOD) and Notice of Exemption (NOE)Filed; sets limits on legal challenges





Environmental Appeals Regulations

sandiego.gov



Environmental Appeals Regulations - Why?

- CEQA and the City's Municipal Code require appeals to Council of:
 - Exemptions
 - Negative Declarations
 - Mitigated Negative Declarations
 - Environmental Impact Reports
 - NOT Required:
 - "Not a Project"
 - Consistency (15162) Determinations

<u>City of San Diego – Development Review Process Workshop</u>

Environmental Notice of Right to Appeal



sandiego.gov

Environmental Appeals Regulations Appeal Hearings

- City Council Hearing
- By a majority vote, the Council may:
 - Deny the appeal and uphold the determination
 - Grant the appeal and make superseding environmental determination or CEQA findings
 - Grant the appeal, set aside the determination, and remand for reconsideration



Contacting Us

- Project Management (619) 446-5220
- Community Planning (619) 235-5200
- Development & Permit Information (619) 446-5000
- Code Enforcement (619) 236-5500
- General Information (619) 446-5000
- Internet: <u>www.sandiego.gov</u>



Thank you for your participation!

ANY QUESTIONS?

sandiego.gov