



COORDINATION OF PROJECT MANAGEMENT WITH Community Planning Committees

1222 FIRST AVENUE, MS 501 SAN DIEGO, CA 92101-4101

The following guidelines outline the role of the Project Manager and Community Planning Committee for the City of San Diego’s development review process.

I. PRELIMINARY REVIEW MEETINGS

During the Preliminary Review Meeting for a development (discretionary) project, the applicant will be referred to the responsible Community Planning Committee(s) for the proposed project. The applicant will be responsible for contacting the Committee(s) if they choose to discuss the project **prior** to submittal of their application to the City. The City encourages early contact with, and a presentation to, the Committee(s).

II. PROJECT SUBMITTAL AND REVIEW

Upon submittal of a project to the City, the Project Manager may establish a schedule with the objectives of creating a timely and predictable process for the applicant and the public; providing an efficient and effective review process; and providing for community participation. The following outlines the major project milestones and the procedure for interaction with the Committee(s).

A. Full Submittal/Notice of Application:

Upon receipt by the City of the full submittal for the purpose of deeming the development project application complete, the Committee(s) will be notified of the application. At this time, the City will encourage the applicant to contact and make a presentation to the Committee(s). The Committee(s) will be provided a copy of the Ownership Disclosure Statement, development plans, and the Community Planning Group Distribution Forms. Distribution Form Part 1 may be used to provide the City with initial comments and issues regarding the project prior to the Public Hearing, as well as for documenting the recommendation of the Committee(s) to the decision maker. Distribution Form Part 2 may be used by the Committee for

Documents referenced in this Information Bulletin

- [California Environmental Quality Act Division 1](#)
- [California Environmental Quality Act Division 2](#)
- [CPG Distribution Form Part 1](#)
- [CPG Distribution Form Part 2](#)

documenting their recommendation to the decision maker, prior to the public hearing or decision date.

B. Assessment Letter: At the conclusion of the first review cycle, the City will provide the applicant with an assessment letter detailing issues and any recommended modifications to the project. Should the schedule allow the Committee(s) to provide their comments to the City prior to issuance of the Assessment Letter, these comments will be included as an attachment. These comments shall be forwarded directly to the Project Manager to facilitate their inclusion in the Assessment Letter. Should the timing of the Committee(s) review meetings and the City’s project schedule not allow the Project Manager to include these comments with the Assessment Letter, they will be forwarded immediately to the applicant. A copy of the Assessment Letter will be provided to the Committee(s).

C. Subsequent Review and Project Changes: Subsequent copies of the City’s assessment letters will be provided to the Committee(s), as well as plans reflecting major project revisions.

D. Environmental Review Process: Whenever possible, all committee review shall be completed, and written comments submitted to the City, during the public review period offered by the environmental review process (substantive changes in projects subsequent to completion of

the environmental review process will sanction further evaluation by the Community Planning Committee[s]). The outcome of the Committee(s) actions shall be provided to the Project Manager in an official correspondence (the Distribution Form, meeting minutes, or a letter from the Chairperson) in order to be included in the report to the decision maker. During the public review period for the environmental document, the Committee's comment(s) shall be provided to the City in accordance with the California Environmental Quality Act (CEQA). Comment(s) shall be provided to the contact identified in the draft environmental document. The Committee(s) may also provide a copy of their environmental document comment(s) to the Project Manager.

III. COMMITTEE REVIEW

The project schedule should allow that the Committee(s) has an opportunity to review and make recommendations on a timely basis. In the event the Committee(s) require additional time above and beyond the project schedule to review and make their recommendation to the decision maker, a request in writing for an extension shall be directed to the Deputy Director of the Project Management Division. This request shall outline the circumstances necessitating this need and the length of time of the extension.

IV. PROJECT TYPES

Project Managers will be available to attend the Committee(s) meetings for projects involving a high level of complexity or interest. Characteristics of these types of projects include, but are not limited to:

- Community plan amendments and/or rezonings;
- Projects requiring an Environmental Impact Report;
- Projects which have community wide significance;
- Projects which are highly controversial and/or involve substantial community concern.

For all other projects, the Community Plan-

ner will have direct access to the Project Manager and will be responsible for representing such projects to the Committee(s). When the Committee(s) believe a project has community-wide significance, they may submit a request in writing two (2) weeks in advance to the Deputy Director of the Project Management Division requesting the Project Manager attend a Committee(s) meeting for that project.

V. TIME CERTAINTY ON THE COMMITTEE(S) AGENDA

In situations where a Project Manager will be attending the Committee(s) meeting, time shall be set as "time certain" on the agenda for the project, or, such items shall be scheduled at the beginning of the Committee(s) meeting. This will ensure the most efficient use of the staff time and limit the total hours billed to an applicant for time expended on the project.

VI. SINGLE POINT OF CONTACT WITH THE COMMITTEE(S)

The Community Planner will be a member of the Project Review Team and will function as the primary liaison between the Community Planning Committee and the City. When the Community Planner represents the City, they will provide general information regarding the project; however, specific details of the project will be the responsibility of the Project Manager, who will act as the single point of contact for information on a project. For projects requiring attendance at the Committee(s), the Committee(s) shall designate a representative to be the single point of contact for the Project Manager. Should no person be designated, the Committee(s) chairperson shall be deemed to be the point of contact. This arrangement will ensure a coordinated flow of information between the Project Manager and the Committee(s) on all issues related to the project.



City of San Diego
 Development Services
 1222 First Ave., MS-302
 San Diego, CA 92101

Community Planning Committee Distribution Form Part 1

Project Name:	Project Number:	Distribution Date:
----------------------	------------------------	---------------------------

Project Scope/Location:

Applicant Name:	Applicant Phone Number:
------------------------	--------------------------------

Project Manager:	Phone #:	E-mail Address:
-------------------------	-----------------	------------------------

Project Issues (To be completed by Community Planning Committee for initial review):

Attach Additional Pages If Necessary.

**Please return to:
 Project Management Division
 City of San Diego
 Development Services Department
 1222 First Avenue, MS 302
 San Diego, CA 92101**

Printed on recycled paper. Visit our web site at www.sandiego.gov/development-services.
 Upon request, this information is available in alternative formats for persons with disabilities.



City of San Diego
Development Services
1222 First Ave., MS-302
San Diego, CA 92101

Community Planning Committee Distribution Form Part 2

Project Name:	Project Number:	Distribution Date:	
Project Scope/Location:			
Applicant Name:		Applicant Phone Number:	
Project Manager:	Phone #:	E-mail Address:	
Committee Recommendations (To be completed for Initial Review):			
<input type="checkbox"/> Vote to Approve	Members Yes	Members No	Members Abstain
<input type="checkbox"/> Vote to Approve With Conditions Listed Below	Members Yes	Members No	Members Abstain
<input type="checkbox"/> Vote to Approve With Non-Binding Recommendations Listed Below	Members Yes	Members No	Members Abstain
<input type="checkbox"/> Vote to Deny	Members Yes	Members No	Members Abstain
<input type="checkbox"/> No Action (Please specify, e.g., Need further information, Split vote, Lack of quorum, etc.)		<input type="checkbox"/> Continued	
CONDITIONS:			
NAME:		TITLE:	
SIGNATURE:		DATE:	
Attach Additional Pages If Necessary.		Please return to: Project Management Division City of San Diego Development Services Department 1222 First Avenue, MS 302 San Diego, CA 92101	
Printed on recycled paper. Visit our web site at www.sandiego.gov/development-services . Upon request, this information is available in alternative formats for persons with disabilities.			