



COORDINATION OF PROJECT MANAGEMENT WITH
Community Planning Committees
City of San Diego
Development Services Department

INFORMATION
BULLETIN
620
May 2020

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. 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 Project Manager will be the Committee(s) single point of contact throughout the project review process. 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 the project materials, including the Community Planning Committee Distribution Form via the Committee(s) email address. The Community Planning Committee Distribution Form shall be used by the Committee for 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. The Assessment Letter will be emailed to the Committee(s).

C. Subsequent Review and Project Changes:

Subsequent emails containing the City's assessment letters will be provided to the Committee(s), as well as digital plans reflecting project revisions until such time that the Committee(s) provides their recommendation on the project.

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. 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.

II. 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.

III. 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 rezones;
- Projects requiring an Environmental Impact Report;
- Projects which have community-wide significance;
- Projects which are highly controversial and/or involve substantial community concern.

When the Committee(s) believe a project has community-wide significance, they may submit a request in writing, via email, 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.

IV. 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.

**Documents referenced in this
Information Bulletin**

- [California Environmental Quality Act: SDMC Section 128.0101](#)
- [California Environmental Quality Act: SDMC Section 128.0201](#)
- [CPG Distribution Form](#)

[Click here to complete and submit this form online](#)

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	City of San Diego Development Services	Community Planning Committee Distribution Form
Project Name:		Project Number:
Community:		
For project scope and contact information (project manager and applicant), log into OpenDSD at https://aca.accela.com/SANDIEGO . Select "Search for Project Status" and input the Project Number to access project information.		
<input type="checkbox"/> Vote to Approve <input type="checkbox"/> Vote to Approve with Conditions Listed Below <input type="checkbox"/> Vote to Approve with Non-Binding Recommendations Listed Below <input type="checkbox"/> Vote to Deny		
# of Members Yes	# of Members No	# of Members Abstain
Conditions or Recommendations:		
<input type="checkbox"/> No Action (Please specify, e.g., Need further information, Split vote, Lack of quorum, etc.)		
NAME:		
TITLE:		DATE:
<i>Attach additional pages if necessary (maximum 3 attachments).</i>		

Visit our web site at www.sandiego.gov/development-services.

Upon request, this information is available in alternative formats for persons with disabilities.

DS-5620 (08-18) ONLINE FORM