

Development Review Process and CEQA Workshop

Development Review Process/Permits and CEQA

May 17, 2008



**City of San Diego
Development Services Department**

Presentation Overview

- Department Overview
- Review Process Roles
- Project Review Process
- CEQA Process
- Tips for Successful Review
- Questions



Vision of the City

A well managed City within a thriving Community!



Vision of the Department

*Developing quality
communities through
service, partnership and
innovation*



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Development Services Customer Service Statement

“We value and respect our Customers.

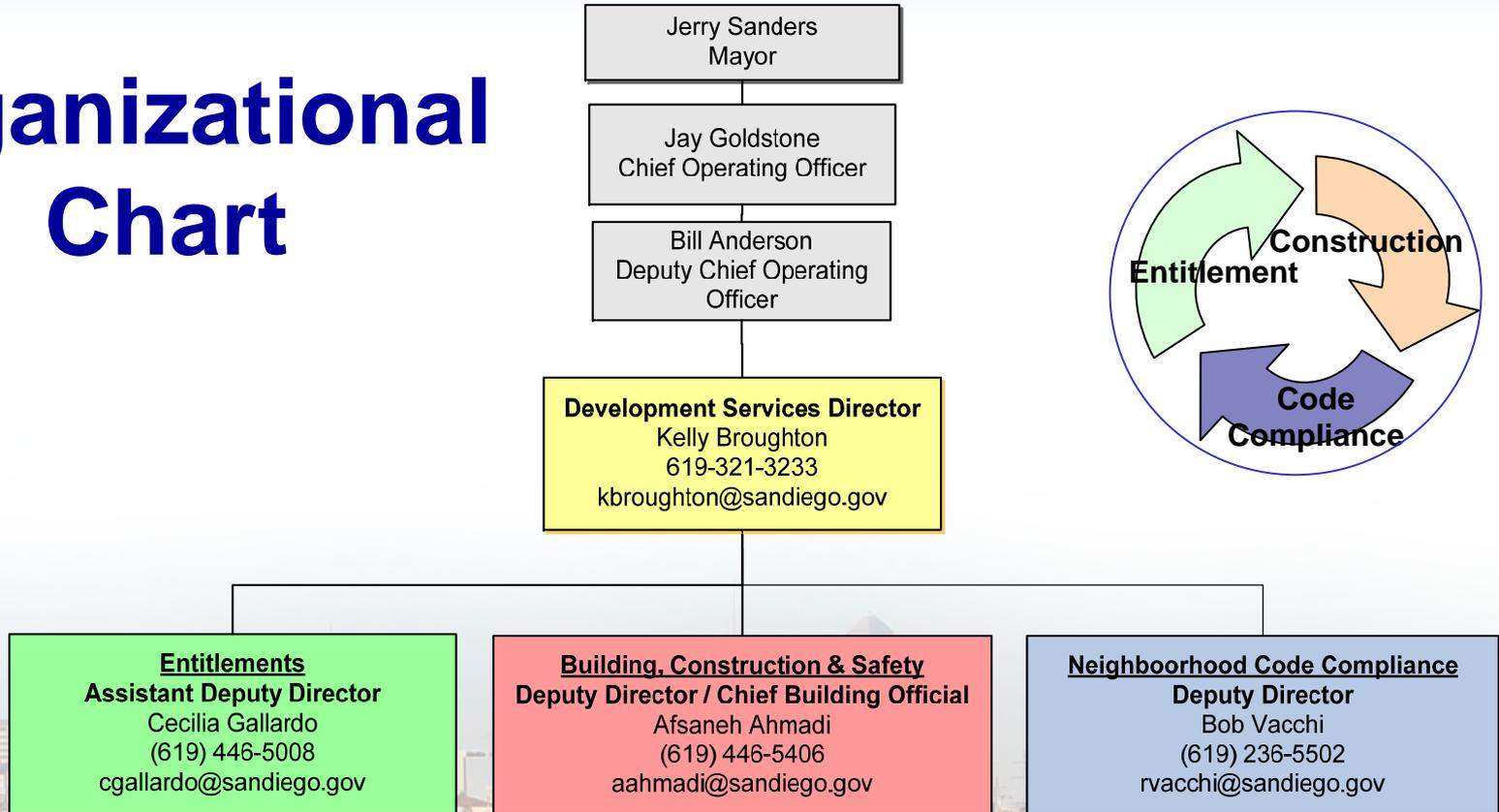
***We are dedicated to providing you professional,
caring, and timely service.”***



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Organizational Chart



Development Review Process and CEQA Workshop



Kelly Broughton

Development Services Director



**City of San Diego
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Afsaneh Ahmadi, Deputy Director

Chief Building Official

Plan Review And Inspection For Building,
Mechanical, Plumbing, Electrical, Fire Permits
And Approvals, Construction Inspections



Cecilia Gallardo

Assistant Deputy Director

Landscape Review,
Planning Review, Mitigation Monitoring
Coordination, Environmental Review



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Mike Westlake, Program Manager
Project Management, Expedite Program,
Public Projects



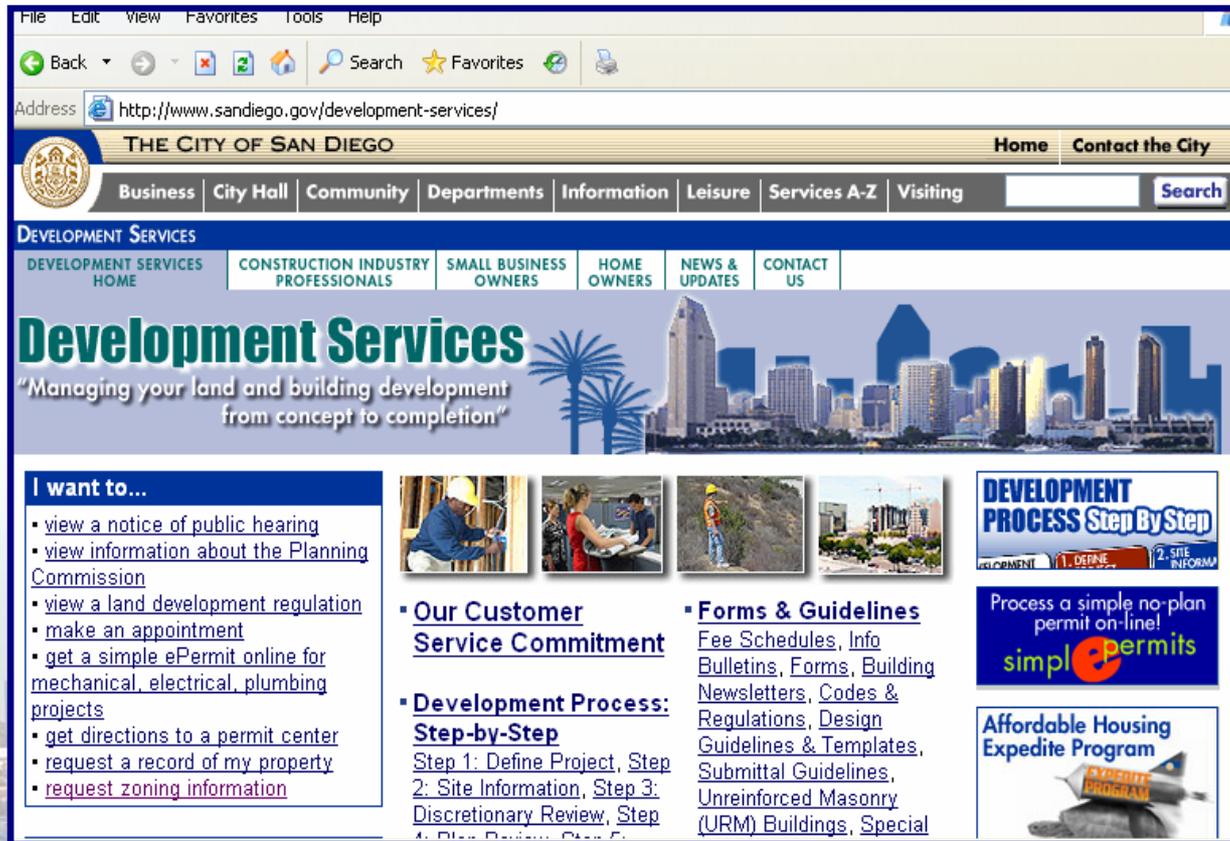
Rick Rhoads, Assistant Deputy Director
Plan Review, Over the Counter Plan Checks
and Screening.



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Development Services Main Webpage



The screenshot shows the City of San Diego Development Services Main Webpage. The browser address bar displays <http://www.sandiego.gov/development-services/>. The page header includes the City of San Diego logo and navigation links: Home, Contact the City, Business, City Hall, Community, Departments, Information, Leisure, Services A-Z, and Visiting. A search bar is also present.

The main content area features a large banner with the text "Development Services" and the tagline "Managing your land and building development from concept to completion". Below the banner, there are several sections:

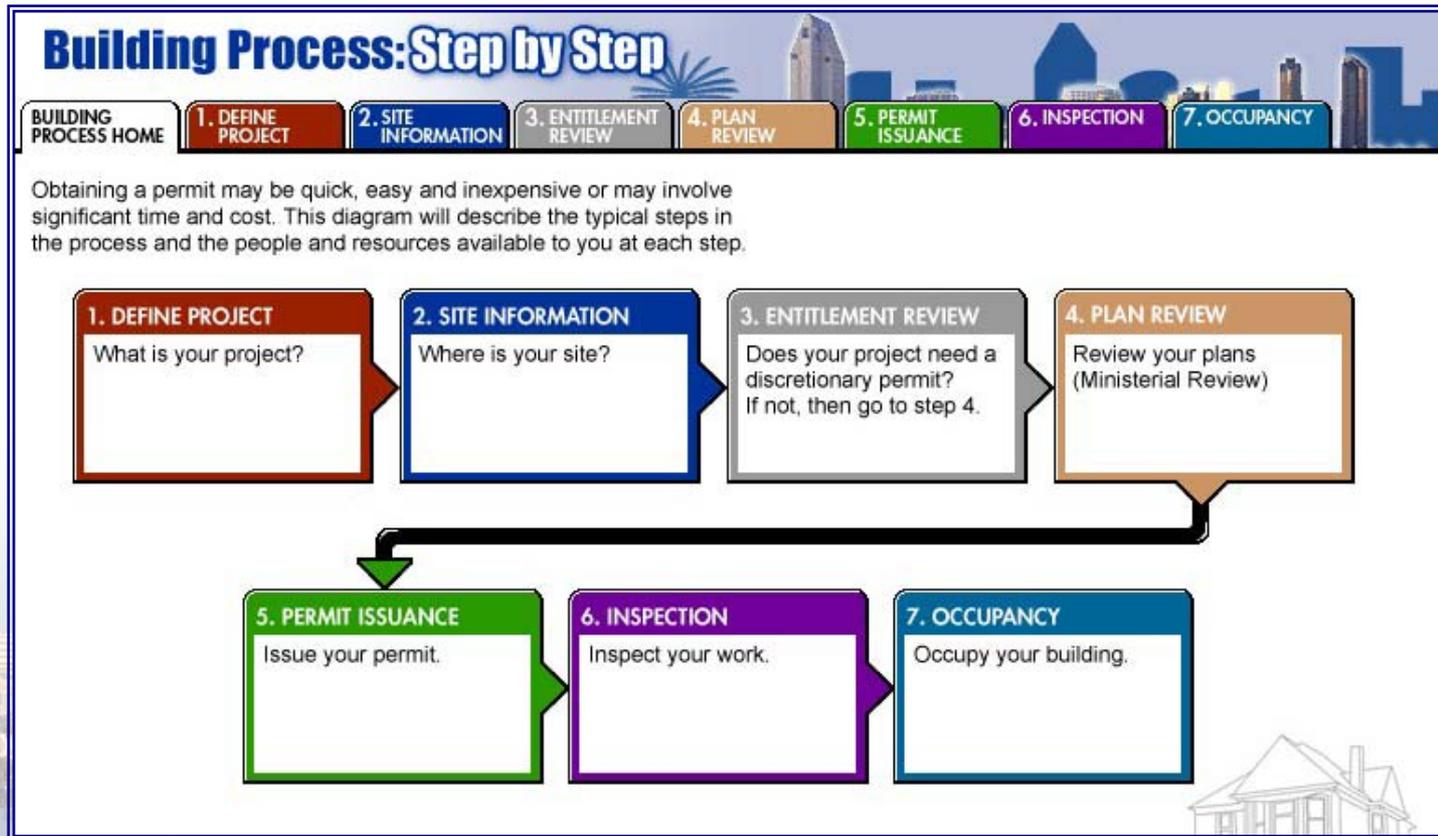
- I want to...**
 - [view a notice of public hearing](#)
 - [view information about the Planning Commission](#)
 - [view a land development regulation](#)
 - [make an appointment](#)
 - [get a simple ePermit online for mechanical, electrical, plumbing projects](#)
 - [get directions to a permit center](#)
 - [request a record of my property](#)
 - [request zoning information](#)
- Our Customer Service Commitment**
- Development Process: Step-by-Step**
 - Step 1: Define Project, Step 2: Site Information, Step 3: Discretionary Review, Step 4: Plan Review, Step 5: Permit Issuance
- Forms & Guidelines**
 - Fee Schedules, Info Bulletins, Forms, Building Newsletters, Codes & Regulations, Design Guidelines & Templates, Submittal Guidelines, Unreinforced Masonry (URM) Buildings, Special
- DEVELOPMENT PROCESS Step By Step**
 - 1. DEFINE PROJECT, 2. SITE INFORMATION
- Process a simple no-plan permit on-line!**
 - [simplepermits](#)
- Affordable Housing Expedite Program**
 - [EXPEDITE PROGRAM](#)

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Development Process: Step by Step



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Building Process: Step by Step

BUILDING PROCESS HOME | **1. DEFINE PROJECT** | **2. SITE INFORMATION** | **3. ENTITLEMENT REVIEW** | **4. PLAN REVIEW** | **5. PERMIT ISSUANCE** | **6. INSPECTION** | **7. OCCUPANCY**

Helpful Links

- [Homeowners construction permit tips](#)
- [Small business construction tips](#)
- [Design guidelines and templates](#)
- [Check the status of my plans](#)
- [Municipal Code & Information](#)
- [Codes, Regulations, Requirements](#)
- [Storm Water Pollution Prevention](#)
- [Unreinforced Masonry \(URM\)](#)
- [Other Development Agencies](#)

Contact Information

Development Review Center
1222 First Ave.
619-446-5300
[Directions to our Office](#)
[Department Floorplan](#)

1. DEFINE PROJECT

What is your Project?

Overview
Find out what you need to start and get your proposed project approved.

Key Areas
Discover the issues, processes and disciplines important to your proposed project.

Time and Costs
Find out the potential time and costs associated with your proposed project.

Submittal Requirements
The who, what, where, when, and how of defining a project.

Forms & Applications
Link to the documents you need at this step in the process.

Frequently Asked Questions (FAQ)
Got questions? We've got answers.

Glossary of Terms
Don't know what something means? Check out our definitions.





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Official Zoning Map

THE CITY OF SAN DIEGO Home Contact the City

Business City Hall Community Departments Information Leisure Services A-Z Visiting

DEVELOPMENT SERVICES HOME CONSTRUCTION INDUSTRY PROFESSIONALS SMALL BUSINESS OWNERS HOME OWNERS NEWS & UPDATES CONTACT US

Development Services
Official Zoning Map

Validation by Address

Results for: 1222 01ST AV

Zone(s) per Official Zoning Map:

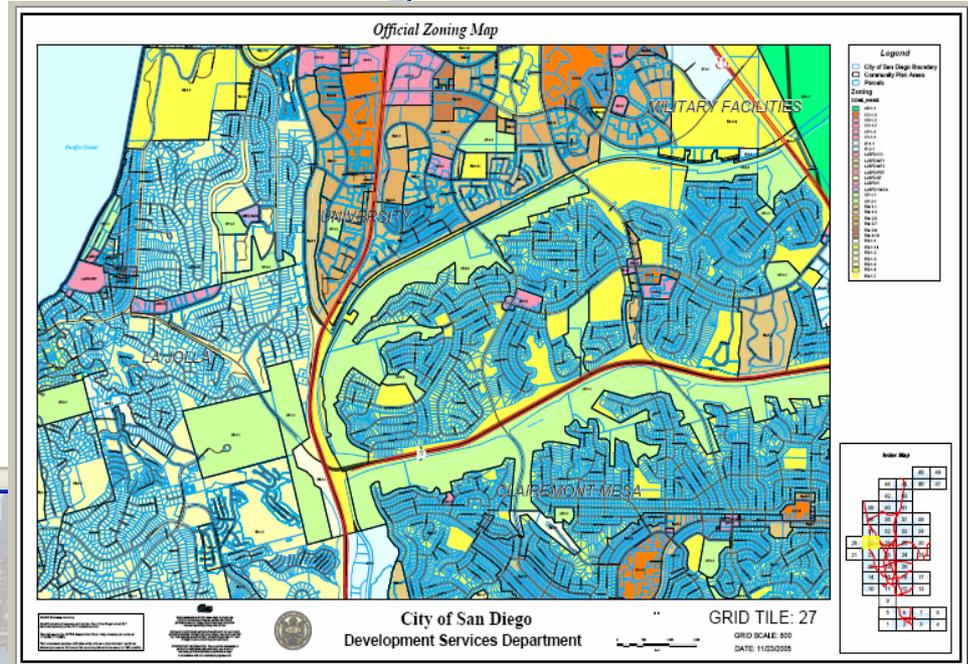
Name	Abbreviated Name
CENTRE CITY PLANNED DISTRICT-A	CCPD-A More Info

Map Sheets:

Map Sheet Index Nbr	Map Image
15	View Map Image

Results as of June 16, 2006

[Locate another location](#)



Role of Community Planning Groups

- Information Bulletin 620 (Coordination)
 - Ability to have Project Manager at Community Group Meeting
- Policy Focus
- Recommendation with Conditions
- Communication with Community



Project Review Process

- **“Construction” vs. “Entitlement” Review**
- **Decision Processes**
- **Steps in Project Review**
- **Environmental Review & Project Review Process Impacts**



Discretionary Process Types

- **Process 2**
 - Staff Decision
 - Appeal to Planning Commission
- **Process 3**
 - Hearing Officer Decision
 - Appeal to Planning Commission
- **Process 4**
 - Planning Commission Decision
 - Appeal to City Council
- **Process 5**
 - City Council Decision



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Construction Review

Entitlement Review

Approval Types

Decision Process



Legislative Actions

Subdivision Maps

Planned Development Permits

Site Development Permits

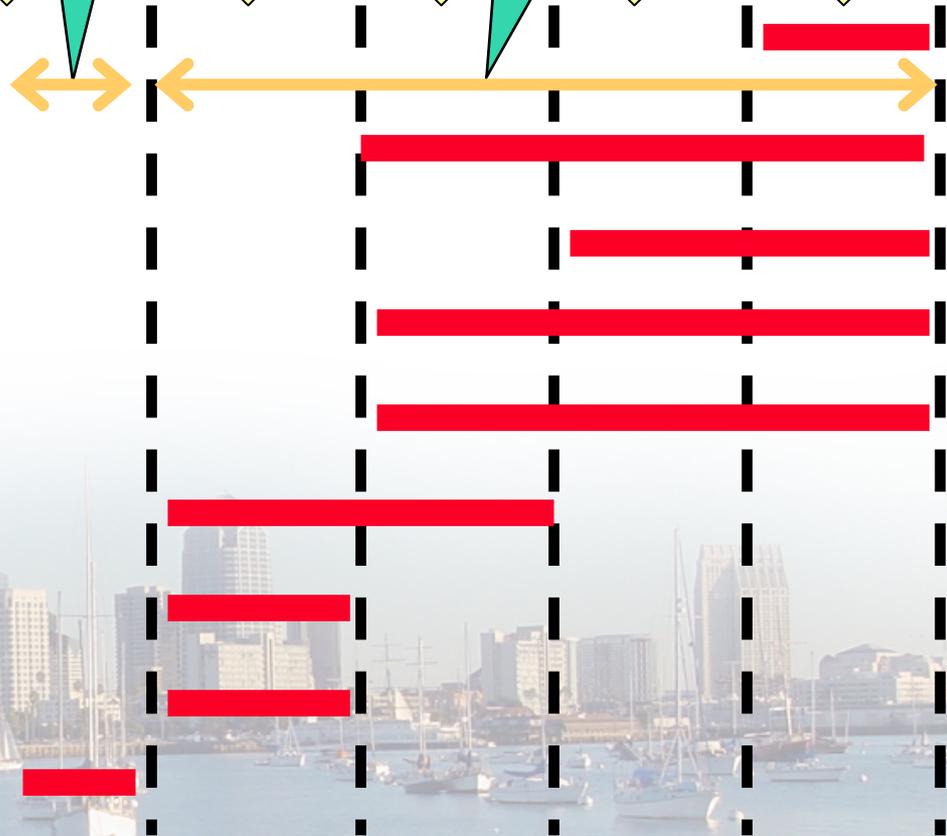
Conditional Use Permits

Coastal Development Permits

Neighborhood Use Permits

Neighborhood Dev. Permits

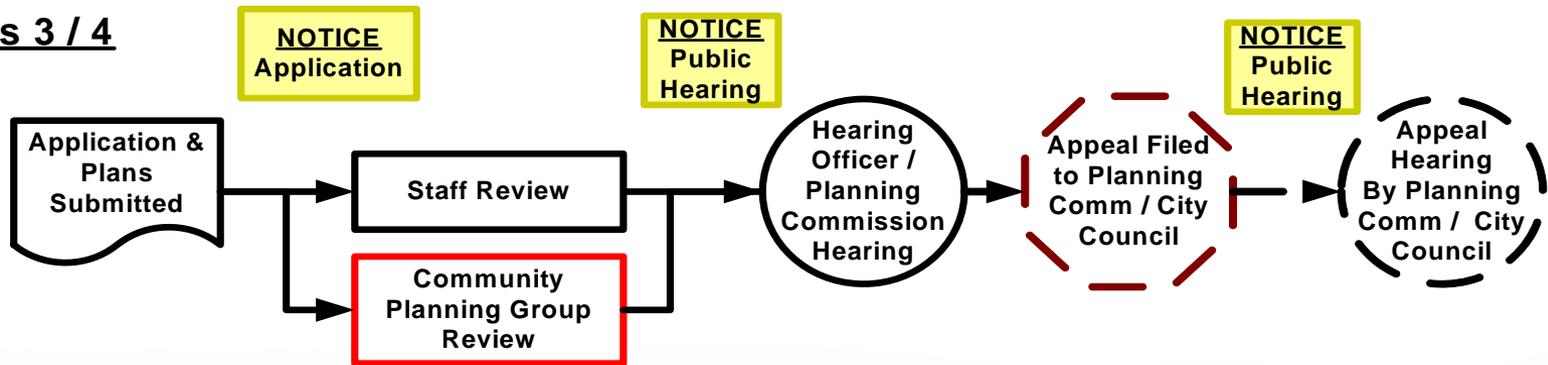
Construction Permits



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Process 3,4,5

Process 3 / 4

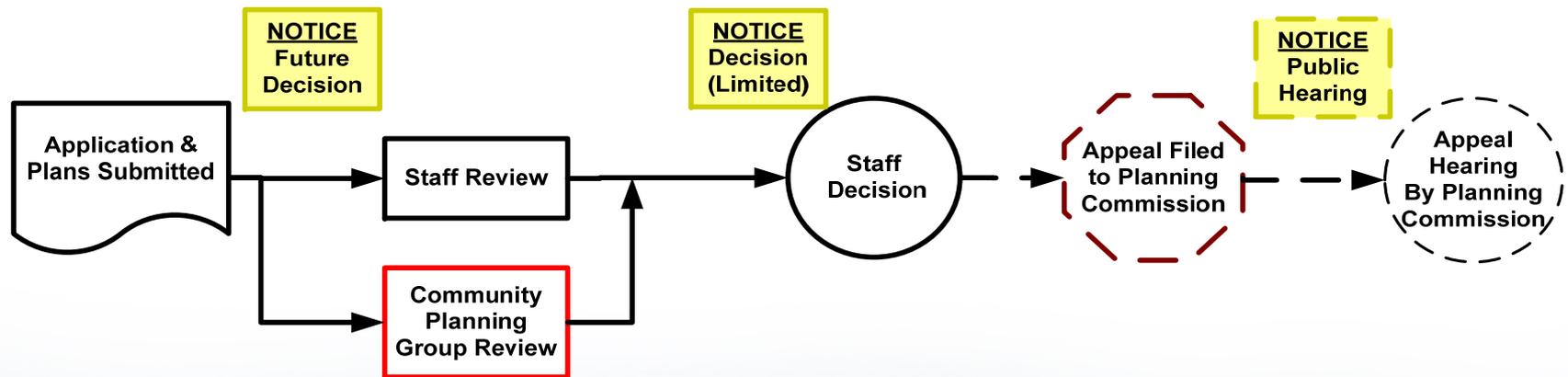


Process 5



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Process 2



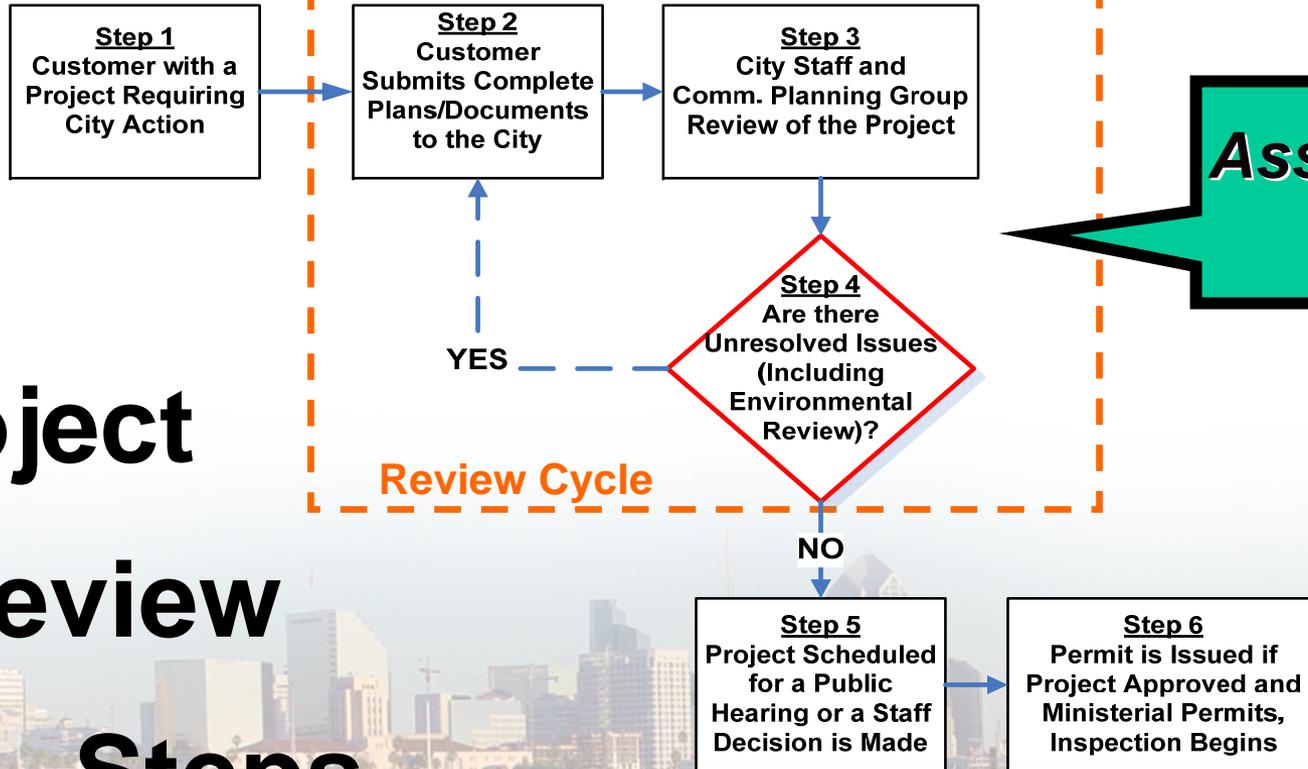
Notice of Future Decision – Community Planning Group, via the Chairperson, has right to request 20 business day extension. Per SDMC Section, 112.0503(b)



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*Notice of Application
First Set of Plans to
Community Group*

*Second Set of Plans sent
to Community Group if
Changes in project.*



Project Review Steps

**Assessment
Letter**



Assessment Letters

- First Assessment letter is sent to the chair of the community planning group once staff has completed the first review of the project.
- Assessment letters are prepared as the project continues to be reviewed by city staff.
- Project approvals are not made on the project within the assessment letters.
- Assessment letters are a tool for the applicant to resolve remaining issues with city staff.



What is CEQA?

“California Environmental Quality Act”, a State law passed in 1970



What is CEQA?

- 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 a project.



EAS Responsibilities

- Produce a legally defensible document and, pursuant to SDMC Section 128.0103(b), an unbiased impact analysis.
- Unlike other members of the review team, EAS does not make any recommendation to approve or deny a project.
- Maintain independence and objectivity while conducting the environmental review. This mandate is emphasized in City Attorney's Opinion No. 95-2.



EAS Coordinates with:

- Within DSD (regulator)
 - Fire Prevention Officer
 - Transportation Engineers
 - Hydrology/Water Quality Engineers
 - Geologists
 - Biologists
 - Noise Experts
 - Permit Planners
 - Landscape Planners



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EAS Coordinates with:

- City Planning and Community Investment (CPCI) Department
 - Long Range Planners
 - Multiple Species Conservation Program staff
 - Historic Planners
- Other Regulators
 - U.S. Fish and Wildlife Services
 - Army Corps of Engineers
 - California Department of Fish and Game
 - Regional Water Quality Control Board
 - County Environmental Health
 - County Air Pollution Control District



Research Tools

- CEQA Statutes and Guidelines
- Biology Guidelines
- Historical Resources Guidelines
- Community Plans
- San Diego Municipal Code
- Site Specific Technical Reports
- Significance Thresholds



Exemptions

- **Statutory Exemptions**
 - Used to exempt construction projects (i.e. Building permits) and certain types of entitlement projects (i.e. Emergency projects) 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 – 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, in light of the whole record before a lead agency that a project may have a significant effect”
 - Addendum, Supplemental EIR, Subsequent EIR
- Master Environmental Impact Report (MEIR)
 - MEIR Findings of Conformance



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 calendar days before the public hearing, pursuant to SDMC Section 128.0310(a).



15162 – Subsequent Documents

“When an EIR has been certified or a negative declaration adopted for a project, no subsequent EIR shall be prepared for that project unless the lead agency determines...”

- Substantial changes are proposed in the project which result in new or increased significant effects or
- Substantial changes occur with respect to the circumstances under which the project is undertaken and result in new or increased significant effects or
- New information shows
 - New significant effects, more severe significant effects, new mitigation measures are feasible



Project Decision

- Certify/adopt environmental document
- Approve Project
- Notice of Determination (NOD) Filed; sets limits on legal challenges



Environmental Appeal Regulations

- CEQA was amended in 2004 to require the City to facilitate appeals to the City Council of
 - Exemptions
 - Negative Declaration
 - Mitigated Negative Declarations
 - Environmental Impact Reports
 - Actions not subject to CEQA



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Environmental Appeal Regulations Appeal Hearings

- Public Noticing Required
- By a majority vote, the City Council may:
 - Deny the appeal and uphold the environmental determination
 - Grant the appeal and make superseding environmental determination or CEQA findings
 - Grant the appeal, set aside the determination, and remand for re-consideration by DSD Director, Planning Commission, or Hearing Officer.



Community Planning Group Role

- Information Bulletin 620 (Coordination)
 - Ability to have Project Manager at Community Group Meeting
- Policy Focus
- Recommendation with Conditions
- Communication with Community



Tips for Successful Review

- Make Recommendations Early
- Treat Project Customer Professionally
- Regular Communication with Project Manager Via Your Chairperson
- Include Actual Vote Count
- Enforceable Conditions



Tips for Successful Review

- Take Formal Actions
- If Recommending Approval with Conditions, ensure that the Specific Conditions are included in Motion.
- If Recommending Denial, Always Provide Backup Documentation as to Why
- Use of e-mail is Encouraged



Business Process Re-Engineering (BPR)

- Department Image/Role
- Finances
- Process Efficiencies
- Regulatory Reform
- Technology



Contacting Us

- Project Management, (619) 446-5210
- Community Planning, (619) 235-5200
- Development & Permit Information, (619) 446-5000
- General Information (619) 446-5000
- Internet: www.sandiego.gov



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Questions?



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