

Planning Department

September 30, 2020

Attention: Community Planning Group Chairs and Vice Chairs

Subject: Planning Department - Translation and Interpretation Services Online Requests

The Planning Department would like to encourage you to utilize the translation and interpretation services webpage recently created to make it easier for community planning group members and members of the public to request language services. We hope that this will improve access to planning meetings and participation in the planning process by diverse populations within our city. In the past, translation services were available by email and phone request to Planning Department staff.

The public can submit requests to have Community Planners Committee, Community Planning Groups, Community Plan Update meetings, and Planning Department hosted meetings as well as associated planning documents translated. The website gives the requester the option to select Spanish, Tagalog, Chinese, Vietnamese, or another language. The website also provides the ability to select American Sign Language.

The public can also request to have meeting agendas, minutes, and attachments translated for the Community Planners Committee, Community Planning Groups, Community Plan Update meetings and other Planning Department hosted meetings. In addition, the public can request to have other associated Planning Department documents translated to improve language accessibility to the subject matter discussed at the meetings.

The Planning Department recommends submitting request for a translator or for translating meeting agendas, minutes and attachments a least a week before the scheduled meeting. Requests submitted less than a week before a meeting will be accepted and all attempts will be made to accommodate the request, however a translator may not always be available. The time needed to translate a written document will depend on the size and complexity of the document.

The translation services will be provided from either a translation vendor, qualified bilingual staff, or online application depending on the request. We encourage Community Planning Groups to note on their meeting agendas that translation services for meetings are available and the provide the link below.

The online requests can be found on the Planning Department's homepage under "Most Requested Links" on the right side: www.sandiego.gov/planning.

If you have any questions, please feel free to contact:

Tom Tomlinson, Assistant Director at: TomlinsonT@sandiego.gov or 619-533-3187, or

Tait Galloway, Program Manager at: TGalloway@sandiego.gov or 619-533-4550.

Sincerely,

Tait Galloway
Tait Galloway

Program Manager, Planning Department