



Ocean Beach Planning Board Project Application



Congratulations on taking the first steps in the review of your development project. The Ocean Beach Planning Board is looking forward to reviewing your proposed project and helping facilitate the approval of your project. Please take the time to review the information in this package as it will increase your understanding of the discretionary review process and give you the best opportunity for a successful review process.

Please provide the information in the project application form to the best of your knowledge and return to the Ocean Beach Planning Board prior to requesting for a hearing date. Return the form in any of the following ways:

- Via email to – frontdesk@obpb.org (help conserve paper!)
- Via post mail to – Ocean Beach Planning Board, PO Box 7090, SD CA 92167
- By hand – deliver your forms to any OBPB meeting

The Ocean Beach Planning Board

The Ocean Beach Planning Board (OBPB) is the City of San Diego's recognized advisory board for all issues involving Land Use and Land Development in the Ocean Beach Community boundaries. The members of the OBPB are all volunteers that are elected to represent the seven districts which comprise the Ocean Beach community area. The City of San Diego further defines the role of community planning groups in Council Policy 600-24. The OBPB is the recognized interpreter/decision maker of the community plan of Ocean Beach – the Ocean Beach Precise Plan (1975).

The Development Review Process

The discretionary development review process exists to allow a public and democratic review of proposed development projects and also works in concert with the California Environmental Quality Act (CEQA) to ensure that possible effects to the environment are eliminated or mitigated. The primary purpose of the review process is to identify possible impacts to the quality of the environment and inform both the public and recognized decision-makers of these impacts. The City of San Diego further defines the Community Planning Group's role in the discretionary review process in Information Bulletin 620.

The Ocean Beach Planning Board Review Process

Community Planning Board review is one of the many facets of the City of San Diego's overall discretionary review process. The review of proposed construction projects and community planning group operations (in general) are governed by the approved bylaws of the organization and also California State Law (the Brown Act). Brown Act regulations are designed to offer the best opportunity for a public and democratic process to the review of proposed construction projects. The Brown Act requires that community planning boards publicly post agendas for public review 72 hours prior to the meeting in order to allow the widest public notice possible.

The Ocean Beach Planning Board employs a two-step process for project review. This is a time-proven process that allows both the reviewing board and the applicant the best chance for favorable review of development projects. The first step involves the review of the project by the OBPB Project Review Committee. The second step involves the review of the project by the full OBPB – which concludes with an official recommendation to the City of San Diego on the project.



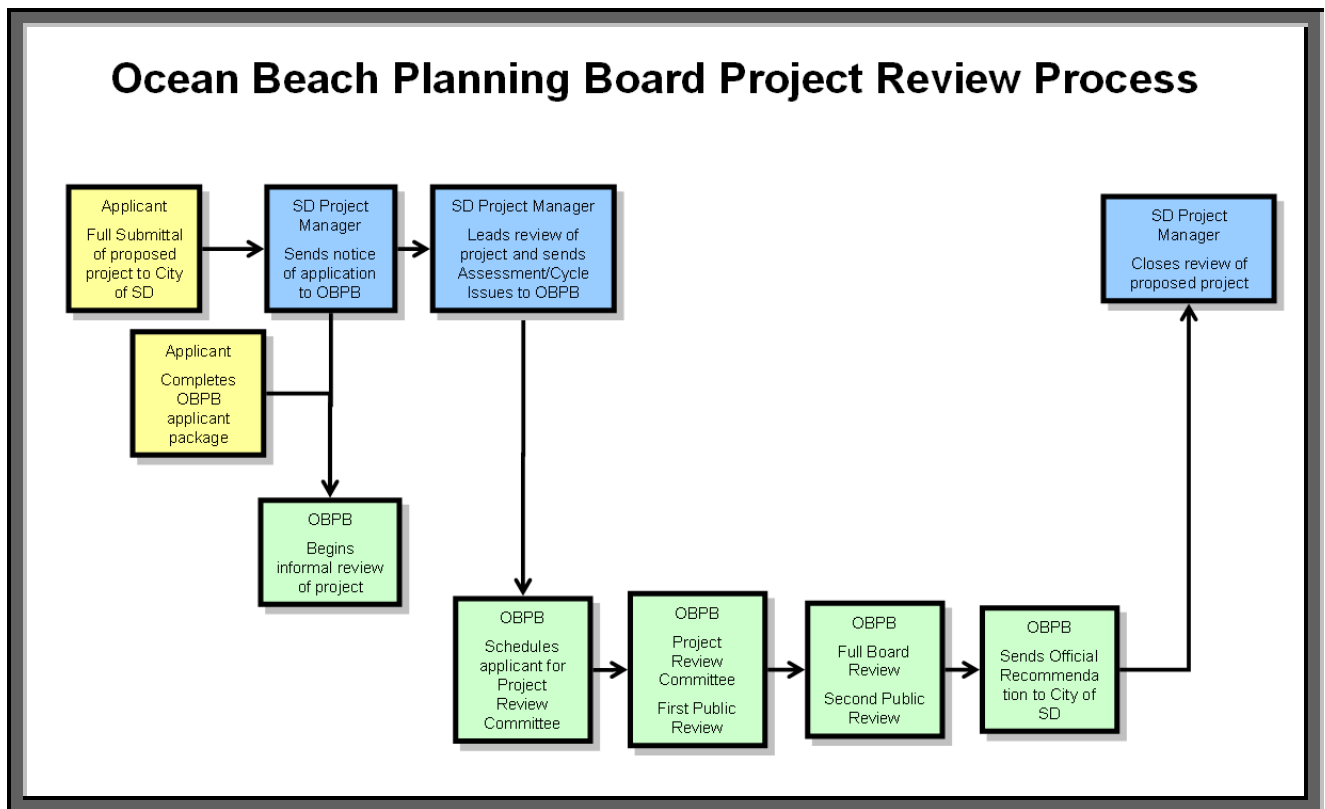
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Step 1: OBPB Project Review Committee – The first public review of a proposed development project. This committee meets once a month on the third Wednesday to review proposed projects throughout the community and make recommendations to the full OBPB. The Project Review Committee will review the project drawings/documents in addition to the City of San Diego’s Cycle of Issues report to identify possible issues with the proposed construction. At the conclusion of the Committee’s review, a vote is conducted on whether or not to recommend approval to the OBPB. This first review offers the applicant an opportunity to understand issues identified by the board or left unresolved with the City that may produce an unfavorable vote by the full OBPB and gives the applicant an opportunity to resolve these issues before the OBPB makes an official recommendation to the City of San Diego.

Step 2: OBPB Full Board Review – The second public review of a proposed development project. The OBPB meets once a month on the first Wednesday of the month to review and take action on proposed development projects within the community. The actions of the OBPB are official recommendations that are included in the City of San Diego’s Staff report on the proposed development project and are extremely influential to the overall review of the project by the approved final decision-maker.

The following step-by-step chart can help the applicant to further understand the process. This chart (full-size) can be downloaded from the OBPB website (www.oceanbeachpb.org)





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Recommendations for a Successful Project Review

The OBPB is looking forward to reviewing your project and wants to help you have the best chance for a quick, efficient and favorable review to your proposed development. Here are some best practices for ensuring the success of your project:

- **Fill out the OBPB project applicant form accurately and correctly** – Having all of the correct information will help the OBPB quickly review your project.
- **Stay in regular contact with your City of San Diego Project Manager** – The City of SD controls the drawings and documents of public record and the OBPB will only review documents provided from this source.
- **Ensure the OBPB has the most accurate documents** – Up to date submittals and documents are critical to a successful review
- **Resolve any major issues with the City of San Diego** – Prior to scheduling your project with OBPB, it is recommended to resolve any major issues with the City of San Diego to help facilitate the OBPB review.
- **Bring visual aids to the project review** – Although the OBPB cannot request additional products than what is provided to the City of SD, it helps the OBPB understand your project to bring drawings and renderings (when available).
- **Be prepared to present your project** – Both speakers for and against will be allowed to publicly comment on each action item of the OBPB agenda.

References, Resources, and Additional Information helpful to Applicants

www.oceanbeachpb.org – The Ocean Beach Planning Board webpage is an excellent source of information for all applicants. Track your project and find links to additional resources.

<http://www.sandiego.gov/development-services/> - The City of San Diego Developmental Services Department is the official source of information on the discretionary review process, zoning, and Land Development regulations.

<http://www.sandiego.gov/cpci/index.shtml> - The City of San Diego City Planning and Community Investment is a great source of information on the SD General Plan and how it interacts with Community Plans in addition to documents on community planning in general.

<http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni.shtml> - The City of San Diego Municipal Code is the official source of legislation that governs the land development process.

Council Policy 600-24 – This document defines the role of community planning groups in the discretionary review process and highlights policies and guidelines that govern these groups.

Information Bulletin 620 – City of San Diego document on Developmental Services Department coordination with Community Planning Groups.