THE CITY OF SAN DIEGO

COORDINATION OF PROJECT MANAGEMENT WITH

Community Planning Committees

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 501 SAN DIEGO, CA 92101-4101
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION BULLETIN
620
JANUARY 2013

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

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

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 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 Planner 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.

THE CITY OF SAN DIEGO

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 Number:**	**Fax Number:**	**E-mail Address:**
		(619) 321-3200	

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

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THE CITY OF SAN DIEGO

City of San Diego
Development Services
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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 Number:**	**Fax Number:** (619) 321-3200	**E-mail Address:**
Committee Recommendations (To be completed for Initial Review):			
❒ **Vote to Approve**	**Members Yes**	**Members No**	**Members Abstain**
❒ **Vote to Approve With Conditions Listed Below**	**Members Yes**	**Members No**	**Members Abstain**
❒ **Vote to Approve With Non-Binding Recommendations Listed Below**	**Members Yes**	**Members No**	**Members Abstain**
❒ **Vote to Deny**	**Members Yes**	**Members No**	**Members Abstain**
❒ **No Action (Please specify, e.g., Need further information, Split vote, Lack of quorum, etc.)**			❒ **Continued**
CONDITIONS:			
NAME:		**TITLE:**	
SIGNATURE:		**DATE:**	

Attach Additional Pages If Necessary.

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Clear Forms

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which the agenda items would trail, or to a special meeting, if any item is time sensitive, or both as each item warrants.

Without a quorum, business cannot be transacted, however, by entertaining a motion to adjourn; the community planning group has met its obligation to hold its regular meeting. The prohibition against transacting business in the absence of a quorum cannot be waived, even by unanimous consent. During a meeting that begins with a quorum, if the chair or any member notices the apparent absence of a quorum, a point of order should be raised to that effect. At that time, the meeting should be stopped in order for the chair to assess whether a quorum is expected to return. All discussion on agenda items must cease and the only business that may occur is to determine the feasibility of carrying on with the meeting.

A chair may want to reconfirm the presence of a quorum prior to calling for a vote on any action. This can be done by silently counting, or asking the secretary or parliamentarian to announce any time a meeting drops below the required quorum. A meeting that begins with a quorum is presumed to continue with a quorum unless someone questions the quorum. Because it is difficult to go back later in time and demonstrate that a quorum was either maintained or lost at some past point, any challenge to the validity of an action based on a quorum being present should be done at the time of the vote, not after it.

This section prohibits mandatory attendance rosters as a condition of attending the meeting; however a planning group may provide voluntary sign-in sheets - clearly identified as such - to allow potential community planning group candidates to meet the minimum attendance requirements of CP 600-24 Article V, Section 1, or to create mailing lists to increase community participation. No admittance fee may be charged to enter a community planning group meeting. This is true no matter who is charging the fee, whether it is a community planning group, a building owner or operator, or any other entity.

7. Development Project Review

Community planning groups are sent project packages for review from the Development Services Department in accordance with Information Bulletin 620. Project packages include a comprehensive set of information such as a cover letter, cycle issues report, a site plan, and other plans and background information needed for project review. As outlined in the CP 600-24, community planning groups cannot require applicants to submit additional information and materials as a condition of placing an item on their agenda. However, if during project review the group identifies additional materials that would aid in their review they may make a request of the project applicant to provide them, if available. A community planning group should not base its vote, or hold up the item at the group, because additional information is not provided.

The community planning group must notify the project applicant or representative each time their project is reviewed or placed on the agenda by the group or a subcommittee. Notification to the applicant should be made well in advance of the meeting and deference to move the item to another meeting should be given if requested by the applicant. Attendance by the applicant is at their discretion.

It is community planning groups' duty to allow participation of affected property owners, residents, businesses and not-for-profit establishments in proximity to, or with interest in, the

proposed development.

A community planning group may be presented with, and may discuss, a discretionary development project multiple times at various stages, which may include but are not limited to: Conceptual Presentation; Community Plan Amendment Initiation; Project Vote; Project Reconsideration; Project Re-vote.

Conceptual Presentation: A project applicant may want to get the 'sense' of a community's view about their future or not-yet-submitted development project. A community planning group may be asked to schedule an item for a 'big picture' discussion of a proposed project, perhaps with an accompanying community plan amendment. This early discussion benefits both the applicant and the community planning group, but a group is strongly advised not to take any position on any aspect of a future project before it has undergone some level of staff analysis.

Community Plan Amendment Initiation: A project that would adversely affect the adopted land use plan for a community must either revise their project or propose an amendment to the plan. If a plan amendment must be part of the project, a discretionary project is not 'deemed complete' until the plan amendment is initiated by the Planning Commission. Planning staff and the Development Project Manager will look to the recognized community planning group for a recommendation about whether the group supports or opposes an amendment being initiated for purposes of analysis and future recommendation. Planning staff, perhaps in conjunction with the project applicant, will come to the community planning group with the single question about whether a plan amendment should be initiated and, if so, what issues should be addressed in the analysis. This recommendation from the group is NOT the project recommendation and will occur prior to any vote by the group on the project itself. Only after the group takes a position on the initiation and the Planning Commission or the City Council makes a recommendation will the project application be deemed complete and the project review process will begin with a Notice of Application.

Project Vote: A community planning group generally should act only one time to provide a formal recommendation on a proposed development project. At the time of a group's formal recommendation, a project should be designed to a "point of reasonable certainty" where a group vote can comfortably recommend approval, denial, or additional conditions about a project that is essentially the same one that will be considered by the decision maker such as the Hearing Officer, the Planning Commission, or the City Council.

Some community planning groups identify this "point of reasonable certainty" as the start of the public review period of the environmental document. Others identify this point as early as when Development Services Department issues its first or second Project Assessment Letter to the project applicant.

Some community planning groups may defer action on a development project that has reached a "point of reasonable certainty" if it thinks there has not been ample and fair opportunity for community comment. To prevent this situation, some community planning groups readily accept or seek out early informational presentations by project applicants, during the project development phase, especially on large, complex, or controversial projects.

Project Reconsideration: 'Reconsideration' is a particular process described in Robert's Rules of Order. It is likely to be used rarely as a community planning group vote. A reconsideration occurs when the community planning group decides to revote at the same meeting during which the original motion was voted upon. This may happen when the original motion was misunderstood by one or more members, when a member made a mistake in casting his or her vote, or additional information has caused one or more members to consider changing their position. To prevent abuse of the procedure, Robert's Rules requires that the motion "to reconsider" can only be made by a member who voted on the prevailing (winning) side. If a motion to reconsider passes, then the initial action is erased and the community planning group debates and votes again on the issue.

Project Re-vote: Community planning groups may vote on projects more than once in circumstances where a project has been substantially revised as a result of applicant desire or City staff direction, when incorrect or significant new information was received, or when an environmental document has been reissued or re-circulated. Another reason for a re-vote is when the project applicant had not been notified of the original agenda item or was denied the opportunity to speak to it.

Occasionally, community members will address a community planning group about not being notified about a project. This does not cause a community planning group to need to re-vote or re-hear a project if the group follows its normal community notification procedures. The individual can be advised about getting on the Notification list [see below] or the community planning group's email list or checking the group's website.

When a community planning group wants to revote on a matter originally voted upon at a prior meeting due to project revisions or new information, a motion to reverse or modify a previous position at a subsequent meeting can be made by any member. The decision to re-vote on a development project precedes the actual vote on the matter. If approved, the project would be placed on the next community planning group agenda and any interested individual who had appeared for the prior project vote should be made aware by the group about the new agenda date. The project applicant should be made aware and invited to the meeting, and the Development Project Manager [who likely had received the group's first project vote] should be notified of the pending action.

A change in the community planning group composition due to the seating of newly-elected members seeking to reverse a previously-completed review process is not a valid reason to take a re-vote on a development project or policy matter.

Projects in Adjacent Communities: A community planning group or an individual can request to be placed on an email notification list for any community in the City for all discretionary projects by sending an email to DSD-Noticing@sandiego.gov and making the request. Some community planning groups use this method to keep up on discretionary development in adjacent communities: all Process 2, 3, 4, and 5 notices at all stages of all projects will be sent. If a community planning group finds that there is a project in an adjacent community it would like to send a comment or recommendation about to the City, this would be the avenue to enable it to do so.

What to expect at the Ocean Beach Planning Board PROJECT REVIEW COMMITTEE meeting

The Project Review Committee is tasked with providing preliminary feedback and recommendations to the Ocean Beach Planning Board on whether to approve or deny the project, sometimes with conditions. The Committee does not provide recommendations to the city. To obtain your required Community Planning Group (CPG) recommendation, your project must go before the full Ocean Beach Planning Board at a later date.

Documents

Please provide the following in digital and printed format:

- Full set of current plans, as submitted to the city
- Cycle Review Comments & Assessment Letter
- Photos of the existing conditions, surrounding buildings, and site context (recommended)
- Any other documentation or items that may assist in your presentation or consideration by the Committee.

Email documents at least 3 days in advance (PDF or TIF format) to obplanningkevin@gmail.com.
The planning board utilizes a digital projection system connected to their own computer.

Bring four (4) printed copies of all documents to the meeting and hand to the Chair upon arrival. Reduce large format documents to 17”x11”. These will be utilized by the board members. Other visual displays are also welcome as long as they have also been submitted by email in advance.

Time and Location

Ocean Beach Recreation Center, 4726 Santa Monica Avenue, San Diego, CA

The meeting begins promptly at **6:00pm**. Please be present at the start of the meeting. The time slots on the noticed agenda are only guidelines. Wednesday is also farmer’s market night, so plan extra time for traffic and locating sparse street parking. There is a passenger unloading area in front of the building.

Other Preparation

The following are some of the questions commonly raised by the Board members and the public. This list is not a required submittal, but having answers to these concerns will assist the Committee in reviewing your project.

- Does the project align with the **Ocean Beach Community Plan?** The Community Plan can be downloaded here: http://oceanbeachplanning.org/resources/communityplan
- What are the **outstanding comments** in your cycle review? How are they being addressed?
- Are you seeking a **Conditional Use Permit** (CUP) or **Variance**? If so, is there a resulting public benefit?
- Is the **proposed use** appropriate and consistent with the neighborhood?
- Is the **bulk and scale** of the project consistent with the neighborhood?
- Is there a **historic** component to the project? Does the architecture respond to the surrounding cottages in the **Ocean Beach Cottage Emerging Historical District**?
- Is the project in the **Airport Overlay Zone**? If so, what measures are taken to address noise in the building?
- Is the **landscaping** consistent with the neighborhood, drought tolerant, and/or uses Low Impact Development (LID) principles?
- Are there **storm water** mitigation measures planned for, and is runoff from the project site controlled?
- How are **trash/recycling** containers being stored on the project site? Are the **parking** requirements satisfied? Will there be exposed **mechanical equipment or signage**?
- What is the **sustainability** and energy performance of the project? Does it meet or exceed the California Energy Code (Title 24) requirements? Does the project prepare for climate change or future sea level rise?

For more information please contact:
Kevin Hastings, Vice Chair
obplanningkevin@gmail.com

updated: 6/17/19

PTS #	Project Title	Address	DSD PM	Description	Date	Status

Full Board June 5, 2019

PTS #	Project Title	Address	DSD PM	Description	Date	Status
626620	Santa Cruz CDP	4684 Santa Cruz (D6)	Tim Daly TPDaly@sandiego.gov	OCEAN BEACH (Process 2) Coastal Development Permit for the construction of new 260 square-foot companion unit with a deck on the top of existing garage and workshop located at 4684 Santa Cruz Avenue. The 0.08-acre site is in the RM-1-1 and Coastal Overlay (non-appealable) Zones within the Ocean Beach Community Plan area. Council District 2.	3/12/19	kh received development notice
					2/14/19	received ASL and paper drawings, applicant wants on agenda
					4/17/19	PRC: Recommend approval. 5-1-0
					4/24/19	email from App and PM, both want it on 5/1/19 agenda.
					5/24/19	app: resubmitted, cycle comments unlikely by 6/5
					6/5/19	Full Board: 11-2-0 recommend approval contingent on written documentation prohibiting short term rental.
623940	Darling Residential New	4630 Pescadero (D7)	Derrick Johnson DNJohnson@sandiego.gov	OCEAN BEACH - (Process 2) Coastal Development Permit for new detached two story Residential Single Dwelling Unit with existing residence to remain for a total of 2,374 square feet of new construction located at 4630 Pescadero Avenue. The 0.16 acre lot is located in the RM-1-1 Base Zone of the Coastal (Non-Appealable) Overlay Zone of the Ocean Beach Community Planning Area. Council District 2.	1/3/19	received development notice
					12/28/18	received paper dwgs from DSD
					3/15/19	app sent ASL, wants on next agenda
					3/22/19	KH sent invite for 4/17 PRC, confirmed
					4/9/19	received digital drawings
					4/17/19	PRC: Push to regular board for approval. 6-0-0
					5/20/19	cycle 2 received, kh fwd for board agenda
					6/5/19	Full Board: 13-0-0 recommend approval

PRC Meeting Apr 17, 2019

PTS #	Project Title	Address	DSD PM	Description	Date	Status
619828	Duke Residence CDP/NDP	4811 Pescadero (D7)	Derrick Johnson DNJohnson@sandiego.gov	OCEAN BEACH (Process 3) Coastal Development Permit and Neighborhood Development Permit to demolish existing single family residence and detached garage and construct new single dwelling unit and new duplex units for a total of 4,106 square feet of construction located at 4811 Pescadero Avenue. The 0.12 acre site is located in the RM-2-4 Base Zone of the Coastal (Appealable) Overlay Zone within Environmentally Sensitive Lands (ESL) in the Ocean Beach Community Plan Area. Council District 2.	10/26/18	Received paper drawings. Have not been contacted by Applicant
					1/10/19	Applicant wants to present.
					1/17/19	KH sent prep material, APP confirmed for PRC.
					2/19/19	received dwgs and ASL.
					2/20/19	not ready for 2/20, wants on next PRC
					3/22/19	KH sent invite to PRC, confirmed
					4/17/19	PRC: Recommend to board contingent on encroach+fence. 6-0. KH sent references
					8/1/19	KH invited to Aug meeting
631632	OB Dog Beach Walkway Imp SDP		Peter Kann PKann@Sandiego.gov DSenah@sandiego.gov	OCEAN BEACH: WBS No.I B-19000.02.06 Fund No. 200391 - Process CIP-Two - SDP for replacement of the following: 5,500 sq. ft. of concrete ADA ramps; adjacent concrete and asphault; concrete pad adjacent to benches; trash can, curb, gutters, and ADA signs; and restriping of existing parking stalls. The project is located within the Coastal Commission only jurisdiction and ESL for sensitive biological resources.	3/15/19	Received documents and drawings.
						AS will ask planner if city will present
					4/17/19	PRC Recommend deny and funds be used at 4 impassable beach stairways. 6-0-0
					6/12/19	received drawings and ASL from applicant
					8/1/19	KH invited to Aug meeting

Queue

PTS #	Project Title	Address	DSD PM	Description	Date	Status
636250	THC Sign NUP	5046 Newport (D4)	Daly, Tim (619)446-5356	OCEAN BEACH (Process 2) Neighborhood Use Permit for Comprehensive Sign Plan for The Holdings Company, located at 5046 Newport	5/24/19	received paper dwgs
					6/19/19	presented at PRC public comment, wants on Aug 1 agenda

PTS #	Project Title	Address	DSD PM	Description	Date	Status
			TPDaly@sandiego.gov	Holdings Company, located at 5040 Newport Avenue. The 0.08 acre site is in the CC-4-2 zone within the Ocean Beach Community Plan. Council District 2.	7/23/19	Received notice of decision, approved.
612237	**Ocean Front CDP**	**1615 Ocean Front St (D7)**	Matha Blake MBlake@sandiego.gov	OCEAN BEACH - (Process 3) Coastal Development Permit and Site Development Permit for the remodel and addition of 4,876 square feet to and existing single family dwelling unit located at 1615 Ocean Front Street. The 0.17 acre site is located in the Coastal (Appealable) overlay zone in the RM-2-4 Base Zone of the Ocean Beach Community Planning area. Council District 2.	4/5/19	contacted by arch wants on agenda
					4/10/19	KH asked for drawings and invited to 4/17 PRC, only have cycle comments.
					4/9/19	received paper dwgs and applicant's cycle 1 responses
					6/6/19	KH invited to 6/19 PRC
604010	**Froude Residences CDP/TM**	**1750 Froude street**	Bryan Hudson bhudson@sandiego.gov	OCEAN BEACH (Process 3) Coastal Development Permit and Tentative Map for the demolition of an existing single dwelling unit and construction of two, 2-story single dwelling unit residential condominium units totaling 5641 square feet located at 1750 Froude Street. The project scope includes 690 square feet of subterranean basement area. The 0.21-acre site is in the RM-1-1 zone, Coastal (Non-appealable) zone within the Ocean Beach Community Plan area and Council District 2.	9/5/2018	August PRC, approved at September board meeting
					10/3/2018	Neighbor spoke against project, setbacks. KH found possible front setback issue.
						KH setback investigated, no issue. Parcel has site-specific setbacks.
					3/21/2019	App added roof deck and other revisions. KH/AS says not substantial enough to require going to board again.
						change to process 5, have not received notice, KH requested going back to board
						Pamela Sward, swardfish@sbcglobal.net wants to be notified when it goes to board
Not contacted by applicant						
630258	**Pescadero Ave CDP**	**4775 Pescadero (D7)**	Bucey, Karen (619)446-5049 Kbucey@sandiego.gov	OCEAN BEACH (Process 2) Coastal Development Permit, for the addition of 783 SF 2nd floor to existing 1 story 1222 SF house, and addition of 849 SF companion unit on the top of existing detached garage at 4775 Pescadero Ave. The 0.17-acre site is located in the RM-1-1 zone, Coastal (N-app-2) overlay zone of the Ocean Beach Community Plan Area. Council District 2.	5/2/19	received paper dwgs
					6/18/19	received ASL from DSD
629090	**Pescadero SDP/CDP**	**1484-1486 Pescadero Dr (D7)**	Matha Blake MBlake@sandiego.gov	OCEAN BEACH - Site Development Permit and Coastal Development Permit for bluff stabilization with erodible concrete mix as a result of an active sinkhole, located at 1484-1486 Pescadero Drive. The 0.14-acre site is in the RM-2-4 Base Zone in the Coastal (Appealable) overlay zone within the Ocean Beach Community Plan area. Council District 2.	3/7/19	Received paper drawings.
628231	**Ferenstein-Vanmaele CDP**	**4644 Santa Monica (D4)**	Matha Blake MBlake@sandiego.gov	OCEAN BEACH (Process 2) Coastal development Permit for the construction of 496 second dwelling unit on top of existing detached Garage and 385 SF companion unit as a 3rd story, with existing 1,290 SF single family house at 4644 Santa Monica Ave. The 0.16-acre site is in the RM-1-1 Zone, Coastal (N-app-2) of the Ocean Beach Community Plan Area. Council District 2	3/25/19	Was contacted by multiple neightbors to be alerted to when thsi comes in front of the board.
					2/26/19	Received paper drawings