




PLANNING DIVISION

MEMORANDUM

DATE: August 31, 2009

TO: Planning Division Personnel

FROM: Jerry Hittleman, City Planner 

SUBJECT: Planning Division Policy Directive 03-09 (Application Review Committee (ARC) Process)

Purpose & Intent: To assure that staff responds to applications in a consistent and efficient manner, providing excellent customer service in reviewing projects with applicants, their representatives and other City Staff in formal meetings. Such meetings are necessary to answer any questions from the applicant, and to identify outstanding items that need to be addressed in order to render an application complete.

Application Review Committee (ARC) Formal Process:

1. An appointment shall be scheduled with the Project Submittal Planner and the appropriate Engineering Staff Review Team prior to submission of any new applications, and with the Planning Project Manager for all re-submittals.

If an application is submitted without an appointment, the project submittal will be accepted by the Project Submittal Planner. If the assigned Project Submittal Planner is unavailable, then the Counter Staff will accept the application and contact the appropriate Engineering Staff Review Team.

2. Once a complete application submittal has been received by the Planning Division and in accordance with the City of Oceanside Development Processing Guide, the Project Submittal Planner and/or Project Manager will deliver all submitted material to the appropriate Administrative Support Staff for file assembly, public noticing and routing of plans and reports to all appropriate reviewing disciplines within 5 working days (i.e. Engineering, Water Utilities, Fire, Building, Public Works, Police, Redevelopment, NCTD, and Housing, as necessary).

*** Please note that incomplete application submittals shall not be accepted, and a Letter of Incomplete Submittal shall be delivered to the applicant and/or their**

representative stating what submittal items are needed in order to complete the formal submittal process.

3. Upon receipt of a new application and within 5 working days, Planning Division Administrative Staff will route the project application page to the Current Planning Supervisor for review and assignment of a Planning Project Manager.
4. The assigned Project Manager from Planning in coordination with the appropriate Administrative Support Staff, will schedule an Application Review Committee (ARC) meeting within 30 days of project submittal (ARC Meetings Occur in the 2nd & 4th Thursdays).
5. Planning Division Administrative Support staff will complete a formal agenda for the ARC meeting and distribute to all reviewing disciplines approximately one week prior to the scheduled meeting date.
6. The formal Application Review Committee meeting will be facilitated by the Current Planning Division Supervisor, with each Project Manager presenting their project to the ARC. The ARC meeting will consist of a 30-minute internal staff discussion to identify all outstanding items necessary to complete a given application, followed by a 30-minute meeting with the applicant and their representatives to go over each item identified as being in need of revision and/or in need of submission.
7. Each reviewing discipline in attendance at the ARC meeting shall provide the Planning Project Manager with a written and electronic comprehensive itemized list of all items that need to be addressed in order to complete the project application submittal pursuant to Government Code Section 65943. **Project specific conditions shall not be submitted at this time.**
8. The Planning Project Manager shall gather all deficient items as identified by the ARC, and provide the applicant with the standard Letter of Incompleteness within 30 days of the date of submittal or re-submittal. **All applications deemed incomplete after (3) ARC meetings will be automatically withdrawn from further review and the appropriate percentage of fees refunded. In order to reinstate the Planning process, a new application with all applicable fees paid will be required.**
9. Upon conclusion of the ARC meeting at which the Application Submittal is deemed complete, the Planning Project Manager shall provide the applicant with a standard Letter of Completeness within 30 days of the date of submittal or re-submittal, and shall forward a signed electronic copy to all reviewing disciplines in order to initiate formulation of project specific conditions.
10. Once an application has been deemed complete by the ARC, formal Environmental Review will begin and the appropriate CEQA documentation prepared. Environmental Documents shall be completed as follows:
 - EIR – W/ In 360 Days of application being deemed complete
 - MND/ND – W/ In 180 Days of application being deemed complete
 - Initial Study – W/ In 30 Days of application being deemed complete

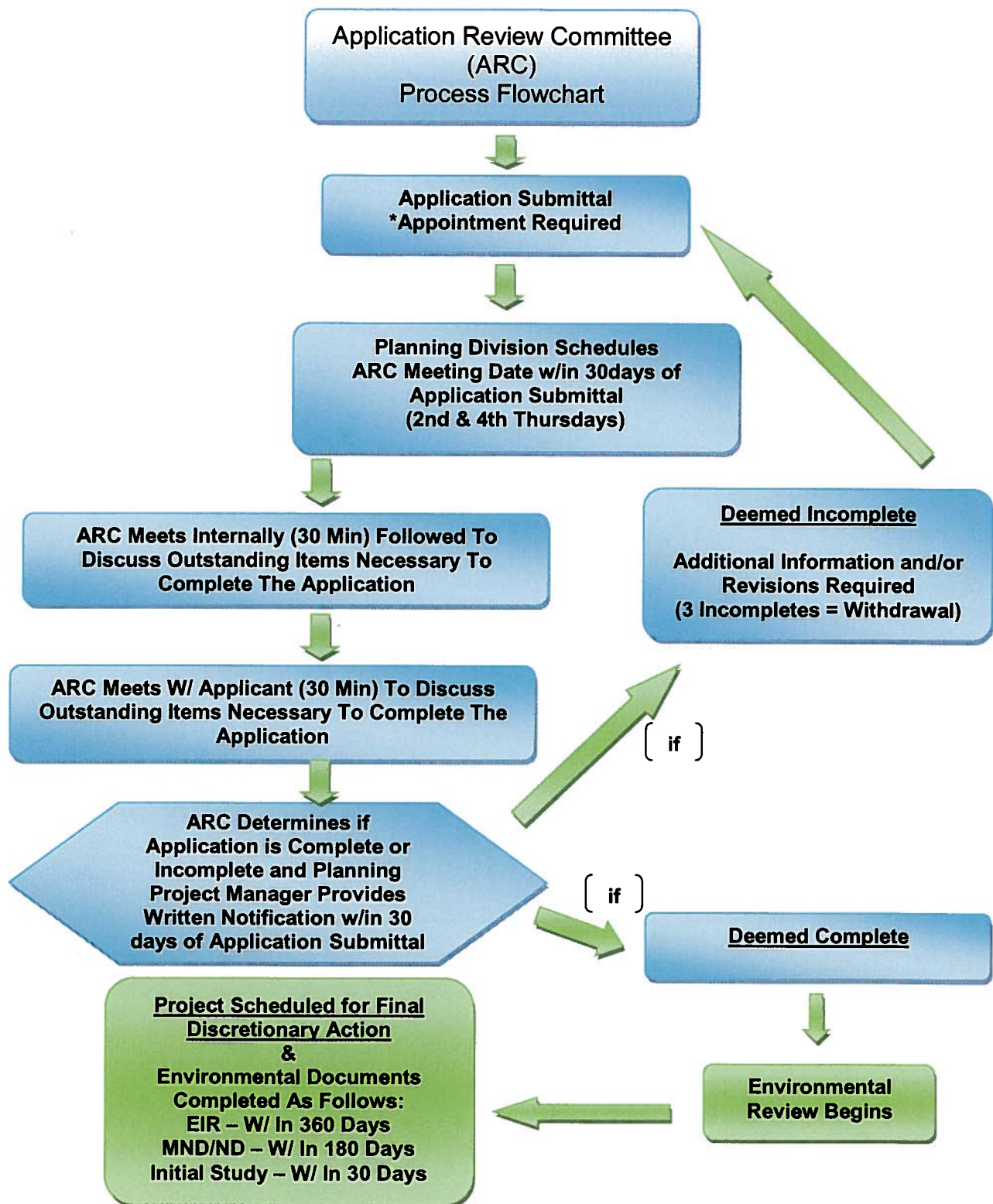
Application Review Committee (ARC) *Once an application is formally submitted and fees paid, a Project Planner will be assigned. The application is then distributed to all reviewing disciplines and scheduled for an Application Review Committee (ARC) meeting (2nd and 4th Thursdays of the Month). The ARC meeting includes representatives from various City disciplines. The application is reviewed for completeness and consistency with City regulations and requirements. The departments/divisions that participate are Engineering, Water Utilities, Fire, Building, Public Works, Police, Redevelopment and Housing, as necessary. The assigned Planning Project Manager is responsible for coordinating and scheduling the ARC meeting, at which the applicant is made aware of missing or additional items necessary to complete a formal submittal. (The ARC meeting will consist of staff meeting internally for 30 minutes followed by the Applicant and their representatives meeting for 30 minutes with the Committee to address outstanding items.). Once all concerns are expressed, and within 30 days of the application submittal date, the applicant will be notified in writing (either by a letter of completeness or by a letter of incompleteness) ** of the status of the application. Once an application has been deemed complete, environmental review will begin immediately. The Project Manager, in coordination with the City's Environmental Resource Officer, will review the project and provide the applicant with a list of additional information or studies to be prepared for final environmental determination. Once all the information is reviewed, a decision is made as to the type of environmental document required, (i.e. EIR, Negative Declaration, Mitigated Negative Declaration, or Categorical Exemption). Should environmental constraints require a project redesign, the applicant would be required to modify the request appropriately and return to the ARC for one final review to ensure that the project application is complete.*** No more than two reviews of revised plans will be allowed before the application is withdrawn.*

**** All applications that are deemed incomplete after (3) ARC meetings will be automatically withdrawn from further review and the appropriate percentage of fees refunded. In order to reinitiate the Planning process, a new formal application submittal with all applicable fees paid will be required.**

***** (Special additional fee required)**



City Of Oceanside Application Review Committee (ARC) Process



City of Oceanside Application Review Committee Processing Flowchart

APPLICATION REVIEW COMMITTEE (ARC)

2010 MEETING SCHEDULE

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					<u>1</u>	2		1	2	3	4	<u>5</u>	6		1	2	3	4	<u>5</u>	6		4	5	6	7	<u>8</u>	<u>9</u>	10
3	4	5	6	7	<u>8</u>	9	7	8	9	10	<u>11</u>	12	13	7	8	9	10	<u>11</u>	12	13	4	5	6	7	<u>8</u>	<u>9</u>	10	
10	11	12	13	<u>14</u>	15	16	14	15	16	17	18	<u>19</u>	20	14	15	16	17	18	<u>19</u>	20	11	12	13	14	15	<u>16</u>	17	
17	<u>18</u>	19	20	<u>21</u>	<u>22</u>	23	21	22	23	24	<u>25</u>	26	27	21	22	23	24	<u>25</u>	26	27	18	19	20	21	<u>22</u>	<u>23</u>	24	
24	25	26	27	<u>28</u>	29	30	28							28	29	30	31		26	27	25	26	27	28	29	<u>30</u>		
31																												

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3	4	5	6	7	8	9	10
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	11	12	13	14	15	16	17
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	18	19	20	21	22	23	24
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	25	26	27	28	29	30	31
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31							
30	31																										

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	<u>3</u>	4						<u>1</u>	2		1	2	3	4	5	6				1	2	3	4
5	<u>6</u>	7	8	<u>9</u>	10	11	3	4	5	6	<u>7</u>	8	9	7	8	9	10	<u>11</u>	<u>12</u>	13	5	6	7	8	<u>9</u>	<u>10</u>	11
12	13	14	15	16	<u>17</u>	18	10	11	12	13	<u>14</u>	<u>15</u>	16	14	15	16	17	<u>18</u>	<u>19</u>	20	12	13	14	15	16	<u>17</u>	18
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26	27	28	29	30			24	25	26	27	<u>28</u>	<u>29</u>	30	28	29	30					26	27	28	29	30	<u>31</u>	

☒ Regular meetings
☐ Legal holidays that fall on Mondays – City Hall is closed
^Δ Quarterly Study Sessions
 ** 1ST & 3RD Thursday for November

Special Meetings scheduled on an AS NEEDED BASIS and subject to approval by the Current Planning Division Supervisor