



THE CITY OF SAN DIEGO

June 3, 2015

Takeshi Hosokawa
Heckel Hosokawa Architects LLP
1725 South Escondido Blvd, Suite C
Escondido, CA 92025

Dear Mr. Hosokawa:

Subject: Cortes Residence NDP Initial Assessment Letter; Project No. 416650; Sap No. 24005726; Navajo Community Plan Area

The Development Services Department has completed the initial review of the project referenced above, and described as a Neighborhood Development Permit for the construction of a 3,326 square feet 2-story single family residence on an individual lot less than 15,000 square feet containing steep hillsides located at 6455 1/3 Normal Lane. The 0.27 acre site is in the RS-1-4 zone within the Navajo Community Plan Area

Enclosed is a Cycle Issues Report (Enclosure 1) which contains review comments from staff representing various disciplines and outside agencies. The purpose of this assessment letter is to summarize the significant project issues and identify a course of action for the processing of your project.

If any additional requirements should arise during the subsequent review of your project, we will identify the issue and the reason for the additional requirement. To resolve any outstanding issues, please provide the information that is requested in the Cycle Issues Report. If you choose not to provide the requested additional information or make the requested revisions, processing may continue. However, the project may be recommended for denial if the remaining issues cannot be satisfactorily resolved and the appropriate findings for approval cannot be made.

The Development Services Department will generally formulate a formal recommendation for your project subsequent to completion of the following milestones: 1) After the City Council recognized Community Planning Group has provided a formal project recommendation; 2) After all City staff project-review comments have been adequately addressed; and 3) During the final stages of the environmental review process.

As your Development Project Manager, I will coordinate all correspondence, emails, phone calls, and meetings directly with the applicants assigned "Point of Contact." The addressee on this letter has been designated as the Point of Contact for your project. Please notify me if you should decide to change your Point of Contact while I am managing this project.

I. REQUIRED APPROVALS/FINDINGS - Your project as currently proposed requires the processing of:

- **Required approval:** Process 2 Neighborhood Development Permit
- **Required Findings:** In order to recommend approval of your project, certain findings must be substantiated in the record. Enclosure 2 contains the required findings.

II. SIGNIFICANT PROJECT ISSUES: The significant project issues are summarized below. Resolution of these issues could affect your project. Additional explanation is provided in the Cycle Issues Report.

KEY ISSUES:

- **Drainage:** There are site design issues related to the drainage points of the rock-lined drainage swale. Revise drainage swale per LDR-Engineering comments.
- **Slope analysis:** Staff requires an increase in the area of the slope analysis to include the adjacent lots to complete their analysis. Please include a revised slope analysis in your resubmittal.
- **Encroachments into easements:** Staff has identified structures (decks and caissons) that encroach into the sewer easement. The project will need to be modified to remove this encroachment.
- **Street Tree:** A street tree is required along the right of way; reference Landscape comments.

III. STUDIES/REPORTS REQUIRED: A biological technical report is required. Please provide 3 copies at resubmittal. Reference the attached Submittal Requirements Report (Enclosure 3).

IV. PROJECT ACCOUNT STATUS: Our current accounting system does not provide for real-time information regarding account status, however, our records show approximately \$1497.96 billed to date. This amount does not include the current review. During the processing of your project, you will continue to receive statements with the break-down of staff charges to your account. Should you have questions about those charges, please feel free to contact me directly.

V. TIMELINE: Upon your review of the attached Cycle Issues Report, you may wish to schedule a meeting with staff and your consultants prior to resubmitting the project. Please telephone me if you wish to schedule a meeting with staff. During the meeting, we will also focus on key milestones that must be met in order to facilitate the review of your proposal and to project a potential timeline for a hearing date. Your next review cycle should take approximately 20 days to complete.

Municipal Code Section 126.0114 requires that a development permit application be closed if the applicant fails to submit or resubmit requested materials, information, fees, or deposits within 90 calendar days. Once closed, the application, plans and other data submitted for review may be returned to the applicant or destroyed. To reapply, the applicant shall be required to submit a new development permit application with required submittal materials, and shall be subject to all applicable fees and regulations in effect on the date the new application is deemed complete.

If you wish to continue processing this project, please note that delays in resubmitting projects and/or responding to City staff's inquiries negatively impact this Department's ability to effectively manage workload, which can lead to both higher processing costs and longer timelines for your project.

VI. RESUBMITTALS/NEXT STEPS: Resubmittals are done on a walk-in basis. Please check in on the third floor of the Development Service Center (1222 First Avenue). Please be prepared to provide the following:

A. Plans and Reports: Provide the number of sets of plans and reports as shown on the attached Submittal Requirements Report. The plans should be folded to an approximate 8 ½ x 11 inch size.

B. Cycle Issues Report response letter: Prepare a cover letter that specifically describes how you have addressed each of the issues identified in the Cycle Issues Report and any issues identified in this cover letter, if applicable. Or, you may choose to simply submit the Cycle Issues Report, identifying within the margins how you have addressed the issue. If the issue is addressed on one or more sheets of the plans or the reports, please reference the plan, sheet number, report or page number as appropriate. If it is not feasible to address a particular issue, please indicate the reason. Include a copy of this Assessment Letter, Cycle Issues Report and your response letter if applicable, with each set of plans.

C. Deposit Account: Our most recent records show that there is a balance of \$6502.04 in the deposit account for your project. However, please be advised that the cost of this review has not been posted to your account, and it may take four to six weeks to post these charges to the account. Statements are mailed to the Financially Responsible Party for this project on a monthly basis.

If an invoice is attached to this letter, you will need to pay the invoice prior to resubmitting your project. Additional deposits can be made online through Open DSD by entering your project number in the Project ID field: <http://opendsd.sandiego.gov/web/approvals/>. Invoices can be paid online by searching for the invoice number: <http://opendsd.sandiego.gov/web/invoices/> or in person at the Cashier, located on the 3rd Floor of the Development Services Center.

Open DSD: To view project details online, visit:
<http://www.sandiego.gov/development-services/opensd/>.

IF YOUR PROJECT WILL REQUIRE AN ENVIRONMENTAL DOCUMENT, THEN:

D. San Diego County Clerk Fee: The San Diego County Clerk now requires \$50.00 to post the required public notice informing the public that a draft environmental document has been prepared. A check made out to the San Diego County Clerk for this amount will be required prior to the distribution of the draft environmental document for public review.

IF YOUR PROJECT IS DETERMINED TO BE EXEMPT FROM CEQA, THEN:

E. If your project has been determined to be Exempt from the provisions of the California Environmental Quality Act (CEQA); a Notice of Exemption (NOE) will be filed with the County Clerk after your project approval and all appeal periods have been exhausted. The County requires a \$50 documentary handling fee to file a CEQA NOE. Prior to scheduling your project for a decision, a check payable to the "San Diego County Clerk" in the amount of \$50 must be forwarded to my attention. Please include your project number on the check. A receipt for this fee and a copy of the NOE will be forwarded to you after the 30-day posting requirement by the County Clerk.

F. Records Fee: Prior to scheduling your project for a decision you must pay the Records Fee to cover the cost of imaging and archiving your complete project record electronically (see Information Bulletin 503). I will notify you as the project approaches completion the amount required for the Records Fee.

- VII. COMMUNITY PLANNING GROUP:** Staff provides the decision maker with the recommendation from your locally recognized community planning group. If you have not already done so, please contact Matthew Adams, Chairperson of Navajo Community Planners, Inc., at navajoplanners@cox.net to schedule your project for a recommendation from the group. If you have already obtained a recommendation from the community planning group, in your resubmittal, if applicable, please indicate how your project incorporates any input suggested to you by the community planning group.

Information Bulletin 620, "Coordination of Project Management with Community Planning Committees" (available at <http://www.sandiego.gov/development-services/>), provides some valuable information about the advisory role the Community Planning Group. Council Policy 600-24 provides standard operating procedures and responsibilities of recognized Community Planning Committees and is available at <http://www.sandiego.gov/city-clerk/officialdocs/index.shtml>.

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VIII. STAFF REVIEW TEAM: Should you require clarification about specific comments from the staff reviewing team, please contact me, or feel free to contact the reviewer directly. The names and telephone numbers of each reviewer can be found on the enclosed Cycle Issues Report.

In conclusion, please note that information forms and bulletins, project submittal requirements, and the Land Development Code may be accessed on line at <http://www.sandiego.gov/development-services>. Many land use plans for the various communities throughout the City of San Diego are now available on line at <http://www.sandiego.gov/planning/community/profiles/index.shtml>

For modifications to the project scope, submittal requirements or questions regarding any of the above, please contact me prior to resubmittal. I may be reached by telephone at (619)446-5433 or via e-mail at FMendoza@sandiego.gov.

Sincerely,



Francisco Mendoza
Development Project Manager

Enclosures:

1. Cycle Issues Report
2. Required Findings
3. Submittal Requirements Report

cc: File
Matthew Adams, Chair, Navajo Community Planners Inc.
Reviewing Staff (Assessment letter only)
Michael Prinz, Planner

ENCLOSURE 2 - FINDINGS

Neighborhood Development Permit - Section 126.0404

A. Neighborhood Development Permit Findings

1. The proposed development will not adversely affect the applicable land use plan;
2. The proposed development will not be detrimental to the public health, safety, and welfare; and
3. The proposed development will comply with the applicable regulations of the Land Development Code, including any allowable deviations pursuant to the Land Development Code.

B. Supplemental Findings--Environmentally Sensitive Lands

1. The site is physically suitable for the design and siting of the proposed development and the development will result in minimum disturbance to environmentally sensitive lands;
2. The proposed development will minimize the alteration of natural land forms and will not result in undue risk from geologic and erosional forces, flood hazards, or fire hazards;
3. The proposed development will be sited and designed to prevent adverse impacts on any adjacent environmentally sensitive lands; and
4. The proposed development will be consistent with the City of San Diego's Multiple Species Conservation Program (MSCP) Subarea Plan.