

January 9, 2024

VIA EMAIL: [kriser@atlantissd.com](mailto:kriser@atlantissd.com)

Subject: SURF DEL MAR SPORTS COMPLEX Assessment Letter; Project No. PRJ-1105341;  
Internal Order/Trust Account No. 24009741;

Dear Kathi Riser:

Your project is processing one or more [discretionary permits](#). As your Development Project Manager, I will coordinate all communications and schedule meetings directly with you. Please notify me if a different Point of Contact should be assigned while I am managing this project.

The Development Services Department has completed the first review of the project as described below:

- The proposed project is a Conditional Use Permit and Site Development Permit new sports complex on an undeveloped parcel.

The project site is located at 3975 Via De la Valle within the North City Future Urbanizing Subarea II Community Plan. The site is zoned AR-1-1 with overlay zones including Prop A Lands and Complete Communities Mobility Choices Mobility Zone 4. GIS mapping tools identify environmentally sensitive lands on the premises.

- A Process 4 Site Development Permit (SDP) is required in pursuant to San Diego Municipal Code (SDMC) Section [143.0110](#) because of potential impacts to environmentally sensitive lands.
- A Process 3 Conditional Use Permit (CUP) is required pursuant to San Diego Municipal Code (SDMC) Section [141.0602](#) for Assembly and Entertainment Uses which are facilities designed to accommodate at least 25 people at a time for recreation, physical fitness, entertainment, or other assembly.

**NOTE:** If major modifications to the project scope, submittal requirements, or questions regarding any of the above, please contact me as soon as possible.

Consolidation of Processing regulations (SDMC 112.0103) mandates that all actions be consolidated and processed at the highest decision level. At this time, the decision to approve, conditionally approve, or deny the project will be made by the Planning Commission, with appeal rights to the City Council.

At a minimum, a formal recommendation to the Planning Commission will be prepared for your project only after the completion of the following milestones:

- All City staff review comments have been adequately addressed;
- A City Council recognized Community Planning Group has provided a formal project recommendation;
- An environmental determination has been made and that determination is in its final stages.

**SIGNIFICANT PROJECT ISSUES:** Carefully review the attached Project Issues Report, which contains review comments from staff representing various City reviewing disciplines, outside agencies, and the community planning group. All issues in the report must be addressed to move forward to a decision.

**TIMELINE:** How Long Will It Take to Process My Discretionary Approval? The Development Services Department processes a wide variety of discretionary approvals as applicants look to change land use entitlements. Approvals include everything from small single-family home additions to master planned communities of several hundred acres. There is no reliable way to forecast exactly how long an application will take to process as time frames vary dependent upon a large number of unpredictable factors such as project complexity, quality of information received, and demand set by market conditions. However, on average, discretionary approvals require 10-12 months to process. Simple small-scale projects with no environmental or land use issues, positive community support, and a responsive applicant can be processed in as little as 4-6 months; on the other hand, projects with significant environmental impacts, land use issues, neighborhood opposition, and/or a non-responsive applicant or consultant team can take multiple years to complete

**RESUBMITTAL REQUIREMENTS:** Incomplete submittals will result in review delays. At this time, additional documents and information are required.

**Note:** SDMC Section [126.0115](#) 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 of receiving this letter, or April 9, 2024. Closed projects cannot be “reactivated”. Once closed, 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.

- **COVID-19 Update** - To ensure the health, safety, and well-being of customers and department staff, the Development Services Department has implemented operational service changes that will be in effect until further notice. Please visit our webpage for the latest updates, [Public Notice | Development Services | City of San Diego Official Website](#)
- **Accessing Digital Comments** - At this time, additional documents and information are required to continue the review process. Please visit Accela Citizen Access, log into your account and check both the Project Issues Report and the Submittal Requirements Report for the next time documents identified by each review discipline. If you have questions, please refer to the [DSD Online Permit Application Help Guide](#) for support or contact your

Development Project Manager. Please keep track of any review comments that are marked as 'Conditions,' as these will become conditions of approval for your discretionary permit.

- **Uploading Resubmittal Documents** – Accela puts resubmittals into review automatically, but only if ALL required resubmittal documents are uploaded as individual files and at the same submittal session. **Incomplete resubmittals do not go into review until everything on the submittal report is uploaded.** It is your responsibility to upload everything that is required. I am not alerted of incomplete submittals and I am not responsible for project delays caused by improper submittals. Once you have uploaded all your documents, please email me to confirm that you are in review. Failure to do so may result in additional delays.

Please refer to the

- ✓ DSD and Online Permit [Application Help Guide](#).
  - ✓ DSD [Training Videos](#) on Rechecks Required and Submitting Plans and Sheet Numbering Resubmitted.
  - ✓ For support contact the Development Services Department Help line at 619-446-5000.
- **Applicant Response to Project Issues Report:** Please prepare a cover letter or matrix/spreadsheet that specifically describes how you have addressed each of the comments. Please reference the plan, sheet number, report, or page number as appropriate to assist staff in providing the fastest review possible. If it is not feasible to address a particular issue, please indicate the reason. A response to each comment from the reviewers is necessary for staff to complete their review and greatly reduces the amount of work necessary to evaluate resubmittals as we tackle rising demands and workloads in our department.
  - **Draft Findings:** Findings are written statements of factual evidence that are used as the criteria for making a land use decision and is part of the discretionary permit resolution. In order for staff to make a decision or recommend approval of your project to a decision maker, certain findings must be documented. See [SDMC 126.0305](#) for the CUP findings and [SDMC 126.0505](#) for the SDP findings. Please provide a draft of the findings in your resubmittal.
  - **Community Planning Group:** The proposed project is located within the North City Subarea 2 Community Planning Area. The North City Subarea 2 Community Planning Group (CPG) is the officially recognized community group for the area to provide recommendations to the City.

If you have not already done so, please contact the Chairperson of the North City Subarea 2 CPG via this [link](#) to schedule your project for a presentation before the group at their next available meeting. If you have already obtained a recommendation from the group, please submit a copy of the recommendation and/or minutes from the meeting (including the vote count) to me, copying the CPG chair on your email.

Development Services Department (DSD) Information Bulletin [#620](#), "Coordination of Project Management with Community Planning Committees," provides additional information about the advisory role the Community Planning Groups. For additional resources please see [Community Planning Group Resources | Planning Department | City of San Diego Official Website](#).

#### FINANCIAL INFORMATION:

- Please pay the attached invoice prior to resubmitting your project. Invoices can be paid in person at 1222 First Avenue on the Third Floor by scheduling an appointment using the following [link](https://www.sandiego.gov/development-services/virtual-appointments) <https://www.sandiego.gov/development-services/virtual-appointments>, or on the [Accela Citizen Access portal](#). Please notify me when the invoice has been paid, as the system will not alert me.
- Our most recent records show that there is a balance of \$3,660.10 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. Deposit Account statements are mailed to the Financially Responsible Party on file with the breakdown of staff charges. Please contact me for assistance if you have not received your statement for the previous two months.

Please be advised that the [minimum required balance](#) for [each approval type](#) must be maintained throughout the process. If you wish to make a payment towards the deposit account, please let me know and an invoice can be provided; payments can be made in person at 1222 First Avenue on the third floor by scheduling an appointment using the following [link](#) or on the [Accela Citizen Access portal](#). Please note that **reviews will be immediately halted on any deposit account that is in deficit or goes into collections.**

- Environmental Document Filing Fees:
  - A California Environmental Quality Act (CEQA) Notice of Determination/Exemption (NOD/NOE) must be filed with the County of San Diego after the project's approval and after all appeal periods have been exhausted. This filing must be accompanied by a \$50 document handling fee. Provide a check for \$50 made out to "San Diego County Clerk." Please mail to: DSD Attn: Andrew Murillo, MS-3/501, 1222 First Avenue, San Diego CA 92101. Please include your project number: PRJ-1105341 in the memo section of the check.
  - California Department of Fish and Wildlife (CDFW) Filing Fee: The amount of the fee is dependent on the final environmental determination and would be a minimum of \$50 if the project is exempt. Please see the [CDFW](#) webpage for their fee schedule. If these fees are required, I will notify you.
- Records Fee: Prior to scheduling your project for a decision you must pay the Records Fee to cover the cost of digitizing and archiving your complete project (see Information Bulletin [503](#)).

**Meetings with Staff:** Upon your review of the attached Project Issues Report, you may wish to schedule a meeting with staff and your consultants prior to resubmitting the project. Please contact me if you wish to schedule a meeting with staff. During the meeting, we will also focus on key milestones that must be met to facilitate the review of your proposal and to project a potential timeline for a hearing date, if needed.

**PROJECT ISSUE RESOLUTION CONFERENCE:** For more information see this [link](#).

**SECOND OPINION GUARANTEE:** For more information, see this [link](#).

I look forward to working with you and your team. I may be reached at 619 557-7986 or [JMurillo@SanDiego.gov](mailto:JMurillo@SanDiego.gov).

Sincerely,

Andrew Murillo  
Development Project Manager

Enclosures:

1. Project Issues Report
2. Submittal Requirements Report
3. Invoice

cc: File

Frisco White, Chair of the North City Subarea 2 Planning Group  
Lesley Henegar, Community Planner, Planning Department