



**PROJECT ISSUE RESOLUTION CONFERENCES**  
**CITY OF ENCINITAS**  
**PLANNING AND BUILDING DEPARTMENT**

505 South Vulcan Avenue  
Encinitas CA 92024  
(760) 633-2710

**PURPOSE:** To provide land use permit/entitlement applicants an opportunity to quickly and inexpensively have issues heard and considered by senior City of Encinitas management. Issues considered under this procedure can include disagreements with staff interpretations of codes or ordinances, requests for additional information or studies, complaints regarding customer service being provided by the City, or disagreements regarding project related processing requirements. With the exception of customer service complaints, it is required that the project applicant attempt to resolve these issues with project staff before a Project Issue Resolution (PIR) Conference is considered.

This process will not reconsider final decisions or formal recommendations made by the Director or any other formal City of Encinitas decision-making body or active Code Enforcement issues, as there already is an appeal process available. This process is not available for project opponents as the existing process allows for public input as part of the decision/hearing process. Lastly, determinations resulting from this process are not binding on any City decision-making body including City Council, Planning Commission, or the Director of Planning & Building and the Director of Public Works & Engineering.

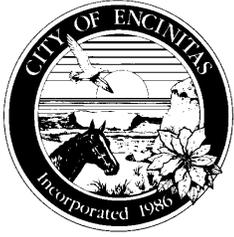
**STAFFING:**

- A PIR Panel shall be comprised of two senior managers from the Planning & Building Department (P&B) and Public Works Department (PW). These managers shall be the P&B and PW Directors or their designees.
- The P&B Director's Secretary shall provide administrative support including preparation and coordination of the agenda.
- The P&B/PW project staff involved in the issue shall attend the PIR conference and be responsible for preparing and distributing minutes and action items. In consultation with the P&B/PW Division Heads, panel members will determine additional staff attendance needs on a case-by-case basis.
- The City Attorney may also be asked to attend to consult with the Panel when a private attorney is representing the applicant/individual or when the issue involves specific legal issues, as necessary.

**TIME/LOCATION:** Every Thursday 2pm-3:30pm  
Encinitas City Hall – Lilac Room  
505 S. Vulcan Avenue  
Encinitas, CA 92054

## **PROCEDURES:**

1. Notification of the PIR process. Project applicants and representatives shall be made aware of the PIR procedures as follows:
  - (a) All project review letters will inform the applicant that this process is available and who to contact for further information.
  - (b) The process and form will be included on both departments' websites.
  
2. Conference Scheduling. Upon receipt by the City of a completed PIR form, the PIR Secretary will:
  - (a) Verify with the Division Head that, with the exception of customer service complaints, the issues raised have been previously discussed with staff, the applicant has made a genuine effort to resolve the issue with staff, and the issues raised are appropriate for the PIR process.
  - (b) Verify with the Division Head that the issues to be discussed are adequately detailed, and that the fact-based discussion of the issue is clearly and concisely presented on the form.
  - (c) Obtain a recommendation for the Division Head for the appropriate staff (including the City Attorney, as required) to attend the conference.
  - (d) Add the item to the agenda for the next regularly scheduled PIR conference. Every effort must be made to consider project issues within 10 calendar days of the receipt of the PIR form. However, an unusual volume of project issues or scheduling limitations may result in not meeting this timeline.
  - (e) Notify the affected staff/applicant/representative of the date and time of the conference
  - (f) After discussion with the PIR Panel the PIR Secretary will finalize the agenda no later than Tuesday morning for the upcoming Thursday conference. The agenda along with the PIR form shall be distributed to the PIR panel members, applicant and the staff attendees thereafter.
  
3. PIR Conferences / Final Documentation
  - (a) Conferences shall be scheduled every Thursday from 2pm to 3:30pm.
  - (b) The Panel may take actions regarding the project issues raised on the PIR form, including but not limited to:
    - 1) concurring with the applicant,
    - 2) concurring with the staff position,
    - 3) developing an alternative solution for the project issue,
    - 4) requesting additional information or analysis from either staff and/or the applicant,
  - (c) Only those issues specifically listed on the PIR form will be considered.
  - (d) The Project Manager is responsible for recording the Panel's determination on the specific issues listed on the agenda. These notes and "next stop" directions will be typed in a letter format and forwarded to the PIR Secretary and Division Head by close of business the day of the conference for review.
  - (e) Once approved, the Project Manager distributes the results to the PIR Panel members, applicant and staff in attendance.



**PROJECT ISSUE RESOLUTION FORM**  
CITY OF ENCINITAS  
PLANNING AND BUILDING DEPARTMENT



505 South Vulcan Avenue  
Encinitas, California 92024  
(760) 633-2710

Date: \_\_\_\_\_

Please complete the following:

Permit#: \_\_\_\_\_ Project name: \_\_\_\_\_ Zoning: \_\_\_\_\_

Project address: \_\_\_\_\_ APN: \_\_\_\_\_

Project description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Has an effort been made to resolve issue(s) with staff and their supervisor?  Yes  No

**NOTE:** Except for issues regarding customer service, there must be an effort by the applicant to resolve the issue with the City of Encinitas project staff and their supervisor before consideration under this process. Contact your City of Encinitas Project Manager if you have questions.

Will the Applicant be bringing an attorney to the meeting to discuss legal issues?  Yes  No

**NOTE:** A City Attorney Representative needs to attend meetings where an outside attorney is present and plans to discuss legal issues.

**ISSUE(S) TO BE CONSIDERED:** Please clearly and concisely list the issue(s) to be discussed at the conference. To ensure the efficient use of time, the meeting will only focus on the issue(s) specifically listed below. (Attach additional sheets as necessary)

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