

**CITY OF ENCINITAS**  
**PLANNING AND BUILDING DEPARTMENT**  
505 S. Vulcan Avenue, Encinitas, CA 92024  
760/633-2710

**STAFF ADVISORY COMMITTEE**

**Purpose:**

The purpose of the Staff Advisory Committee (SAC) is to assist a property owner or applicant through the development review process, to identify issues prior to project design, and to provide an opportunity for staff to meet regularly to discuss and resolve common issues.

**Staff Advisory Committee (SAC):**

The SAC includes staff from Planning, Building, Engineering, Fire, Parks, and Public Works/Water/Sewer.

**Meeting Date/Time:**

Wednesday, 10:00 a.m. to 12 p.m.

**Appointments:**

The Planning and Building Department staff can schedule appointments. An applicant or staff can request a SAC meeting. Phone: 760/633-2710

**Why meet with SAC:**

Many discretionary projects are complex and have multiple issues, involving a variety of departments to review and comment. A meeting with SAC can draw upon all of the City resources to address the issues and standards applicable to your project.

**When to meet with SAC:**

An applicant can meet with SAC at various times during the process. The meetings with SAC are not mandatory, but recommended. Not all discretionary projects, however, need a meeting with SAC. Many of the meetings can be held outside of this process when one or two people can handle the meeting and provide the information needed, e.g., Coastal Development Permit or bluff top home development.

The following times to meet are suggested:

1. **Predevelopment Meeting** – This allows the applicant to meet with SAC prior to submittal of a discretionary application. At this meeting, staff would identify potential issues that may need to be addressed through the process,

provide an overview of the process, and discuss City standards that may affect the project design. (No cost.)

Applicant needs to provide a project (conceptual design) with enough detail that will provide meaningful feedback. All comments are preliminary; additional and more detailed comments can be expected during the discretionary review process.

**2. During the Discretionary Review Process** – This is to allow the applicant to meet with SAC while staff is reviewing the discretionary application. This meeting can help to address conflicting issues between departments, assist in better coordination between departments, discuss any alternative project designs that may address issues, and to review draft conditions of approval. (Part of the application fee/deposit.)

**3. Post Discretionary Approval** – This is to allow the applicant to meet with SAC to review the conditions of approval, understand more clearly what is needed in order to satisfy project conditions, to resolve any disputes that may arise, and assist in better coordination between departments. (Part of the application fee/deposit.)

**4. Review Project Tracking** (staff only) – Once a month, staff will review the status of all projects within the discretionary process and discuss time frames, deadlines and project issues. The purpose is to improve the communication between departments on project status. Discussion of project issues can be handled directly with the project manager.

### **Coordination:**

The Planning and Building Department will coordinate and facilitate the meetings. The meeting notes will be prepared and may include (via attachment) written comments or other information from staff or the applicant. The meeting notes will then be circulated to staff and the applicant. The Planning and Building Department will retain all meeting notes.