



Downtown Community Planning Council San Diego

Planning a Vibrant Downtown for All

April 2023 - April 2024 Annual Administrative Report

Chair: Manny Rodriguez

Vice Chair: Chloé Lauer

Secretary: Bob Link

Executive Summary

In the April 2023 - April 2024 administrative year, the Downtown Community Planning Council (DCPC) has become a more involved entity in the planning and development of Downtown San Diego. Elected officials and local agencies have been more attentive to the needs of the Downtown community as a result of the DCPC's involvement. Furthermore, the DCPC itself has been expanding its scope of work and range of communications.

In this report you can find ways in which the April 2023 - April 2024 Chair has improved the administration of the DCPC.

The sections of this report are as follows:

Reinstated Core Duties of the DCPC

- Securing Funding for Infrastructure Priorities
- Organizing Subcommittees that Meet and Accomplish Work
- Filling Vacancies
- Creating the Annual Report

Advanced the Governance of the DCPC

- Representation on the Downtown Parking Management Group (DPMG)
- Creation of Administrative Policies
- Weighing in on Public Policies
- Professionalization & Centralization of Communications
- Oversight with Park & Rec
- Improving Planned Infrastructure Projects
- Improved Public Participation

Improved Meeting Administration

Recommendations for Items to Address in the April 2024 - April 2025 Administrative Term

- Finance Tracking and Management
- Organize Online Backend Filing
- Create More Policies Delineating the Responsibilities of Members
- Following up on Developer Commitments

Information Required by the City

Reinstated Core Duties of the DCPC

Securing Funding for Infrastructure Priorities

The Chair has restarted the practice of identifying community infrastructure needs, having the DCPC prioritize them, and working with our elected officials to ensure they are funded in the upcoming fiscal year budget.

The DCPC's top three priorities (and several others) made it into the District 3 Councilmember's fiscal year 2025 budget memo. The Chair will work with community partners to have as many priorities as possible included in the Mayor's final fiscal year 2025 budget.

Below: The following DCPC budget priority was first on the list in this section of the Councilmember's budget memo.

Continue Existing Capital Improvement Project Priorities

Traffic Signals at 15th & F, 15th & Broadway, and 15th & Market / B22111

This project is currently in the design phase and only partially funded. The scope of work encompasses the installation of a complete new traffic signal at the intersections of 15th Street and Broadway, 15th Street and F Street, and 15th Street and Market Street. These locations include the installation of traffic signal poles, vehicle and pedestrian indications, audible pedestrian signals, ADA curb ramps, pedestrian countdown timers, ADA pedestrian push buttons, and Emergency Vehicle Pre-Emption Equipment (EVPE).

Below: A DCPC budget priority in the Mayor's draft FY25 budget.

Vision Zero Project Type/Grouping	Project ID	FY 2025 Proposed Budget¹
Traffic Signals -- Citywide	AIL00004	\$ 3,708,101
31st & Market St School Traffic Signal	B15014	400,000
47th Street and Solola Avenue Traffic Signal	B20141	488,100
Aquarius Camino Ruiz Traffic Signal	B19057	52,001
Beyer Bl @ Smythe Abe Traffic Signal	B14015	900,000
Center City Traffic Signals-15th Street	B22111	1,000,000
Center City Traffic Signals-17th Street	B22112	580,000
Mississippi St @ El Cajon Blvd Traffic Signal	B20140	288,000

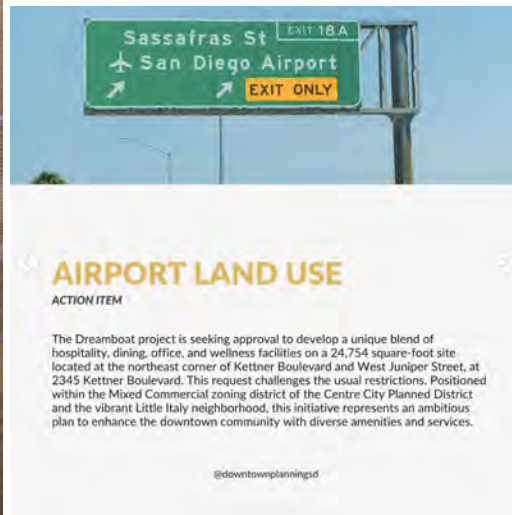
Organizing Subcommittees that Meet and Accomplish Work

The Chair has activated subcommittees, worked with the board to appoint people to them, and assisted the appointees in carrying out their responsibilities.

Communications - Gabrielle Werve

1. Created a brand guide
2. Created a work plan for content.
3. Created a communications retention policy.
4. Fixed and updated the DCPC's non-City website.

Below: Social media content created by the subcommittee.



Design Review - Chloé Lauer

The subcommittee met three times and provided valuable feedback to developers.

Below: A meeting of the subcommittee.



Owners, Developers, and Entrepreneurs - Edward Kaen

1. The subcommittee met once to raise issues impacting business owners and developers.

Below: A meeting of the subcommittee with Michael Trimble (Executive Director of the Gaslamp Quarter Association) and 5th Avenue Business Owners.



Filling Vacancies

The Chair has engaged with the community at large to fill vacancies on the board.

Creating the Annual Report

The Chair has reinstated the City-mandated procedure of creating an annual report.

Advanced the Governance of the DCPC

Representation on the Downtown Parking Management Group

The Chair has obtained a seat for the DCPC on the board of the Downtown Parking Management Group, which manages parking supply and curb policies in Downtown.

Creation of Administrative Policies

The Chair has created administrative policies that members and the DCPC as a whole can reference to inform their conduct. These include the Member Responsibilities and Teleconferencing Policies.

Weighing in on Public Policies

The Chair has engaged the DCPC on public policies concerning homelessness and pedestrian safety by endorsing/writing letters of support for such policies.

Below: The Chair (in red flannel) representing the DCPC at the opening of the 20th & B safe sleeping site, an initiative that the DCPC endorsed. The Chair delivered a speech at this event.



Professionalization & Centralization of Communications

Rather than use the private email addresses of members (as was done before), the Chair has created chair@downtownplanningsd.org account to appear more professional and centralize communications. This account will be passed down to future Chairs, who will be able to read previous correspondence and access the files used by previous chairs in the Google Drive.

Oversight with Park & Rec

The Chair has secured an invitation by Park & Rec for quarterly Faultline Park site visits to assess the management of the park.

Improving Planned Infrastructure Projects

The Chair has engaged with City engineers working on planned infrastructure projects around Downtown to ensure they include (when possible) features for pedestrian safety such as curb extensions/bulb-outs and leading pedestrian intervals.

Improved Public Participation

The amount of public comments (in-person, virtual, and written) has increased over the course of the administrative year, as has public attendance (in-person and virtual) in the meetings. DCPC member attendance has also increased.

Improved Meeting Administration

The Chair has:

- Instituted a consent agenda, saving valuable time by more quickly approving items that do not require extensive discussions.
- Worked to provide a teleconferencing option by arriving an hour early to each meeting to set up the technology and equipment needed.
- Managed the receiving of public comment (in-person, virtual, and submitted comments) and ensured the DCPC members are receiving submitted comments in advance of meetings.
- Increased participation from the public by working with communications subcommittee to advertise meetings and keeping Downtown community organizations informed.
- Brought more representatives from elected officials to the meetings.
- Created slide decks for the meetings so that instead of having board members and folks viewing virtually stare at an agenda, they can follow along with slides containing simple wording and relevant images.

Below: An example slide that the audience and online viewers see.



Land Development Code Update

Brian Schoenfisch, Development Services Department

Recommendations for Items to Address in the April 2024 - April 2025 Administrative Term

Finance Tracking and Management

- The DCPC is eligible for a \$500 annual stipend from the City to cover costs.
- Currently, costs are not centrally tracked, and several members are paying for items out of pocket without reimbursement.

The Chair recommends tracking all the financial expenditures on a sheet hosted by the chair@downtownplanningsd.org Google Drive. The Chair also recommends exploring centralizing all expenses on one account as opposed to multiple individuals.

Organize Online Backend Filing

- Agendas and communications materials are scattered throughout several Google Drives, including several which belong to private individuals.
- It is important for the Chair with access to the chair@downtownplanningsd.org Google Drive to have all the relevant files in one place.
- Many materials are not organized into folders or sortable by date.

The Chair recommends migrating all materials into the chair@downtownplanningsd.org Google Drive and organizing them in folders.

Create More Policies Delineating Responsibilities of the DCPC

- The Chair has created policies that describe responsibilities and best practices for a few aspects of several administrative roles, many of which were learned via trial and error.
- These policies are hosted on DCPC's non-City website and can be easily referenced by members and the public.

The Chair recommends continuing to create more policies to clearly define the responsibilities of administrative roles, as well as the DCPC as a whole. These policies will be around longer than an individual Chair and allow the DCPC to check what they should be doing (e.g., prioritizing infrastructure).

Following Up on Developer Commitments

- The DCPC has obtained promises from Developers for the approval of their discretionary projects.

The Chair recommends following up with those developers to track the status of those promises and work with the developers to realize them.

Information Required by the City

2023 - 2024 Administrative Year Voting Members

- Manny Rodriguez
 - Officer Positions:
 - Chair, Downtown Community Planning Council
 - Chair, Downtown Community Plan Update Subcommittee
 - Chair, Public Spaces Subcommittee
 - Downtown Parking Management Group Representative
 - Community Planners Committee Representative
 - Seat: At Large Community Organization Representative
- Chloé Lauer
 - Officer Positions:
 - Vice Chair, Downtown Community Planning Council
 - Seat: At Large Community Organization Representative
- Bob Link
 - Officer Positions:
 - Secretary
 - Community Planners Committee Alternate
 - Seat: Resident
- Gabrielle Werve
 - Officer Positions:
 - Chair, Communications Subcommittee
 - Seat: At Large Resident
- Brendan Bargmann
 - Officer Positions:
 - Chair, Design Review Subcommittee
 - Chair, Elections Subcommittee
 - Seat: Marina Resident
- Jean Paul Schwarz

- Officer Positions:
 - Co-Chair, Elections Subcommittee
 - Co-Chair, Owners, Developers, and Entrepreneurs Subcommittee
 - Downtown Parking Management Group Alternate
- Seat: Cortez Business
- Tyler Winslow
 - Officer Positions:
 - Co-Chair, Downtown Community Plan Update Subcommittee
 - Seat: Little Italy Business
- Chris Eddy
 - Officer Positions:
 - Balboa Park Committee Representative
 - Seat: At Large Community Organization
- Gregory Helmer
 - Seat: Columbia Resident
- Yichao Gu
 - Seat: Horton/Gaslamp & Core Resident
- Joshua George
 - Seat: Horton/Gaslamp & Core Business
- Moriah Saldana:
 - Seat: At Large Resident
- Michael Villarina
 - Seat: East Village North Business
- Gary Hewitt
 - Seat: East Village South Resident
- Vanessa Randolph Wilcox
 - Seat: East Village South Business
- Greg Barr
 - Seat: Little Italy Resident
- Elizabeth Schwarz
 - Seat: Cortez Resident

2023 - 2024 Administrative Year Active Subcommittees

- Design Review
 - Members:
 - Brendan Bargmann (Chair)
 - Chloé Lauer
 - Jean Paul Schwarz
 - Chris Eddy
 - Tyler Winslow
 - Vanessa Randolph Wilcox

- Michael Villarina
 - Rammy Cortez
 - Meetings:
 - May 23, 2023
 - June 8, 2023
 - August 8, 2023
- Owners, Developers, and Entrepreneurs
 - Members:
 - Edward Kaen (Chair)
 - Jean Paul Schwarz (Co-Chair)
 - Chris Eddy
 - Michael Villarina
 - Leo Divinsky
 - Carlos Wellman
 - Meetings:
 - March 4, 2024
- Downtown Community Plan Update
 - Members:
 - Manny Rodriguez (Chair)
 - Tyler Winslow (Co-Chair)
 - Chloé Lauer
 - Jean Paul Schwarz
 - Ryan Baham
 - David Blumberg
 - Meetings:
 - April 12, 2024
- Communications
 - Members:
 - Gabrielle Werve (Chair)
 - Greg Helmer
 - Manny Rodriguez
 - Meetings:
 - January 11, 2024
- Public Spaces
 - Members:
 - Manny Rodriguez (Chair)
 - Chloé Lauer
 - Moriah Saldaña

- Mary Soriano
- Meetings:
 - February 26, 2024 (canceled)
- Elections
 - Members:
 - Brendam Bargmann (Chair)
 - Jean Paul Schwarz (Co-Chair)
 - Meetings:
 - N/A

2023 - 2024 Administrative Year Basic Questions

- Regular Meetings:
 - 12
- Subcommittee Meetings:
 - 8
- Amendments to Bylaws Approved by City Attorney
 - No
- Members on Planning Group:
 - 16
- Vacant Seats
 - 3
- Challenges with Retaining Members
 - Several members stepped down due to other important responsibilities.
- When Were Elections Held
 - March 19, 2024, 4PM - 6PM at Adore Coffee House (550 Cedar St., Suite 101)
 - March 19, 2024, 2:30PM - 5PM at Cafe Italia (1704 India St)
 - March 20, 2024, 5PM - 6PM at 202 W C St, 12th floor Committee Room
- How Many Individuals Voted
 - 78 registered voters
 - 39 ballots cast
- Issues with Elections

- N/A
- Complaints with Planning Group Members
 - Complaints raised about a husband and wife serving on the board. It is not forbidden by the bylaws and it has occurred before.
- Community Plan Updates
 - No
- Community Plan Amendments
 - Downtown Community Planning Council voted 10-2 to remove the addition of a 4th travel lane to Grape Street from the Downtown Community Plan (which includes the Downtown Mobility Plan).
- Rezones
 - No
- Infrastructure Priorities
 - Yes
- Special Projects
 - No
- Discretionary Projects Reviewed
 - PRJ-1060654: 815 5th Avenue CUP
 - Approved 9-0-1
 - PRJ-1064951: 805 W Cedar Street SDP/CDP
 - Approved 9-0-0
 - PRJ-1076060: 1111 Kettner Boulevard TM
 - Approved 9-0-0
 - PRJ-1078254: 639 Kettner Boulevard CDP
 - Approved 6-3-0
 - PRJ-1051280: 534 5th Avenue CUP
 - Approved 9-0-0
 - PRJ-1059458: 555 W Beech Street CUP
 - Approved 8-1-0
 - PRJ-1056049: 345 4th Avenue SDP
 - Approved 10-0-0
 - PRJ-1077833: 1169 8th Avenue TM
 - Approved 9-0-0
 - PRJ-1095451: 2215 Kettner Boulevard NUP
 - Approved 9-0-0

- PRJ-1089181: 2228 Kettner Boulevard NUP
 - Approved 12-0-0
- PRJ-1103087: 659 Ninth Avenue NUP
 - Approved 12-0-0
- PRJ-1102575: 1606 Market Street PDP/NUP
 - Denied 7-4-0
- PRJ-1107392: 2345 Kettner Boulevard Overrule Hearing Request
 - Approved 13-0-0
- PRJ-1102259: 449 Broadway CUP
 - Approved 13-0-0
- PRJ-1103219: 550 J Street NUP
 - Approved 13-0-0
- PRJ-1109526: 201 West A Street CUP
 - Approved 12-0-1
- PRJ-1081391: Grape Street Widening by Airport Authority
 - Denied 10-0-2
- Collaborations with Community Organizations
 - Joined the Little Italy Association in opposing the Airport Authority's plan to add a 4th lane of traffic to Grape Street.
 - Determined a budget for the Downtown Community Parking District in the DPMG.
 - Downtown Residents Group volunteered for an election site.
 - Owners, Developers, and Entrepreneurs Subcommittee meeting with the Executive Director of the Gaslamp Quarter Association.