



**CITY OF CORONADO  
DEPARTMENT OF COMMUNITY DEVELOPMENT**

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**PLANNING COMMISSION**  
**OVERVIEW**

**THE COMMISSION'S ROLE**

The Commission is a five-member volunteer board appointed by the City Council (CC) whose appointed task is to:

*"... perform such duties as may be specified by ordinance or resolution of the City Council or by the laws of the State of California. Further, the Planning Commission shall study and report to the City Council upon any matter referred to it by the City Council and shall keep the City Council currently advised of all matters pending, and shall furnish any specific information, reports or materials which the City Council may request. "* (CMC 2.66.040).

Duties performed by the Planning Commission as well as the current process for special work assignments and the use of sub-committees are as follows:

**I. DUTIES**

- A. Variance actions (final unless appealed to CC) CMC 86.52
- B. General Plan Conformance (findings made in conjunction with development in Civic-Use Zone and discretionary permits such as Special Use Permits) CMC 86.36; 86.55
- C. Determination of Use (Planning Commission determines whether a particular use is within the scope of permitted uses in a particular zone. Final unless appealed) CMC 86.02
- D. Determination of Development (finds whether a particular project complies with applicable standards. Final unless appealed) CMC 86.02
- E. Interpretation (Final unless appealed) CMC 86.02
- F. Coastal Permits (Final unless appealed) CMC 86.70
- G. CEQA
  - 1. Review Initial Study
  - 2. Review Environmental Impact Report
- H. Special Use Permit
  - 1. Major SUP (Recommendation to CC) CMC 86.55
  - 2. Minor SUP (Final unless appealed) CMC 86.55
- I. Parking Plan Review (Recommendation to CC) CMC 86.55
- J. Subdivisions 82.00
  - 1. (Major) Tentative Map (Recommendation to CC)
  - 2. (Minor) Tentative Parcel Map (Recommendation to CC)
- K. Zoning Ordinance (Recommend amendments/new zoning provisions to CC)

- L. Zoning Map (Recommend amendments to CC)
- M. General Plan (Recommend amendment/new elements to CC)
- N. General Plan Land Use Map (Recommend amendments to CC)
- O. Appeals (Land Use/development standard determinations made by staff are appealable to the Planning Commission and City Council) CMC 86.02

## II. SPECIAL PROJECTS

- A. The City Council may refer special projects/assignments to the Planning Commission for research, evaluation and recommended action.
- B. The Planning Commission may originate a need for special projects within the Commission's scope of authority. Prior to committing City resources and staff workload to such projects, the Commission requests City Council to endorse the project and assign it to the Commission or other appropriate body.
- C. The City Council prioritizes special projects that are part of the Department of Community Development workload. This prioritization determines the level of resources staff will provide with such assignments.

## III. COMMITTEES

- A. The Planning Commission may create temporary ad hoc sub-committees composed of 1 or 2 Commissioners and members of the community for a special project.
- B. The Planning Commission may request authorization from the City Council to establish a formal committee to address general issues.

### WHEN AND WHERE THE COMMISSION MEETS:

The Planning Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 3:00 P.M. in the Council Chambers, 1825 Strand Way, Coronado, California 92118 (Coronado City Hall).

### GENERAL PROCEDURES

Application forms for Commission review are available in the City's Community Development Department at City Hall and on the City's website ([www.coronado.ca.us](http://www.coronado.ca.us)). The application form(s), plans, required fee(s) in accordance with the current fee schedule, and the applicable supplemental material must be submitted to the Department of Community Development and reviewed for completeness prior to scheduling a public hearing.

A staff report is prepared describing the application and is delivered on the Friday prior to the meeting to the Commissioners along with copies of the application forms and plans. The applicant will be sent a copy of the staff report and meeting agenda.

### APPEALS

Any person may appeal a decision of the Planning Commission to the City Council by filing with the City Clerk a notice of appeal within 10 calendar days after a decision of the Commission in accordance with Chapter 1.12 of the CMC.

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