

**PROJECT ISSUE RESOLUTION CONFERENCE**City of Murrieta – Development Services Department
1 Town Square, Murrieta CA 92562**5**

March 2018

The purpose of the Project Issue Resolution (PIR) Conference is to provide land use permit/entitlement applicants an opportunity to quickly and inexpensively have issues heard and considered by the Development Services Department (DSD) Director.

Issues/disagreements that qualify for a PIR Conference may include the following:

- 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 issues with staff and the direct supervisor before a PIR Conference is considered.

The Director may take actions regarding the project issues raised on the PIR form, including but not limited to: concurring with the applicant; concurring with the staff position; or, developing an alternative solution for the project issue, requesting additional information or analysis from either staff and/or the applicant.

Determinations resulting from this process are not binding on any City decision-making body including City Council, Planning Commission, or Zoning Administrator

A. CONFERENCE TIME/LOCATION

- Every Thursday between 1:00-3:00
- Murrieta Room; City Hall, 1 Town Square

**Documents Referenced in this
Information Bulletin**

- PIR Request Form, [DS-005](#)

B. ELIGIBILITY

- Any permit/entitlement application review resulting in a third iteration review letter must be presented before a PIR Conference prior to the release of the letter.
- Staff or applicant may file a request for a PIR Conference at any time, subject to the PIR requirements and limitations described in this Fact Sheet.

C. PIR CONFERENCE PANEL

- A PIR Conference shall be chaired by the DSD Director. Affected City staff, applicant and applicant's consultants (if any) shall also be in attendance.
- The City staff involved in the issue shall be responsible for preparing and distributing minutes and action items. In consultation with the appropriate division head, panel members will determine additional staff attendance needs on a case-by-case basis.
- The Development Services Director's Secretary (PIR Secretary) shall provide administrative support including preparation and coordination of the agenda.
- 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.

D. CONFERENCE SCHEDULING

Upon receipt by the City of a completed PIR form, the PIR Secretary will:

- 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.
- 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.
- Obtain a recommendation for the Division Head for the appropriate staff (including the City Attorney, as required) to attend the conference.
- 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.
- City staff involved in the issue shall notify the affected applicant or representative of the date and time of the conference.
- After discussion with the PIR Panel the PIR Secretary will finalize the agenda no later than Tuesday morning for the upcoming conference. The agenda along with the PIR form shall be distributed to the PIR panel members, applicant and the staff attendees thereafter.

E. PIR LIMITATIONS

The following are issues that are not eligible for a PIR Conference as there already is an appeal process available:

- Reconsideration of final decisions or formal recommendations made by the Director/ decision-making body;
- Determination(s) on active code enforcement cases
- Interpretation of the Fire Code or Building Code; or,
- Issues raised by project opponents as the existing process allows for public input as part of the decision/hearing process, as well as an appeal process.

Please contact your assigned project planner for any questions.