

Public Meeting Submittal Deadlines

REVIEWING BODIES

The following reviewing bodies recommend actions to the decision-makers (either the City Council or Director of Planning and Community Environment):

- **Architectural Review Board (ARB)**
Regular meetings are held every first and third Thursdays at 8 AM
- **Historic Resources Board (HRB)**
Regular meetings are scheduled every first and third Wednesdays at 8 AM
- **Planning and Transportation Commission (PTC)**
Regular meetings are held every second and last Wednesdays at 7 PM. Special meetings are held on an as needed basis.

PACKET DELIVERY

Packet delivery is 3 PM on Thursday the week prior to a meeting date. **It is the applicant's responsibility** to meet the Planning Division's deadlines for public meeting advertisements and packet compilation as set forth below. If the following deadlines are not met, the item will NOT be heard on the intended agenda.

PUBLIC MEETING NOTICES

Except for Council items, legal notices for public hearings are sent to the local newspaper to meet the Brown Act for advertising purposes and mailed out on Wednesdays three weeks prior to meetings. Only applications deemed complete by the Tuesday before the notice deadline will be advertised for public hearing. Council, as a Decision-making Body, has different noticing requirements than the Reviewing Bodies noted above.

ENVIRONMENTAL REVIEW DOCUMENT NOTICES

Notices of minimum public review periods for Negative Declarations are submitted to the newspaper at least four weeks prior to a public hearing at which action will be requested. The environmental document (initial study) must be completed prior to placement of the notice. The applicant must have submitted all necessary environmental documents in time to allow staff analysis and revisions as needed (usually traffic impacts analyses) prior to initial study completion. Environmental Impact Reports have longer public review periods prior to the public hearing at which action will be requested.

PACKET ASSEMBLY

Wednesday at 10 AM the day before packet delivery is the packet assembly deadline, when all packet materials must be given by the project planner to the support staff. This includes the staff report and all attachments, plans, etc. Please coordinate with the project planner to discuss items to be provided in the packets.

CORRESPONDENCE

Either related or unrelated to agenda items:

- **Miscellaneous correspondence for the Decision-making Body (City Council)**

If received after the packet assembly deadline, 22 copies of the correspondence must be submitted to the City Clerk's office for distribution 'at places' for Councilmembers in the Council Chambers, and in the letters section of the Chambers' public documents cart.

- **Mailed/hand delivered for a Reviewing Body after packet assembly**

Correspondence received by staff after the Wednesday packet assembly deadline but before close of business that day will still be included in the packet. However, the applicant or other interested party must submit 20 copies for distribution to the: (1) Reviewing Body, (2) staff and (3) public documents table. Correspondence received after close of business that Wednesday will not be placed in the packet, but will be put 'at places' and on the public documents table instead; however, this may not allow the Reviewing Body adequate review time before the public hearing/review of the item.

- **E-mailed correspondence for a Reviewing Body after packet assembly**

Staff will forward e-mails to the Reviewing Body if the e-mails are received by 5:00 PM the day before a Board meeting, and by 3:00 PM on the day of the Commission meeting. After this time, all e-mails will be put at places and at the public documents table by Support Staff. Again, the Reviewing Body may not be able to review these late submittals adequately prior to the public hearing/review of the item.

PLANS AND OTHER APPLICANT MATERIALS

- **ARB**

Required plans: Six final reduced-size sets to route to the board members and staff, and one full size set to display in the Council Chambers. Any final plan sets showing minor architectural revisions from initially submitted sets, color samples, details, cut sheets and materials boards for staff review must be submitted to staff at least three weeks prior to the meeting date, to allow time for adequate review and report preparation.

- **HRB**

Required plans: Nine final reduced-size sets to route to the HRB members and staff, and one full size set to display in the Council Chambers. Any final plan revisions and other applicant materials intended for staff review must be submitted to staff at least three weeks prior to the meeting date, to allow time for adequate review and report preparation.

- **PTC**

Required plans: 12 final reduced-size sets to route to the PTC members and staff. Final plans and materials must be submitted to staff two weeks prior to the meeting date.

- **COUNCIL**

Required plans: 15 final reduced-size sets and any other final materials must be delivered at least two weeks prior to the meeting date.