

ADMINISTRATIVE PLANNING COMMISSION PREPARATION CHECKLIST

Meeting Date: _____

Tasks BEFORE meeting:

- Identify potential PC items via staff meeting
- Get approved Project Titles from Planners to use for agenda/notices
- Prepare draft PC Agenda and review with Project Planners
- Prepare public hearing notice for each item (15 days in advance of the Public Hearing date)**
 - Complete Newspaper Ad on or before: _____
 - Coordinate with Planner and Tech to create vicinity map and mailing list to include: project applicant/engineer, 300-foot ownership, and affected utilities/school districts [Section 65091]
 - Complete Mailing (which includes all affected utilities and schools districts and anyone who has requested to receive notice) on or before: _____
- The following shall be completed on or before the Thursday prior to the meeting:**
 - Distribute binders to Planning Commissioners
 - Distribute Agenda, Agenda Report (with attachments) for each project to the applicable applicant and engineer to be postmarked and in the mail by the Thursday before hearing
 - Post complete PC Agenda packet with all attachments on the website
 - Post PC Agenda at the following 3 separate locations that are accessible 24 hours a day, 72 hours prior to the hearing [78 Ops.Cal.Atty.Gen. 327, 331-332 (1995)]
 - Bulletin board outside Council Chambers
 - Post Office Bulletin Board (Maple Avenue)
 - Library Bulletin Board (Center Street)
 - Distribute binders to City staff by Thursday before hearing

Tasks AFTER meeting:

- Get the final APPROVED conditions from Project Planner that identifies any changes made by the Planning Commission (if any)
- Prepare copies of signed Resolution with APPROVED Conditions and distribute to each reviewing department with conditions, as well as filing into the Project File and into the Resolutions Book
- File Minutes that were approved by the Planning Commission for the previous meeting into historical file and into the project file
- Prepare Approval/Denial Letters for each item from the meeting, for approved projects attach the signed resolutions and APPROVED set of conditions noting any amendments made by the Planning Commission. Mail to the project applicant via certified mail
- Notify City Clerks office of all projects being forwarded by the Planning Commission to the City Council. Forward Microsoft Word version of mailing labels and public hearing notice to Clerk's office
- Prepare Minutes from current Planning Commission meeting