

**DIRECTOR'S HEARING
AGENDA PREPARATION SCHEDULE
2012**

DIRECTOR'S HEARING <i>2nd Tuesday</i>	Agenda Request Forms <i>to</i> Team Leader	Site Posting Start Date	DRAFTS <i>to</i> Team Leader	Newspaper Notice <i>to</i> Support Staff	Newspaper Publication Date	Public Notice Mailing Postmark	FINALS <i>to</i> Planning Manager 10:00 A.M.	<u>FINALS</u> <i>to</i> Support Staff w/Exhibits 10:00 A.M.
JANUARY 10	Dec 9	Dec 13	Dec 20	Dec 19	Dec 23	Dec 30	Dec 29	Jan 3
FEBRUARY 14	Jan 12	Jan 17	Jan 24	Jan 23	Feb 2	Feb 3	Feb 2	Feb 6
MARCH 13	Feb 9	Feb 14	Feb 21	Feb 21	Mar 1	Mar 2	Mar 1	Mar 5
APRIL 10	Mar 8	Mar 13	Mar 20	Mar 19	Mar 29	Mar 30	Mar 29	Apr 2
MAY 8	Apr 5	Apr 10	Apr 17	Apr 16	Apr 26	Apr 27	Apr 26	Apr 30
JUNE 12	May 11	May 15	May 22	May 21	May 31	Jun 1	May 31	Jun 4
JULY 10	Jun 8	Jun 12	Jun 19	Jun 18	Jun 28	Jun 29	Jun 28	Jul 2
AUGUST 14	Jul 12	Jul 17	Jul 24	Jul 23	Aug 2	Aug 3	Aug 2	Aug 6
SEPTEMBER 11	Aug 9	Aug 14	Aug 21	Aug 20	Aug 30	Aug 31	Aug 30	Sep 4
OCTOBER 9	Sep 6	Sep 11	Sep 18	Sep 17	Sep 27	Sep 28	Sep 27	Oct 1
NOVEMBER 13	Oct 12	Oct 16	Oct 23	Oct 22	Nov 11	Nov 2	Nov 1	Nov 5
DECEMBER 11	Nov 9	Nov 13	Nov 20	Nov 19	Nov 29	Nov 30	Nov 29	Dec 3
JANUARY 8, '13	Dec 7	Dec 11	Dec 18	Dec 17	Dec 27	Dec 28	Dec 27	Dec 31

HISTORIC PRESERVATION COMMISSION AGENDA PREPARATION SCHEDULE 2012

HISTORIC PRESERVATION COMMISSION	Agenda Request Forms	Site Posting	DRAFTS	Newspaper Notice	Newspaper Publication Date	Public Notice	FINALS	FINALS
<i>4th Monday</i>	<i>to Staff Liaison</i>	<i>Start Date</i>	<i>to Staff Liaison</i>	<i>to Support Staff</i>		Mailing Postmark	to Staff Liaison 10:00 A.M.	to Support Staff w/Exhibits 10:00 A.M.
JANUARY 23	Dec 23	Dec 26	Jan 3	Jan 3	Jan 12	Jan 13	Jan 12	Jan 17
FEBRUARY 27	Jan 26	Jan 30	Feb 6	Feb 6	Feb 16	Feb 17	Feb 16	Feb 21
MARCH 26 (CANCELLED)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
MARCH 27	Feb 23	Feb 28	Mar 5	Mar 5	Mar 15	Mar 16	Mar 15	Mar 19
APRIL 23	Mar 22	Mar 26	Apr 2	Apr 2	Apr 12	Apr 13	Apr 12	Apr 16
MAY 28 (CANCELLED)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
MAY 29	Apr 27	May 1	May 7	May 7	May 17	May 18	May 17	May 21
JUNE 25	May 25	May 28	Jun 4	Jun 4	Jun 14	Jun 15	Jun 14	Jun 18
JULY 23	Jun 22	Jun 25	Jul 2	Jul 2	Jul 12	Jul 13	Jul 12	Jul 16
AUGUST 27	Jul 26	Jul 30	Aug 6	Aug 6	Aug 16	Aug 17	Aug 16	Aug 20
SEPTEMBER 24	Aug 23	Aug 27	Sep 4	Sep 4	Sep 13	Sep 14	Sep 13	Sep 17
OCTOBER 22	Sep 20	Sep 24	Oct 1	Oct 1	Oct 11	Oct 12	Oct 11	Oct 15
NOVEMBER 26	Oct 26	Oct	Nov 5	Nov 5	Nov 15	Nov 16	Nov 15	Nov 19
DEC 18	Nov 15	Nov 20	Nov 26	Nov 26	Dec 6	Dec 7	Dec 6	Dec 10
DECEMBER 24 (CANCELLED)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
JANUARY 28 '13	Dec 27	Dec 31	Jan 7	Jan 7	Jan 17	Jan 18	Jan 17	Jan 21

**PLANNING COMMISSION
AGENDA PREPARATION SCHEDULE
2012**

PLANNING COMMISSION MEETING 1st & 3rd Thursdays	Final CEQA D.A. DUE	Agenda Request Forms to Team Leader	Site Posting Start Date	DRAFTS to Team Leader	City Attorney Review	Newspaper Notice to Support Staff	Newspaper Publication Date	Public Notice Mailing Postmark	FINALS to Planning Manager 10:00 A.M.	<u>FINALS</u> to Support Staff w/Exhibits 10:00 A.M.
JANUARY 5 (CANCELLED)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
JANUARY 19	Dec 13	Dec 20	Dec 22	Dec 22	Dec 28	Dec 26	Jan 5	Jan 6	Jan 3	Jan 9
FEBRUARY 2	Dec 27	Jan 3	Jan 5	Jan 5	Jan 11	Jan 9	Jan 19	Jan 20	Jan 17	Jan 23
FEBRUARY 16	Jan 10	Jan 17	Jan 19	Jan 19	Jan 25	Jan 23	Feb 2	Feb 3	Jan 31	Feb 6
MARCH 1	Jan 24	Jan 31	Feb 2	Feb 2	Feb 8	Feb 6	Feb 16	Feb 17	Feb 14	Feb 21
MARCH 15	Feb 7	Feb 14	Feb 16	Feb 16	Feb 22	Feb 21	Mar 1	Mar 2	Feb 28	Mar 5
APRIL 5	Mar 28	Mar 6	Mar 8	Mar 8	Mar 14	Mar 12	Mar 22	Mar 23	Mar 20	Mar 27
APRIL 19	Mar 13	Mar 20	Mar 22	Mar 22	Mar 28	Mar 27	Apr 5	Apr 6	Apr 3	Apr 9
MAY 3	Mar 27	Apr 3	Apr 5	Apr 5	Apr 11	Apr 9	Apr 19	Apr 20	Apr 17	Apr 23
MAY 17	Apr 10	Apr 17	Apr 19	Apr 19	Apr 25	Apr 23	May 3	May 4	May 1	May 7
JUNE 7	May 1	May 8	May 10	May 10	May 16	May 14	May 24	May 25	May 22	May 29
JUNE 21	May 15	May 22	May 24	May 24	May 30	May 29	Jun 7	Jun 8	Jun 5	Jun 11

**PLANNING COMMISSION
AGENDA PREPARATION SCHEDULE
2012**

PLANNING COMMISSION MEETING 1st & 3rd Thursdays	Final CEQA D.A. DUE	Agenda Request Forms to Team Leader	Site Posting Start Date	DRAFTS to Team Leader	City Attorney Review	Newspaper Notice to Support Staff	Newspaper Publication Date	Public Notice Mailing Date	FINALS to Planning Manager 10:00 A.M.	<u>FINALS</u> to Support Staff w/Exhibits 10:00 A.M.
JULY 5	May 29	Jun 5	Jun 7	Jun 7	Jun 13	Jun 11	Jun 21	Jun 22	Jun 19	Jun 25
JULY 19	Jun 12	Jun 19	Jun 21	Jun 21	Jun 27	Jun 25	Jul 5	Jul 6	Jul 3	Jul 5
AUGUST 2	Jun 26	Jul 3	Jul 5	Jul 5	Jul 11	Jul 9	Jul 19	Jul 20	Jul 17	Jul 23
AUGUST 16	Jul 10	Jul 17	Jul 19	Jul 19	Jul 25	Jul 23	Aug 2	Aug 3	Jul 31	Aug 6
SEPTEMBER 6	Jul 31	Aug 7	Aug 9	Aug 9	Aug 15	Aug 13	Aug 23	Aug 24	Aug 21	Aug 27
SEPTEMBER 20	Aug 14	Aug 21	Aug 23	Aug 23	Aug 29	Aug 27	Sep 6	Sep 7	Sep 4	Sep 10
OCTOBER 4	Aug 28	Sep 4	Sep 6	Sep 6	Sep 12	Sep 10	Sep 20	Sep 21	Sep 18	Sep 24
OCTOBER 18	Sep 11	Sep 18	Sep 20	Sep 20	Sep 26	Sep 24	Oct 4	Oct 5	Oct 2	Oct 8
NOVEMBER 1	Sep 25	Oct 2	Oct 4	Oct 4	Oct 10	Oct 8	Oct 18	Oct 19	Oct 16	Oct 22
NOVEMBER 15	Oct 9	Oct 16	Oct 18	Oct 18	Oct 24	Oct 22	Nov 1	Nov 2	Oct 30	Nov 5
DECEMBER 6	Oct 30	Nov 6	Nov 8	Nov 8	Nov 14	Nov 13	Nov 22	Nov 23	Nov 20	Nov 26
DECEMBER 20	Nov 13	Nov 20	Nov 22	Nov 22	Nov 28	Nov 26	Dec 6	Nov 7	Dec 4	Nov 10
JANUARY 3 '13	Nov 27	Dec 4	Dec 6	Dec 6	Dec 12	Dec 10	Dec 20	Dec 21	Dec 17	Dec 21

PLANNING COUNTER SCHEDULE

NOVEMBER 2012

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
						11/1		11/2	
							JENNIFER	Life Friday	
						BU:			
							ADRIAN		
							BU:		
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
11/5		11/6		11/7		11/8		11/9	
	ADRIAN		LAURIE		JENNIFER		TONY		ADRIAN
	BU:		BU:		BU:		BU:		BU:
							LAURIE		
			BU: TONY				BU:		
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
11/12		11/13		11/14		11/15		11/16	
HOLIDAY Veterans Day			JENNIFER		TONY		LAURIE	Life Friday	
			BU:		BU:		BU:		
			ADRIAN				JENNIFER		
			BU:				BU:		
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
11/19		11/20		11/21		11/22		11/23	
	LAURIE		JENNIFER		LAURIE	HOLIDAY		HOLIDAY	
	BU:		BU:		BU:				
			TONY						
			BU:						
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
11/26		11/27		11/28		11/29		11/30	
	TONY		ADRIAN		TONY		ADRIAN	LIFE FRIDAY	
	BU:		BU:		BU:		BU:		
			JENNIFER				LAURIE		
			BU:				BU:		
NAME		REGULAR SHIFT		AFTERNOON SHIFTS					
ADRIAN		4		2					HPC
JENNIFER		4		2					Directors Hearing
LAURIE		4		2					Holiday
TONY		4		2					City Council
									Planning Commission
			16		8	24			