

CARMEL VALLEY COMMUNITY PLANNING BOARD

Policy Adopted March 10, 1998

There are many meetings, workshops, formal and informal hearings that the Carmel Valley Community Planning Board members attend as individuals.

The Board agrees that any board member attending any such meetings specifically state that he/she is speaking on his/her own behalf and not on behalf of the Board until or unless the Carmel Valley Community Planning Board has taken an official position.

NORTH CITY WEST

COMMUNITY PLANNING BOARD

PROCEDURES

MARCH, 1988

1. All requests for inclusion on an agenda must be accompanied by a brief letter outlining the nature of the proposal or request. Project maps (22 copies folded to 8 1/2 x 11) must be provided, preferably at reduced scale. Written material must be received 14 days before a scheduled meeting and must be distributed to the Board 10 days prior to the meeting.
2. People wishing to address the Board during Public Communications are encouraged to bring a written summary of their comments. Items of a complex nature will be referred to the proper agenda for proper consideration. Guests will be expected to identify themselves, give their address and tell who they are representing.
3. Presentations by Proponent and Opponents will not exceed 10 minutes unless prior approval is received from the Board President and conveyed to the Board Secretary. Multiple speakers will organize their presentation to stay within the time limit.
4. Board meetings will end at 10:00 p.m. unless a majority of the Board votes to continue the meeting. No meeting will extend past 11:00 p.m.
5. The Board Secretary will be responsible for implementing Item 1 above and for keeping time.

CARME VALLEY COMMUNITY PLANNING BOARD
12760 High Bluff Drive, Suite 160
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(619) 549-5253

**INFORMATION FOR THOSE WISHING TO PRESENT PROJECTS BEFORE THE
CARMEL VALLEY COMMUNITY PLANNING BOARD**

Scheduling a Presentation Before the Planning Board

Please schedule with the Board Secretary at least two weeks before the meeting when you wish to make a presentation. The Board usually meets every month in the evening of the second Tuesday.

Materials to Provide the Board Before the Meeting

At least two weeks before the scheduled meeting, please provide the Board Secretary with two copies of the following documents:

- Grading Plan
- Site Plan, including complete parking layout
- Environmental Document
- Improvement Plan
- Building Floor Plan
- Building Elevations
- Landscape Plan
- Color Board
- Signage Proposal

If you have not needed to prepare some of these items for your project, you need not provide them now. However, if the Board finds that it needs them or a conceptual presentation of them, it may ask for them.

Additionally, please directly provide each Board member at least two weeks before the meeting with the following:

- Site Plan
- Building Floor Plan
- Building Elevations
- Landscape Plan
- Signage Proposal

Again, if you have not been required to prepare some of these items, you need not provide them now. A mailing list for your use when sending these items to each Board member is attached.

The Night of the Meeting

Bring all materials you wish to display, present, or use for reference while presenting your project and answering questions concerning it. Do not assume that materials previously delivered to the Board will be available.

Generally, ten minutes will be allotted for you to present your project to the Board. Following your presentation, the public may comment for a limited time. After public comment, each Board member may ask questions concerning the project for a limited time. Please answer only the question asked. Please, do not be offended if interrupted for another question if the previous question has been answered because each member has only so much time.

After questions, discussion by the Board will follow. A project may be approved, conditionally approved, denied, denied until further materials are presented, denied with conditions, or continued.

The Board approves or conditionally approves few projects upon first presentation. Please be prepared to return if asked to do so. However, your providing a complete package of carefully prepared plans for review, presenting clearly and concisely, and directly answering questions about the project will help to speed consideration of your project.

Scheduling and Further Information

If you would like to schedule a presentation before the Planning Board, or if you have further questions, please feel free calling me at (619) 549-5253.