

APPENDIX A

PLAN AMENDMENT INITIATION CHECKLIST

Complete?	Category & Task	Timing
Project Submittal		
	Applicant submits request for initiation and establishes a job order account at Project Submittal in Development Services.	
	Planner reviews the initiation request for completeness and contacts applicant if more information is needed.	Within 1 week of receiving the request.
Establish Overall Schedule		
	Reserve space on Planning Commission agenda, scheduling it to be considered between 30 and 45 days of receipt of complete initiation application [complete Docket Request Form]	Request PC date as soon as soon as application is considered complete
	Notify applicant to assure their availability. Refer applicant to recognized community planning group [CPG] to present initiation.	As soon as initiation date is confirmed by PC secretary
	Notify CPG to make sure a regular meeting agenda has space on it prior to PC date to discuss initiation	As soon as initiation date is confirmed by PC secretary
	Reserve PRC date, considering appropriate sequencing for separate management review if necessary. Assure availability of necessary managers for the meeting you schedule, or issue individual invitation if warranted.	Select PRC date to allow one additional PRC prior to PC if issues complex or so advised by supervisor
Management Review and Policy Review Committee		
	Planner schedules meeting with Director, Deputy Director and Program Manager to discuss initiation	Could be before or after PRC.
	Planner prepares PRC Information Sheet along with appropriate backup information to display at PRC to explain the issues (i.e. land use map, pictures, policy language from community plan) Note: make sure everyone at the meeting has access to the information but conserve paper – materials prepared for PRC are generally not reusable.	Provide electronically to Program Manager 24 hours prior to PRC. Provide Program Manager final paper copy at the PRC meeting
Community Planning Group Recommendation		
	Applicant makes a presentation at a CPG meeting, seeking their recommendation on the initiation request – not on an accompanying development project.	At a regular CPG meeting between the submittal completion and the PC initiation meeting.
	Community planner may attend CPG meeting to respond to any questions regarding process and analysis of the proposed initiation.	

	CPG recommendation and/or comments to be included in staff report.	
Hearing Preparation & Staff Report to Planning Commission		
	Community planner prepares draft report for Planning Commission following PRC, including a draft resolution, PRC comments/issues & CPG recommendation, including review by supervisor/management	One week minimum for report signoffs
	Courtesy notice sent to applicant and to CPG	Courtesy notice is sent 10 days prior to the PC meeting date
	Community planner provides signed copy of report and appropriate number of copies to PC Secretary after allowing time to finalize report content and obtain signatures.	Reports are due to the PC Secretary the Tuesday before the hearing week.
	Community planner provides electronic copy of the report to the PC Secretary.	Provide at the same time as printed report.
	Community planner assures that the applicant and CPG receive a copy of the finalized report	Electronically as soon as it is available
	Community planner attends PC Docket Review and presents issues and recommendation, either accompanied by the management representation who will sit with PC that week, or informing them after Docket Review. Issues may be raised at Docket Review either by other disciplines or as a result of public comment prior to the hearing.	Tuesday of the week of the PC hearing
	Community planner prepares a PowerPoint presentation for PC Hearing. Use the PowerPoint template that can be found in the shared drive at S:\Powerpoint Template\CPAInitiation. Review with Program Manager prior to hearing. Upload and test presentation on council chamber computer prior to start of PC meeting. Flash drives are available from word processing staff.	Prior to the start of the PC meeting
	Planning Commission meeting to discuss initiation & decision	
Following Approval of an Initiation Request		
	If initiation approved, community planner final the PC Resolution by adding all PC issues and forwards it to PC Secretary for her/his signature (provide one copy to; the Program Manager, PC Secretary, the applicant and the file).	Within 1 week of the hearing.
	Community planner drafts memo to applicant providing the outcome of the initiation hearing and providing a copy of the signed resolution which includes initiation issues.	Within 1 week of the hearing.
	Community planner enters comments into the Project Tracking System (PTS) including: <ul style="list-style-type: none"> • Planning Commission vote 	Within 1 week of the hearing.

	<ul style="list-style-type: none"> • Issues identified in the Resolution to be analyzed with the plan amendment. • SB 18 – Tribal noticing requirements (90 day, 45 day, 10 day) 	
	Community planner to submit initiation information to the staff person responsible for updating the Plan Amendment Tracking [PAT] Database.	Within 1 week of the hearing.
	Community planner to notify the staff person responsible for tracking SB 18 of the initiation via email. Provide a copy of the staff report and signed Resolution to responsible staff so 90-day notice can be mailed	Within 1 week of the hearing.
	Community planner sends paper copies of PC Report, PowerPoint and copy of signed Resolution to the DPM assigned to the development project and electronic copies to the appropriate support staff person.	Within 1 week of the hearing.
Following Denial of an Initiation Request		
	Planning Commission chair should inform an applicant that denial of a request to amend a land use plan is appealable to the City Council pursuant to the 2008 General Plan, Land Use Element, Policy LU.D-8	Prior to concluding the item where an initiation is denied
	Community planner can answer questions for an applicant or direct them to the City Clerk's office to file an appeal	Following the conclusion of the PC hearing
	Consult management about community planner's role at City Council hearing.	
	If the initiation is also denied at City Council, inform the DPM of the decision. It is legally the applicant's choice whether to proceed with the development project without an accompanying plan amendment	
	If the initiation is approved by the City Council, follow the steps for initiation approval above, replacing Planning Commission with City Council	