

City of California City
Planning Department
Application Packet
and
Checklist
for
Adult Care
or
Large Family Day Care

City of California City
Planning Department
21000 Hacienda Boulevard
California City, CA 93505-2293

(760) 373-7141
(760) 373-7529 (fax)

E-Mail:
planning2@ccis.com

Web Address:
www.californiacity.com

APPLICATION PACKET AND CHECKLIST FOR ADULT CARE or LARGE FAMILY DAY CARE

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Introduction:

The purpose of this information guide is to bring public awareness to programs offered through the State of California Department of Social Services (CDSS), Community Care Licensing Division (CCLD) for Adult Care or Large Family Day Care. The information contained in this guide has been provided by the CDSS and CCLD's web sites at www.cdss.ca.gov and <http://cclld.ca.gov>. The City's application process and associated City fees are also discussed.

Community Care Facilities Act:

In 1973, the Legislature enacted the Community Care Facilities Act to be administered by the Department of Health. The purpose of the Act was to establish a statewide system of community care (separate from health care) for persons with mental and developmental disabilities, and socially dependent children and adults. The Act required the Department of Health, together with care providers (Advisory Committee on Community Care Facilities), to jointly establish new regulations for licensing non-medical out-of-home care facilities.

California Department of Social Services (CDSS):

In 1978, the Legislature established many departments within the Health and Welfare Agency. The Department of Health Services was reorganized, transferring licensing responsibilities for all Community Care Facilities (social models/residential settings), to the new California Department of Social Services (CDSS). The Community Care Licensing (CCL) Program along with several programs from the former Department of Benefit Payments were combined to form the current Department of Social Services.

CDSS Mission:

The mission of the CDSS is to serve, aid and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster independence.

- Report Cards (statewide data on program performance)
 - Increasing transparency in outcomes to assess statewide performance measures.
- Food Stamp Access
 - Recognizing the importance of nutrition and adequate food.
- Workforce Development
 - Planning to ensure CDSS is able to meet its and the public's future needs.
- Increasing Access to Employment (including WPRs)
 - CDSS is about building self-sufficiency and alleviating poverty.
- Safety (including Licensing) and Well-Being
 - We seek to improve the lives of all of those who come to us.
- Program Integrity
 - In addition to our responsibility to the families and individual we serve, we also serve the taxpayer. We strive to ensure that only those eligible for our programs and services have access to them.

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CDSS Location Information:

State of California -Health and Human Services Agency
Department of Social Services
744 P Street
Sacramento, California 95814
(800) 495-3232
www.cdss.ca.gov

Community Care Licensing (CCL):

Community care was originally envisioned as a normalizing and least restrictive environment for persons needing basic care and supervision that would assist them in performance of the activities of daily living. The children and adults placed in such settings were envisioned as requiring little more than a healthful safe and supportive environment.

Today the CCL Program remains a Division within CDSS. However the nature of community care has changed significantly. In order to give emphasis to the different populations served the CCL Program is now governed by three separate licensing Acts and a fourth statute that was enacted in 1990.

CCL Mission:

It is the mission of Community Care Licensing to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.

This is accomplished by:

- Promoting strategies to increase voluntary compliance.
- Providing technical assistance to and consulting with care providers.
- Working collaboratively with clients, their families, advocates, care providers, placement agencies, and others involved in community care.
- Training staff in all aspects of the licensing process.
- Educating the public about CCLD and community care options.
- Promoting continuous improvement and efficiency throughout the community care licensing system.

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Facility Types:

The California Department of Social Services licenses care facilities for persons who can not live alone but who do not need extensive medical services. The services provided in these facilities vary according to the needs of the individual, but typically include help with medications and assistance with personal hygiene, dressing and grooming. The facilities also may provide supervision and programs for individuals who have Alzheimer’s disease or other types of dementia.

- Child Care Licensing
- Children’s Residential Facilities
- Adult & Elderly Facilities
- Special Agencies

Total Licensed/Capacity Facilities in Kern County:

Facilities in Kern County		
Kern	Total Licensed	Total Capacity
Adoption Agency	2	0
Adult Day Program	29	1,631
Adult Residential	95	751
Day Care Center	200	10,478
Family Day Care Home	1,029	10,084
FFA Certified Home	465	89
Foster Family Agency	9	216
Foster Family Sub-Agency	6	232
Group Homes	59	391
Infant Center	36	727
Residential Care Elderly	105	1,644
School-Age Day Care	38	1,538
Small Family Home	5	19
Total -Kern	2,078	27,800

Source: Community Care Licensing (CCL) 4/1/2009

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Contacting Community Care Licensing Division (CCLD):

The CCLD offers information on their web site for adult care and child care at <http://cclcd.ca.gov> or contact the Community Care Licensing Division, Child Care Regional Office serving Kern County at: Fresno Regional Office, 770 East Shaw Avenue, Suite 300, MS: 29-01, Fresno, California, 93710, (559) 243-4588, FAX: (559) 243-8070.

Information available on the CCLD web site at <http://cclcd.ca.gov>

- Types of facilities.
- Apply to be a licensed provider.
- Education.
- Training.
- Orientation.
- Schedules.
- Office Locations.
- Site Maps.
- Finding out if a facility meets licensing requirements.
- File a complaint.
- Megan's Law.

Other important addresses and telephone numbers:

Aging and Adult Services Department, 5357 Truxtun Avenue, Bakersfield, CA, (661) 868-1000.
Career Services Center, 2300 Highway 58, Mojave, CA, (661) 824-7800.
Human Services Department, 100 East California Avenue, Bakersfield, CA, (661) 631-6000.
Human Services Department, 2340 Highway 58, Mojave, CA, (661) 824-7500.

How do I know if I need a State Child Care Provider License?

According to the CCLD, you do not need a license if you care for your children (or those of a relative), and children from only one other family.

State Application Process:

Applicants may receive information from the CCLD on the complete application process, training, orientation, educational classes, schedules and contact information by visiting their web site at <http://cclcd.ca.gov>

Child Care Licensing Program:

The Child Care Licensing Program licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure that they provide a safe and healthy environment for children who are in day care.

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State Definition of Family Child Care Home:

A Family Child Care Home must be in the licensee's own home. A Family Child Care Home reflects a home-like environment where non-medical care and supervision is provided for period of less than 24 hours.

State Defined Size Requirements of Family Child Care Homes:

There are Small Family Child Care Homes and Large Family Child Care Homes:

- ☺ **Small Family Child Care Homes provide care to no more than 8 children.**

- ☺ **Large Family Child Care Homes provide care to no more than 14 children.**

City Application for Large Family Child Care Homes and Foster Homes with a Maximum of Six (6):

As required by law, care providers designated as "small" capacity, including child care (eight or less), adult care (six or less) and small group home (six or less), in addition to the residing family, will need to be licensed **only** through the CCLD.

The City of California City's Municipal Code (CCMC) requires an application be filed with the City's Planning Department for child care providers meeting the criteria of "large" day care and twenty-four hour care facilities for foster homes, for a maximum of 6 individuals in addition to the residing family. The *American Heritage College Dictionary* defines "foster" as providing parental care and nurture to children not related through legal or blood ties.

The City licensing process requires an application be filed with the City's Planning Department. A nominal fee is charged, as prescribed in the City's Master Fee Resolution of **\$60.00**. There is a **\$50.00** fee required by Kern County for the filing of a Notice of Exemption or the posting of documents for a 30-day or 45-day review period. The applicant will be notified by the Planning Technician when the fees are due and payable to the Kern County Clerk by money order or cashiers check. More extensive projects associated with large day care centers, will need to file California Environmental Quality Act (CEQA) fees as follows:

CEQA and Kern County Fees. Environmental filing fees (Pursuant to Fish and Game Code Section 711.4, the Department shall impose and collect a filing fee to defray the costs of managing and protecting California's vast fish and wildlife resources. SB 1535 was passed increasing the amounts of filing fees collected by the Department, and requires the Department to adjust the fees annually pursuant to Fish and Game Code Section 713.)

CEQA AND KERN COUNTY FEES EFFECTIVE JANUARY 1, 2010

Negative Declaration (ND) or Mitigated Negative Declaration (MND) fee **\$2,010.25**

Environmental Impact Report (EIR) fee **\$2,792.25**

Environmental Document pursuant to a Certified Regulatory Program (CRP) fee **\$949.50**

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A Kern County fee of **\$50.00** applies to the recording and processing of the document(s). All CEQA and Kern County fees are to be paid by money order or cashiers check, made **payable to the Kern County Clerk**. The County Clerk no longer accepts personal checks. Once the documents are signed by the appropriate City Official, the money order or cashiers check will be attached and forwarded to the County Clerk for processing.

The application is processed in accordance with the Development Review Committee (DRC) calendar. As part of the State's mandatory requirements, the home is inspected by the City's fire department and the report is sent to the CCLD. A copy is retained by the applicant and a copy is returned to the Planning Department with the City application.

Following review and recommendations by DRC, the applicant's request is forwarded to the Planning Commission and a public hearing is scheduled. The public hearing date will be scheduled in accordance with the Commission's calendar and the CCMC, Section 9-2-2501(f), the Commission shall act on the application within thirty (30) days following the closing of the public hearing.

By resolution, the Commission may grant or deny the permit for the use applied for or may modify the permit on the basis of the evidence submitted at the hearing. If the application is approved, the City will charge the applicant for a **City business license**, according to the fees established in the City's Master Fee Resolution, **excluding the fire inspection fee**, if the site was previously inspected as part of the CCLD's requirements.

In the event the application is denied by the Planning Commission, it may be appealed according to CCMC, Section 9-2-2501 (g)(iii), to the City Council and transmitted to the City Council within ten (10) days. The Council shall hear the appeal at a regular meeting at least ten (10) days and not more than thirty (30) days after the filing of the appeal. The Council may affirm, reverse or modify a decision granting a conditional use permit.

Following the denial of a use permit application or the revocation of a use permit, no application for a use permit for the same or substantially the same conditional use on the same or substantially the same site shall be filed within six (6) months from the date of denial or revocation of the use permit.

***State Definition of Child Care Centers:**

A Child Care Center (or Day Care Center) is usually located in a **commercial building**. Non-medical care and supervision is provided for infant to school age children in a group setting for periods of less than 24 hours.

***State Definition of Adult Residential Facilities (ARF):**

Adult Residential Facilities (ARF) are facilities of any capacity that provide 24-hour non-medical care for adults ages 18 through 59, who are unable to provide for their own daily needs. Adults may be physically handicapped, developmentally disabled, and/or mentally disabled.

***State Definition of Residential Care Facilities for the Elderly (RCFE):**

Residential Care Facilities for the Elderly (RCFE) provide care, supervision and assistance with activities of daily living, such as bathing and grooming. They may also provide incidental medical services under special care plans.

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The facilities provide services to persons 60 years of age and over and persons under 60 with compatible needs. RCFEs may also be known as assisted living facilities, retirement homes and board and care homes. The facilities can range in size from six beds or less to over 100 beds. The residents in these facilities require varying levels of personal care and protective supervision.

***Group Care Facilities:**

These facilities provide services to persons with compatible needs. A small scale residential group home could consist of victims of domestic violence and is within the realm of the mission of CDSS to serve, aid and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster independence.

***The four listed facilities are “Large” scale facilities and are only permitted in the appropriate City zones, such as open space residential agricultural (O/RA), where the lot size is a minimum of one acre or an appropriate commercial zone. These facilities are subject to standard City fees as established in the City’s Master Fee Resolution for DRC - \$750.00 and CUP - \$750.00 plus \$20.00 per lot. The City will charge the applicant for a City business license, if approved, according to the fees established in the City’s Master Fee Resolution, excluding the fire inspection fee, if the site was previously inspected as part of the CCLD’s requirements. CEQA fees apply.**

CEQA and Kern County Fees. Environmental filing fees (Pursuant to Fish and Game Code Section 711.4, the Department shall impose and collect a filing fee to defray the costs of managing and protecting California’s vast fish and wildlife resources. SB 1535 was passed increasing the amounts of filing fees collected by the Department, and requires the Department to adjust the fees annually pursuant to Fish and Game Code Section 713.)

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**CITY OF CALIFORNIA CITY
PLANNING DEPARTMENT
CONCEPT PLAN/SITE PLAN
FOR DEVELOPMENT REVIEW COMMITTEE (DRC)
ADULT CARE or LARGE FAMILY DAY CARE
APPLICATION CHECK LIST**

DRC MEETINGS ARE REQUIRED FOR: Conditional Use Permit, Conditional Use Permit-Amendment, Zone Change, General Plan Amendment, Tentative Tract Map, Parcel Map, Large Apartment Complex (4 or more units), **ADULT CARE or LARGE FAMILY DAY CARE**.

- ___ 1. Checklist, completed application form and application fee of **\$60.00**.
 - ___ a. **DRC Checklist must be returned with application.**
 - ___ b. DRC Meetings scheduled 2nd and 4th Tuesday of each month.
 - ___ c. DRC Meetings are held in the morning in the Council Chambers at City Hall beginning at 10:30 a.m., applicant and/or their representative or agent will be notified of date and time to attend.

- ___ 2. Copy of current Warranty Deed to the property to verify Fee Title ownership and to provide legal description. A Tentative Title Report may be substituted.

- ___ 3. Copy of the assessor parcel map. Available at the California City Planning Department. The cost is 25 cents per page or visit online at www.kerndata.com - you will be able to print a copy of the assessor parcel map with an assessor parcel number (APN).

- ___ 4. Legal description of the outer boundary of the entire proposed development.

- N/A 5. As needed, the Planning Department will submit a property owner's list with Assessor Parcel Numbers of all adjacent property owners within 300 feet, showing the owners property parcel ID number, name and mailing address.

- ___ 6. Proposed changes to existing zoning district boundaries, if such will be needed.

- ___ 7. Concept Plan/ Site Plan Map: Applicant should contact a Civil Engineer or Licensed Land Surveyor to prepare detailed maps requiring engineer's stamp. Ten (10) copies of the project concept plan/site plan, drawn to scale of not more than 1" = 100' and ten (10) reductions on 11x17-inch paper, showing the following and one (1) copy 8 ½ x 11-inch paper showing the following:
 - ___ a. Proposed name of subdivision, apartment complex, commercial or manufactured business.
 - ___ b. Name of property if no name has been chosen. (This is commonly the name in which the property is locally known).
 - ___ c. Locations and ownership of all adjacent tracts of land.
 - ___ d. A vicinity plan showing location of property and all existing significant features within or adjacent to the property.
 - ___ e. In developing City Traffic Impact Analysis Guidelines, Caltrans' Traffic Impact Study Guidelines may be of use. See: <http://www.dot.ca.gov/hq/tpp/offices/ocp/tisguide.pdf>
 - ___ f. The air quality impacts posed by a particular project cannot be determined solely by the City of California City. Each project shall be judged individually for its potential for Significant impacts, based on specific circumstances and evidence presented in the CEQA document for that particular project.

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FOR DEVELOPMENT REVIEW COMMITTEE (DRC)
ADULT CARE or LARGE FAMILY DAY CARE
APPLICATION CHECK LIST**

- ___g. Locations and widths of existing and proposed streets.
 - ___h. Configuration of proposed lots with minimum and average lot sizes.
 - ___i. Approximate locations, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use.
 - ___j. Proposed future drainage scheme.
 - ___k. Those portions of property designated as Flood Plain and slopes in excess of 30%.
 - ___l. Total acreage of the entire tract proposed for subdivision or project.
 - ___m. General topography.
 - ___n. North arrow, scale, date of drawing.
 - ___o. Property boundary with dimensions.
 - ___p. Must adhere to public utility easements (PUE).
- ___8. Developer's plan regarding California Environmental Quality Act (CEQA).
- ___9. New development proposals having more than 50 housing units or 50,000 square feet of commercial or industrial floor space shall prepare a Child Care Facilities Needs Assessment.
- ___10. Developer's plan Redevelopment Agency (RDA) participation in the project, if applicable.
- ___11. Nearest fire hydrant _____ ft., picture required. Developer may be required to pay for and installation of a commercial steamer fire hydrant, capable of servicing a large apartment complex (4 or more units), commercial, industrial, tentative or parcel map subdivisions.
- ___12. Developer to install curb, gutter, sidewalks in front of their property only.
- ___13. Developer to install sewer or request to defer (form included).
- ___14. A biota study is required for all projects on desert vacant land . Contact any wildlife biologist or locally, Mark Hagan, Wildlife Biologist, (661) 723-0086 or Paul Pruet, Wildlife Biologist, (661) 872-5662.
- ___15. Developer to control dust during grading and construction.
- ___16. Pictures of the site is required, standing on the lot, a picture facing north, east, south, and west.

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1. Name of Applicant (if not an individual, use corporate or firm name): _____

2. Mailing Address: _____

3. Email Address: _____ **Telephone:** _____

Cell: _____ **Fax:** _____

4. Street Address of Site: _____

5. Assessor Parcel No.(s): _____ **Lot No.** _____ **Tract No.** _____

Legal Description: _____

Section **Township** **Range** **MDB&M**

6. Submit a copy of APN Map. _____ **Existing Site Zoning:** _____ **Flood Zone:** _____

7. Sq. Ft./Acreage of Site: _____

8. Sq. Ft. of Floor Area-Existing Dwelling: _____

9. Sq. Ft. of Outside Play Area (include pictures): _____

10. Days/Hrs. of Operation: _____

11. No. of Children/Adults Permitted: _____

12. Submit copy of License or Application (Kern Co. Human Resources Dept: _____)

13. Submit plot plan/site plan which accurately depicts the following:

- a. _____ Existing and proposed buildings.
- b. _____ Distance of all existing buildings from property lines.
- c. _____ Outside play areas, including location and height of fences.
- d. _____ Off-street loading space.
- e. _____ Show North arrow.
- f. _____ Show location of swimming pool, indoor/outdoor spa, ponds.
- g. _____ Show location of propane tank or indicate the home is:
 All electric _____ Natural gas _____ Solar _____ Other _____

14. Submit at least 4 photos of the surrounding area facing north, east, south, west.

15. Provide a photo of the nearest fire hydrant. How many feet away? _____

OFFICE USE ONLY

Application Case No. _____ **Date Filed:** _____ **Received By:** _____ **Fee: \$60.00** **Receipt No.** _____

Planning Commission: **Approved/Date:** _____ **Denial/Date:** _____ **Vote:** _____ **Appeal Fee: None**

Appeal to City Council: **Approved/Date:** _____ **Denial/Date:** _____ **Vote:** _____ **Appeal: 6 months**

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APPLICATION FOR ADULT CARE OR LARGE FAMILY DAY CARE

APPLICATION CASE NO.: _____ **DATE:** _____

1. Special Conditions as Approved by Development Review Committee (DRC) on: _____

2. Noise Control: _____

3. Loading Zone: _____

4. Fencing Requirements: _____

5. Lighting Requirements: _____

6. Other Conditions: Fire Department Approval State Required, _____

1. Special Conditions as Approved by Planning Commission on : _____

2. Noise Control: _____

3. Loading Zone: _____

4. Fencing Requirements: _____

5. Lighting Requirements: _____

6. Other Conditions: Fire Department Approval State Required. _____

**2010-11 DEVELOPMENT REVIEW COMMITTEE (DRC)
MEETING CALENDAR AND REQUIRED SUBMITTAL DATES**

DRC MEETING DATE (TUESDAY)	COMPLETED APPLICATION NEEDED (TUESDAY)	STAFF REVIEW START (MONDAY)	STAFF REVIEW COMPLETE (FRIDAY)	STAFF REPORT TO PLANNING COMMISSION DUE TO PLANNING STAFF (MONDAY)	PLANNING DIRECTOR ACTION OR REVIEW BY PLANNING COMMISSION (TUESDAY)
01/12/10	12/22/09	12/28/09	01/08/10	01/18/10	01/26/10
01/26/10	01/05/10	01/11/10	01/22/10	02/01/10	02/09/10
02/09/10	01/19/10	01/25/10	02/05/10	02/15/10	02/23/10
02/23/10	02/02/10	02/08/10	02/19/10	03/01/10	03/09/10
03/09/10	02/16/10	02/22/10	03/05/09	03/15/10	03/23/10
03/23/10	03/02/10	03/08/10	03/19/10	03/29/10	04/13/10
04/13/10	03/23/10	03/29/10	04/09/10	04/19/10	04/27/10
04/27/10	04/06/10	04/12/10	04/23/10	05/03/10	05/11/10
05/11/10	04/20/10	04/26/10	05/07/10	05/17/10	05/25/10
05/25/10	05/04/10	05/10/10	05/21/10	05/31/10	06/08/10
06/08/10	05/18/10	05/24/10	06/04/10	06/14/10	06/22/10
06/22/10	06/02/10	06/08/10	06/18/10	06/28/10	07/13/10
07/13/10	06/22/10	06/28/10	07/09/10	07/19/10	07/27/10
07/27/10	07/06/10	07/12/10	07/23/10	08/02/10	08/10/10
08/10/10	07/20/10	07/26/10	08/06/10	08/16/10	08/24/10
08/24/10	08/03/10	08/09/10	08/20/10	08/30/10	09/14/10
09/14/10	08/24/10	08/30/10	09/10/10	09/20/10	09/28/10
09/28/10	09/07/10	09/13/10	09/24/10	10/04/10	10/12/10
10/12/10	09/21/10	09/27/10	10/08/10	10/18/10	10/26/10
10/26/10	10/05/10	10/11/10	10/22/10	11/01/10	11/09/10
11/9/10	10/19/10	10/25/10	11/05/10	11/15/10	11/22/10
11/22/10	11/02/10	11/08/10	11/19/10	11/29/10	12/14/10
12/14/10	11/23/10	11/29/10	12/10/10	12/20/10	12/28/10
12/28/10	12/07/10	12/13/10	12/24/10	01/03/11	01/11/11
01/11/11	12/21/10	12/27/10	01/07/11	01/17/11	01/25/11
01/25/11	01/04/11	01/10/11	01/21/11	01/31/11	02/08/11
02/08/11	01/18/11	01/24/11	02/04/11	02/14/11	02/22/11

NOTE: These dates are minimum time frames. Due to unforeseen circumstances or complexity of project some reviews may take longer.

**PLANNING COMMISSION AGENDA CALENDAR
2010-2011**

MEETING DATE 6:00 PM UNLESS NOTED OTHERWISE (TUESDAY)	AGENDA ITEMS DUE FROM STAFF 4:00 PM (MONDAY)	AGENDA DUE 8:00 AM (WEDNESDAY)	AGENDA PUBLISHED AND DISTRIBUTED (FRIDAY)
12-Jan-10	4-Jan-10	6-Jan-10	8-Jan-10
26-Jan-10	18-Jan-10	20-Jan-10	22-Jan-10
9-Feb-10	1-Feb-10	3-Feb-10	5-Feb-10
23-Feb-10	15-Feb-10	17-Feb-10	19-Feb-10
9-Mar-10	1-Mar-10	3-Mar-10	5-Mar-10
23-Mar-10	15-Mar-10	17-Mar-10	19-Mar-10
13-Apr-10	5-Apr-10	7-Apr-10	9-Apr-10
27-Apr-10	19-Apr-10	21-Apr-10	23-Apr-10
11-May-10	3-May-10	5-May-10	7-May-10
25-May-10	17-May-10	19-May-10	21-May-10
8-Jun-10	31-May-10	2-Jun-10	4-Jun-10
22-Jun-10	14-Jun-10	16-Jun-10	18-Jun-10
13-Jul-10	5-Jul-10	7-Jul-10	9-Jul-10
27-Jul-10	19-Jul-10	21-Jul-10	23-Jul-10
10-Aug-10	2-Aug-10	4-Aug-10	6-Aug-10
24-Aug-10	16-Aug-10	18-Aug-10	20-Aug-10
14-Sep-10	6-Sep-10	8-Sep-10	10-Sep-10
28-Sep-10	20-Sep-10	22-Sep-10	24-Sep-10
12-Oct-10	4-Oct-10	6-Oct-10	8-Oct-10
26-Oct-10	18-Oct-10	20-Oct-10	22-Oct-10
9-Nov-10	1-Nov-10	3-Nov-10	5-Nov-10
23-Nov-10	15-Nov-10	17-Nov-10	19-Nov-10
14-Dec-10	6-Dec-10	8-Dec-10	10-Dec-10
28-Dec-10	20-Dec-10	22-Dec-10	24-Dec-10
11-Jan-11	3-Jan-11	5-Jan-11	7-Jan-11
25-Jan-11	17-Jan-11	19-Jan-11	21-Jan-11