



Planning and Development Department
Land Use Planning Division

Procedures for correspondence with the Planning Commissioners:

- To distribute correspondence to Commissioners prior to the meeting date -- submit comments by 12:00 noon, seven (7) days before the meeting. Please provide 15 copies of any correspondence with more than ten (10) pages or that includes color pages.
- Any correspondence received after this deadline will be given to Commissioners on the meeting date just prior to the meeting.
- Staff will not copy any additional written (or email) materials received after 12:00 noon on the day of the meeting.
- Members of the public may submit written comments themselves prior to the start of the meeting. To distribute correspondence at the meeting, please provide 15 copies and submit to the Planning Commission Secretary just before the meeting.
- Written comments should be addressed to the Planning Commission and should be directed to the Planning Commission Secretary at the Land Use Planning Division (Attn: Planning Commission Secretary).

Submit written materials via mail or email to the following address:

Attn: Planning Commission Secretary
Planning & Development Department
2120 Milvia Street
Berkeley, CA 94709

E-mail: JHarrison@ci.berkeley.ca.us
Alt. Email: Planning@ci.berkeley.ca.us

Written material received in accordance with these procedures may be viewed in advance of the meeting at the Zoning Counter of the Permit Services Center for the Planning and Development Department, 2118 & 2120 Milvia Street, First Floor, during working hours, or at the Main Branch Library, Shattuck/Kittredge Streets, during regular library hours at the Reference Desk.