



Office of the City Manager

November 6, 2017

To: Honorable Mayor and Members of the City Council

From: *DWR* Dee Williams-Ridley, City Manager

Subject: Planning Department Open House
3 – 6 p.m., Wednesday, December 6, 2017

The Planning Department is hosting an “Open House” event designed to inform community members about the assistance and services that the department provides, and to showcase the beautifully remodeled Permit Service Center. The Open House is part of the Planning Department’s efforts to continuously improve the service staff provide to community members and to make information and assistance easily accessible to all.

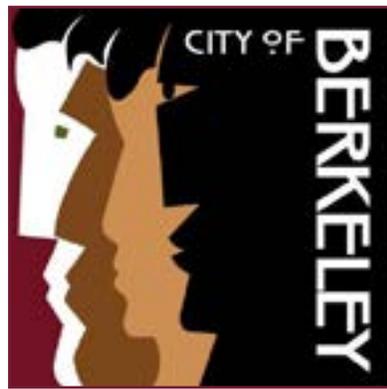
City Council Members and the public are invited and encouraged to attend any time between 3 – 6 p.m. on Wednesday, December 6, 2017. The Open House will take place in the Permit Service Center, on the 3rd floor of 1947 Center Street. Please pass along the attached flyer to community members and encourage all to attend.

Planning Department staff will be on hand to make community members feel welcome, provide helpful information related to their needs, and to answer questions. There will be information stations on various topics, including the life cycle of a permit application, demonstrations of the project plan review process, clean energy and sustainable development, and more. There will also be a general “Answer Station” designed to assist community members with whatever questions they have about Planning Department services and processes.

Light refreshments will be served and giveaways will be available for active participants. Please join us for our “Open House” event and encourage your constituents to do the same.

Attachment: Open House Event Flyer

cc: Jovan Grogan, Deputy City Manager
Mark Numainville, City Clerk
Matthai Chakko, Assistant to the City Manager
Ann-Marie Hogan, City Auditor
Timothy Burroughs, Acting Planning Director



YOU'RE INVITED!

**CITY OF BERKELEY
PLANNING DEPARTMENT
PRESENTS:**

OPEN HOUSE 2017

MEET THE TEAM WHO HELPS YOU BUILD OUR CITY

**DECEMBER 6TH, 2017, 3PM-6PM
1947 CENTER STREET, 3RD FLOOR**

VISIT THE BEAUTIFULLY REMODELED PERMIT SERVICE CENTER, LEARN HOW TO SUBMIT PROJECT APPLICATIONS, AND DISCOVER HOW STAFF REVIEWS YOUR PLANS. SEE THE WORK BEING DONE TO ENSURE SAFE RENTAL HOUSING, AND LEARN ABOUT THE LATEST GREEN ENERGY PROGRAMS. MEET STAFF WHO INSPECT BUILDINGS AND COMMERCIAL SITES TO ENSURE SAFE CONSTRUCTION AND TO ADDRESS TOXIC CONTAMINATION.

**REFRESHMENTS, ANSWER STATION,
GIVEAWAYS, AND MORE!**

Please Note: This event is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate, including auxiliary aids or services, please contact the Disability Services Specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the event date. Please refrain from wearing scented products to this event.