



Planning and Development Department
Land Use Planning Division

Procedures for correspondence with the Planning Commissioners:

- Written comments should be addressed to the Planning Commission and should be directed to the Planning Commission Secretary in the Planning & Development Department (Attn: Planning Commission Secretary).
- You may submit materials via email or mail, see addresses below. Only provide one copy. Email is preferred.
- To include correspondence to Commissioners in the upcoming meeting packet, submit materials by 12:00 noon, eight (8) days before the meeting day (Tuesday).
- *If* the material is more than ten (10) pages, includes color pages, and/or requires paper larger than 8.5 by 11 inches, *then* please provide 15 hard copies 8 days in advance of the meeting.
- Any correspondence received after 12:00 noon, eight (8) days before the meeting and *before 12:00 noon on the day of the meeting* will be given to Commissioners just prior to the meeting start time. Staff will not copy materials received after this deadline.
- To distribute correspondence *at the meeting*, please provide 15 hard copies and *submit to the 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 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.

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.