

TIMELINE FORMULA	
ACTION	DATE
1 Application Submitted	X
2 Application Routed	X + 2 days
3 Comments Due	X + 23 days
4 DRC Meeting	X + 25 days
5 Completeness Determined	X + 30 days = Y
6 Environmental Determination	Y + 5 days
7 Categorical Exemption	Y + 5 days
8 Neg. Dec. Preparation	Y + 30 days
9 Neg. Dec. Advertised	Y + 50 days (20 day ad period)
10 PC Report Prepared	Y + 50 days
11 Ad Sent to Paper	Y + 55 days
12 Date Published	Y + 57 days
13 Legal Notices Mailed	Y + 57 days
14 PC Hearing Date	Y + 76 days

TIMELINE AND EXAMPLES				
	Negative Declaration	Negative Declaration	Categorical Exemption	Categorical Exemption
Action	Dates	Dates	Dates	Dates
Application Submitted	March 1	March 13	March 1	March 13
Application Routed	March 3	March 15	March 3	March 15
Comments Due	March 23	April 5	March 23	April 5
DRC Meeting	March 27	April 10	March 27	April 10
Completeness Determined	March 30	April 13	March 30	April 13
Environmental Determination	April 5	April 18	April 5	April 18
Categorical Exemption	N/A	N/A	April 5	April 18
Neg. Dec. Preparation	April 28	May 12	N/A	N/A
Neg. Dec.	May 19	June 2	N/A	N/A

**San Mateo County
Environmental Services Agency
Planning & Building Division**

LIST OF OUTSIDE AGENCIES

Fire Districts:

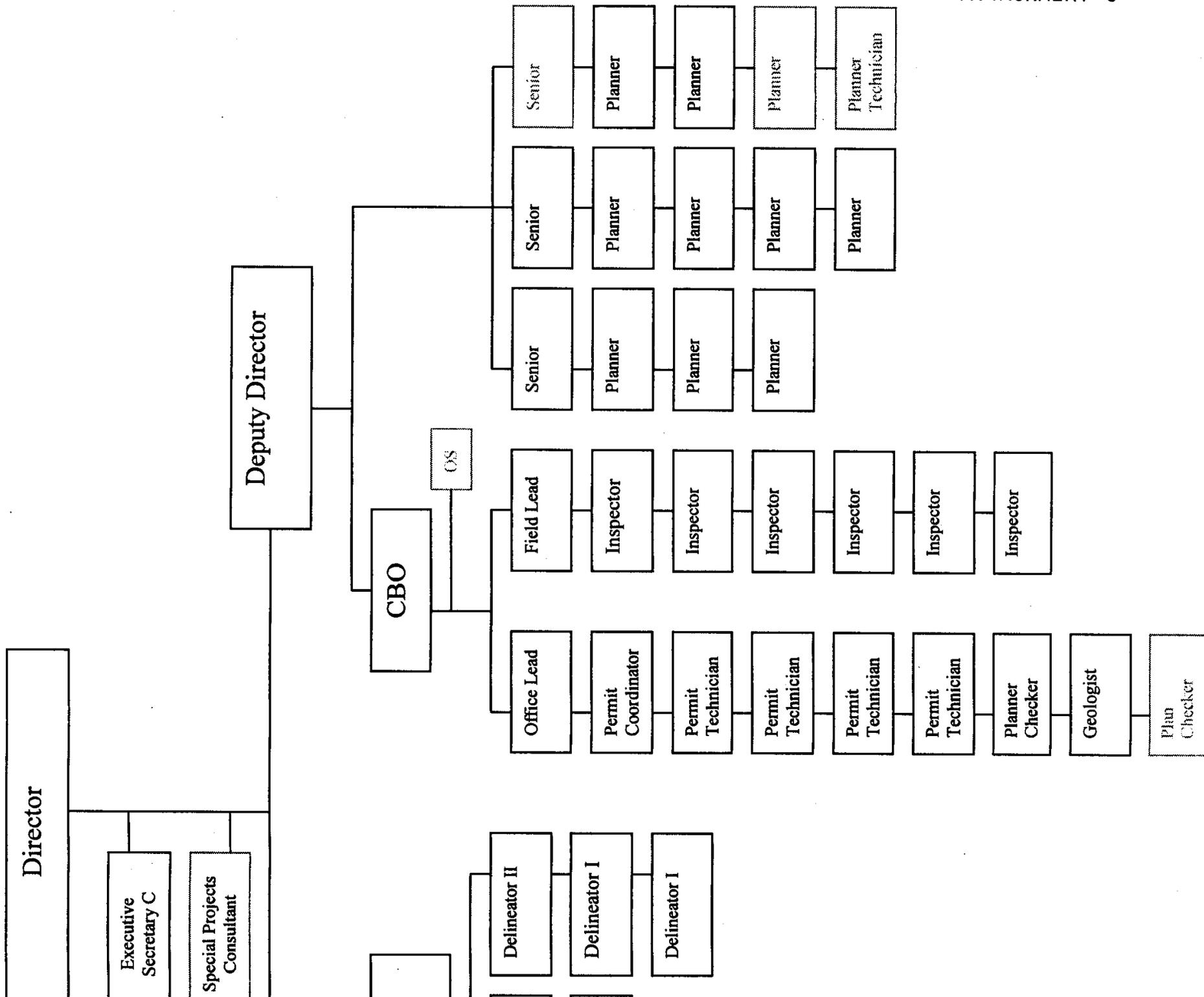
California Department of Forestry CDF, County Fire
Colma Fire Protection District
Half Moon Bay Fire Protection District
Menlo Fire Park Fire Protection District
Redwood City Fire Department
South County Fire Authority
Woodside Fire Protection District

Sanitary Districts:

Montara Water and Sanitary District
Fair Oaks Sewer Maintenance District (County-governed)
Granada Sanitary District
West Bay Sanitary District

Water Agencies:

Montara Water and Sanitary District
Mid-peninsula Water District (Formerly Belmont Water)



**County of San Mateo
Environmental Services Agency
Planning and Building Division
Current Planning Section
Fall 2005 Training Schedule**

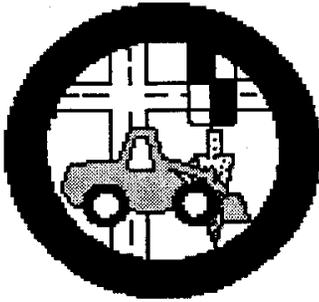
	TOPIC	INSTRUCTOR	SCHEDULED DATE	SIGN-OFF
1.	Current Planning Section Orientation/Training Introduction	Jim	8/15/05	Done
2.	Planning Commission Processes	Jim, Kan Dee		
3.	PLN Permit Application Intake	Dave	-	Done
4.	PLN Permit Processing @ Counter	Dave, Mike, Olivia		
	CDX Processing	Dave, Mike, Olivia		
	Tree Removal	Dave, Mike, Olivia		
	DRX Permits	Dave, Mike, Olivia		
	Grading Exemptions	Dave, Mike, Olivia		
	Arch. Review Exemptions	Dave, Mike, Olivia		
5.	Staff Level Permits	Dave		
6.	Public Hearing Permits (ZHO/PC)	Dave		
7.	Staff Reports	Jim		
8.	Decision Letters	Dave		
9.	Appeals	Dave, Jim		
10.	Minor Assignments	Dave	-	Done
11.	Counter/Phones Protocol	Dave		
12.	Permit*Plan	Angus, Dave		Partial
13.	GP, LCP Overview and CCC Issues	George		
14.	Permit*Plan	Jim		

	TOPIC	INSTRUCTOR	SCHEDULED DATE	SIGN-OFF
	County Fire/CDF	Jim Rust		
15.	Citizens Councils and Boards (NFO, PMAC, AAB, HRAB)	Dave	-	Done
16.	Other Homeowners Associations	Dave	11/30/05	Partial
17.	ZHO Processes	George, Judy		
18.	CEQA, Exemptions and Initial Study/Neg. Decs. with County Counsel's Office	Mike, Mary R.	12/1/05	Partial
19.	Zoning Regulations – Rural Districts	George		
20.	Density Credits and Analysis Certification of DA Results	Dave, Jim		
21.	Zoning Regulations – Urban Districts	Dave, Olivia		
22.	Design Review: Districts/DRC Process/Exemptions	Farhad		
23.	Subdivision Regulations with County Counsel's Office	Lisa Aozasa, Mary R.		
24.	Grading Regulations	Dave	11/28/05	
25.	Confined Animal Regulations	Tiare		
26.	Tree Removal Applications	Dave		
27.	Random Plan/Zoning Checks	Mike		
28.	Policy and Procedures Manual	Dave, Jim		
29.	Project Organization/Priorities	Jim, Dave		
30.	Second Units	Dave	11/29/05	
31.	Accessory Buildings/Structures	Mike	11/23/05	Partial
32.	Temporary Uses/Business Licenses	Jim		
33.	Information Resources	Dave	-	Done

COUNTY OF SAN MATEO

Department of Public Works

Inter-Departmental Correspondence



Date: November 23, 2005

TO: Lisa Grote, Community Development Director

FROM: Neil R. Cullen, Director of Public Works

SUBJECT: Estimate of Facility Costs Associated with Reopening the Second Floor at 455 County Center (Planning) on Fridays

The following is a summary of the estimated costs to reopen the second floor of 455 County Center on Fridays:

One Time Costs

Reprogram HVAC for Friday Operations	\$ 280
Reprogram Card Key in Elevators to Give Public Access to Second Floor	\$1,000
Reprogram Lighting Controls	\$ 150
Reprogram Card Key at Front Doors	\$ 200
Add Signage to Advertise Change	<u>\$ 500</u>
Total one time costs	\$2,130

Reoccurring Costs:

Lisa Grote, Community Development Director

**Subject: Estimate of Facility Costs Associated with Reopening the Second Floor at
455 County Center (Planning) on Fridays**

November 22, 2005

Page 2

load testing is not practical since the building is either fully occupied or empty. We will have to implement the one floor system if only the second floor goes back to a five-day week, and make adjustments and modify the systems as necessary.

Neil R. Cullen
Director of Public Works

NRC:sdd

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cc: John Maltbie, County Manager
Marcia Raines, Director, Environmental Services Agency
Doug Koenig, Deputy Director, Facilities Services