



Department of Planning, Housing, & Community Development

Mayor, Richard C. David
Jennifer M. Taylor, Acting Director

Memorandum

TO: Planning Commission
FROM: Planning, Housing and Community Development
DATE: February 21, 2014
SUBJECT: 200 Court Street

A Series A Site Plan Review and a Special Use Permit application for the subject property was submitted at 4:30pm on February 20, 2014. At the request of Mayor David this application has been placed on the March 3rd Planning Commission agenda. The applicant's case materials are enclosed. However, this project has not been reviewed by staff nor has a staff report been prepared because the application was submitted one business day prior to distribution of case materials to the Planning Commission.

The application deadline to appear on the March 3rd agenda of the Planning Commission was February 5th. The application deadline allows staff adequate time to check the application and plans for completeness, to coordinate with city departments and interested agencies responsible for reviewing the project, to conduct a site visit, to review the project for basic code compliance and, after completion of the preceding, to prepare of a staff report. Given that this application was submitted 15 calendar days beyond the application deadline, staff did not have adequate time to review this project in advance of distribution of case materials for the March 3rd meeting.