

**MAGGI FAJNOR**  
CHAIR

# PLANCHECKNC

## AREA REPRESENTATIVES

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MARY GARCIA  
SOLEDAD GARCIA  
ED HUNT

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AUGUST STEURER  
FRANK WADA

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HOSPITALITY  
MARLENE SAVAGE

**ADRIENNE O'NIEL**  
VICE CHAIR & TREASURER

**LAURA MEYERS**  
OUTREACH

**CINDY CLEGHORN**  
**KELLY M. LORD**  
DATABASE ADMINISTRATOR

October 1, 2008

Neighborhood Council Board Members and Stakeholders,

It has been more than a year since Certified Neighborhood Councils began receiving electronic Early Notification Reports as part of the Planning Pilot Program. These electronic reports, providing Certified Neighborhood Councils the earliest possible information about all applications for planning entitlements that have been filed in their neighborhood, are perhaps the most well known part of the Planning Pilot Program. To be sure that all board members have access to this information, the distribution for the Early Notification Report now includes all Certified Neighborhood Council Board members for whom the Department of Neighborhood Empowerment (DONE) has an e-mail address. It is important that your Neighborhood Council database information is up to date so that you continue to receive notifications. If your neighborhood council information needs updating, please be sure to discuss the need for any changes with your DONE Field Representative. Furthermore, if any of your board members spam-protect their e-mail accounts; please ask them to open their e-mail addresses to receive e-mails from the City.

When submitting a project application, all entitlement applicants are required to provide a duplicate hard copy file of the application for the Certified Neighborhood Council. These are mailed to the appropriate Neighborhood Council by the Planning Department. The DONE database has been revised to provide fields for each Certified Neighborhood Council to designate a mailing address to receive these reports separate from the Neighborhood Council general mailing address. Each NC should designate one person to act as the NC's contact with the Planning Department. It is totally within the discretion of each NC Board to determine these designations. Some NC Boards have found it best for their needs to have these packets go directly to their Planning and Land Use Committee Chair at a separate mailing address. Other NCs have all materials sent to their general mailing address. In order to ensure that your Certified Neighborhood Council receives all mailed notices and packets, please be sure that your Neighborhood Council provides your DONE field representative with the correct, up-to-date information for one contact name and mailing address. Your designating a contact for these materials will also provide a demonstration of your NCs support for the Pilot Program. A copy of the Planning Pilot Program points is attached.

The oversight of the Planning Department Pilot Program is only one part of the mission of PlanCheckNC. The members of the Oversight Committee also began to answer the need for opportunities for all stakeholders to educate themselves in the tools and basic planning and zoning vocabulary. In recognition of its expanding mission to provide Educational Programs, the name PlanCheckNC was adopted. PlanCheckNC began to expand its efforts to include providing educational opportunities about planning and land use to NCs and the stakeholders of the City. Everyone is invited to participate in PlanCheckNC Educational Programs.

Members of the Steering Committee of PlanCheckNC will be available at the Congress of Neighborhood Councils on October 11. Please let me know if you have questions or are having problems with receiving your reports [maggi4F@gmail.com]. If you would like to be added to our database to receive notices of PlanCheckNC assemblies and educational programs send an email to Cindy Cleghorn at [cindy@cmprintmail.com](mailto:cindy@cmprintmail.com).

Sincerely yours,

Maggi Fajnor, Chair  
PlanCheckNC