CDA DEVELOPMENT CONTROL SYSTEM · SET 2 · ENTITLEMENTS & AGENCY REVIEW

Agency Meeting & Public Hearing Preparation Brief

A structured briefing record for pre-application conferences, staff-review meetings, Planning Commission hearings, and City Council / Board of Supervisors actions — aligning factual citations, condition redlines, speaker roles, and follow-through.

Control field	Specification
Artifact version	1.0
Sources reviewed	2026-11-25
Applicable stages	Strategy & Pre-Application · Entitlements & CEQA · Approvals & Mapping
Statutory references	Gov. Code, §§ 65905.5 (5-hearing housing limit), 65943 (30-day completeness), 65950 (PSA approval windows), 66458 (final-map action)

1. Meeting / Hearing Control Sheet

Control Field	Current Record
Project Name, Case / Application Numbers & Jurisdiction	
Reviewing Body / Staff Division & Hearing Date / Time	
Procedural Action Requested (Pre-App / Completeness / Recommendation / Approval)	
SB 330 Hearing Count Tracker (If Housing Development Project — Max 5 Hearings, § 65905.5)	Hearing # ___ of 5 (Note: continuances count toward the 5-hearing limit).
Staff Report Publication Date & Written Comment Deadline	
Controlling Plan Set & Project Description Version	

2. Factual Record & Exhibit Pinpoint Index

Pin every factual assertion the project team plans to present to an exact sheet number, study page, or staff-report section so no speaker contradicts the operative record.

Topic / Issue	Key Project Fact or Response	Controlling Source / Page / Sheet	Verified By

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3. Draft Conditions of Approval — Redline & Negotiation Matrix

Log every problematic draft condition before the hearing, separating technical clarifications, timing/trigger adjustments (e.g., shifting a trigger from pre-grading to pre-occupancy), and legal objections routed to counsel.

Cond. #	Current Draft Language Summary	Operational / Cost / Timing Issue	Proposed Revision & Fallback	Counsel / Staff Status

4. Team Speaker Roles & Professional Boundary Matrix

Role	Assigned Speaker	Speaking Scope & Questions Owned	Time Allocation
Project Sponsor / Applicant		Project vision, investment commitment, and authorized business concessions.	
Land-Use / Entitlement Counsel		Legal authority, statutory findings, vested rights, CEQA adequacy, and fee/exaction objections.	
Architect / Site Planner		Site layout, massing, design standards, circulation, and plan-sheet specifics.	
Civil Engineer / Traffic / CEQA Specialists		Grading, drainage, utilities, VMT/traffic, and technical mitigation clarifications.	
CDA Coordination Lead		Agenda discipline, condition tracking, real-time issue log, and post-hearing action capture.	

5. Post-Hearing Action, Written Direction & Clock Capture

Complete immediately after adjournment while agency direction is fresh. Carry adopted conditions directly into the Conditions, Commitments & Implementation Register.

Action / Direction Adopted	Agency / Body	Triggering Clock (Appeal / NOD / Map / Resubmittal)	Owner & Target Date

Professional Role Boundary — CDA coordinates strategy, information, workstreams, responsibilities, dependencies, decision records, and implementation within an agreed advisory scope. Public agencies retain public decision-making authority. Attorneys, engineers, surveyors, architects, environmental professionals, reserve specialists, accountants, escrow professionals, title professionals, and other qualified specialists retain responsibility for their professional work.

Informational Scope Notice — These working records organize project information, responsibilities, and follow-through. They are general informational templates, not legal advice for any reader's facts, and using them creates no attorney-client or other professional relationship. They do not establish legal compliance, vested rights, CEQA adequacy, subdivision validity, DRE authorization, entitlement validity, agency approval, or commercial feasibility.