



APPLICANT PUBLIC HEARING POSTING INSTRUCTIONS:

In accordance with City of Caldwell City Code Section 10-03-12, the applicant is responsible for physically posting all public hearing notices in accordance with the following:

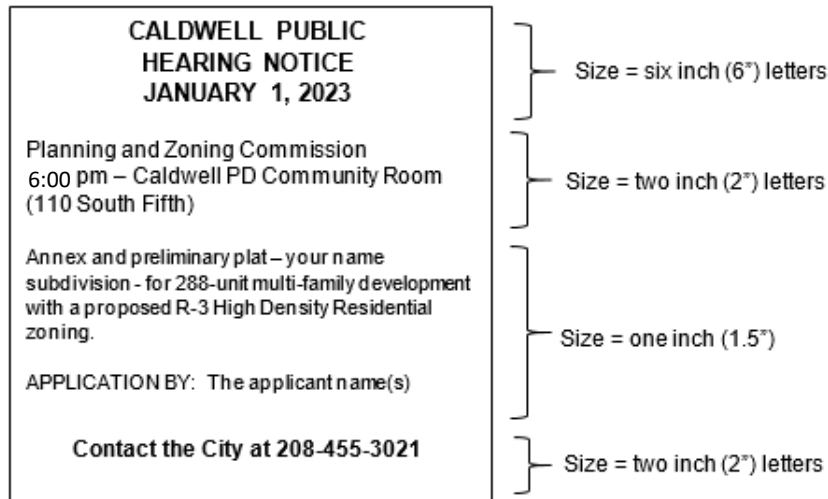
Physical Site Posting of Public Hearing Notices.

1. Not less than fifteen (15) days prior to the hearing, the applicant shall post a copy of the public hearing notice of the application on the property under consideration. Except as noted herein, posting of the property must be in substantial compliance with the following requirements:
 - a. **Properties or Land Less Than Two (2) Acres in Size.** The applicant shall post a sign consisting of one (1) 18-inch by 24-inch bright colored, laminated paper, or other similar material mounted to a rigid surface of equal size and attached to metal or wood support posts. *Notices shall specify the name of the applicant, a statement concerning the proposed development, and the date, time and location of the public hearing.*
 - b. **Properties or Land Two Acres or More in Size.** The applicant shall post a 4' x 4' sign consisting of plywood or other hard surface mounted on two (2) 4"x4" posts.

Centered at the top of the four foot by four foot (4' x 4') sign board(s) in six inch (6") letters shall be the words "Caldwell Public Hearing Notice" and the date of the hearing. In addition, each sign shall include the name of the applicant, the proposed development, the date, time, place of the public hearing, the nature of the hearing, and a summary of the proposal to be considered.

Each sign shall be painted white and the letters shall be painted black and shall appear on both sides.

An example of this sign is listed below. **Note:** This is an example only and in no way depicts the actual day, time, location, or summary of the application.



- c. The Director may require larger sized posting(s) or multiple notice(s) for applications that, in the reasonable discretion of the Director, could result in significant adverse traffic, environmental, aesthetic, noise, pollution, or population density impacts. Additionally, the Director may require larger sized posting(s) or multiple notice(s) if, in the reasonable discretion of the Director, the specific circumstances of the site and the proposed development create a risk that the notice as provided will be insufficient to alert the general public and adjacent owners to the proposed development.
- d. *Sign placement & quantity:*
 - (1) The notice(s) shall be posted perpendicularly along each roadway, excluding Interstate 84, adjacent to the subject property boundaries. The base of the notice shall be at least three feet above the ground.
 - (2) If the property has roadway frontage of 1,000 feet or more, a notice shall be placed at each end of the property roadway frontage.
 - (3) Notice(s) shall be located on the property, with the notice oriented to oncoming traffic, outside of the public right-of-way.
 - (4) If the sign cannot be placed on the property and still be clearly visible, the sign may be placed within the right-of-way if consent of the owner of the right-of-way can be obtained.
 - (5) In circumstances where placing signs per the standards listed herein is not practical, the director may identify an alternative sign placement strategy.
- e. *Proof of posting.* A notarized statement, map depicting the location(s) of the sign(s) and a photograph of the posting shall be provided to the city no later than ten (10) days prior to the public hearing attesting to where and when the sign(s) were posted. Failure to provide proof of posting by such date may result in the hearing being continued or delayed until the proof of posting has been satisfied.

NOTE: Some deadline dates may be impacted by holidays, weekends, or the timing of staff report due dates. Please check the calendar provided in this document for deadline requirements.

- f. *Sign removal.* The signs shall be removed no later than three (3) days after the public hearing for which the sign had been posted is ended.

Hearing Body	Hearing Date	Application Submittal Deadline (See Footnote #1)	Applicant Physical Site Posting Date Deadline	Applicant Proof of Posting Due
City Council	January 2, 2024	November 3, 2023	December 18, 2023	December 21, 2023
Historic Preservation Commission	January 8, 2024	November 20, 2023	December 24, 2023	December 28, 2023
P&Z Commission	January 10, 2024	November 10, 2023	December 26, 2023	December 29, 2023
City Council	January 16, 2024	November 15, 2023	January 1, 2024	January 4, 2024
Hearing Examiner	January 23, 2024	November 22, 2023	January 7, 2024	January 8, 2024
Design Review Commission	January 23, 2024	December 1, 2023	January 8, 2024	January 11, 2024
P&Z Commission	January 24, 2024	November 22, 2023	January 9, 2024	January 12, 2024
Historic Preservation Commission	February 5, 2024	December 18, 2023	January 21, 2024	January 25, 2024
City Council	February 6, 2024	December 5, 2023	January 22, 2024	January 26, 2024
P&Z Commission	February 14, 2024	December 13, 2023	January 30, 2024	February 2, 2024
City Council	February 20, 2024	December 19, 2023	February 5, 2024	February 9, 2024
Hearing Examiner	February 27, 2024	December 22, 2023	February 12, 2024	February 16, 2024
Design Review Commission	February 27, 2024	January 5, 2024	February 12, 2024	February 15, 2024
P&Z Commission	February 28, 2024	December 22, 2023	February 13, 2024	February 16, 2024
Historic Preservation Commission	March 4, 2024	January 15, 2024	February 18, 2024	February 22, 2024
City Council	March 5, 2024	December 29, 2023	February 19, 2024	February 23, 2024
P&Z Commission	March 13, 2024	January 5, 2024	February 27, 2024	March 1, 2024
Historic Preservation Commission	March 18, 2024	January 29, 2024	March 3, 2024	March 7, 2024
City Council	March 19, 2024	January 14, 2024	March 4, 2024	March 8, 2024
Hearing Examiner	March 26, 2024	January 19, 2024	March 11, 2024	March 15, 2024
Design Review Commission	March 26, 2024	February 2, 2024	March 11, 2024	March 15, 2024
P&Z Commission	March 27, 2024	January 23, 2024	March 12, 2024	March 15, 2024
Historic Preservation Commission	April 1, 2024	February 12, 2024	March 17, 2024	March 21, 2024
City Council	April 2, 2024	January 26, 2024	March 18, 2024	March 22, 2024
P&Z Commission	April 10, 2024	February 6, 2024	March 26, 2024	March 29, 2024
Historic Preservation Commission	April 15, 2024	February 26, 2024	March 31, 2024	April 4, 2024
City Council	April 16, 2024	February 9, 2024	April 1, 2024	April 5, 2024
Hearing Examiner	April 23, 2024	February 20, 2024	April 8, 2024	April 12, 2024
Design Review Commission	April 23, 2024	March 1, 2024	April 8, 2024	April 12, 2024
P&Z Commission	April 24, 2024	February 20, 2024	April 9, 2024	April 12, 2024
Historic Preservation Commission	May 6, 2024	March 18, 2024	April 21, 2024	April 25, 2024
City Council	May 7, 2024	March 1, 2024	April 22, 2024	April 26, 2024
P&Z Commission	May 8, 2024	March 5, 2024	April 23, 2024	April 26, 2024
Historic Preservation Commission	May 20, 2024	March 29, 2024	May 5, 2024	May 9, 2024
City Council	May 21, 2024	March 15, 2024	May 6, 2024	May 10, 2024
P&Z Commission	May 22, 2024	March 19, 2024	May 7, 2024	May 10, 2024
Hearing Examiner	May 28, 2024	March 26, 2024	May 13, 2024	May 17, 2024
Design Review Commission	May 28, 2024	April 5, 2024	May 13, 2024	May 17, 2024
Historic Preservation Commission	June 3, 2024	April 15, 2024	May 19, 2024	May 22, 2024
City Council	June 4, 2024	March 29, 2024	May 20, 2024	May 23, 2024
P&Z Commission	June 12, 2024	April 9, 2024	May 28, 2024	May 31, 2024
Historic Preservation Commission	June 17, 2024	April 26, 2024	June 2, 2024	June 6, 2024
City Council	June 18, 2024	April 12, 2024	June 3, 2024	June 7, 2024
Hearing Examiner	June 25, 2024	April 23, 2024	June 10, 2024	June 13, 2024
Design Review Commission	June 25, 2024	May 3, 2024	June 10, 2024	June 13, 2024

P&Z Commission	June 26, 2024	April 23, 2024	June 11, 2024	June 14, 2024
Historic Preservation Commission	July 1, 2024	May 10, 2024	June 16, 2024	June 20, 2024
City Council	July 2, 2024	April 26, 2024	June 17, 2024	June 21, 2024
P&Z Commission	July 10, 2024	May 3, 2024	June 25, 2024	June 28, 2024
Historic Preservation Commission	July 15, 2024	May 24, 2024	June 30, 2024	July 3, 2024
City Council	July 16, 2024	May 10, 2024	July 1, 2024	July 5, 2024
Hearing Examiner	July 23, 2024	May 21, 2024	July 8, 2024	July 12, 2024
Design Review Commission	July 23, 2024	May 31, 2024	July 8, 2024	July 12, 2024
P&Z Commission	July 24, 2024	May 21, 2024	July 9, 2024	July 12, 2024
Historic Preservation Commission	August 5, 2024	June 17, 2024	July 21, 2024	July 25, 2024
City Council	August 6, 2024	May 31, 2024	July 22, 2024	July 26, 2024
P&Z Commission	August 14, 2024	June 11, 2024	July 30, 2024	August 2, 2024
Historic Preservation Commission	August 19, 2024	July 1, 2024	August 4, 2024	August 8, 2024
City Council	August 20, 2024	June 14, 2024	August 5, 2024	August 9, 2024
Hearing Examiner	August 27, 2024	June 21, 2024	August 12, 2024	August 16, 2024
Design Review Commission	August 27, 2024	July 5, 2024	August 12, 2024	August 16, 2024
P&Z Commission	August 28, 2024	June 25, 2024	August 13, 2024	August 16, 2024
City Council	September 3, 2024	June 28, 2024	August 19, 2024	August 23, 2024
P&Z Commission	September 11, 2024	July 9, 2024	August 27, 2024	August 30, 2024
Historic Preservation	September 16, 2024	July 26, 2024	September 1, 2024	September 5, 2024
City Council	September 17, 2024	July 12, 2024	September 2, 2024	September 6, 2024
Hearing Examiner	September 24, 2024	July 19, 2024	September 9, 2024	September 13, 2024
Design Review Commission	September 24, 2024	August 2, 2024	September 9, 2024	September 13, 2024
P&Z Commission	September 25, 2024	July 19, 2024	September 10, 2024	September 13, 2024
City Council	October 1, 2024	July 26, 2024	September 16, 2024	September 20, 2024
Historic Preservation Commission	October 7, 2024	August 16, 2024	September 22, 2024	September 26, 2024
P&Z Commission	October 9, 2024	August 6, 2024	September 24, 2024	September 27, 2024
City Council	October 15, 2024	August 9, 2024	September 30, 2024	October 4, 2024
Historic Preservation Commission	October 21, 2024	August 30, 2024	October 6, 2024	October 10, 2024
Hearing Examiner	October 22, 2024	August 16, 2024	October 7, 2024	October 11, 2024
Design Review Commission	October 22, 2024	August 30, 2024	October 7, 2024	October 10, 2024
P&Z Commission	October 23, 2024	August 20, 2024	October 8, 2024	October 11, 2024
Historic Preservation Commission	November 4, 2024	September 13, 2024	October 20, 2024	October 24, 2024
City Council	November 5, 2024	August 30, 2024	October 21, 2024	October 25, 2024
P&Z Commission	November 13, 2024	September 10, 2024	October 29, 2024	November 1, 2024
Historic Preservation Commission	November 18, 2024	September 30, 2024	November 3, 2024	November 6, 2024
City Council	November 19, 2024	September 13, 2024	November 4, 2024	November 7, 2024
Design Review Commission	November 25, 2024	October 4, 2024	November 10, 2024	November 14, 2024
Hearing Examiner	November 26, 2024	September 20, 2024	November 11, 2024	November 15, 2024
Historic Preservation Commission	December 2, 2024	October 14, 2024	November 17, 2024	November 21, 2024
City Council	December 3, 2024	September 27, 2024	November 18, 2024	November 22, 2024
P&Z Commission	December 11, 2024	October 8, 2024	November 26, 2024	November 27, 2024
Historic Preservation Commission	December 16, 2024	October 28, 2024	December 1, 2024	December 6, 2024
City Council	December 17, 2024	October 11, 2024	December 2, 2024	December 6, 2024
Design Review Commission	December 23, 2024	November 1, 2024	December 8, 2024	December 12, 2024

Footnotes:

¹ To meet an application submittal deadline...all applications, checklists, required plans and documents, and all fees must have been received prior to the deadline date.