



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 404

LAST REVISED 7/26/01

SUBJECT: SITE VISITS

STATEMENT OF POLICY:

Site visits will be scheduled by the Mayor and will typically occur in the afternoon prior to a Council meeting.

The staff member handling the project will secure permission to enter the site from the property owner.

During the site visit the City Council will not accept or solicit written or oral testimony, but may ask questions of staff and may review plans, photos, documents, etc. which were included in the Council packets. Anyone wishing to give information to the City Council should appear at the scheduled public hearing or submit written materials to staff prior to the hearing for distribution to the Council.

Notice of Meeting

The City Clerk will notice the meeting as a regular meeting as required by California's Brown Act.

The City Clerk will include the address(s) of all sites scheduled for visits on the meeting notice.