



**CITY OF DEL MAR
CITY COUNCIL POLICY BOOK**

306	WRITTEN COMMUNICATIONS RECEIVED ON AGENDA ITEMS BEFORE A CITY COUNCIL, PLANNING COMMISSION, OR DESIGN REVIEW BOARD MEETING BUT AFTER THE AGENDA AND STAFF REPORTS ARE PUBLISHED (“RED DOT” ITEMS)	DATE REVISED:	11-6-2017
		BY RESOLUTION:	2017-69
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POLICY:

“Red Dots” are written communications received from members of the public and staff on City Council, Planning Commission, or Design Review Board (DRB) items after the agenda for an upcoming meeting has been published, and are submitted prior to the meeting taking place.

The following Red Dot procedures will be followed:

1. City Council red dots shall be submitted to the City Clerk at cityclerk@delmar.ca.us and Planning Commission and Design Review Board red dots shall be submitted to the Planning Department at planning@delmar.ca.us. Red dots can also be hand delivered or mailed to City Hall.
2. The communication shall be marked with a “red dot” and distributed to all City Councilmembers and the City Manager prior to commencement of the meeting. The communications will also be posted on the city’s webpage.
3. Red Dots must be received no later than 12 p.m. on the day of the meeting. If the Red Dot is submitted after this cut off time, there is no guarantee that it will be reviewed by the City Council, Planning Commission, or Design Review Board prior to the meeting. However, the communication will be distributed and included in the record for that agenda item.
4. The communication shall be retained from the time of receipt until the City Council meeting in the City Clerk’s office and be made available for public review in accordance with the Brown Act and public records requirements. And, the communication will be distributed and included in the record for that agenda item.
5. The Mayor may acknowledge receipt of “red dot” communications, but need not read them aloud at the City Council meeting.

Communications related to advisory and ad-hoc committees will not be processed as red dots. They can be emailed to the City Clerk at cityclerk@delmar.ca.us and will be distributed to the committee and the staff liaisons. Advisory committee correspondence will be available for public review in accordance with the Public Records Act.