



## 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.

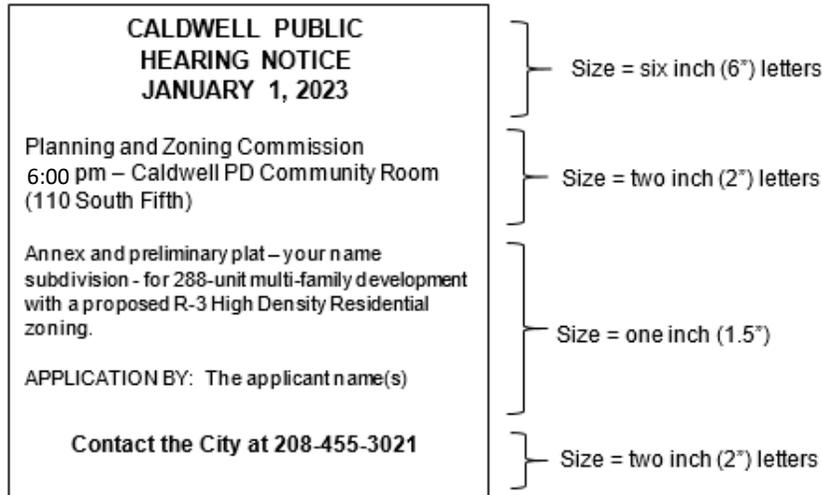
1. Not less than fifteen (15) days prior to the hearing, the applicant shall post a copy of the public hearing notice of the application on the property under consideration. Except as noted herein, posting of the property must be in substantial compliance with the following requirements:
  - a. **Properties 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 land use applications being requested; 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 feet 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	Tentative Hearing Date	Application Submittal Deadline (See Footnote #1)	Applicant Physical Site Posting Date Deadline	Applicant Proof of Posting Due
City Council	January 5, 2026	November 7, 2025	December 21, 2025	December 23, 2025
Hearing Examiner	January 13, 2026	November 17, 2025	December 29, 2025	January 2, 2026
P&Z Commission	January 14, 2026	November 17, 2025	December 30, 2025	January 2, 2026
City Council	January 20, 2026	November 21, 2025	January 5, 2026	January 9, 2026
Design Review Commission	January 20, 2026	December 2, 2025	January 5, 2026	January 9, 2026
Historic Preservation Commission	January 26, 2026	December 8, 2025	January 11, 2026	January 13, 2026
Hearing Examiner	January 27, 2029	November 28, 2025	January 12, 2026	January 14, 2026
City Council	February 2, 2026	December 1, 2025	January 18, 2026	January 21, 2026
Hearing Examiner	February 10, 2026	December 9, 2025	January 26, 2026	January 30, 2026
P&Z Commission	February 11, 2026	December 15, 2025	January 27, 2026	January 30, 2026
City Council	February 17, 2026	December 16, 2025	February 2, 2026	February 6, 2026
Design Review Commission	February 17, 2026	December 30, 2025	February 2, 2026	February 6, 2026
Historic Preservation Commission	February 23, 2026	January 5, 2026	February 8, 2026	February 11, 2026
Hearing Examiner	February 24, 2026	December 23, 2025	February 9, 2024	February 11, 2024
City Council	March 2, 2026	December 29, 2025	February 15, 2026	February 17, 2026
Hearing Examiner	March 10, 2026	January 8, 2026	February 23, 2026	February 27, 2026
P&Z Commission	March 11, 2026	January 7, 2026	February 24, 2026	February 26, 2026
City Council	March 16, 2026	January 12, 2026	March 1, 2026	March 4, 2026
Design Review Commission	March 17, 2026	January 27, 2026	March 2, 2026	March 6, 2026
Historic Preservation Commission	March 23, 2026	February 2, 2026	March 8, 2026	March 11, 2026
Hearing Examiner	March 24, 2026	January 22, 2026	March 9, 2026	March 13, 2026
City Council	April 6, 2026	February 2, 2026	March 22, 2026	March 25, 2026
P&Z Commission	April 8, 2026	February 4, 2026	March 24, 2026	March 27, 2026
Hearing Examiner	April 14, 2026	February 12, 2026	March 30, 2026	April 3, 2026
City Council	April 20, 2026	February 17, 2026	April 5, 2026	April 8, 2026
Design Review Commission	April 21, 2026	March 3, 2026	April 6, 2026	April 10, 2026
Historic Preservation Commission	April 27, 2026	March 9, 2026	April 12, 2026	April 17, 2026
Hearing Examiner	April 28, 2026	February 26, 2026	April 13, 2026	April 17, 2026
City Council	May 4, 2026	March 2, 2026	April 19, 2026	April 24, 2026
Hearing Examiner	May 12, 2026	March 12, 2026	April 27, 2026	May 1, 2026
P&Z Commission	May 13, 2026	March 11, 2026	April 28, 2026	May 1, 2026
City Council	May 18, 2026	March 16, 2026	May 3, 2026	May 6, 2026

Hearing Body	Hearing Date	Application Submittal Deadline (See Footnote #1)	Applicant Physical Site Posting Date Deadline	Applicant Proof of Posting Due
Design Review Commission	May 19, 2026	March 31, 2026	May 4, 2026	May 8, 2026
Historic Preservation	May 25, 2026	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
Hearing Examiner	May 26, 2026	March 26, 2026	May 11, 2026	March 15, 2026
City Council	June 1, 2026	March 30, 2026	May 17, 2026	May 20, 2026
Hearing Examiner	June 9, 2026	April 9, 2026	May 25, 2026	May 29, 2026
P&Z Commission	June 10, 2026	April 8, 2026	May 26, 2026	May 29, 2026
City Council	June 15, 2026	April 13, 2026	May 31, 2026	June 3, 2026
Design Review Commission	June 16, 2026	April 28, 2026	June 1, 2026	June 5, 2026
Historic Preservation Commission	June 22, 2026	May 4, 2026	June 7, 2026	June 10, 2026
Hearing Examiner	June 23, 2026	April 23, 2026	June 8, 2026	June 12, 2026
P&Z Commission	July 8, 2026	May 6, 2026	June 23, 2026	June 26, 2026
City Council	July 6, 2026	May 4, 2026	June 21, 2026	June 24, 2026
Hearing Examiner	July 14, 2026	May 14, 2026	June 29, 2026	June 2, 2026
City Council	July 20, 2026	May 18, 2026	July 5, 2026	July 8, 2026
Design Review	July 21, 2026	June 2, 2026	July 6, 2026	July 10 2026
Historic Preservation Commission	July 27, 2026	June 8, 2026	July 12, 2026	July 15, 2026
Hearing Examiner	July, 28, 2026	May 28, 2026	July 13, 2026	July 17, 2026
City Council	August 3, 2026	June 1, 2026	July 19, 2026	July 22, 2026
Hearing Examiner	August 11, 2026	June 11, 2026	July 27, 2026	August 31, 2026
P&Z Commission	August 12, 2026	June 10, 2026	July 28, 2026	July 31, 2026
City Council	August 17, 2026	June 15, 2026	August 2, 2026	August 5, 2026
Design Review	August 18, 2026	June 30, 2026	August 3, 2026	August 7, 2026
Historic Preservation Commission	August 24, 2026	July 6, 2026	August 9, 2026	August 12, 2026
Hearing Examiner	August 25, 2026	June 23, 2026	August 10, 20206	August 14, 2026
City Council	September 8, 2026	July 7, 2026	August 24, 2026	August 28, 2026
Hearing Examiner	September 8, 2026	July 7, 2026	August 25, 2026	August 28, 2026
P&Z Commission	September 9, 2026	July 8, 2026	August 25, 2026	August 28, 2026
Design Review	September 15, 2026	July 28, 2026	August 31, 2026	September 3, 2026
City Council	September 21, 2026	July 20, 2026	September 6, 2026	September 11, 2026
Hearing Examiner	September 22, 2026	July 21, 2026	September 7, 2026	September 11, 2026
Historic Preservation Commission	September 28, 2026	August 7, 2026	September 13, 2026	September 16, 2026
City Council	October 5, 2026	August 3, 2026	September 20, 2026	September 23, 2026
Hearing Examiner	October 13, 2026	August 11, 2026	September 28, 2026	October 2, 2026
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Design Review Commission	October 20, 2026	September 1, 2026	October 5, 2026	October 9, 2026
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Historic Preservation Commission	November 23, 2026	October 5, 2026	November 8, 2026	November 13, 2026
Hearing Examiner	November 24, 2026	September 22, 2026	November 9, 2026	November 13, 2026
City Council	December 7, 2026	October 5, 2026	November 22, 2026	November 24, 2026
Hearing Examiner	December 8, 2026	October 6, 2026	November 23, 2026	November 25, 2026
P&Z Commission	December 9, 2026	October 7, 2026	November 24, 2026	November 25, 2026
Design Review Commission	December 15, 2026	October 27, 2026	November 30, 2026	December 4, 2026
City Council	December 21, 2026	October 19, 2026	December 6, 2026	December 9, 2026
Hearing Examiner	December 22, 2026	October 20, 2026	December 7, 2026	December 11, 2026
Historic Preservation Commission	December 28, 2026	November 9, 2026	December 13, 2026	December 16, 2026

**Footnotes:**

<sup>1</sup> 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.