



COMMUNITY DEVELOPMENT DEPARTMENT

Subject: E-Mail Comments in Response to Public Notice

Issue: The Town does not have an official policy regarding the acceptance of e-mail comments as formal public comments. As we receive more e-mail comments in regards to public notices, a Department policy is necessary to determine when e-mail comments will be accepted and under what conditions.

Reference: Section 18.180.020 (Notice of Hearing).

Policy/Procedure: E-mail comments will be accepted as formal public comments if the e-mail is received by the Town prior to the public hearing and the e-mail contains the name, physical address, mailing address, and telephone number of the person making the comment.

The following sentence shall be inserted into all public notices where there is discussion of accepting public comments:

“E-mail comments may be accepted as public comments provided the name, physical address, mailing address, and telephone number of the person making the comment is included in the e-mail. The e-mail must be sent to *<insert e-mail address of project planner in italics>* and must be received by the Town prior to the public hearing *<or give date and time when e-mail must be received for non-hearing notices>*.”

Effective Date: January 23, 2001

Approved by: _____
Tony Lashbrook, Director