

Marion County **OREGON**

PUBLIC WORKS

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TO: Planning Division

FROM: Joe Fennimore, Planning Director

SUBJECT: Policy on Electronic Submission of Testimony and Written
Comments on Land Use Cases

DATE: June 10, 2021

ISSUE:

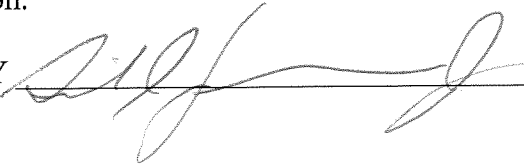
How should written testimony and/or additional written comments submitted by electronic means be accepted into the record of land use cases?

Due to the potential for error, staff resources, and limitations with technology, it has become necessary to limit the number of pages, size and manner of documents submitted for the record via electronic means.

POLICY:

- Documents submitted in an electronic format to the Marion County Planning Division by a land use hearing participant, to become part of the official written record for a land use case, shall contain no more than 25 pages.
- Documents submitted in an electronic format to the Marion County Planning Division by a land use hearing participant, to become part of the official written record for a land use case, shall not include any page larger than 11 x 17.
- Planning Division staff will not accept links to the internet, including links to online storage sites, requiring staff to download documents or other materials to include in the official written record for a land use case.
- Planning Division staff will not accept compact disks, flash drives or other external storage memory devices containing documents to be submitted into the record, no matter how the device is delivered or submitted (in person, via mail, etc.).

It is the responsibility of the sender to confirm that a document submitted electronically has been received and placed in the Planning file. It is possible that documents over a certain size or from certain senders will be filtered out by the county computer system and not received by the Planning Division.

ADOPTEED BY  , Planning Director on 6/10/2021