

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION
<b>Public Comment Policy during courthouse closure</b>	Board of County Commissioners	04.22.2020	1.0

**A. PURPOSE:**

This policy is intended to provide a framework for public comment during a closing of the courthouse due to social distancing requirements.

**B. PROCEDURES:**

During the time that the Leavenworth County Courthouse remains closed to the public, the following procedures will be followed for public hearing items at the Leavenworth County Planning Commission:

1. PLANNING COMMISSION PROCEDURES

- a. The Planning Commission will convene a quorum (five (5) members) and meet in the Commission Chambers;
- b. The remaining Commissioners will participate via teleconference;
- c. The meeting will be live-streamed via the County YouTube page;
- d. Staff will be present to present hearing items;
- e. Staff will contact the applicant via a teleconference;
- f. Upon closing the public hearing (procedures listed below) the Planning Commission will discuss the item, call for a motion and vote upon said motion.

2. APPLICANT PROCEDURES

- a. The Applicant will be provided a specific time for their hearing item;
- b. Staff will call the applicant via teleconference application;
- c. The applicant will be provided 15 minutes to give a brief overview of the application and answer any questions the Planning Commission may have

3. PUBLIC HEARING PROCEDURES

Property owners within 1,000 feet of a proposed development will be given an opportunity to speak during the meeting via teleconference. Staff **strongly** encourages interested parties to submit their comments/concerns via email or mail prior to the meeting. Those wishing to speak during the meeting must abide by the following:

- a. Provide their name, phone number and address to staff via email or mail no later than the Monday at 12:00 noon prior to the scheduled Planning Commission to Planning Staff;
- b. During the meeting, Staff will make one (1) attempt to reach the interested party via telephone;

- c. The interested party will be given three (3) minutes to speak either in favor or opposition of the public hearing item;
- d. No more than one (1) member of each household will be contacted;
- e. Time may **not** be yielded to other parties;
- f. Comments submitted in writing shall be provided to Planning Staff no later than 12:00 noon on the Monday prior to the Planning Commission.

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BOCC Chairman – Doug Smith

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xx.xx.2020

Date of Adoption