

# Marion County OREGON

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### MEMORANDUM

**TO:** Planning Division Staff

**FROM:** Joe Fennimore, Planning Director

**SUBJECT:** Policy on Written Testimony and/or Additional Written Comments  
Submitted for Public Hearings

**DATE:** November 19, 2019

#### ISSUE:

Written testimony and/or additional written comments submitted by email by Marion County public hearing participants.

#### POLICY:

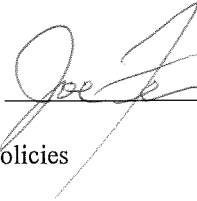
The Planning Division is limiting the number of pages and size of documents submitted via email to this office as written testimony, additional written testimony and/or additional written comments for land use hearings.

Due to the potential for error, limited staff, submittal of voluminous documents, and issues with technology limitations, it has become necessary to limit the number of pages and size of documents submitted for the record via email. These limits apply to documents submitted via email only. There is no limit on documents submitted in person or by mail.

Effective immediately:

- Documents emailed to 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 emailed 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 11x17.
- Planning Division staff will not accept links to the internet requiring staff to download documents or other materials to include in the official written record for a land use case.

- 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.

ADOPTED BY , Planning Director on 11/19/2019.

G:Zoning Info & Policies