

# Kenai Peninsula Borough

## Legal Department

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### MEMORANDUM

**TO:** Blair Martin, Chair  
Member, Kenai Peninsula Planning Commission

**FROM:** Sean Kelley, Deputy Borough Attorney

**COPY:** Melanie Aeschliman, Planning Director

**DATE:** September 13, 2021

**RE:** Resolution 2021-29, Establishing a Deadline for Submitting Written Comments on Matters Before the Planning Commission

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This resolution would establish a deadline for submitting written documentation to the Planning Commission. The proposed deadline of the Friday before the Planning Commission meeting would allow the Commissioners and the public sufficient time to review materials in the packet. A deadline would also help to alleviate burden on staff to collate and distribute last-minute "desk packet" items. The deadline would apply to staff submissions as well as documents submitted by the public.

It is anticipated that a code change would eventually be proposed to codify this deadline should it prove to be beneficial to all parties involved.

Individuals that have items they want to submit after the deadline may speak to the item during the meeting and even read from the item verbatim. In addition, of course, anyone that missed the cut-off deadline that has material, relevant information to the matter at hand may also ask that the matter be postponed to allow for consideration of written materials that did not make the cut-off deadline.