

**KENAI PENINSULA BOROUGH PLANNING COMMISSION
RESOLUTION 2021-29**

**A RESOLUTION ESTABLISHING A DEADLINE FOR SUBMITTING WRITTEN
COMMENTS ON MATTERS BEFORE THE PLANNING COMMISSION**

WHEREAS, borough code does not establish a specific process or deadline for submission of written comments or documents relevant to matters before the planning commission; and

WHEREAS, late submittals create administrative burdens on staff to collate and distribute late submittals to commissioners and the public; and

WHEREAS, late submittals burden the planning commission by not allowing for adequate review of the comment or document that is submitted late; and

WHEREAS, late submittals do not serve the public interest because the public is not provided adequate time to review comments or documents submitted late; and

WHEREAS, a deadline for submitting written comments is in the best interests of the borough and the public; and

WHEREAS, establishing a deadline for submitting written comments or documents does not limit or restrict the ability of the public to provide verbal comments before the planning commission on the matter;

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the deadline to submit written comments or documents on matters before the planning commission must be submitted by 1:00 p.m. on the Friday before the scheduled planning commission meeting when the matter will be heard;

SECTION 2. The deadline to submit written comments or documents does not impact the public's ability to provide verbal testimony at public hearing.

SECTION 3. This resolution is effective immediately upon its adoption.

ADOPTED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH THIS _____ DAY OF _____, 2021.

Blair J. Martin, Chairperson
Planning Commission

ATTEST:

Ann Shirnberg
Administrative Assistant