



Town of DeWitt – Planning Board

Electronic Mail [e-mail] Policy



WHEREAS the Planning Board of the Town of DeWitt has become concerned with the proliferation of electronic mail (e-mail) in connection with matters which are before the Planning Board for consideration and

WHEREAS members of the public have, in the past, attempted to transmit e-mail in specific response to a solicitation for public comment on a variety of matters before the Planning Board and

WHEREAS the Planning Board has determined that there is not a reliable method in place for the tracking of e-mail transmissions or assuring the transmission of public comments to the appropriate parties through the transmission of e-mail and

WHEREAS the Planning Board does not have an official e-mail address for receipt of public comments received by electronic method of communication and

WHEREAS the Planning Board does not have an official policy in place as relates to e-mail transmissions and

WHEREAS the Planning Board recognizes the need to establish a policy with respect to e-mail transmissions as relates to official public record of the Planning Board, it is hereby resolved as follows:

1. Transmissions to any person or entity by e-mail will not be considered received by the Planning Board or become part of any public record of any matter pending before the Planning Board.
2. Comments by the public or interested persons in matters before the Planning Board shall be considered only if:
 - a) Delivered verbally and in person at a public meeting of the Planning Board, provided the comments are made within any applicable public comment period as may be set forth by law.
 - b) Delivered in writing, (original or a copy) which are sent by U.S. mail, private carrier or in person provided any such comments are actually received by the Planning Board by the close of any public comment period which may be applicable to any particular matter, by law.
3. Any such comments delivered per above will be considered properly transmitted and received by the Planning Board only if addressed in one of the following manners: Town of DeWitt, 5400 Butternut Street, DeWitt, New York 13214 or Post Office Box 159, DeWitt, New York 13214 and to the attention of: Planning Board or Chairman of the Planning Board or Planning Board of the Town of DeWitt or Director of Development and Operations Town of DeWitt.
4. Any comments delivered shall be considered by the Planning board only if the address, name and telephone number of the person or group making the public comment is included with the written comment.
5. Any deviation from this policy will be made only upon a vote of the majority of the members of the Planning Board, and if permitted by applicable law and only upon good cause shown.

[2001-7: Accepted as policy August 23, 2001]