



Shmidt 1/13/14

January 13, 2014

RE: Briggs Village Master Plan

Dear Potential Hearing Participant:

You are listed as a person who presented information on the Briggs Village Master Plan to the Design Review Board (DRB) and/or Olympia Hearing Examiner. The City Council is scheduled to consider the DRB and Hearing Examiner recommendations in this matter on January 28, 2014. This letter provides you and others who presented information to the DRB and/or Hearing Examiner with notice of an opportunity to provide oral comment to the City Council at the January 28th hearing. New factual information will not be considered.

The process to be used by Council is to consider oral comment only from individuals who previously presented information to the DRB and/or Hearing Examiner, and to limit analysis of the DRB and Hearing Examiner recommendations to information and facts in the record as established by the DRB and Hearing Examiner. The basic format for Council review is to begin with a brief factual presentation about the application by staff. The applicant is then allowed an initial presentation and oral comment, which is followed by the oral comment of the other interested parties. Finally, the applicant is provided an opportunity to respond to the presentations of the other interested parties. This format allows for Council to ask questions to any presenter either during or after the presentation, and thus a presenter's actual time may go beyond the time initially allotted to that presenter.

The applicant is usually allowed up to 15 minutes for the initial presentation and up to ten minutes for a final response. In reviews with a potentially large number of participants, the Council has imposed time limits for oral comment of three to five minutes. Requests for more than five minutes for an oral presentation should be made to the Council at the January 28th Council meeting.

This matter is a quasi-judicial matter, and thus you should not send any communication concerning this matter to Councilmembers. If you want to provide information to the Council on this matter, your opportunity to do so is at the January 28th Council hearing, through oral comments. Your comments should be limited to matters within the record that was developed by the DRB and/or Hearing Examiner and should be based solely on the evidence that was submitted to the DRB and/or Hearing Examiner.

If you have any questions, please contact Steve Friddle, Principal Planner, at 360.753.8591 or sfriddle@ci.olympia.wa.us.