


Georgia Department of Natural Resources

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January 10, 2005

MEMORANDUM

TO: Coastal Marshlands Protection Act Permit Applicants
Shore Protection Act Permit Applicants
Interested Parties

FROM: Commissioner Noel Holcomb 

SUBJECT: Coastal Marshlands Protection and Shore Protection Committees
Meeting Procedures

Having served as the Chairman of the Coastal Marshland Protection and Shore Protection Committees (CMPC and SPC) for a few months now, I want to establish some reasonable ground rules for presentations concerning permit applications coming before the CMPC and SPC. My purpose is to facilitate the efficient and effective evaluation of such applications, to assure all projects scheduled for a meeting are given fair and full consideration, and that public input is duly considered.

Applicants will be allowed 30 minutes to present their projects to the Marsh or Shore Committee, as appropriate. For good cause, the time for presentation may be extended upon written request to the Chairman at least three work days (according to the State calendar) prior to the meeting or by the Committee at the time of hearing an application. Presentations should be in PowerPoint format whenever possible. Audio visual equipment will be provided by the staff of the Committees, if available. Applicants should contact Coastal Resources Division staff member Karl Burgess, or such person as may be designated by the Coastal Resources Division Assistant Director for Ecological Services, at least three work days (according to the State calendar) preceding the meeting at which a project is scheduled, to coordinate regarding their audio visual needs.

Materials that the Permit applicant wishes to be considered by the Marsh or Shore Committee, that have not already been included in the Committee notebooks, must be provided to staff a minimum of six work days (according to the State calendar) prior to the meeting day, so as to provide for adequate time for staff analysis and distribution to the Committee members. It should be noted that submissions that materially alter the proposed project may require that the application be re-evaluated and re-noticed to the

public. Submissions that merely reduce the scope of a project will not require re-evaluation and re-notification to the public. Generally, unless a submission clarifies or makes a correction to a prior submission to the Committee's staff, the introduction of new information that has not previously been provided to staff will not be allowed on the day of the meeting.

Likewise, Committee staff will provide their findings and proposed recommendations to the Committee and to the project applicant based upon a completed application, a minimum of four work days (according to the State calendar) prior to the Committee meeting, at which a project will be considered. This will be the close of deliberations between the staff and the project applicant prior to the meeting, unless it is for purposes of withdrawing a project from Committee consideration on the meeting agenda.

At the meeting, an applicant will have an opportunity to respond to staff's findings and proposed permit conditions based upon the materials in the permit records, materials made available by staff, and materials received by the applicant from the staff prior to the meeting. The response should be included in the applicant's 30-minute presentation of the proposed project. No rebuttal will be permitted after presentation by the staff of the recommended special conditions at the meeting, except in response to questions posed by committee members. The identification of factual errors in the staff's presentation will not be considered rebuttal.

Public comment will be taken at the Committees' meetings as well, but all parties are reminded that the purpose of the public hearings that are held in advance of a committee meeting is to air the project, and gain public input. That comment, as well as an applicant's responses, is provided in the Committee members' briefing materials in advance of the Committee meeting. Therefore, it is my intention to hold public comment at the Committees' meetings to three minutes per speaker. In the event of a large number of public who wish to speak on a project, I will divide the available time accordingly and may ask that constituencies select a spokesperson to represent a particular interest group's position.

The order of consideration of a project will be as follows:

- Applicant's presentation of proposed project
- Staff's presentation of recommended special conditions
- Public Comment
- Applicant's response to any new public comments
- Staff's response to any new public comments
- Committee deliberations, Q & A of applicant and staff as needed.
- Committee decision

I will appreciate everyone's cooperation and adherence to these procedures for the conduct of Coastal Marshlands Protection Committee and Shore Protection Committee meetings. I hope they will produce a better and more efficient process for evaluating

CMPC/SPC Meeting Procedures

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permit applications and for conducting the business of the Committees. These procedures are not intended to limit the authority of the Committees to evaluate permit applications and shall not be construed to do so.

cc: Dr. Clark Alexander
Mr. Henry Williams
Susan Shipman

Mr. Dick Eckburg
Isaac Byrd
Brad Gane

Ms. Leslie Mattingly
John Walden
CRD Permitting Staff