

## Proposed Council Email Policy

The City Council is always interested in residents' opinions and concerns about issues facing the City. This policy is designed to clarify that if a member of the public wants their comments to become a part of the public record on a resolution or ordinance before the Council, they will need to submit it in one of four ways. Otherwise, communication to and from a councilmember will not be attached to the public record (legislative file).

*Note: This policy does not apply to ex parte issues where the Council is serving in a quasi-judicial manner – see below)*

### To submit testimony on a topic before the City Council, a constituent may:

1. Email [ContactCouncil@ci.stpaul.mn.us](mailto:ContactCouncil@ci.stpaul.mn.us) and write their opinion;
2. Leave a voicemail on the public hearing phone line (266-6805). Voicemails will be transcribed and attached to the appropriate file;
3. Write comments on the "Public Comment" tab on the City Council meeting agenda 'meetings detail' section found on the City Council calendar page of the website; and
4. Send via US mail, a letter specifying that the comments should be added to the public record.

**EXCEPTION to the policy:** All emails and other communication on ex parte issues will be attached to the appropriate file. The following are the most common matters to which, in the CAO's opinion, the prohibition against ex parte contacts applies as a matter of due process:

- Hearings on nuisance abatement orders.
- Appeals from decisions of the Legislative Hearing Officer on code enforcement orders.
- Appeals from decisions of the planning commission
  - site plan approvals
  - SCUPs (special condition use permits)
  - similar use determinations
  - nonconforming use determinations
  - sign variance requests
  - river corridor modifications, and
  - other planning commission appeals.
- Appeals from decisions of the board of zoning appeals.
  - variances from zoning code, such as setbacks and lot sizes.
- Approval of subdivisions or lot splits.
- Vacations of streets.
- Proceedings to designate Historic Preservation sites.

- Fire Certificate of Occupancy Hearings.
- Denial of refund for utility overpayments (including water and sewer).
- \$15 Minimum Wage or ESST determinations.
- Special Event Permit Appeals.