Submittal of documents/correspondence to the Hearing Examiner

The Hearing Examiner has asked that all documents and correspondence concerning the Development Agreements be submitted to City staff, not to him directly. This will help ensure the record is complete and accurate. Staff will forward all timely received materials to the Examiner.

Throughout the process, the Examiner may establish due dates for submittal of documents and correspondence. The regular City business day ends at 5:00 p.m., Monday through Friday (holidays/furlough days excluded). In order to be considered timely received, materials must be actually received at the Community Development Department not later than 5:00 p.m. on the applicable due date established by the Examiner. This standard applies to all materials submitted, regardless whether they are delivered by hand, U.S. mail, fax, e-mail, or otherwise. Materials received after 5:00 p.m. on any due date established by the Examiner will not be considered and will not be included in the Examiner's record.

In order to be included in the Examiner's record, all materials submitted by e-mail must be timely submitted to Steve Pilcher at spilcher@ci.blackdiamond.wa.us. In addition, in order to account for periodic staff absences and to best ensure the prompt distribution of all materials received by the City, materials submitted by e-mail should also be sent to the following e-mail addresses:

sborland@ci.blackdiamond.wa.us
awilliamson@ci.blackdiamond.wa.us
bmartinez@ci.blackdiamond.wa.us