

# **I. Public Consultation Policy**

## **I.1. General Procedures**

### **I.1.A) Procedures for communication of planned management activities for short-term and long-term management plans and strategies.**

Identification of proposed management or planning activity and seek administrative approval to proceed.

1. Opportunity for citizens to provide input on any management or planning activity is available by phone, personal visit, email or letter to the Land Commissioner at the address provided. County commissioners welcome direct input from county citizens.
2. Communicate significant, short-term, planned land management activities to adjacent landowners and general public (if applicable) prior to implementation. Communication may be by individual letter, notice in newspaper, listing on website or an informational meeting.

#### **Appeal process:**

- A. Citizens are afforded an “open door policy” to appeal short-term land management activity decisions to the Land Commissioner prior to implementation (see #2).
- B. Land Commissioner provides written response to citizen and resource manager.
3. Proposed timber and land auctions will be announced by Public Notice in the official newspaper of the county and be available for review and comment at the land department office(s) and listed on the website 14 days in advance of the auction sale date. An opportunity for citizens to provide input is available up to 48 hours prior to an auction sale (see #3).
4. Public consultation regarding new or revised long-term land management plans, policies and procedures will be handled through advertised public informational meetings sufficient to reach out to all citizens of the county (including but not limited to monthly Transportation Land Management committee meetings).

#### **Appeal process:**

- A. Citizen(s) are afforded an “open door policy” to appeal new or revised long-term land management plans, policies and procedures prior to implementation (see #2).
- B. Land Commissioner provides written response to the citizen.
- C. If not satisfied, the citizen(s) may request a meeting with commissioners at a Transportation Land Management committee meeting or a Coop session.
- D. Land Commissioner provides a written response to the citizen.
- E. If not satisfied, the citizen(s) may request to attend a county board meeting and request a specific action be taken.
- F. County board takes final action. A written response is provided to the citizen.
5. Completed long-term land management plans, policies and procedures are available at the land department office and posted on the website.



## **I.2. Procedures for Undivided Interest Parcels**

### **I.2.A) Procedures for communication of planned land management activities on undivided interest parcels.**

1. Identify proposed management activity and seek administrative approval to proceed.
2. Contact other owner(s) of undivided interest parcels to seek consultation and approval to proceed with management activity with income apportioned according to percent ownership. State a “please respond by date” in the correspondence and send by certified mail.
3. Upon joint approval by owner(s) and department staff, proceed with management activity under the agreed upon terms and conditions.
4. In the event that there is not agreement on a planned management activity, Itasca County would need to resolve the matter through an ownership change through sale or purchase; or a physical partition of interests either voluntarily or through court action.
5. Dispute resolution process for implementing an agreed upon management activity:
  - A. Owner(s) and department staff will jointly proceed to resolve differences.
  - B. Land Commissioner with assistance from department staff will analyze and evaluate inputs from the owner(s) and county staff and appropriate decision will be prepared.
  - C. If necessary, Land Commissioner meets with owner(s), department staff and any other person that can contribute to resolving the issue, on-site or in the office to make a decision.
  - D. Land Commissioner’s decision is communicated to the owner(s) and department staff in writing.
  - E. Owner’s may appeal Land Commissioner’s decision to the county board.
  - F. Land Commissioner is responsible to provide documentation for board consideration. Owner(s) have opportunity to address commissioners at a Transportation Land Management committee meeting.
  - G. County board makes a final decision.
  - H. Final decision of county board is communicated to the owner(s) and department staff in writing by the Land Commissioner.

## **I.3. Procedures for Incorporating Stakeholder Input**

### **I.3.A) Procedures for incorporating the results of evaluations of social impact and stakeholder comment.**

The Land Department will include public participation for the development of land management planning and policy developments with long term implications. The public will be made aware that their input is desirable for the planning process.

The public participation process will be as follows:

1. Define long range planning or policy issue.



2. Schedule time and location for public meetings.
3. Publish ads of anticipated public meetings, topics, times and locations in local newspaper.
4. E-mails or mailings are sent to stakeholders to notify of upcoming public meetings, topics, times and locations.
5. Advertise public meetings, topics, times, and locations on County web site.
6. Present planning or policy topic material at public meeting, and recommend all participants to sign attendance sheet.
7. Provide opportunity for general discussions and questions.
8. Public will be given opportunity and deadline for submission of written comments on topic.
9. ICLD will respond to all public comments and make results available to public through the County website or through mailings to stakeholders.

