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STATE OF CALIFORNIA—THE RESOURCES AGENCY

PETE WILSON, *Governor*

CALIFORNIA COASTAL COMMISSION
SAN DIEGO COAST AREA
3111 CAMINO DEL RIO NORTH, SUITE 200
SAN DIEGO, CA 92108-1725
(619) 521-8036

February 11, 1993

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Ans'd...AB...

Ms. Adrienne Brodeur:
Office of Supervisor Leon Williams
1600 Pacific Highway
San Diego, Ca 92101

Subject: Coastal Commissioner Ex Parte Communications Form

Dear Ms. Brodeur:

Enclosed are several copies of the Ex Parte forms to be used by Commissioner Williams. Feel free to xerox from these forms or request additional forms from the legal division in San Francisco.

Questions regarding "ex parte communications" should be directed to Dorothy Dickey, Staff Counsel, in our San Francisco office. She can be reached at (415) 904-5200.

If we can be of further assistance feel free to contact Deborah Lee or myself in the San Diego office.

Sincerely,

Gary Cannon

Gary Cannon
Office Technician

- if I call do I keep one

4314L

FORM FOR DISCLOSURE
OF EX PARTE
COMMUNICATIONS

Name or description of project, LCP, etc.: _____

Date and time of receipt of communication: _____

Location of communication: _____

Type of communication (letter, facsimile, etc.) _____

Person(s) initiating communication: _____

Person(s) receiving communication: _____

Detailed substantive description of content of communication:
(Attach a copy of the complete text of any written material received.)

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____
Date Signature of Commissioner

If the communication was provided at the same time to staff as it was provided to a Commissioner, the communication is not ex parte and this form does not need to be filled out.

If communication occurred seven or more days in advance of the Commission hearing on the item that was the subject of the communication, complete this form and transmit it to the Executive Director within seven days of the communication. If it is reasonable to believe that the completed form will not arrive by U.S. mail at the Commission's main office prior to the commencement of the meeting, other means of delivery should be used, such as facsimile, overnight mail, or personal delivery by the Commissioner to the Executive Director at the meeting prior to the time that the hearing on the matter commences.

If communication occurred within seven days of the hearing, complete this form, provide the information orally on the record of the proceeding and provide the Executive Director with a copy of any written material that was part of the communication.