

# Public Comment Period and Tips to Writing an Effective Letter

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# Draft EIR/EIS Comment Period

- 120-day Public Comment Period – **Ends July 6, 2015**
- 4 Public Hearings
- Public comments may be submitted to:
  - Garrett Damrath, Caltrans District 7  
Division of Environmental Planning  
100 South Main Street, MS-16  
Los Angeles, CA 90012
  - E-mail: [garrett.damrath@dot.ca.gov](mailto:garrett.damrath@dot.ca.gov)
  - Online form:  
[http://www.dot.ca.gov/dist07/resources/envdocs/docs/710study/draft\\_eir-eis/comments.php](http://www.dot.ca.gov/dist07/resources/envdocs/docs/710study/draft_eir-eis/comments.php)



# Tips on How to Write and Effective Comment Letter

- Decide on the main comment(s) or theme
  - Rely on your expertise, experience, and passion
  - Look at the Executive Summary's impact table for environmental categories
- Schedule time to read, gather information, write, and mail letter
  - Use a scheduling technique that best suits your needs
  - Set up milestones or deadlines for each action
- Read only subsections related to your comments
  - Alternative Descriptions
  - Environmental Setting
  - Significance Criteria
  - Impacts
  - Mitigation
- Visit the location or use Google that relates to the comment(s)
  - Refresh your memory
  - Focus on portions of the environment that will change if the project is built



# Tips on How to Write and Effective Comment Letter

- Support your comments
  - Visit the library
  - Contact organizations
  - Search online for articles, studies, and reports
- Organize your letter
  - Return address
  - State Clearinghouse No.
  - Title of project
  - Introduction
  - Comments
  - Conclusion
  - Attachments
- Focus on discrepancies, lapses in logic, lack of evidence, old data, etc.
- State comments in a neutral tone with specifics and include attachments
- Stick to the points and don't go off topic
- Mention your expertise/experience briefly
- Request a written response on your comments prior to certification of the Final EIR
- Ask to be placed on mailing list to receive notification on future public meetings
- Mail or e-mail letter and CC organizations and politicians



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JULY 6, 2015**

