

# TOWN OF WOODFIN

## How to submit General Public Comments to Town Commissioners During COVID-19 Public Health Emergency

**Public Comment must be submitted in advance of Board of Commissioner meetings subject to the following guidance:**

1. Public comments should be limited to no more than 450 words and no more than one public comment per meeting can be submitted.
2. Public comments which are received in a timely manner will be read into the record of the meeting during the general public comment time allotted.
3. Public comments can be submitted as follows:
  - a. By emailing to [clerk@woodfin-nc.org](mailto:clerk@woodfin-nc.org) at least six (6) hours prior to the scheduled meeting time.
  - b. By putting your comments in written form and delivering to the receptionist at Town Hall at least six (6) hours prior to the scheduled meeting time.
  - c. By using the U.S. Postal Service to mail your written comment (must be received no later than the mail delivery time on the meeting day) to:

Town of Woodfin  
Attention: Town Clerk  
90 Elk Mountain Road  
Asheville, NC 28804

4. Public comments must observe the normal rules of propriety in manners and conduct for public comments during the in-person meetings. Public comments containing personal attacks will neither be addressed or tolerated.

If you have questions or required additional assistance in providing public comments, please contact the Town Hall at 828-253-4887.