

HYBRID CITY COUNCIL MEETINGS

Public Comment Opportunities

City Council meetings and public hearings will be conducted in a hybrid format with in-person and remote options for public participation.



These instructions apply to regularly scheduled Council Study Sessions and Regular Council Meetings. Special meeting instructions will be noted on the meeting agenda, notice, or calendar appointment.

OPTIONS FOR VIEWING/LISTENING TO COUNCIL MEETINGS

❖ Attend in person:

- SeaTac City Hall Council Chambers, 4800 South 188th Street, SeaTac, WA 98188

❖ Watch Live Streaming Video:

- SeaTV Government Access Comcast Channel 21
- City's website <https://www.seatacwa.gov/seatvlive> (click play)
For meetings that are video recorded, the recording will be available on Channel 21 and the City's website within a few days after the meeting.

PROVIDING IN-PERSON, REMOTE, AND WRITTEN PUBLIC COMMENT

Note: Council Study Session and special meeting comments must be relevant to the agenda items.

❖ In-person AND Remote Public Comments and Public Hearing Comments:

- Registration is required for remote comments and encouraged for in-person comments by 2:00 p.m. the day of the meeting, at the following link:
<https://www.seatacwa.gov/government/city-council/council-meeting-information/registration-council-meeting-public-comment-sign-up>
 - In-person speakers who do not register will be required to sign up prior to the start of the meeting on the sign-up sheet just outside the Council Chambers.
- Comments will be recorded.
- The City Council will not respond to your comments during the meeting. However, if your comments require a response, staff will contact you using the information you provided.
- When called, state and spell your name, state the name of the City where you live, and state the name of any organization you are representing.
- Individual comments shall be limited to three minutes.
- Public Hearing Comments shall be limited to five minutes each.

❖ In-person Public Comments:

- A representative speaking for a group of four or more persons physically present shall be limited to ten minutes.
- When called, make your comments at the podium.

❖ Remote Oral Public Comments and Public Hearing Comments:

- Prior to the meeting, you will receive an email with instructions to join the Zoom Meeting.
- When you have completed your comments, you will be asked to leave the live meeting. However, you may continue to watch the live meeting by accessing the options listed above.

❖ Submit Written Public Comment or Public Hearing Comment as applicable

- Submit written comments by 2:00 p.m. the day of the meeting, to the following email:
 - Public Comments: PublicComment@seatacwa.gov
 - Public Hearing Comments, as applicable: PublicHearingComment@seatacwa.gov
- Written public comments will be provided to the City Council and appropriate staff and mentioned by name and subject during the meeting.
- Written Public Hearing Comments will be read into the record, up to 5 minutes in length.
- Written comments will be placed on the City's website for viewing after the meeting.
- Comments submitted to an email address other than the ones provided above, or after the deadline, will not be included as part of the record.