

# HYBRID COMMITTEE MEETINGS - Public Comment Opportunities

*Committee meetings will be conducted in a hybrid format with in-person and remote options for public participation. Please see the agenda or calendar appointments on the City's website for details for each committee.*



These instructions apply to regularly scheduled Council Standing Committees and Citizen Advisory Committees. Special meeting instructions will be noted on the meeting agenda, notice, or calendar appointment.

## OPTIONS FOR VIEWING/LISTENING TO COMMITTEE MEETINGS

### ❖ Attend in person:

- Council Committees - SeaTac City Hall Council Chambers, 4800 South 188<sup>th</sup> St, SeaTac
- Citizen Advisory Committees – check the appropriate agenda for meeting room details

### ❖ Watch Live Streaming Video **(Council Committees and Sidewalk Advisory Committee Only):**

- SeaTV Government Access Comcast Channel 21
- City's website <https://www.seatacwa.gov/seatvlive> (click play)
  - These meetings are not recorded.

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## PROVIDING IN-PERSON, REMOTE, AND WRITTEN PUBLIC COMMENT

Council Committees and certain Citizen Advisory Committees are providing in-person, remote oral, and written public comment opportunities. See the agenda and calendar appointment for details.

### ❖ In-person AND Remote Public Comments and Planning Commission (PC) Public Hearing Comments:

- Pre-registration is required for remote comments and encouraged for in-person comments.
- Pre-registration is required by a time specified in each committee's agenda, at the following link:  
<https://www.seatacwa.gov/government/city-council/council-meeting-information/remote-oral-public-comments-council-and-citizen-advisory-committees>
  - In-person speakers who do not pre-register will need to follow instructions provided by each committee.
- PC public comments and public hearing comments will be recorded.
- 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.
- Public comments are limited to 10 minutes total and three minutes per individual speaker. Time may be reduced for each speaker to stay within the 10-minute time limit.
- PC Public Hearing Comments shall be limited to three minutes each.

### ❖ Remote Oral Public Comments and PC Public Hearing Comments:

- Prior to the meeting, you will receive an email with instructions from the meeting organizer.
- The committee will not respond to your comments during the meeting. However, if your comments require a response, staff will contact you at a later date using the contact information you provided.
- When you have completed your comments, you will be asked to leave the live meeting. However, you may continue to watch Council Committees and Sidewalk Advisory Committee meetings by accessing the options listed above.

❖ **Submit Written Public Comment or PC Public Hearing Comment as applicable**

- Submit comments by email or text to the email address provided in the Committee meeting notification by the time set by the committee.
- Written comments will be provided to the Committee 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 as part of the handouts for the meeting after the meeting.
- Public comments submitted to an email address other than the one provided, or after the deadline, will not be included as part of the record.