

# **CITY OF TAMPA INSTRUCTIONS FOR QUASI-JUDICIAL & LEGISLATIVE (PLAN AMENDMENT) HEARINGS WITH VIRTUAL/ COMMUNICATIONS MEDIA TECHNOLOGY [CMT]**

By memorandum dated September 30, 2020, Governor DeSantis advised local government bodies to be prepared to meet in person beginning November 1, 2020. Unless the Governor reinstates the ability to conduct public meetings without an in-person quorum, as of November 1, 2020, the Tampa City Council meetings will be held at the Tampa Convention Center, 333 S. Franklin Street, Tampa, FL 33602 (Channel Entrance only). Members of the public may participate by attending in person or by registering to participate “virtually” through video teleconferencing, referred to by Florida statutes and rules as “communications media technology” (“CMT”). For quasi-judicial hearings, property owners and applicants must have executed and timely submitted the form provided by the City of Tampa entitled “Election to Proceed, Release and Hold Harmless for Quasi-Judicial Hearings with Virtual or CMT Participation.”

## **TO PARTICIPATE IN A PUBLIC HEARING ON A QUASI-JUDICIAL OR LEGISLATIVE MATTER:**

- 1. Appear in Person at the Tampa Convention Center; or**
- 2. Participate Virtually through CMT**
  - a. Pre-registration for Applicants to Participate Via CMT during the meeting:**

Applicants who elect to participate via CMT must **pre-register to participate** in a public hearing by completing an online registration form located at: <https://www.tampagov.net/quasi> or by calling 813-274-8397 by **no later than 5:00 PM two (2) business days prior to the hearing date (e.g. by 5:00 PM on a Tuesday if the hearing is scheduled for that Thursday; and by 5:00 PM on a Thursday if the hearing is**

**scheduled for the following Monday).** All requests must include the file number for the hearing in which you wish to participate.

**b. Pre-registration for Witnesses and Other Interested Persons to Participate Via CMT during the meeting:**

Witnesses and other interested persons who elect to participate via CMT must **pre-register to participate** in a public hearing by completing an online registration form located at:

<https://www.tampagov.net/quasi> or by calling 813-274-8397 by **no later than 5:00 PM one (1) business day prior to the hearing date (e.g. by 5:00 PM on a Wednesday if the hearing is scheduled for that Thursday; and by 5:00 PM on a Friday if the hearing is scheduled for the following Monday).** All requests must include the file number for the hearing in which you wish to participate.

**c. CMT Device Required in Order to Participate:**

In order to participate via CMT you must have access to a communications media device (such as a tablet or a computer equipped with a camera and microphone) that will enable you to be seen (video) and heard (audio) by the City Council and all other participants. **For these specific two-way video virtual meeting formats, cell phones and smartphones are not compatible as they will not allow you to share your camera when connected.**

**For more information about the ability to participate in the public hearings via CMT, including schedules, a link to registrations forms, and detailed instructions on how to participate through the use of CMT, see:** <https://www.tampagov.net/quasi>

**Public access to a CMT Device:** Those individuals who do not have access to a communications media device or are otherwise unable to participate via CMT, may utilize the communications media technology facilities that will be made available to the public by the City of Tampa, during the virtual public hearings, at:

The Tampa Convention Center

333 S. Franklin Street, Tampa FL 33602 (Channel Entrance only).

Those who wish to participate by using a public CMT device provided at the Tampa Convention Center are asked to notify the city in advance by either pre-registering to participate in this manner by completing an online registration form or by calling 274-8397 **no later than 5:00 PM one (1) business day prior to the hearing date**. All requests must indicate that you will be using City of Tampa public CMT facilities, and include the file number for the hearing in which you wish to participate.

**d. SUBMISSION BY REGISTERED PARTICIPANTS OF EVIDENCE TO BE VIEWED DURING A PUBLIC HEARING ON A QUASI-JUDICIAL OR LEGISLATIVE MATTER:**

Any registered participant who wishes to show Power Point presentations, renderings, photos, and other such documents and evidence for viewing by the City Council and those watching the public hearing, **may elect to either share their screen during the public hearing OR submit all such evidence by:**

- Submittal via e-mail to: [CouncilQuasiSubmissions@tampagov.net](mailto:CouncilQuasiSubmissions@tampagov.net);  
or
- Via U.S. Mail or physical delivery to:  
City Clerk  
315 East Kennedy Boulevard, Tampa, FL 33602

**Registered Applicants who elect to submit all evidence must do so by no later than 5:00 PM two (2) business days prior to the hearing date and all other registered participants must do so by no later than 5:00 PM one (1) business day prior to the hearing date.** All evidence submitted for viewing at the hearing must include the file number for the hearing for which the evidence is to be considered. Applicants and all other participants who elect to submit evidence by sharing their screen at the time of the hearing must submit a complete electronic copy of all documents presented during the public hearing to [CouncilQuasiSubmissions@tampagov.net](mailto:CouncilQuasiSubmissions@tampagov.net) within 24 hours of conclusion of the hearing.

### **3. TO SEND COMMENTS IN ADVANCE VIA E-MAIL**

Interested persons who do not wish to participate in person or via CMT may e-mail written comments, petitions, letters and other documents to [CouncilQuasiBox@tampagov.net](mailto:CouncilQuasiBox@tampagov.net) (include your name, address and the file number for the hearing about which you are commenting) **by no later than 5:00 PM two (2) business days prior to the hearing date** in order for them to be included in the written record to be reviewed by the City Council.

### **4. TO READ COMMENTS DELIVERED AND RECEIVED VIA MAIL AND EMAIL**

Written comments, petitions, letters and other documents may be accessed through <https://tampagov.net/agendas>. Scroll to the meeting type, click on the hearing date, locate the file number or address in the agenda and click on the agenda item to display links to related PDFs including “Written Comments”.

### **5. TO WATCH THE LIVE BROADCAST:**

The public and citizens of the City of Tampa will be able to watch, listen or view this meeting on:

Spectrum Channel 640

Frontier Channel 15

By Computer: <https://www.tampagov.net/livestream>

**Persons in need of assistance or having questions regarding any of these means of public participation should call the Office of the City Clerk (813) 274-8397.**