

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

Because of health concerns related to the COVID-19 pandemic, the members of the Tampa City Council cancelled their July 16, 2020 meeting and, effective July 21, 2020, cancelled all in-person City Council meetings through October 1, 2020. However, the Council further declared that persons may elect to proceed with quasi-judicial and legislative (plan amendment) hearings conducted “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, Indemnification and Hold Harmless in Connection with Virtual or CMT Quasi-Judicial hearings.”

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

1. Pre-registration for Applicants to Participate Via CMT during the meeting:

Applicants must **pre-register to participate** in a virtual 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.

2. Pre-registration for Witnesses and Other Interested Parties to Participate Via CMT during the meeting:

Witnesses and other interested parties must **pre-register to participate** in a virtual 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.

3. 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 virtual Quasi-Judicial or Legislative hearings, 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.

***PLEASE NOTE:** The members of the City Council will NOT be present at the Tampa Convention Center but will be participating in the virtual public hearings via CMT.*

4. SUBMISSION BY PARTICIPANTS OF EVIDENCE TO BE VIEWED DURING A VIRTUAL 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 virtual 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;
or
- Via U.S. Mail or physical delivery to:
City Clerk
315 East Kennedy Boulevard, Tampa, FL 33602

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 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 within 24 hours of conclusion of the hearing.

5. TO SEND COMMENTS IN ADVANCE VIA E-MAIL

Interested persons who do not wish to participate via CMT may e-mail written comments, petitions, letters and other documents to 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.

6. 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".

7. 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/cable-communication/programs/webcast>

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.