

HOW TO PARTICIPATE IN PUBLIC MEETINGS



DURING SHELTER IN PLACE

All meetings will be held virtually and are open to the public to attend via web or phone link.

Agendas for upcoming meetings can be found on the City website by clicking the “[Meetings](#)” link on the home page. Agendas will contain information about participating virtually in real time. Basic instructions for participating in virtual meetings via Zoom may be found [here](#).

CITY COUNCIL MEETINGS:

- **Meeting Days:** First and Third Tuesday of each month
- **Meeting Time:** 6pm
- **Livestream Link:** <http://bit.ly/sebcctv>
- **To submit comments before the meeting:**
 - **For Items Not on the Agenda:** Members of the public may submit written emails/comments for items not on the agenda either by email as a public record or by public comment during the public comment period of the virtual City Council meeting. All written emails/comments will be provided to the entire City Council as a public record but will not be read into the minutes at the City Council meeting. Written emails/comments should be received by 5:00 pm of the Council Meeting Date for submission to the entire City Council prior to the meeting and will be included as a part of the record of the meeting. Please submit your comments via email for this meeting to mgourley@cityofsebastopol.org
 - **For Items Listed on the Agenda:** Send via email of no more than 350 words (which corresponds to approximately 3 minutes of speaking time) to mgourley@cityofsebastopol.org so that the comments may be submitted to the mayor for reading into the record. Such email comments must identify the Agenda Item Number in the subject line of the email. Comments should be received by 5:00 pm of Council Meeting date. You may also leave a voice mail that will be written into the record by calling 707-823-1153 to leave a recorded message of no more than 3 minutes. It is requested that you include your name, address, and phone number in your recorded message.

PLANNING COMMISSION MEETINGS:

- **Meeting Days:** Second and Fourth Tuesday of each month
- **Meeting Time:** 7pm
- **Livestream Link:** <http://bit.ly/sebcctv>
- To submit comments before meeting, send an email to kvanstrom@cityofsebastopol.org

DESIGN REVIEW BOARD MEETINGS:

- **Meeting Days:** First and Third Wednesday of each month
- **Meeting Time:** 4pm
- **Livestream Link:** <http://bit.ly/sebcctv>
- To submit comments before meeting, send an email to amontes@cityofsebastopol.org

PUBLIC ARTS COMMITTEE MEETINGS:

- **Meeting Days:** First Wednesday of each month
- **Meeting Time:** 10:30am
- **Livestream Link:** <http://bit.ly/sebcctv>
- To submit comments before meeting, send an email to amontes@cityofsebastopol.org