

How to submit comments to the Board of Park Commissioners on non-public hearing issues

If an issue **has** been requested for a public hearing and you want to give verbal testimony, the Board asks that you testify on the night of the public hearing.

If an issue **hasn't** been requested for a public hearing, you may submit comments in the following manner:

Verbal comments on non-public hearing issues may be given to the Board near the beginning of each meeting under "Oral Requests and Communications from the Audience". Each person may testify for up to two (2) minutes. The Board will hear a maximum of 15 minutes of testimony during this segment and then move to the next item on the agenda. If there is remaining testimony, it will be heard just before "New/Old Business." If you are speaking on a public hearing issue, the Chair will ask you to give your testimony at the public hearing and not during "Oral Requests and Communications."

Written comments may be submitted for the Board's consideration via e-mail, fax, U.S. mail, or hand delivery and carry the same weight as verbal comments. All comments should be sent to Sandy Brooks, Park Board Coordinator, and she will forward to the seven Board members as soon as possible.

- **E-mail:** send to Sandy Brooks at sandy.brooks@seattle.gov
- **Fax:** send "Attention: Sandy Brooks" at 206-233-7023
- **U.S. mail:** send to Sandy Brooks, Board of Park Commissioners, 100 Dexter Ave N, Seattle, WA 98109-5199
- **Hand delivered:** comments can be dropped off at Seattle Parks Headquarters, 100 Dexter Ave N, at the front desk. Please write on the envelope "Attention: Sandy Brooks"

If you have any questions, please contact Sandy at 206-684-5066 or via e-mail.