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## **Open Public Meetings Act / Public Records Act – NOTIFICATION**

Pursuant to the Washington State Governor's Proclamation, the City will be undertaking the following until the end of the COVID-19 Pandemic:

### **Open Public Meetings:**

- Until further notice, all Planning Commission and City Council Meetings will be held virtually with the option for individuals to participate via telephone
- Members of the public shall not be allowed to use the "transfer," "annotate," "react," or "comment/chat" features during virtual meetings
- Information regarding this Notification shall be prominently displayed on the main entrances of Clyde Hill City Hall as well as in each eAgenda Packet issued

### **Public Records:**

- City Hall facilities will not be made available to any person for the purpose of copying/inspecting records
- Records requested/purchased will be provided digitally or via USPS
- While not required, City Hall Staff will endeavor to provide an initial response to written/faxed public records requests within five days – initial responses to digital requests will be made within five days
- City Hall Staff will endeavor to complete all public records requests in a timely fashion