

Public Meetings

Public Participation Guide



The purpose of this document is to assist the public in understanding the rules of order for public meetings and the opportunities available to participate by speaking during these meetings. Public meetings in Utah are governed by the 'Utah Open and Public Meetings Act', outlined in Title 52, Chapter 4 of the Utah Code. Comprehensive information regarding public meetings can be accessed on the Utah Public Notice website (www.utah.gov/pmn) and the Santa Clara City website (www.santaclarautah.gov).

Santa Clara City Welcomes Your Comments

Santa Clara City is committed to open governance and civic engagement, encouraging the public to actively participate and share their valuable perspectives during public meetings. Whether attending in person or virtually through our YouTube channel (www.youtube.com/@santaclaracityut), public participation is encouraged. However, to ensure orderly and productive discourse, specific periods within public meetings are designated for the public to voice their thoughts and concerns. Unless individuals are on the agenda or have obtained prior permission, speaking during a public meeting is restricted to the specified periods described below and must adhere to the rules outlined.

Public Comment Period

The 'public comment' portion of a public meeting is intended to offer the public an opportunity to voice their opinions and present evidence regarding non-agenda topics or community relevant issues. It's important to note that any comments concerning pending land use applications are not accepted during this time but can be addressed during the associated public hearing. A public comment period is regularly held each month during the following meeting:

- City Council Work Meeting: 3rd Wednesday @ 5:00 PM

Public Hearing Period

The 'public hearing' portion of a public meeting is intended to offer the public an opportunity to voice their opinions and present evidence regarding specific listed topics. A public hearing may be mandated by city ordinance or state statute for significant matters affecting the community. Public hearings related to land use applications are held by the Planning Commission. If required, a public hearing will be held during the following meeting(s):

- Planning Commission Meeting: 2nd & 4th Thursday @ 5:30 PM
- City Council Regular Meeting: 2nd & 4th Wednesday @ 5:00 PM

We encourage the public to stay informed by subscribing to receive email notifications for each public body through the Utah Public Notice website (www.utah.gov/pmn). To subscribe to Santa Clara City Council notices, click [here](#), and for Santa Clara Planning Commission notices, click [here](#).

Public Meeting Participation Rules

- Eligibility to speak during a public meeting is limited to city stakeholders, which includes residents, property and business owners, as well as individuals or groups directly impacted by local decisions and policies.
- To speak, attendees must complete a public comment form providing their full name and address, which should be submitted to city staff before the start of the public meeting.
- Speakers must address city matters respectfully, refraining from using offensive language or engaging in personal attacks.
- Each speaker is allowed a maximum of three (3) minutes.
- Attendees who disrupt with undue applause, jeering, uninvited comments, or protests will be asked to leave the premises.
- Signs are allowed but must be put away at the beginning of the meeting to prevent disruption or obstruction of others' view.
- All comments must be presented verbally into the microphone; written comments will not be read into the record.

Alternative Options to Voice Your Concerns

In addition to the designated public comment and public hearing periods detailed above, written comments are always welcome through hand delivery, email, or the city website. These options provide the opportunity to influence decisions concerning the community, even if in-person attendance at public meetings is not possible. Every voice is significant, and our aim is to foster a more informed and engaged community through this guide.