

**BEFORE THE HEARING EXAMINER  
CITY OF SEATTLE**

In the Matter of the Appeal of

Hearing Examiner File:  
**RA-25-002**

**KAYLA GALGANO,**

Department Reference:  
1059564-TR

from an eligibility determination  
by the Director, Department of Construction  
and Inspections under the Tenant Relocation  
Assistance Ordinance

**NOTICE OF  
APPEAL HEARING**

A public hearing shall be held in this matter on **Tuesday, February 25, 2025**, beginning at **10:00 a.m.** by Zoom.

The authority for the hearing and the jurisdiction of the Hearing Examiner are derived from Seattle Municipal Code 22.210.150, and the hearing will be conducted in accordance with procedures for hearing contested cases in Chapter 3.01 of the Seattle Municipal Code and the Hearing Examiner Rules. The hearing is open to the public, but only persons qualifying as parties or called by the parties as witnesses will have the opportunity to testify.

Consistent with applicable rules, the parties will each have an opportunity at the hearing to offer testimony and to present witnesses and other evidence that they believe supports their view. To be admitted, evidence must be relevant, come from a reliable source, and have some value toward proving the point of the party who offers it. If a party intends to refer to any exhibits (documents, photographs, etc.) at the hearing, the party must send electronic copies of exhibits, with receipt by the Examiner and other parties no later than seven days before the hearing.

**EXHIBITS:**

When sending documents you will seek at hearing to be introduced as exhibits, each document should be marked sequentially with a number and a brief description by file name or sticker if sent by hard copy (e.g., “Exhibit 1—Lease.”) Once we receive them, you will receive a response confirming they are filed.

In addition to filing your exhibits, you must file an Exhibit List (a document listing those exhibits) with the Office of Hearing Examiner (“OHE”) and serve the Exhibit List on all other parties.

Send exhibits to the parties and Office of Hearing Examiner no later than 7 calendar days before the hearing.

**\*Please note that any document filed with our office will become a public record.**

**WITNESSES:**

A witness is a person who provides testimony in a case presentation. Party representatives may call witnesses to testify but must file a Witness List (a document listing their witnesses) with the OHE and serve the Witness List on all case parties no later than 7 calendar days before the hearing.

**ZOOM:**

Zoom is the platform used to attend the hearing remotely. To do so, you must complete a systems test to:

- a) Confirm your system can function with a stable connection using video and audio.
- b) Familiarize yourself with the functions permitted in hearing.

You will receive a request from staff to schedule a system test no later than 7 calendar days before the hearing. Downloading Zoom's software is not required to enter the hearing; instead, you can do this through their website and enter the Meeting ID we provide when prompted.

**Join Zoom Hearing:**

**Meeting URL:** <https://us02web.zoom.us/j/85853100134>

**Meeting ID: 858 5310 0134**

Please refer to the additional attachments sent with this notice for further guidance on *Zoom Guidelines for Remote Hearings* and *Remote System Protocol*.

**IN-PERSON ATTENDANCE:**

You may choose to participate in person instead of by Zoom. We are located at Seattle Municipal Tower, 700 5<sup>th</sup> Ave, Ste 4009 (40<sup>th</sup> floor.) To gain access to our office, you will first need to request access from the security guards at the lobby's front desk because the elevators are only activated by a keycard. Please let us know if you will be attending in person so we may prepare our hearing room accordingly.

***Ex parte communication is prohibited.*** (per Hearing Examiner Rule 3.16 (b))

***Ex parte communication*** - a direct or indirect communication between the Examiner and a proponent, opponent, or a party, made outside a hearing or scheduled conference, and outside the presence of all other parties, regarding the merits of a matter pending before the Examiner.

*Ex parte* communication **does not include** procedural questions about hearing or appeal procedures or scheduling.

Information about appeal hearings, including the *Hearing Examiner Rules of Practice and Procedure*, and a *Public Guide to Appeals and Hearings Before the Hearing Examiner*, is available on the Hearing Examiner's website, [www.seattle.gov/examiner](http://www.seattle.gov/examiner).

DATE OF NOTICE: January 28, 2025

Office of Hearing Examiner  
P.O. Box 94729  
Seattle, Washington 98124-4729  
Telephone: (206) 684-0521  
Email: [hearing.examiner@seattle.gov](mailto:hearing.examiner@seattle.gov)

**CERTIFICATE OF SERVICE**

I certify under penalty of perjury under the laws of the State of Washington that on this date I sent true and correct copies of the attached **NOTICE OF APPEAL HEARING** to each person listed below, or on the attached mailing list, in the matter of **KAYLA GALGANO** Hearing Examiner File: **RA-25-002** in the manner indicated.

<b>Party</b>	<b>Method of Service</b>
<b>Appellant</b>  Kayla Galgano kayla.galgano@gmail.com	<input type="checkbox"/> U.S. First Class Mail, postage prepaid <input type="checkbox"/> Inter-office Mail <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Legal Messenger
<b>Department, SDCI</b>  Silke Anderson silke.anderson@seattle.gov	<input type="checkbox"/> U.S. First Class Mail, postage prepaid <input type="checkbox"/> Inter-office Mail <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Legal Messenger
<b>Landlord</b>  Yin Yang parkside55th@gmail.com	<input type="checkbox"/> U.S. First Class Mail, postage prepaid <input type="checkbox"/> Inter-office Mail <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Legal Messenger

Dated: January 28, 2025

/s/Angela Oberhansly  
Angela Oberhansly, Legal Assistant