



# **Palm Beach County Planning, Zoning and Building Department**

## **WebEx Meeting Instructions**

**Land Development Regulation Advisory Board Meeting  
May 26, 2021 at 2:00 pm**



# How to Join WebEx Meeting

**Click on Join Event below to view LDRAB Meeting:**

Join event [[pbc-gov.webex.com](https://pbc-gov.webex.com)]

**Enable the audio and camera features on your computer if possible.**

**\* If your computer does not have a microphone you will need to also call in to join.**

**To join via the Cisco WebEx Meeting app (Available on iPhone and Android)**

- Event Number (Access Code) 160 633 2291
- Meeting password: **LDRA B**

**\* To join Audio only:**

- 1-844-621-3956 United States Toll Free
- 1-415-655-0001 US Toll

❖ **If you are not able to join the meeting and require technical support please call:**  
561-355-HELP (4357)



# How to Submit Public Comment

Please email your completed **Public Comment Card** to Alex Biray, Site Planner I, at: [ABiray@pbcgov.org](mailto:ABiray@pbcgov.org), **by no later than 4 p.m. Tuesday, May 25, 2021**. If you require any assistance, please contact Mr. Biray at (561) 233-5243. Note, cards may also be accepted by mail, but we highly recommend you send by e-mail to ensure receipt prior to the Hearing date.

## **Courtesy Cards Instructions:**

1. Choose your correct card from the links below:
2. Fill in the agenda item, Support or Oppose, Name, Address, phone number, email address and comment section.
3. Scan and email your completed comment card back to: [ABiray@pbcgov.org](mailto:ABiray@pbcgov.org) no later than 4:00 p.m. Tuesday, May 25, 2021.

➤ [Yellow – Paid Lobbyist](#)

➤ [White – General Public](#)




# Participating in WebEx Live Conference Meeting

In order to have a successful hearing it is important we following procedures for the meeting. The LDRAB/LDRC will following normal Rules of Procedures.

1. The Chair will begin with rules for the meeting.
2. Roll call will be done by Staff, to ensure we have quorum
3. Chair will go through A. Call to Order/Convene as the LDRAB. Any votes will be completed by Roll Call.
4. Next the Meeting will review B. ULDC Amendments New
  - Staff Presentation
  - Board Comments and Questions. Staff will acknowledge each board member.
  - Public Comment.
    - 1) Members of the public who are at Vista;
    - 2) Members of the public participating via WebEx “using the raise your hand”;
    - 3) Members of the public participating WebEx telephone audio only;
    - 4) Staff will read any comment cards received.
  - Board Final Comments and Questions.
  - Vote by Roll Call
5. Next Privately Initiated Amendment. This will follow similar procedures under 4. above with exception the Agent will present prior to the Staff.
6. Board will convene as the LDRC. A vote will be made by Roll Call to find the Exhibits consistent with the Plan. Adjourn as LDRC and reconvene as LDRAB
7. Last, Staff Comments and Board Member Comments



# Etiquette

- At designated times during the meeting, participants will be given the opportunity for public comment. During this time you may un-mute your device to speak. Please re-mute yourself after speaking.
- The host can also mute and un-mute participants.
- If participants are disruptive, you may be re-muted by the host, or removed from the WebEx.
- **Red** microphone button means you are muted. 
- **Black** microphone button means everyone can hear you. 