Palm Beach County
Planning, Zoning and Building Department

Hearing Proceedings
Zoning Commission Hearing
January 7, 2021 at 9:00 a.m.

Options for Zoning Commission Participation:

1. **Vista Center in Person -** The Zoning Commission Hearing will be held at the Vista Center, 2300 N. Jog Rd., West Palm Beach, in the Ken Rogers Hearing Room (VC-1W-47), at 9:00 a.m. Social Distancing protocol will be in place and face coverings are recommended. Interested parties who wish to speak on an Agenda item must turn in a completed **"Comment Card"** to staff prior to Zoning Commission staring the proceedings on the item.

2. **WebEx Conference -** The Zoning Commission Hearing will be conducted via **WebEx Conferencing** for those who do not wish to attend in person, but would like to participate in the proceedings from home or their office. If you wish to speak via WebEx, you are encouraged to submit a Public Comment Card (***see instructions below***) **by no later than 4:00 p.m. on Tuesday, January 5, 2021**.

    ➢ Please see next slide for instructions on how to join and participate via **WebEx**.

3. **Channel 20** – If you do not wish to attend in person or via Webex Conferencing you can watch the proceedings on PBC Channel 20 starting at 9:00 a.m. , which can be accessed via the PBC Zoning Webpage, or by clicking on the following link:

    ➢ Watch Live on Channel 20

4. **Public Comment** - For those not attending Hearing at the Vista Center, Public Comment Cards stating your support or objection to the application can be submitted by clicking on the link below. Public Comment Cards must be submitted no later than **4:00 pm on Tuesday, January 5, 2021**. Unless a WebEx participant wishes to speak, comments on the Comment Cards will be read into the official record.

    ➢ Public Comment Card instructions

    ➢ Zoning Commission Agenda - *Pending*

How to Join WebEx Meeting

Click to the Join Event link below to view the Zoning Commission Meeting. Please note you <u>cannot</u> join the meeting prior to 8:30 a.m. on January 7, 2021, and the meeting will commence at 9:00 a.m. <u>Do not log in more than once</u>.

Join event [pbc-gov.webex.com]

Enable the audio and camera features on your computer if possible.
* If you computer does not have a microphone you will need to also call in to join (see "To Join Audio" below).
• Please use headphones or earbuds when listing to the meeting.
• Turn down the volume on your PC to reduce background noise.

To join via the Cisco WebEx Meeting app (Available on iPhone and Android)
➢ Event Number**:** 180 630 1526
➢ Event Password: Zoning
➢ **To join Audio only:** United States Toll Free 1-844-621-3956
• US Toll +1-415-655-0001 – Access **Code:** 180 630 1526
• **If you are not able to join the meeting and require technical support please call:** 561-355-HELP (4357)

How to Submit a Public Comment Card

If you wish to speak via WebEx you are encouraged to submit a Comment Card in advance of the Hearing. If you prefer to have your comments read into the record, please complete and return a Public Comment Card by e-mail by no later than 4:00 p.m. the day prior to the Hearing. If you require any assistance, please contact Ms. McDonald, Zoning Technician, at (561) 233-5041.

Instructions for Submitting Courtesy Cards:
1. Choose your correct card from the links below:

    ➢ Yellow – Paid Lobbyist

    ➢ White – General Public

2. Fill in the agenda item, Support or Oppose, Whether you wish to speak, Name, Address, phone number, email address and comment section.
3. Scan and email* your completed **Public Comment Card** to Ms. McDonald, Zoning Technician, at: AMcDonald@pbcgov.org, **by no later than 4:00 p.m. Tuesday, January 5, 2021**.
*   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.

The Zoning Commission will be following normal Rules of Procedure; however, in order to have a successful Hearing and meaningful public participation, it is important that all participants adhere to the following procedures, and general rules of etiquette on the following page:

1. Staff will begin with an overview on meeting procedures and etiquette.
2. The Zoning Commission Chair will convene the Hearing
   ➢ Refer to the Hearing Agenda
3. Roll call will be done by Staff, to ensure we have quorum.
4. Chair will go through the Consent Agenda
   ➢ Comment cards will be reviewed to determine if there is anyone who wishes to speak or have comments read into the record.*
5. Chair will take vote to approve Consent Agenda
6. Chair will start Regular Agenda
   ➢ Comment cards will be reviewed for each item, to determine if there is anyone who wishes to speak or have comments read into the record.*
7. Chair will take votes on each Regular Agenda Item.
* Requests from WebEx participants who have not already spoken, will also be accommodated.

Etiquette

➢ At designated times during the meeting, participants will be given the opportunity for public comment in accordance with the Public Comment Card procedures. 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.**

| Mute | Webcam | Share | Record | Participants | Chat with | More | End/ |