



**PALM BEACH COUNTY  
PLANNING, ZONING AND BUILDING DEPARTMENT**

**MEETING PROCEEDINGS – PLANNING COMMISSION HEARING  
Friday, October 9, 2020 – 9:00 A.M.**

The October 9, 2020 Planning Commission hearing will be hosted in accordance with the Governor's [Executive Order 2020-69](#) due to COVID-19, and the need to ensure public health safety and welfare. The Commission members and members of the public may participate in the hearing in person or remotely through communications media technology, specifically Webex, as described below.

**Options for Participation**

1. **In Person Attendance – Vista Center** – The Planning Commission Hearing will be held on Friday, October 9, 2020, at 9 AM at the Vista Center, 1<sup>st</sup> Floor, 2300 N. Jog Rd., West Palm Beach, in the Hearing Room 1W-47. Social distancing and safety precautions will be in place and face coverings are required ([see Emergency Order here](#)) for all attendees.

**In Person Public Comment.** Members of the public wishing to speak at the hearing will be required to complete a comment card provided at the hearing.

2. **Remote Participation.** Two remote participation options are available.

- a. **Webex Conference** – Planning Commission members and members of the public wishing to speak at the hearing may participate through Webex Conferencing. Details on joining the Webex meeting are provided on the following page.
  - i. Planning Commission members participating remotely must attend via Webex, and such attendance counts towards the meeting quorum and members will retain full ability to vote and speak during the meeting.
  - ii. Members of the public participating via Webex may speak at the hearing or have their comments read into the record (see Remote Public Comment).
- b. **Channel 20** – Members of the public not wishing to speak may view the meeting on the County's Channel 20 Live Streaming starting at 9:00 AM via television, the [County's YouTube Channel](#), or the [County's website](#).
- c. **Remote Public Comment** - Members of the public participating remotely that wish to speak at the hearing or have their comments read into the record must submit their comments by **4 pm, Thursday, October 9, 2020** through this link: [Submit Public Comment](#).

### How to Join the Webex Meeting

1. To join, click the **Join Event** link below. You will not be able to join the meeting prior to 8:30 AM on October 9, 2020, and the meeting will begin at 9 AM. Please do not log in more than once. After clicking Join Event, you will be required to register. After registration, you will receive instructions on joining the event.

Join event [pbc-gov.webex.com]

2. Enable the audio and camera feature on your computer, if possible.
  - If you are providing public comment and your computer does not have a microphone you will need to call in via telephone to join (see "To Join Audio" below).
3. To join the meeting via the Webex Meeting app on an iPhone or Android device, please download the app and use the following access information:
  - **Event Number: 172 834 0056**
4. To join via audio only, you must register for the event by clicking Join Event above. If you join with both your phone and your computer, there will be an echo and difficult to hear the speaker. Please ensure that the speaker and microphone are turned OFF on your computer and only use the phone audio if choosing this option. Toll free number is as follows:
  - United States Toll Free **844-621-3956**
5. If you are unable to join the meeting via webex or phone and require technical support please call the County's technical support line at 561-355-4357.

### Webex Participation Procedures

1. At designated times during the meeting, participants will be given the opportunity for public comment in accordance with Public Comment procedures. If you have submitted a Public Comment Card and would like to speak, the Chair will call your name and the County staff moderator will unmute the speaker to provide your comments, following time limitations.
2. Disruptions may require re-muting participants by the host and/or removed from the Webex meeting.
3. The **red** microphone button means you are muted. The black microphone button means all attendees can hear you. County staff will mute the speakers when comments are over.
4. The diagram below identifies the Webex button that will be found at the bottom of your screen:

