

## **Notice of Teleconferencing for June's Planning and Zoning Commission Meeting**

Based upon guidance issued by the President of the United States, by the Centers for Disease Control and Prevention, and Executive Orders issued by the Governor of the State of Florida, seating for the Planning and Zoning Commission Meeting of the Town of Ocean Ridge shall be limited based on social distancing guidelines. Based on these restrictions, the Town will be holding the meeting in-person, with the additional option of attending by teleconference for those that are unable to attend in-person.

**DATE AND TIME:** Monday, June 15, 2020 at 8 A.M.

**GENERAL SUBJECT MATTER TO BE CONSIDERED:** The Town of Ocean Ridge will meet for the purpose of reviewing items as described on the agenda. The agenda along with the meeting package was posted on the Town's website, at Town Hall, and in Town Hall's shadow box on the June 5, 2020.

A copy of the agenda & the package may be obtained by contacting the Town Clerk at:

[Karmstrong@oceanridgeflorida.com](mailto:Karmstrong@oceanridgeflorida.com).

**PLACE:** The meeting will be held at the physical access point of Town Hall, 6450 N. Ocean Blvd, Ocean Ridge, FL and [GotoMeeting.com](https://www.gotomeeting.com). Due to COVID-19 social distancing requirements, seating at the physical access point will be limited. The Town of Ocean Ridge will provide for additional public participation through [GotoMeeting.com](https://www.gotomeeting.com), a communication media technology (teleconference). Interested persons may attend by using the following information:

- **Please join the meeting from your computer, tablet or smartphone.**  
<https://www.gotomeet.me/OceanRidge/junes-planning-and-zoning-commission-meeting>
- **You can also dial in using your phone.** United States: [+1 \(646\) 749-3122](tel:+16467493122) and **Access Code:** 909-877-253
- Download the application (App) by clicking: <https://global.gotomeeting.com/install/909877253>

### **PUBLIC COMMENTS:**

Persons who can access the meeting by teleconference using a computer with speaker capabilities or through a smart phone application (app) can provide public comment by typing their name in the chat box along with the agenda item they would like to speak about. When public comment is called by the Chairman during each agenda item, the Town Clerk will unmute each person, in the order received, that have placed their name in the chat box, and ask them to speak at that time.

Persons that are unable to attend the meeting by teleconference may submit public comments by utilizing the following options:

1. Email the Town Clerk at [karmstrong@oceanridgeflorida.com](mailto:karmstrong@oceanridgeflorida.com) by Friday, June 12, 2020 at 3 p.m. The email must contain the agenda item number and exactly what is to be read out loud at the meeting (3 minute limit). The Town Clerk will respond to the email if it has been received. If you do not receive a response email from the Town Clerk, assume that it was not received and follow up with a phone call to Town Hall at 561-732-2635. The Town Clerk will read the public comment into the record when the item is taken up.
2. Call Town Hall at 561-732-2635 either before or during the meeting. Tell Town Hall Staff which agenda item you would like to submit a comment on, and submit your comments to them (3 minute limit). Town Hall staff will notify the Town Clerk of the public comment, and the Town Clerk will read the public comment into the record when the item is taken up.

## **TIPS FOR VIRTUAL MEETINGS:**

**TRY TO USE ONE DEVICE.** Do not attend the meeting by using both the computer and telephone at the same time, as you will experience feedback with a strong echo, and will not be able to hear the participants of the meeting properly.

**MUTE YOUR PHONE.** If you are attending by telephone or computer. Those that do not mute their phones can cause disruptions into the meeting, as everyone attending the meeting could hear what is happening in your home, your car, or wherever you are calling from.

**DO NOT UNMUTE YOURSELF.** If you are attending by the Gotomeeting application or a computer, please do not unmute yourself. The Town Clerk will unmute persons after public comment is called by the Chairman. If you have physically muted your phone, please unmute only after public comment is called for and Town Clerk has alerted the public to unmute. After you have made your public comment, make sure to mute your phone again.

**THE INFORMATION IN THE CHAT BOX IS A PUBLIC RECORD.** Please keep in mind that all comments in the chat box become a public record after the meeting.

**CALL TOWN HALL IF EXPERIENCING TECHNICAL DIFFICULTIES.** Town Hall phones will be available for persons to call if they are experiencing any technical difficulties or any issues getting into the call. Please call 561-732-2635.

We would like to thank everyone for continuing to work with us as we navigate through this unprecedented times. Town Commission Meetings and Board Meetings will allow in-person attendance with limited seating, and the virtual meeting will be an additional resource to keep the public as informed as possible.

## **ADDITIONAL INFORMATION:**

The recording of the meeting will be made available to the public the following day.

Please be aware that Communications Media Technologies as a tool for meeting communication is permitted through Executive Order Number 20-69 issued by Governor DeSantis, which was extended. To view the executive order or obtain more information, please call Town Hall at 561-732-2635.

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.

**TOWN OF OCEAN RIDGE, FLORIDA  
PLANNING & ZONING COMMISSION MEETING AGENDA  
JUNE 15, 2020  
8:00 A.M.  
TOWN HALL \* MEETING CHAMBERS**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**COMMISSIONER COMMENTS**

(This item is reserved for any Commissioner comments that are not related to any item printed on the agenda.)

**APPROVAL OF MINUTES**

1. Approval of January 13, 2020 Minutes

**DISCUSSION / ACTION ITEMS**

2. Selection of Chair
3. Selection of Vice Chair
4. Discussion Regarding Code Amendment Priorities

**ADJOURNMENT**

**THE NEXT MEETING OF THE PLANNING & ZONING COMMISSION WILL  
BE HELD ON JULY 20, 2020 AT 8:00 A.M.**

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE PLANNING & ZONING COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. PERSONS WHO NEED AN ACCOMODATION IN ORDER TO ATTEND OR PARTICIPATE IN THIS MEETING SHOULD CONTACT THE TOWN CLERK AT 561-732-2635 AT LEAST 5 DAYS PRIOR TO THE MEETING IN ORDER TO REQUEST SUCH ASSISTANCE. PLEASE TAKE NOTICE THAT ONE OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY BOARD OR COMMISSION MEETING OF THE TOWN OF OCEAN RIDGE.

**NOTICE: THE PUBLIC MAY VIEW THE HARD COPY OF THE MEETING  
MATERIALS AT TOWN HALL BEFORE OR DURING THE MEETING**