City Council
Mayor Patrick Slayter
Vice Mayor Una Glass
Michael Carnacchi
Sarah Glade Gurney
Neysa Hinton

Planning Director
Kari Svanstrom
Associate Planner
Alan Montes
Senior Administrative Assistant
Rebecca Mansour

City of Sebastopol

INSTRUCTIONS FOR PLANNING COMMISSION VIDEO AND TELECONFERENCE MEETING OF

SEPTEMBER 22, 2020

Please Note: The City of Sebastopol has scheduled a Zoom Meeting (A video communications technology platform for video and audio conferencing).

IMPORTANT NOTICE TO PARTICIPANTS: If you are logged onto zoom whether by computer or phone, your information (such as name or phone number) is shown publicly as a participant. If you do not wish to have this information public, please submit written comments as the City does not yet have the capability to hide names and/or phone numbers in zoom.

Topic: Planning Commission Meeting

Time: Sep 22, 2020 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/85666301638

Meeting ID: 856 6630 1638

One tap mobile
+16699006833,,85666301638# US (San Jose)

Dial by your location
+1 669 900 6833 US (San Jose)

PARTICIPATING IN PLANNING COMMISSION MEETINGS IN CONFORMANCE WITH SOCIAL DISTANCING REQUIREMENTS

This meeting complies with the Sonoma County Health Officer's COVID-19 Order to Shelter in Place issued on March 17, 2020, and pursuant to California Governor Newsom's Executive Order N-29-20 issued on March 17, 2020.

CORONAVIRUS DISEASE (COVID-19) ADVISORY

To protect our constituents, City officials and City staff, the City requests all members of the public to follow the California Department of Health Services' guidance and the County of Sonoma's Public Health Officer Order for the Control of COVID-19 restricting group events and gatherings and maintaining social distancing.

Consistent with Executive Order N-29-20, in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. Remote public participation is allowed using the ZOOM program.

In order to minimize the spread of the COVID-19 virus, the City of Sebastopol is providing multiple alternatives to viewing public meetings and providing comments on items on the agenda. These alternatives allow the City to adhere to social distancing requirements, follow the Governor's Executive Order N-29-20 (which suspends certain requirements of the Brown Act), and provide a way for the public to provide public comment during the meeting.

VIEWING MEETINGS ONLINE

For this meeting, the City of Sebastopol will be utilizing the Program ZOOM which allows for audio and visual participation.

SUBMITTING COMMENTS BY E-MAIL

For Items Not on the Agenda: Please submit your comments via email for this meeting to amontes@cityofsebastopol.org so that the comments may be submitted to the Chair for reading into the record. Comments should be received by 3:00 pm of the Meeting Date. All comments should be a maximum of 350 words, which corresponds to approximately 3 minutes of speaking time.

For Items Listed on the Agenda: Members of the public may provide public comment for specific agenda items by sending comments to the City by email at amontes@cityofsebastopol.org. Such email comments must identify the Agenda Item Number in the subject line of the email. Comments should be received by 5:00 pm of the Meeting Date. All comments should be a maximum of 350 words, which corresponds to approximately 3 minutes of speaking time.

VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING

The City of Sebastopol is now offering the ability to view and participate in public meetings via video meetings and telephonic conferencing via "Zoom" video conferencing computer technology. Instructions for participating via Zoom are provided below.

How do I join the City of Sebastopol public meeting via Zoom Video Conferencing?

Please visit https://zoom.us and either sign-up for a free Zoom account or continue as a guest. Once you have downloaded the app on your smart phone, joined from your web browser, or downloaded the Zoom software on your computer you will be ready for the scheduled meeting.

If you have previously signed up for Zoom, you can enter the meeting ID noted at the tope of this Attachment to join the meeting.

I don't have a computer or smart phone; can I still use Zoom?

If you don't have a smart phone or computer to access the meeting via Zoom, no problem! You can participate on the phone, by calling 1-669- 900- 6833 and entering meeting ID Meeting ID listed at the top of this Attachment. Please follow the prompts.

How can I provide Public Comment on Zoom?

The Chair will request public comment during the Public Comment periods on the agenda and during each Public Hearing(if any) and Regular Calendar Item(s). Once the Chair has announced the public comment period, please do one of the following.

USING A COMPUTER OR SMART PHONE:

• Click on the "Raise Hand" feature in the webinar controls. This will notify Meeting Host that you have raised your hand.

• Meeting Host will unmute your microphone when it is your turn to provide public comment.

• A prompt will appear to confirm you would like to be unmuted and then you will have three minutes to provide public comment.

• Once your public comment has ended, you will be muted again.

USING A REGULAR PHONE:

• Dial *9 (star 9), this will notify the Meeting Host that you have "raised your hand" for public comment.

• Meeting Host will unmute your microphone when it is your turn to provide public comment.

• You will hear "you are unmuted" and then you will have three minutes to provide public comment.

• Once your public comment has ended, you will be muted again.

I don't want to provide public comment live; can I provide my public comment for the record another way?

Of course! Please submit all public comments via email as listed above.

I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?

Yes, please visit Zoom's website support page on helpful tips to prepare for the meeting: https://support.zoom.us/hc/en-us/categories/201146643

ATTENDING MEETINGS IN PERSON

Consistent with Executive Order N-29-20, in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. Remote public participation is allowed using the ZOOM program.