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**DATE:** Thursday, February 10, 2022  
**TIME:** 7:00 P.M.  
**PLACE:** Due to COVID-19, this meeting will be held via Zoom Webinar.

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## **INSTRUCTIONS ON HOW TO JOIN THE MEETING and HOW TO PROVIDE INPUT**

### **Plan Commission Meeting on Thursday, February 10, 2022**

Anyone can watch the meeting on streaming services or UPTV. You can attend virtually via Zoom webinar if you wish to provide public input during the meeting. If you attend the meeting via Zoom webinar, please turn off any sound from other sources such as UPTV, as there will be a lag in the audio. The meeting will be recorded by the City as part of the record. The recorded video will be available on the City's website by noon on the following Friday.

#### **Providing Public Input by Email:**

Staff asks that you submit your written public comments by email by 5:00 pm (Central Time) on Wednesday, February 9, 2022 to [Planning@urbanaininois.us](mailto:Planning@urbanaininois.us) so that it can be included as communications and become part of the official record of the meeting. Due to the high volume of emails, please put PUBLIC INPUT and the meeting date in the subject line.

#### **Providing Public Input from a computer browser or the Zoom app on a mobile device:**

You will be able to use a phone to call in:

- **Call 1-312-626-6799.**
- You will be asked to enter the **Webinar ID number, which is 868 7498 0648** followed by the # key.
- All callers are muted by default. If you wish to speak, please "raise your hand" by pressing \*9 once (this toggles the raise/lower hand option. When called on by the chair or host by your phone number, you will be unmuted and you should state your name for the record per city code\*. When you finish speaking, the host will "lower your hand" and mute you - there is no need to press any more buttons.

#### **You will be able to use a computer to address the Plan Commission:**

- Join the Zoom meeting here: <https://us02web.zoom.us/j/86874980648>
- Make sure you have a microphone on your computer if you wish to speak. Please identify yourself with first and last name in Zoom for the record. FCC Guidelines will be followed.

- Public participants will be muted during public input. If you wish to speak, please "raise your hand" using the option at the bottom of the screen.
- When called on by the chair or host, you will be unmuted and you should state your first and last name for the record per city code."
- Video will remain off for all members of the public, even while they are speaking.

## PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner.

Public Input will be taken in the following ways:

### **Zoom Webinar Participant**

Click on the link listed in the agenda to join the Webinar. You must provide your name and email address in order to join the Webinar. If you wish to speak during Public Input, "raise your hand" and wait to be called on by the meeting host. You must state your first and last name for the meeting record. Participants will be muted except when they are called on to speak; video will remain off for all members of the public when speaking.

### **Telephone Participant**

Call the phone number listed on the Agenda. Enter the Webinar ID followed by the # key. All callers are muted by default. If you wish to speak, "raise your hand" by pressing \*9 once. When you are called on by the host or presiding officer, you will be un-muted. You must state your first name and last name for the meeting record.

### **Email Input**

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: [Planning@urbanaininois.us](mailto:Planning@urbanaininois.us). The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

### **Written Input**

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### **Verbal Input**

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than four (4) minutes per person. The Public Input portion of the meeting shall total no more than one (1) hour, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

### **Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the Planning Division staff at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2440
- Email: [Planning@urbanaininois.us](mailto:Planning@urbanaininois.us)

Persons with disabilities needing special services or accommodations for this meeting should contact the City of Urbana's Americans with Disabilities Coordinator at 384-2466.