



CITY OF KERRVILLE
ZONING BOARD OF ADJUSTMENT
REGULAR MEETING, Thursday, December 17, 2020, 3:00 PM
CITY HALL, COUNCIL CHAMBERS
701 MAIN STREET, KERRVILLE, TEXAS

Zoning Board of Adjustment Meeting Procedures during the Disaster Declaration and Citizen/Public Participation Guidelines

COVID-19 (Coronavirus) provides a unique concern in that gathering members of the public, Zoning Board of Adjustment, and City staff within a physical setting constitutes a public health risk. On March 16, 2020, the Texas Governor suspended certain requirements of the Open Meetings Act to permit open meetings to occur in a fully virtual setting (telephonic/videoconference). The Zoning Board of Adjustment will conduct the above referenced meeting as an open public meeting. In an effort to avoid and mitigate health risks and due to limited occupancy levels in Council Chambers, standard safety protocol will be observed.

Standard safety protocol will be observed by the Zoning Board of Adjustment, City staff, and citizens/visitors attending the Zoning Board of Adjustment meeting at the City Hall Council Chambers. When entering City Hall you will be required to sanitize hands and wear a mask. Your temperature will be taken at a temperature station with a thermal digital thermometer before entering Council Chambers. Any persons with a temperature of 100.2 or above will not be allowed entry. Masks are required at all times within City Hall and the Council Chambers. The public podium will be sanitized between each public speaker. Six-foot distance seating will be observed and open seating will be designated. Overflow seating will also be provided should Council Chamber seating be full.

Citizens wishing to speak shall submit a completed "speaker request form" to the attending City staff before the Zoning Board of Adjustment meeting is called to order, definitely before the item is called or read into record. Each speaker is limited to four minutes.

The Zoom platform will be active during this meeting. Please see the Alternative Citizen/Public Participation Guidelines following the Agenda, below.

Citizens/Public Participants may also submit written comments on specific agenda items, to include public hearings, and comments will be read into the meeting record. Comments must include a name, address, and a reference to the relevant item. Comments that do not include such information will not be read. The City must receive all comments by 2:45 p.m., on the date of the meeting. Comments may be:

- a. dropped off at the City Hall Utility Payments Drop-Box; or*
- b. emailed to planning.division@kerrvilletx.gov.*

Citizens may view and hear this Zoning Board of Adjustment meeting on Spectrum Channel 2 or by live-streaming via the City's website (www.kerrvilletx.gov).

**ALTERNATIVE CITIZEN/PUBLIC PARTICIPATION GUIDELINES
(Due to COVID-19 Pandemic Disaster Declaration)**

Instructions for Zoom callers: Dial the toll free numbers: **1-800-832-5611**. If the toll free number is not functioning, call the Zoom alternative back-up numbers **1-346-248-7799** or **1-669-900-6833**. When your call is answered you will hear **“Welcome to Zoom, enter your Meeting ID followed by pound”**. Enter in the Meeting ID below followed by the pound sign (#), when prompted enter the passcode.

The Meeting ID is **988 4210 4829#**. The passcode is **481175**.

Once you have called into the meeting, your microphone will be placed on mute and your call will be placed in the call queue. At this point, you will hear silence on the phone. Do not hang up. The moderator will unmute your microphone as he/she is going down the list. Once the meeting has started, you will be able to listen to proceedings even if your microphone is muted.

The Zoom moderator will be accepting calls starting at 2:15 p.m. For item 1A, place your call before 2:45 p.m. in order to participate. Callers seeking to speak on this item and who call after this time will not be allowed to speak. However, for Public Hearing items 2A and 2B, a caller seeking to speak on these items may call at any time prior to the item being introduced at the meeting. All callers are encouraged to call between 2:15 p.m. and 2:45 p.m. to be registered by the moderator. A caller must use the “raise your hand” feature on Zoom in order to be called upon for the Public Hearing. If a caller is using the Zoom app on a computer, tablet, or mobile phone click on “Participants” and click on “Raise Hand” button. By landline telephone press *9 when requesting to speak. Each speaker is limited to four minutes.

NOTE: Zoom is a third party vendor which provides the ability for remote participation. Software changes may be beyond what the City can control. If the City is notified of any issues from the third party vendor, the City will notify citizens and provide alternatives for engagement and participation.

Instructions for written comments:

Written comments will be accepted for any agenda items, including Public Hearings. Written comments will be read into record and can be provided in two different ways:

OPTION 1 by hard copy – Comments may be dropped off at the City Hall Utility Payments Drop-Box on the north side of City Hall by 2:45 p.m. the day of the meeting. You are required to provide your first and last name, address, and identify the item you commenting on.

OPTION 2 by email - Comments can be emailed to **planning.division@kerrvilletx.gov** and must be received by 2:45 p.m. the day of the meeting. You are required to provide your first and last name, address, and identify the item you are commenting on.

For either option, please provide **all required information** in order for your comments to be accepted. Thank you for your participation!