

**CITY OF SOUTH MIAMI, FLORIDA
NOTICE TO THE PUBLIC OF THE VIRTUAL MEETING OF THE
CITY PLANNING BOARD**

In order to balance the need for the City of South Miami to function and conduct vital business during the COVID 19 pandemic and, at the same time, protect the health, safety, and welfare of our citizens and our staff, the City shall conduct its upcoming meetings virtually, including the Planning Board and City Commission meetings, through communications media technology (CMT) as explained more particularly below. This is in accordance with City of South Miami Code, Chapter 286.011, Fla. Stat, and Executive Order Number 20-69.

The City will be holding its Planning Board Meeting VIRTUALLY and is scheduled to begin on **Tuesday, July 14, 2020 at 7:00 p.m.** to consider the following public hearing items:

1. PB-20-015

Applicant: The City of South Miami

An Ordinance amending Section 20-3.6 of the City of South Miami's Land Development Code to amend the Supplemental Regulations regarding the accessory storage of boats, vehicles and trailers.

2. PB-20-016

Applicant: The City of South Miami

An Ordinance amending Land Development Code to support development of legally nonconforming lots of record, including amendment to Sections 20-3.5 Dimensional Requirements and 20-4.8 Nonconforming uses and structures.

The VIRTUAL MEETING will be held through communication media technology with the members of the City Commission, City staff, any applicant making a presentation, adjustment or determination of an issue, request or controversy within the jurisdiction of the City Commission, as well as the applicant's attorney and witnesses participating through video conferencing. This virtual meeting will be held on the Zoom platform used by the City Clerk for live remote participation. Members of the public may join and participate in the meeting in the following ways:

- via Zoom at (<https://zoom.us/j/3056636338>); and
- via a dedicated phone line that will be available so that any individual who does not wish (or is unable) to use Zoom, may listen to and participate in the **meeting by dialing +1-786-635-1003 Meeting ID: 3056636338.**

As always, the public may simply view the meeting live on the City's website: (<https://www.southmiamifl.gov/102/Agendas-Minutes>) ("Granicus") as well as Channel 667 on Atlantic Broadband or by AT&T U-Verse.

If you intend to present a document to be live streamed at the time of the meeting, you must send it to the Clerk on or before 3:00 p.m. 3 business days¹ before the meeting in one of the following ways:

¹ Not counting the day of the meeting.

- Scan or photograph the document and send it as an attachment in an email to the City Clerk at npayne@southmiamifl.gov; or
- Scan or photograph the document and upload it to a flash drive and deliver the flash drive, along with your name, address, phone number, facsimile number (if any), and email address (if any), to the City Clerk at 6130 Sunset Drive, South Miami, FL 33143.

If you plan on participating in the meeting, either in person, if allowed, through the Zoom platform, or by teleconferencing, you should sign-up for the meeting by providing the City Clerk with the following information, via email at npayne@southmiamifl.gov or by calling the City Clerk at 305-663-6340, 2 business day before the meeting, on or before 4:00 p.m.:

- your name;
- physical address;
- phone number;
- facsimile number, if any;
- email address, if any; and
- a description of the item on the agenda upon which you intend to present your verbal comments/evidence (Topic); and
- if using Zoom, your Zoom screen name, which must be your real name, or;
- if using the teleconferencing option, the phone number you will be using to call into the meeting.
- Your ability, or lack thereof, to use the Zoom platform to attend the meeting virtually.
- **If the item to which you want to speak is quasi-judicial** and your face will not be appearing on the Zoom screen when you are called upon to be sworn in, or if you will be speaking using a telephone, you must, in addition to the other sign up information, deliver a copy of your Florida identification card or driver license or the page of a valid passport that has your photograph on it or other identifying documents as described in s117.05(5)(b)2, Fla. Stat. to the Clerk. Without this information, you will not be sworn in and will not be allowed to testify at the quasi-judicial hearing.

At the appropriate time all participants who want to speak will be asked to raise their hand. If the Mayor/Chairperson requests that all or some speakers take their hands down and if a participant fails to do so, or otherwise disrupts the meeting, the Mayor/Chair may permanently mute that persons microphone and video image for that meeting and said person will not be allowed to participant in that meeting. See the specific instructions below for raising your hand using Zoom. If you have signed up in advance of the meeting you may be given priority ahead of others who did not sign up. You will be called upon and you may speak on the Topic and present your evidence (physical (see special requirements for physical evidence) and testimonial) or comments through your choice of communication, either Zoom, teleconferencing or, if allowed, in person.

In addition to the foregoing, the City Commission Chambers at City Hall, located at 6130 Sunset Dr., will be open commencing at 6:30 p.m. on the day of the meeting in order to live stream public comment by those lacking an ability to participate and be heard through their own communication media technology. Seating is limited and priority will be given to those who contact the City Clerk in advance of the meeting, establish their lack of ability to attend the

meeting virtually using the Zoom platform and provide the Clerk with their sign-up information. **ONLY 9 ATTENDEES WILL BE ALLOWED IN CHAMBERS SINCE MAYOR GIMENEZ'S EXECUTIVE ORDER 10-20 RESTRICTS GATHERINGS OF 10 OR MORE PEOPLE IN PUBLIC FACILITIES AND ONE PERSON NEEDS TO BE A MEMBER OF CITY STAFF.** A person will be present to receive into the record materials presented by those attendees; however, if you failed to deliver your documents in advance of the meeting, as required above, your documents will be made part of the public record but will not be presented to the other participants or be made part of a quasi-judicial record. The City will strictly enforce the operative provisions of all controlling Executive Orders relating to social distancing. No electronic device that emits any sound will be allowed to be used in Chambers. No one with a cough, who has a fever or who is not properly wearing an appropriate facial covering over both the mouth and nose will be admitted. All facial coverings must always remain properly in place while in the building. Violators of any of the rules will be removed from the building for the remainder of the meeting. Uniform Police Officers shall be present to ensure enforcement. Persons shall be required to sit at least six (6) feet from one another and maintain six (6) feet of distance when standing in line to enter or exit the building, the restrooms, and the Commission Chambers and when standing to speak at the podium. The public shall exit City Hall as soon as possible after the meeting ends. These rules may be amended by the City Manager and he may add additional rules.

Anyone who wishes to review pending applications and supporting documentation in person must make an appointment by calling 305-663-6340.

Please note that Governor DeSantis's Executive Order Number 20-69 suspended the requirements of Section 166.045, Fla. Stat., that a quorum to be present in person, and that a local government body meet at a specific public place. The Executive Order also allows local government bodies to utilize communications media technology, such as telephonic and video conferencing such as Zoom for meetings of local government bodies. Note that pursuant to Florida Statutes 286.0105, a person who decides to appeal any decision made by a Board, Agency or Commission with respect to any matter considered at its meeting or hearing, a record of the proceedings will be required for said appeal and such person will be required to have a verbatim transcript of the proceedings including the testimony and evidence upon which the appeal is to be based. ADA: To request a modification to a policy, practice or procedure or to request an auxiliary aide or service in order to participate in a City program, activity or event, you must on or before 4:00 p.m./a.m. 3 business days² before the meeting deliver your request to the City Clerk by telephone: 305-722-8686 (voice) or 305-442-1600 (TTY/TDD) or by mail at 6130 Sunset Drive, South Miami, Florida or email at npayne@southmiamifl.gov.

² Not counting the day of the meeting.

ZOOM WEB-BASED VIRTUAL CITY MEETING PROCEEDURE

Live Remote Public Comment Process

The City of South Miami is providing the ability to submit Live Remote Public Comments to its virtual Meetings.

The person wishing to submit a live remote public comment through the Zoom process, will appear live on the TV screens in Commission Chambers as well on the computer screen of the other participants, including members of the applicable board, committee or commission during the meeting and will be afforded three (3) minutes to speak.

You can test your connection to Zoom by clicking on the following link: <http://zoom.us/test>

Please make sure that your computer has a working speaker, microphone and, preferably, a working webcam so that you can hear and be heard and see and be seen on the City Hall monitors and by the other Zoom participants in the live streaming of the meeting. Some computers and/or smartphones have both features. Should it be impossible or undesirable for you to attend virtually by computer or smartphone, you may participate in the meeting by telephone by dialing: +1-786-635-1003 and entering Meeting ID: 3056636338 or join the meeting using the system set up at City Hall and as explained in the notice of the meeting that is posted at City Hall and also at <http://www.southmiamifl.gov/580/Public-Meetings-Notices>.

Each virtual participant in the Zoom virtual meeting will be automatically muted upon joining the meeting and only the Chair may unmute a participant. Members of the public who wish to speak will be allowed to do so at the appropriate time. If you wish to speak at public remarks or during a public hearing you must **raise your virtual hand, BUT ONLY WHEN CALLED UPON TO RAISE YOUR HAND.**

If you intend to participate by speaking at public remarks or at a public hearing through Zoom, you must activate the “Participants” by waving your mouse at the bottom of the screen to reveal the controls and clicking the icon that is labeled “Participants”.



This will open a column, normally in the far right of the screen, where you will see the names of all the participants.

AFTER YOU ACTIVATE “PARTICIPANTS” AND ONLY WHEN CALLED UPON BY THE MAYOR OR CHAIR FOR A SHOW OF HANDS OF ALL THOSE WHO WISH TO SPEAK, CLICK ON THE HAND ICON IN THE LOWER RIGHT HAND CORNER OF THE “PARTICIPANTS” COLUMN TO “RAISE YOUR HAND” AND TO INDICATE YOUR INTEREST IN SPEAKING.



If you are participating via telephone, please dial *9 to “raise your hand” to indicate your interest in speaking.

When you raise your virtual hand, the meeting host will be aware of this and at the appropriate time indicate your interest in speaking to the Mayor, or Chair. The Mayor/Chair will call on you at the appropriate time and the meeting host will unmute your microphone and you will be allotted your time to make your remarks public. When the Mayor/Chair requests that you put your hand down, you must do so, otherwise the Mayor/Chair may mute your microphone for the remainder of the meeting and if you continue to disrupt the meeting you may be permanently removed from this meeting.

If you wish to participate in a meeting using Zoom, you will need to download the Zoom program by going to Zoom.us and in the top banner you will need to click on the box that states: SIGN UP, IT’S FREE. When signing up you need to add your real name. The opening signup page has a column in the far left titled “PERSONAL” and below, the first work is “Profile”. Tick the word “Profile” and to the right is a place to add your real name. If you did not provide your real name in the user profile when you originally signed up, you will need to sign-in and go to the menu on the left side and tick the word “Profile” and to the right is a place to add or edit your real name.

We thank you for participating in this meeting and ask you to please wait patiently for your turn to speak.

If you wish to be part of the scheduled Zoom meeting, please join the meeting by clicking on the following URL link: <https://zoom.us/j/3056636338> or dialing: +1-786-635-1003 and entering Meeting ID: 3056636338.