

## **Instructions for City of Venice Planning Commission Meeting March 2, 2021**

The March 2, 2021 Planning Commission meeting will be held in council chambers at city hall. The meeting will also be simultaneously broadcast live on the City's website and through Zoom. Some members of the Planning Commission may participate in the meeting via Zoom and not be physically present

To participate in the Planning Commission meeting on March 2, 2021, which begins at 1:30 p.m., you have the following options:

### **1. Listen to the meeting via phone:**

You may listen to the audio only from your phone by dialing 1-929-205-6099 and when the meeting ID is requested, enter 857 5905 5436 and then press the # key.

### **2. Watch the meeting online, but not participate:**

You may access the meeting by visiting <https://venice.legistar.com/Calendar.aspx>. Click on "In Progress" to the far right of the Planning Commission meeting on this date.

### **3. Watch the meeting online and provide public comment prior to the meeting:**

You may provide written comments by emailing [LStelzer@Venicegov.com](mailto:LStelzer@Venicegov.com) or by regular mail to City Clerk Lori Stelzer, 401 W. Venice Avenue, Venice, FL 34285. Provide your full name and home address and if you are a city business owner, list the business name and address. All comments received by March 2, 2021 at 12:00 p.m. will be distributed to the Planning Commission members and the appropriate staff prior to the start of the meeting.

### **4. Watch the meeting online and provide public comment during the meeting:**

To request to speak virtually, you must complete the Request to Speak form prior to the start of audience participation or the agenda topic to be placed on a list.

You may access the form by visiting:

[https://venicefl.formstack.com/forms/request\\_to\\_speak](https://venicefl.formstack.com/forms/request_to_speak)

You must fill out all required information or the form cannot be submitted. You will then be called upon to speak at the appropriate time.

### **5. Attend the meeting in-person at 401 W. Venice Avenue, Venice, FL 34285.**

While in-person attendance is allowed, due to COVID-19 the City strongly encourages the public to participate through one of the above options instead.

### **Zoom Instructions:**

For the March 2, 2021 meeting, please use the meeting link <https://us02web.zoom.us/j/85759055436> to virtually attend using a computer, tablet, or smartphone. Individuals who have pre-registered to speak will be called upon.

If joining from a tablet or smartphone, you will need to download the free Zoom app from your device's app store.

If joining from a computer, your computer will automatically download and install (if needed) the Zoom program. If you currently have Zoom installed on your computer, tablet, or smartphone, you may join the meeting by entering the meeting ID 857 5905 5436.

### **For additional information or assistance please contact the following prior to the meeting:**

1. For public comment questions: Lori Stelzer, City Clerk, [lstelzer@venicegov.com](mailto:lstelzer@venicegov.com) or (941) 882-7390
2. For questions on connecting to the meeting: Christophe St. Luce, Director of Information Technology, [cstluce@venicegov.com](mailto:cstluce@venicegov.com) or (941) 882-7425