

## **Instructions for City of Venice Planning Commission Meeting June 15, 2021**

The June 15, 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.

To participate in the Planning Commission meeting on June 15, 2021, which begins at 1:30 p.m., you have the following options:

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

**2. 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 867 8215 5668 and then press the # key.

**3. 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.

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

You may provide written comments by emailing [lstelzer@venicefl.gov](mailto:lstelzer@venicefl.gov) 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 June 15, 2021 at 12:00 p.m. will be distributed to Planning Commission members and the appropriate staff prior to the start of the meeting.

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

To request to speak during the virtual meeting, 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 the following link:

<https://venicefl.formstack.com/forms/requesttospeak>

You must fill out all required information or the form cannot be submitted.

### **Zoom Instructions:**

For the June 15, 2021 meeting, please use the meeting link <https://us02web.zoom.us/j/86782125668> 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 867 8215 5668.

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

1. For public comment questions: Lori Stelzer, City Clerk, [lstelzer@venicefl.gov](mailto:lstelzer@venicefl.gov) or (941) 882-7390

2. For questions on connecting to the meeting: Christophe St. Luce, Director of Information Technology, [cstluce@venicefl.gov](mailto:cstluce@venicefl.gov) or (941) 882-7425