

Instructions for Participating in Bayside Design Review Committee (BDRC) Meetings during Shelter-In-Place Order

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020 and revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the regular meeting location will not be open to the public during this time. Instead, members of the public may participate via Zoom at the time of the meeting and/or provide written comments by email to Erica Adams at eadams@smcgov.org prior to the meeting. Emailed comments should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the five minutes customarily allowed for verbal comments, which is approximately 500-700 words. To ensure your comment is received and read to the BDRC for the appropriate agenda item, please submit your email no less than 30 minutes prior to the meeting time. The County will make every effort to read emails received after that time, but cannot guarantee such emails will be read into the record. Any emails received less than 30 minutes prior to the meeting time, which are not read into the record will be included in the file if approved by the BDRC or, in the event that the BDRC makes a recommendation for action on the project, forwarded to the appropriate decision-making body.

A. MEETING PARTICIPATION INSTRUCTIONS

1. How to Access Zoom

During this time, Meetings will be held using Zoom. You may access Zoom via mobile device (e.g., smart phone), telephone, or computer.

Computer or Mobile Device: Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the Download Center at <https://zoom.us/download>. Alternately, you can click the "join" a meeting link and you will be prompted to download and install Zoom. Zoom can also be used on your computer as a browser-based platform without installing the software.

Telephone: If you are joining via telephone, you will need the teleconferencing number provided in the meeting invite. Please choose the number for your location or one that is the closest to your location. If you are calling into the - meeting using a traditional phone, please note that you will not be able to view the meeting.

2. Find the Meeting Invite

Sample Meeting Invite:

Topic: The Possibility of Zoom meetings
Time: Mar 23, 2020 10:00 AM Pacific Time (US and Canada)

Option #1 Click This Link
Join Zoom Meeting
<https://smcgov.zoom.us/j/433275701?pwd=TUxkMEEvcjUrQmpYRVBaR295MHp2QT09>
Meeting ID: 433 275 701

Option #2 Tap To Call
One tap mobile
+16699006833,,433275701# US (San Jose)
Meeting ID: 433 275 701

Option #3 Dial Directly
Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 433 275 701
Find your local number: <https://smcgov.zoom.us/u/abycUfSdK3>

A meeting invite is specific to the meeting date and cannot be reused. No fewer than seven days prior to the meeting date, the meeting invite will be posted to the webpage created for the meeting date, along with materials for projects on the agenda for that meeting date. A link to the web page for the meeting date can be found on the BDRRC website at <https://planning.smcgov.org/Bayside-design-review-committee>. For future meetings held during the time of the Shelter-In-Place Order, the meeting invite and instructions will be included in the mailed public notice.

3. How to Join the Meeting

Each meeting date will have a unique 9, 10, or 11-digit number called a Meeting ID that will be required to join a Zoom meeting. Enter the Meeting ID into the Zoom App or click on the link for “Join Zoom Meeting”. Please enter the Meeting ID from the meeting invite.

4. Participating in the Meeting

Opportunities for the public to speak include “Oral Communications for matters not on the agenda” and a separate public comment session for each

project on the Agenda. Please review the Agenda to identify which item you wish to speak on and the time of that item. As noted above, correspondence may also be forwarded via email to the Bayside Design Review Officer no less than 30 minutes prior to the meeting and will be read into the record at the beginning of the public comment period.

Computer or Mobile Device: Once in the meeting, public speakers will be placed on “mute” until the oral communications and public comment sessions are opened by the Chair, as described below. To speak, please “raise your hand” in the Zoom app (not available from traditional phones). Once called upon by the Chair, speakers will be unmuted. Please note that the Chat function will be disabled.

Telephone: Those calling into the meeting from a traditional phone can toggle the “mute” function on and off by pressing *6 and “raise their hand” by pressing *9 if they wish to join the queue of speakers. In addition, your phone number can be blocked by dialing *67 prior to the phone number used to join the meeting. The Design Review Officer will announce when telephone callers should identify themselves and will be unmuted accordingly.

Participants will be called upon in the order their hands are raised and will speak one at a time. Once called upon, first, please state your name, address, and email address (optional) and then your comment. Providing contact information is optional. To be included in future notification regarding the project, you may also provide contact information directly to Planning staff via email.

B. BDRC REMOTE MEETING PROCEDURE

Generally, the remote BDRC meeting will be conducted using the same procedure as the in-person meetings, allowing for written correspondence to be read into the record with modifications to allow for remote speaker identification and participation. Please review the Agenda for the meeting schedule.

Materials for projects on the Agenda are available at the BDRC webpage under the meeting date: <https://planning.smcgov.org/Bayside-design-review-committee>. Materials are posted 7 days prior to a meeting date.

The review of projects will be led by the BDRC Chair and will proceed as outlined below:

1. **Start Time of Project Item:** Please refer to the Agenda for the start times of items. The review of an item may not begin before a published start time but may begin after the published start time, especially in the instance where review of previous items are taking longer.

2. Applicant Presentation: Applicant will make a brief presentation (usually no more than 10 minutes).
3. Clarifying Questions: BDRC members will ask the Applicant any clarifying questions.
4. Public Comment Session: The Chair will open the public comment session. The Design Review Officer (DRO) will moderate the order of the public speakers. Please review the participation instructions in Section A.4. Once all comments have been voiced or read, the Chair will close the public comment session.
5. BDRC Review of the Item and Decision: The Chair will lead the review of the item. The BDRC will vote on the item. Appeal period and process are as stated on the Agenda.