



September 28, 2021

Re: PCSD Board and Commission Member Remote Meeting Protocols

The Planning and Community Services Department supports 11 boards, commissions and committees. Many of these entities have high levels of responsibility to carry out local, state and federally mandated quasi-judicial actions that include public hearings. Others are more advisory and provide important but less formal recommendations to the City Council and Board of County Commissioners.

As the PCSD has navigated the COVID-19 pandemic, the importance of providing the public remote access to our meetings, hearings, and board and commission deliberations per state public meeting law, has been a critical piece of our processes. Also, we have seen the value in allowing board and commission members to participate remotely for health and safety reasons. While the pandemic has not ended, we have brought our boards and commissions back together in person. However, City Administration has directed that providing public access remotely should remain part of our operations. And providing some opportunity for board and commission members to participate remotely under some circumstances is also an objective.

Given these directives, going forward, board and commission members will have limited opportunity to attend meetings remotely via Zoom subject to the following protocols:

- Attendance in person is preferred at all meetings
- Remote attendance is allowed for special circumstances - i.e. - traveling out of town; unable to attend physically for health reasons but able to participate remotely; scheduling conflict that limits travel time to the meeting place
- Remote attendance must be via Zoom and the member must be visible and audible to participate in official business of the Board, Commission or Committee
- Please use discretion so that we can maintain meeting processes, meet the public meeting requirements and follow the preference that members attend meetings in person.

These protocols apply to all board, commission and committee meetings starting October 1, 2021. We will monitor the progress and make adjustments as needed.

Thank you.



Wyeth Friday, AICP
PCSD Director