



Amberley Village Planning Commission/ Board of Zoning Appeals

Public Meeting Protocol

- Amberley Village is taking extra measures to sanitize Council Chambers by cleansing all surfaces, woodwork, seating, podium and touchpoints
- Additional staff will be on hand to coordinate check-in and follow-up calls to ensure smooth flow of the meeting; staff members will be wearing masks and regularly sanitize hands between contact with each person checking in
- Meeting will be held in Council Chambers, which seats 14 guests positioned six feet apart
- Members of the Planning Commission/Board of Zoning Appeals and Clerk of Council will be seated at the dais, every other seat at six feet apart
- Village Manager, Village Solicitor and Zoning Administrator will be seated six feet apart in front of the dais
- Members of the Planning Commission/Board of Zoning Appeals and staff will wear face masks throughout the meeting
- Residents who wish to speak at the meeting, whether in person or via Zoom, are asked to register with the Clerk of Council at tpreasoner@amberlevillage.org or 531-8675 to better enable staff to coordinate the flow of the meeting
- Residents in attendance will be asked to sign in by 6:45 p.m. and provide a cell phone number to be contacted when the case ahead of theirs is ready to be heard
- Upon arrival, all participants in the meeting will have their temperature taken upon entry into the building with a no-touch thermal thermometer, and are asked to bring a face mask for use inside the Municipal Building
- Residents on deck for the upcoming case will wait in the Municipal Building lobby while practicing social distancing of at least 6 feet from any participant not from their household
- Residents will be permitted to enter Chambers when their case is ready to be heard
- Hand sanitizer will be provided, and seats, podium and high-touch surfaces wiped down between cases
- Disposable microphone covers will be utilized and changed between speakers
- Persons wishing to provide input without appearing at the public meeting may participate via Zoom, or submit responses in writing to the Clerk of Council before noon the day of the meeting at tpreasoner@amberlevillage.org or by dropping off a hard copy at the Amberley Village Drop Box