



City of Larkspur

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REMOTE PUBLIC ACCESS TO THE 3/24/2020 PLANNING COMMISSION MEETING

The Larkspur Planning Commission will be meeting on March 24, 2020, by teleconference. Members of the public are allowed and encouraged to participate remotely in the teleconference, and instructions and call-in information are below:

HOW TO ATTEND THE MEETING REMOTELY

The meeting will be teleconferenced using GoToWebinar. Join the meeting by registering at:

<https://attendee.gotowebinar.com/register/6545935185075779851>

If you do not wish to register and will only listen to the meeting, you can call in using:

+1 (415) 655-0060

Access Code: 339-339-888

You will not have an audio PIN, so *press # when prompted*. *You will be in listen-only mode and won't be able to make public comment verbally.*

We hope to make a recording of the meeting available to the public on the City's YouTube page after the meeting.

UPDATE 3/24/2020: In response to Executive Order N-29-20, the City of Larkspur will no longer offer an in-person meeting location for the public to attend. Please see the above information on how to attend the meeting via teleconference.

HOW TO MAKE PUBLIC COMMENT

We strongly recommend submitting your public comment **early** by:

- Emailing LK_Planning@cityoflarkspur.org.

Public comment received prior to 5:00 P.M. the day of the meeting will be distributed to the entire City Council and made available to the public in the online agenda packet.

During the meeting, you can make public comment by:

- Emailing LK_Planning@cityoflarkspur.org, or
- Submitting an eComment form at <http://www.cityoflarkspur.org/comment>.

Please make sure you indicate the item number to which your comment is related, or whether it is for the General Public Comment period at the beginning of the meeting. Your comment will be read verbatim, however words including profanity, obscenity, and discriminatory language will not be read

into the record in order to avoid disruption of the meeting. Your comment is subject to the same 3-minute limit as in-person spoken comments.

If you are registered for the meeting through the **GoToWebinar** link, you can make public comment by:



- Selecting the Raise Hand icon in your meeting control panel. Your raised hand will alert the City Clerk that you would like to make a public comment on that item. When the Mayor calls for public comment, the City Clerk will unmute your line and call your name at which point you may make your comments. You will not be able to select the Raise Hand icon and be called upon for public comment if you do not register for the meeting, and will need to pick a different method to submit public comment.

UPDATE 3/24/2020: In response to Executive Order N-29-20, the City of Larkspur will no longer offer an in-person meeting location for the public to attend. Please see the above information on how to make public comment during the teleconference.

If you have any questions, please contact the Assistant Planner at LK_Planning@cityoflarkspur.org