

**The April 28th, 2020, the Key West Planning Board meeting will be conducted virtually with no one in attendance in the Commission chambers at city hall.**

To participate in the planning board meeting on April 28th, 2020, which begins at 5 p.m., you have the following options:

**1. Listen to or join the meeting via phone:**

You may listen to the audio only from your phone by dialing 1-646-558 8656 and when the meeting ID is requested, enter 730 006 922 and then press the # key.

If you are speaking on an item, you can raise your hand by dialing \*9 when it is time to make comment.

**2. Tune in live to Key West Comcast channel 77 or AT&T channel 99**

**3. Watch the meeting online:**

You may access Key West City TV live by visiting: <https://www.cityofkeywest-fl.gov>, click on meetings/live TV then click on "watch Key West City TV Live"

or browse here: <https://www.cityofkeywest-fl.gov/department/index.php?structureid=14>

Click on the play button to view. *Note: You may have to adjust your browser settings for optimal streaming. Not all browsers support flash.*

**How to provide public comment:**

**-Comment prior to the meeting:** To make an eComment, visit <http://keywest.legistar.com/Calendar.aspx> and click on the eComment link on the right side of the screen for the appropriate meeting. You may also provide written comments by emailing City Clerk Cheri Smith by 4:00 p.m. April 28th, 2020 at [csmith@cityofkeywest-fl.gov](mailto:csmith@cityofkeywest-fl.gov). All other written comments received by the deadline will be distributed to the planning board the appropriate staff prior to the start of the meeting.

**-Comment during the meeting:** To request to speak during the virtual meeting, please sign up to speak through eComments prior to the start of the meeting to be placed on a list. The last four digits of the phone number you call in on will need to be provided in your eComment, this will be used to identify you as the speaker. Please dial \*9 when your item comes up on the agenda.

You will need to follow the instructions on listening to the meeting via phone, when your name is called, you will be unmuted and you will have 3 minutes to speak.

For those individuals who may not have access to view the meeting by any of the virtual means provided above, there will be a laptop setup outside of City Hall for live streaming. Please practice social distancing and keep six feet away from those around you. If you would like to speak on an item, please call the City Clerk's Office at 305-809-3835.

For additional information or assistance please contact the Clerks office [csmith@cityofkeywest-fl.gov](mailto:csmith@cityofkeywest-fl.gov) prior to the meeting: