

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY OF KEY WEST
PLANNING BOARD RECOMMENDING THE ADOPTION
OF A VIRTUAL PARTICIPATION POLICY / ZOOM
POLICY TO ALLOW PUBLIC PARTICIPATION AT
PLANNING BOARD MEETINGS VIRTUALLY THROUGH
THE USE OF THE ZOOM APPLICATION.**

WHEREAS, City of Key West Planning Board specifically requested that Planning Staff bring forward a resolution to the board for the adoption of virtual participation, or specifically Zoom policy at this time; and

WHEREAS, Planning Department staff have worked with the City's Information Technology Department to create a Zoom policy to ensure proper use of a virtual participation platform without hindering or interfering with Planning Board meetings, while still providing the public another way to attend meetings; and

WHEREAS, this will allow for another avenue for the public to attend the meeting and participate on Zoom or in person; and

WHEREAS, the Planning Board held a noticed public hearing on March 27, 2025 and reviewed the policy; and

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the City of Key West, Florida:

Section 1. That the above recitals are incorporated by reference as if fully set forth herein.

Section 2: The City of Key West Planning Board recommends to the City Manager that a virtual participation policy through Zoom be adopted for use at future Planning Board meetings, including town halls, workshops, and other special meetings, except when small group discussion disallows multiple recordings to occur simultaneously. The policy is as follows:

1. The City of Key West Planning Board recommends to the City Manager approval of a process to allow members of the public who cannot attend a public meeting in person to provide virtual public comment.
 - a. Members of the public must use their legal first and last name as their username that will be shown on screen and to the staff moderator.
 - b. They must inform the staff moderator what item they would like to speak on using the chat function.
 - c. All Virtual Participants must use the link provided on the Planning Board Agenda for that specific meeting. All participants are required to join using an active video connection; audio-only connections will not be accepted.
 - d. Virtual participants should position their camera at eye level or slightly above, look directly into their camera when speaking, and avoid walking around or moving excessively.
 - e. Virtual participants should maintain proper decorum, dress in appropriate attire, and participate from a quiet location.
 - f. During the meeting, Virtual Participants will be notified by the Zoom Moderator when they will be permitted to speak.
 - g. Virtual Participants are subject to the same time limits as in-person participants, as set forth in **Resolution 24-292**. Land use applicants with items on the regular Public Hearing agenda shall ensure that at least one person with authority to make binding commitments relating to the application is physically present at

the meeting. Because any person is allowed to attend the meeting in person, Virtual Participants assume the risk of any technology issues that may prevent their comments from being heard properly. If technology issues arise with Virtual Participants, the Board may elect to either disregard their comments or continue the item until the technology issues have been resolved or until the Virtual Participant(s) can attend the meeting in person.

Section 3. This Resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and the Clerk of the Planning Board.

Read and passed on first reading at a duly noticed public meeting held this 27th day of March, 2025.

Authenticated by the Chairman of the Planning Board and the Planning Director;

Peter Batty Jr. Planning Board Chair

Date

Attest:

Katie Halloran, Planning Director

Date

Filed with the Clerk:

Keri O'Brien, City Clerk

Date