

To: Planning and Zoning Commission

Fr: Michael Klemens, Chair, May 15<sup>th</sup> 2024

I would respectfully request your cooperation and assistance as the Chair of the PCZ. The Zoom format, while helpful in many ways places, additional challenges to the orderly and efficient running of meetings and adherence to FOIA. You can help me, the recording secretary, and Land Office Staff by:

1. Arriving at the meeting several minutes before our starting time. This will make establishment of the quorum easier and avoid the administrative problems of late arrivals, each needing to be noted in the record, and resulting in musical chairs with our alternates.
2. If you are unable to attend the entire meeting, consider letting Abby and me know well before the commencement of the meeting, so I can plan for alternate coverage. While emergencies occur, having members disappear in mid-meeting is disruptive and creates administrative and potential legal problems ensuring that the members who have reviewed documents and participated in meetings have attended consistently in order for their vote to be unchallenged. Hearings that span several evenings are especially problematic in this respect.
3. We continue to learn about how to effectively manage the Zoom format. At the last meeting, Vice Chair Shyer attended by phone. She was unable to see the shared screen or her colleagues, so it could be argued her attendance was incomplete. Going forward, if a member cannot attend completely (via video feed and ability to see shared screen information) consider yourself as falling under No. 2 (above).
4. All of your participation is valued and essential. But when it comes to who will vote, I want the attendance records to be clear and there are no ambiguities as to who deliberates and votes.
5. I know that the process of Zoom is challenging, and some of you are impatient with my pace of running the meetings. I need to take every step possible to allow the public to participate. This may mean polling the attendees several times, explaining how to be recognized, etc. The deliberative process needs to be respectful and inclusive of all points of view. Calling for votes before I have completed my role as Chair running a meeting undermines this orderly process.
6. Our meetings rarely exceed two and a half hours twice a month. As some of you know, I work as a land use and planning consultant around the State. In my experience, many jurisdictions have meetings that run much longer. Abby, Miles, and I spend many hours preparing for each meeting, trying to make your participation as efficient and unburdened as possible. Please review the materials uploaded onto the website, including the minutes, prior to the meeting. If you have difficulty accessing any documents, please reach out of Miles or Abby. We endeavor to have all materials uploaded on Thursdays. Bear in mind the Land Use Office operates on a 4-day work schedule, with Fridays off.