

Instructions for the Public for the Board of Zoning Appeals Meeting:

Due to the COVID-19 pandemic and Executive Orders from the SC Governor's Office, the October 13, 2020 regular Board of Zoning Appeals meeting will be closed to the public and will be conducted via Zoom Video Conferencing. Zoom is an easy-to-use, web-based video conferencing tool that allows users to meet online. Board members will also be accessing the meeting remotely through Zoom. Additionally, the meeting will be streamed through YouTube to enable citizens to observe the Board of Zoning Appeals meeting in its entirety.

For public participation, citizens will be able to access the meeting through Zoom. Any citizen who wishes to address the Board of Zoning Appeals at the October 13 meeting must contact the City Planning Office (843-665-2047 or azlotnicki@cityofflorence.com) before 5:00 PM on Thursday, October 13, 2020, and provide their name, contact information, and identify the matter on which they wish to speak. It is preferred that if a group of citizens has an issue, that a spokesperson be selected for the group.

Once a citizen has contacted the City to make their request, they will be provided call-in information for the meeting. When they call in, they will be held in a waiting room until recognized by the Board chairman to speak at the meeting. We ask the following of citizens who wish to speak during the meeting:

- Speak clearly and deliberately;
- Introduce yourself prior to sharing your concern;
- Be in a quiet room or office to eliminate outside noise;
- If you are streaming the meeting too, turn down the volume on the meeting when you are speaking;
- Be prepared so that you can present your concern in a timely manner; and
- If addressed by the Board, allow a few seconds prior to speaking to allow for lag time.