

## TELECONFERENCING GUIDELINES FOR THE CITY OF UNION CITY REGULAR PLANNING COMMISSION MEETING

### **Shelter-In-Place Order and Teleconference**

The Alameda County Health Officer issued an order directing residents to **shelter in place**, due to the [Coronavirus disease 2019 \(COVID-19\)](#). The order limits activity, travel and business functions to only those that are essential.

In response to the COVID-19 pandemic, California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, governing the convening of public meetings. Pursuant to the Executive Order, all members of the Union City Planning Commission may participate in Planning Commission meetings without being physically present (via teleconference), and no teleconference locations for the public are required to be provided or noticed in the meeting agenda. The public must be given the opportunity to observe and address the meeting telephonically or otherwise electronically.

### **In Person Participation Prohibited – Remote Participation Available**

Due to the public health emergency, the City of Union City is making several changes related to Planning Commission meetings to protect the public's health and prevent the disease from spreading locally. Due to the COVID-19 public health emergency, including the Alameda County Health Officer and Governor's directives for everyone to shelter in place, **only essential City personnel will appear in person for Planning Commission meetings. The City Council Chambers will not be open to the public.** Members of the public can observe and address the Planning Commission using the below technological processes.

**The public may observe and address the Planning Commission in meetings in the following ways.**

### **Remote Viewing/Listening**

Members of the public who wish to watch the meeting, are encouraged to view the live stream on Comcast channel 15 or online at <https://www.unioncity.org/199/City-Meetings-Video>.

Webinar:

To observe the meeting by video conference, please click on this link to join the webinar: <https://primetime.bluejeans.com/a2m/live-event/yysfwcau> at the noticed meeting time.

Instructions on how to join a meeting by video conference are available at: [Attendee Instructions](#)

Phone:

Dial one of the following numbers, enter the participant PIN followed by # to confirm:

+1 (415) 466-7000 (US)

PIN: 9060884 #

Secondary:

+1 (760) 699-0393 (US)

PIN: 7286127489 #

### **Public Comment via Teleconference**

Members of the public may address the Planning Commission on a matter on the agenda or during the Public Input portion of the meeting.

Webinar: Join the Blue Jeans teleconference meeting with your computer using the webinar link <https://primetime.bluejeans.com/a2m/live-event/yysfwcau> During the meeting, use the raise your hand button 

to request to speak. The Moderator may approve your request and promote you to presenter during the selected time. When you are called to speak unmute your mic.

**Written Comment** (accepted until the start of the meeting, unless otherwise noted on the meeting agenda)

To provide written comment on an item on the agenda or to address the Planning Commission about an issue during Public Comment, you may send an email to [denissea@unioncity.org](mailto:denissea@unioncity.org). Please include the phrase “public comment” in the subject line and note the agenda item number that you want to address. Written comments received before 5:00 p.m. will be e-mailed to the Planning Commission and made publicly available. Comments received after 5:00 p.m. will be read into the record for up to the first 300 words (approximately 3 minutes consistent with the time limit provided for public speakers) and added to the official record.

**ADA Accessibility:** If you require a reasonable modification or accommodation for a disability, please email the Planning Commission Clerk at [denissea@unioncity.org](mailto:denissea@unioncity.org) or call (510) 675-5319 a minimum of two (2) business days prior to the Planning Commission meeting.

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