

Memo

To: Springboro Residents

From: Dan Boron, Staff Liaison

Date: May 6, 2021

Re: Instructions on How to Participate, Submit Written Comments, and Comment During the Wednesday, May 12, 2021 Planning Commission Work Session

How to Participate by Zoom

The Wednesday, May 12, 2021 Planning Commission meeting will be conducted remotely by teleconference using Zoom. The meeting will begin at 6:00 p.m., however the virtual meeting room will be available for you to join beginning at 5:45 p.m. Wednesday afternoon. Instructions on how to join the Zoom meeting can be found on page 2.

How to Submit Written Comments

Written comments on items on the May 12, 2021 Planning Commission meeting agenda may be submitted by 4:30 p.m. on Tuesday, May 11, 2021 to Ann Burns, Planning Commission Secretary, at ann.burns@cityofspringboro.com so that they may be collected and distributed to members of Planning Commission and City staff. Be sure to include your name and physical address with your comments.

How to Comment at the Meeting

To speak at the May 12, 2021 Planning Commission meeting you will need to register with Ann Burns, Planning Commission Secretary, at ann.burns@cityofspringboro.com by Tuesday, May 11, 2021 at 4:30 p.m. Please provide your name, mailing address, and cell phone number. Be sure to rename your Zoom window to the name you registered with so the moderator will be able to identify you at the appropriate time.

Here is how things will work on Wednesday night:

- 1) Beginning at 5:45 p.m. log on to www.zoom.us. You do this by going to www.zoom.us. (If you have Chrome as an internet browser choice, use that as it seems to work best.)
- 2) Once you are on the Zoom website, click "Join a Meeting" at the top right hand corner, which will bring you to the "Meeting ID" prompt. Enter Meeting ID and click button provided below.
- 3) At this point, it may prompt you to download the Zoom app (if you haven't used Zoom on that laptop / computer before). Download the app and click the .exe file in the bottom left hand corner once it is downloaded.
- 4) Then it may say "Open Zoom". Click "Open Zoom."
- 5) Then it should ask you for a meeting password. Enter meeting password and click Join Meeting.
- 6) Make sure at some point you click the "Join with Video" button. The meeting host will then accept you into the meeting. This may take a few seconds, so don't worry if you aren't joined right away.
- 7) Once you see other members who have joined, click the "Join Audio" on bottom left hand corner of screen and then click "Computer Audio".
- 8) You should be ready to go!

City of Springboro is inviting you to a scheduled Zoom meeting.

Topic: Springboro Planning Commission Meeting

Time: May 12, 2021 05:45 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82802478248?pwd=L0dtNDIJYk9wUjEc2UnVBdTBCZmpHZz09>

Meeting ID: **828 0247 8248**

Passcode: **050132**

One tap mobile

+13126266799,,82802478248#,,,,*050132# US (Chicago)

+16465588656,,82802478248#,,,,*050132# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: **828 0247 8248**

Passcode: **050132**

Find your local number: <https://us02web.zoom.us/j/kdVvFP6zn0>