



DEPARTMENT OF PLANNING & ZONING  
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## **VIRTUAL MEETINGS - CITY OF DANBURY LAND USE COMMISSIONS**

### **Information for Virtual Meetings & Public Participation**

Pursuant to Governor Lamont's Executive Order No. 7B Section 1, regarding the suspension of in person open meeting requirements, the City of Danbury may hold the Planning Commission, the Zoning Commission, the Zoning Board of Appeals, and the Environmental Impact Commission (Land Use Commissions) meetings, online via Zoom. Members of the public will be able to participate in these public meetings via the video conference link, posted on the City of Danbury's website, or by dialing in using the teleconference phone line. This information will be posted on the City of Danbury's website on the appropriate commission meeting agenda.

**Minutes and Recording of the Meeting:** Within seven (7) days of the meeting, a PDF file of the minutes and a video recording of the virtual meeting will be posted to the City of Danbury's website.

### **How to Join a Meeting, Make a Public Comment and/or View a Meeting:**

The meeting agenda will be posted on the respective Land Use Commissions' webpage and City calendar at least twenty-four (24) hours in advance of the meeting with supporting materials and documentation for your review.

### **PUBLIC COMMENTS**

**PUBLIC COMMENTS VIA EMAIL** - Members of the public are encouraged to submit all comments no later than one hour prior to the meeting via email to Sharon Calitro, Planning Director, at [s.calitro@danbury-ct.gov](mailto:s.calitro@danbury-ct.gov). At the discretion of the Chair, all public comments received prior to the meeting via email will be read into the record of the referenced application at the meeting. All comments must include your full name and address.

**PUBLIC COMMENTS DURING THE MEETING** - Live comments via Zoom will be permitted during the public hearing portion of the meeting, as identified by the Chair and listed on the agenda.

For live comments via Zoom video conference, please use the “Raise Hand” function in the Zoom platform. At the appropriate time, the meeting host or Chair will call on you and unmute you so you can speak. Please state your name, title, and address for the record before you begin speaking.

Live comments via the teleconference phone number provided on the meeting Agenda will also be permitted during the public hearing portion of the meeting. At the appropriate time, you will be recognized by the meeting host or Chair to state your comments. Please mute your phone when you are not speaking. Please state your name, title, and address for the record before you begin speaking. Meeting participants are requested to refrain from using the chat function on the Zoom or electronic meeting platform and instead verbalize any comments and/or questions at the appropriate time during the public comment portion of the meeting.

### **JOIN/VIEW/LISTEN TO THE MEETING**

**TO JOIN THE MEETING VIA VIDEO:** You have the option to register for your own Zoom account, but this is not required to listen or view a meeting. Before your first meeting go to <https://zoom.us/> and sign up for free. You can also go directly to this link: <https://zoom.us/signup>. You will be able to provide your phone number, email, and name so that when you call in or watch live, the meeting host or Chair will be able to identify you for the record.

If you do not wish to register your own account, skip this step, and you may join the meeting by clicking on the link provided on the appropriate Land Use Commission’s agenda located on the City’s website.

**TO VIEW THE VIRTUAL MEETING:** A live stream will be available on the Danbury CT Planning & Zoning YouTube channel for each meeting. To watch the live stream via YouTube, please visit: <https://www.youtube.com/channel/UC59LEpmvEqAN4B3EAyXEVTQ>

**TO LISTEN TO AUDIO ONLY:** Use the call-in number and Meeting ID provided on the agenda to listen to the meeting.

**PROFANITY, HATE SPEECH, CURSING, AND INAPPROPRIATE ACTIONS:** If any individual commenting during the meeting uses hate speech or inappropriate language, the individual making the comments will be removed from the meeting and blocked from returning. Further, any individual who infiltrates the call and engages in improper and/or disruptive participation unrelated to the public meeting, through the Zoom video or audio feature, will be removed from the meeting and blocked from returning.