



Town of South Kingstown

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ZONING BOARD

WORK SESSION - MEETING AGENDA

Wednesday, April 15, 2020 at 4:00 p.m.

VIA VIDEO CONFERENCE

Via Computer: <https://zoom.us/j/654870188>

Via Telephone: US: +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 301 715 8592
or +1 346 248 7799 or +1 669 900 6833

Webinar ID: **654 870 188**

- **Instructions to Access the Meeting are available on Page 1, including:**
 - Testing Computer & Audio Equipment
 - Accessing the meeting via Computer, Tablet or Smartphone
 - Accessing the meeting by telephone only (not recommended)
 - Basic troubleshooting when speaking
 - Accessing documents and site plans
- **Agenda Items are available on Page 3.**

INSTRUCTIONS TO ACCESS THE MEETING:

A. MEMBERS OF THE PUBLIC:

The public can join this Zoom meeting electronically by computer, smartphone or tablet using the instructions below. If you do not have a smartphone or other electronic device capable of joining the Zoom meeting room, you may also join by telephone only.

Testing Computer & Audio Equipment

Attendees are encouraged to test their internet connection and audio capabilities in advance of the meeting. Please use the following link for detailed information from Zoom on how to test your equipment:

<https://support.zoom.us/hc/en-us/articles/115002262083>

Accessing the Zoom Meeting via Computer, Tablet or Smartphone:

- **Click on this link to join the meeting:** <https://zoom.us/j/654870188>
- When prompted you will be asked to join via computer audio, or telephone. Use of computer audio is recommended, however you can also use your telephone for audio.
- When you enter the meeting room, your phone will be muted.
- You will be able to view site plans, see members, and listen to discussion in the Zoom meeting
- If you would like to speak during the meeting, use the 'raise your hand' feature of the Zoom platform to inform the host. Speakers will be recognized individually by the Planning Board chair. Once recognized you can share your comments via audio.

Accessing the Meeting by Telephone Only:

- If you do not have access to a device capable of accessing the internet-based Zoom meeting, you may use your telephone to join the meeting.
- **Dial this phone number to join the meeting:** Or Telephone:
(For higher quality, dial a number based on your current location):
 - +1 929 205 6099;
 - or +1 312 626 6799;
 - or +1 669 900 6833;
 - or +1 253 215 8782;
 - or +1 301 715 8592;
 - or +1 346 248 7799
- If prompted to enter a Webinar ID, use your phone to dial the following ID: 918 243 649
- When you join the meeting, your phone will be muted.
- If you would like to speak regarding an application, dial *9 to 'raise your hand,' and inform the host. You will be recognized to speak. Once recognized to speak you dial *6 to mute or unmute your telephone.

Basic Troubleshooting when Speaking:

If you have been recognized to speak, but cannot be heard in the Zoom meeting use the following steps to troubleshoot your computer audio, or telephone connection.

- Ensure your microphone or telephone is unmuted. For users joining the meeting in the virtual meeting room you will find your 'mute' control in the lower left hand corner of the Zoom meeting screen. For telephone only users, dial *6.
- If you still cannot be heard and have joined by computer audio, you may need to switch to a telephone to improve the audio connection. Click on the 'drop-down' menu located beside the 'mute' control on the screen to change your audio connection to telephone. Use the information that pops-up on the Zoom screen to join the meeting using a telephone. You will need to enter a meeting id after calling the phone number, and a participant ID.
- If you are still unable to be heard, you may need to disconnect from the Zoom meeting and rejoin. If you rejoin the meeting and still cannot speak, use the 'Q&A' function on the Zoom screen to inform the host that you cannot be heard.

Accessing Documents & Site Plans:

To access documents, and view site plans discussed during a meeting, please use the links on the meeting agenda.

B. APPLICANTS, BOARD MEMBERS & INVITED GUESTS

Applicants, Board members and invited guests should use the invitation provided via email to access the meeting. If you cannot find the email invitation provided to you in advance of the meeting you may join using the instructions above for public access.

AGENDA ITEMS:

A. CALL TO ORDER

B. ROLL CALL

C. ZONING BOARD MEMBER ORIENTATION TO ZOOM PLATFORM & TECHNOLOGY PRACTICE SESSION

Overview of best practices, Zoom platform layout, tools for engagement and procedures for application review and public hearings. This item will include an opportunity for board members and support staff to practice plan review tools, webcams, and other features of Zoom.

D. ENGAGEMENT WITH ATTENDING MEMBERS OF THE PUBLIC

Opportunity to practice recognizing and engaging with attendees during the meeting. This item will include an opportunity to be recognize, mute and unmute, and hear from member of the public attending this technology practice session.

E. ADJOURNMENT