

New Britain Township Planning Commission

In-Person/Zoom Hybrid Meeting Procedures

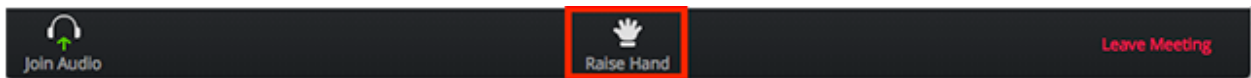
The New Britain Township Planning Commission is holding a public meeting on December 8, 2020 at 7 pm at the New Britain Township Administration Building located at 207 Park Avenue.

Due to state issued COVID-19 indoor gathering restrictions, **in-person attendance of this meeting will be limited and admittance into the building will be granted on a first come first serve basis.** Once the indoor maximum capacity allowed by COVID-19 guidelines is reached, no additional persons will be permitted to enter the building. Because of this, at the request of the Planning Commission, this meeting will be live streamed via Zoom to allow virtual public participation.

To ensure that any and all interested parties have the opportunity to participate in this meeting the Township and the Planning Commission have put in place the following procedures:

1. **Email submissions for public comment will be accepted up until 3 pm on December 8, 2020.** Emails should be sent directly to Township Zoning Officer, Kelsey Harris at kharris@newbritaintownship.org. Emails sent after 3 pm on 12/08/2020 may not be received in time for the start of the meeting. Please include the project name and/or address in which your questions/comments are intended for. If you send an email for public comment you are not required to attend the meeting but are still welcome to do so.
2. **Interested parties who would like to participate in the live stream Zoom meeting will need to request an invitation to this meeting by 3 pm on December 8, 2020.** This request should also be sent via email directly to Township Zoning Officer, Kelsey Harris at kharris@newbritaintownship.org. Requests for virtual meeting invitations that are sent after 3 pm on 12/08/2020 may not be received in time for the start of the meeting.
 - a. If you choose to participate via Zoom the following meeting procedures will be in place:

- i. When the Chairman opens the floor for public comment you must use the “Raise Hand” function on the Zoom application/webpage to indicate to the meeting host that you would like to speak. Please wait for the host to unmute you before you begin speaking. When you are finished you must “Lower Hand” to indicate to the host that you are finished speaking. We will not be monitoring the chat feature at any point during the meeting. Please do not write your questions/comments in the meeting chat.



- ii. If you have public comment but prefer not to speak on camera, you must follow the email submission procedure written above. Your name, address, and comments/questions will be read aloud during the meeting. Emails will not be monitored during the meeting and must be sent ahead of time.

The plans and applications that are being presented to the Planning Commission can be reviewed online at www.newbritaintownship.org/landdevelopment.html.

If you should have any additional questions regarding this information please contact Kelsey Harris via email at kharris@newbritaintownship.org.