

Agenda
City of Dunnellon
Planning Commission Zoom Meeting
April 21, 2020 at 5:30 p.m.
Join Zoom

<https://dunnellon.zoom.us/j/94002745294?pwd=SFpldytZb2hSRmVEUzFjV00xMzFpdz09>

Meeting ID: 940 0274 5294

One or more City Council members may attend this meeting and may speak.

Dunnellon Planning Commission meeting to be held on April 21, 2020 with Social Distancing Modifications

The City of Dunnellon is using Zoom to hold the April 21, 2020 Planning Commission meeting via Communications Media Technology (CMT) as authorized by Governor DeSantis' *Executive Order 2-69*, and *City of Dunnellon Resolution #RES2020-08*, adopted on April 13, 2020 by the City Council. Members of the public may also use Zoom to view and participate in the meeting online. Zoom is a cloud platform for video and audio conferencing, collaboration, chat and webinars across mobile devices, laptops, desktops, telephones and room systems. Members of the public may call (352) 465-8500 in advance of the meeting for assistance regarding viewing and/or participating in the meeting.

Public Comment

Anyone who wishes to provide public comment will be able to do so by participating in the Planning Commission meeting via the Zoom platform and/or telephone by speaking during public comment portions of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk at mroberts@dunnellon.org

Members of the public who would like to participate are encouraged to register in advance by Noon on Tuesday April 21st. Please see instructions below on how to register.

Instructions on How to Watch, Listen and/or Participate in the CMT Meeting

Attachment: [CMT Meeting Instructions \(PDF\)](#)

Pledge of Allegiance

Roll Call - Recording Secretary to verify video and audio connections

Proof of Publication (Posted on the City's website and City Hall bulletin board on Tuesday April 14, 2020)

Regular Agenda

1. Staff Update: Council Approved Communication Media Technology, Resolution #RES2020-08

Documents:

[2020-08 Council CMT Resolution.pdf](#)

2. Staff Outline For May 19, 2020, Planning Commission Agenda
3. Public Comment
4. Adjournment

Any person requiring a special accommodation at this meeting or hearing because of a disability or physical impairment should contact the City Clerk at (352) 465-8500 at least 48 hours prior to the proceeding.

If a person desires to appeal any decision with respect to any matter considered at the above meeting or hearing, he or she will need a record of the proceeding. For such purpose, he or she may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based. The city is not responsible for any mechanical failure of recording equipment.

45 to surfaces for prolonged periods of time, thereby spreading from surface to person and
46 causing increased infections to persons; and

47

48 **WHEREAS**, on April 1, 2020, Governor Ron DeSantis issued *Executive Order 20-*
49 *91* directing all persons in Florida to limit their movements and personal interactions
50 outside their home to only those necessary to obtain or provide essential services or conduct
51 essential activities; and

52

53 **WHEREAS**, Section 252.38, *Florida Statutes*, authorizes the City of Dunnellon to
54 take whatever prudent action is necessary to ensure the health, safety and welfare of the
55 community during a declared emergency;

56

57 **WHEREAS**, on April 7, 2020, Emergency Management Coordinator and Police
58 Chief Mike McQuaig issued City of Dunnellon *Emergency Executive Order No. 2020-02*
59 which authorized the use of communications media technology to conduct public meetings
60 within the City of Dunnellon for the duration that Governor DeSantis' *Executive Order No.*
61 *20-52* is in effect, including any extension thereof, in order to protect the health and safety
62 of the citizens, residents and visitors of the City of Dunnellon and in light of the imminent
63 threat posed by COVID-19 due to close social interaction while enabling City business to
64 effectively continue.

65

66 **NOW THEREFORE, BE IT RESOLVED** by the City Council of the City
67 of Dunnellon, Florida as follows:

68

69 **Section 1. Recitals Incorporated.** The above recitals are true and correct and
70 are incorporated herein.

71

72 **Section 2. Emergency Executive Order 2020-02 Ratification.** The City
73 Council of the City of Dunnellon hereby ratifies and adopts City of Dunnellon, Florida
74 *Emergency Executive Order 2020-02*. An executed copy of same is attached hereto as
75 Exhibit "A." Accordingly, the City may utilize communications media technology to
76 conduct city meetings for the duration Governor DeSantis' *Executive Order 20-52* is in
77 effect, including any extension thereof.

78

79 **Section 3. CMT Meeting Policy and Procedure.** The City Council of the
80 City of Dunnellon adopts "Policies and Procedure for Meetings Held via Communications
81 Media Technology" attached hereto as Exhibit "B."

82

83 **Section 4. Conflicts.** All resolutions and parts of resolution in conflict with
84 this resolution are hereby repealed.

85

Exhibit “A”

**CITY OF DUNNELLON, FLORIDA
EMERGENCY EXECUTIVE ORDER NO. 2020-02
regarding
COVID-19**

CITY MEETINGS UTILIZING COMMUNICATIONS MEDIA TECHNOLOGY

**Date: April ____, 2020
Time: ____ o'clock __. m.**

WHEREAS, the COVID-19 virus is a severe acute respiratory illness that may be fatal to certain vulnerable individuals, and may easily be spread from human to human; and

WHEREAS, on March 9, 2020, Governor Ron DeSantis issued *Executive Order 20-52* declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on March 13, 2020, President Donald J. Trump declared a national emergency to combat COVID-19 and on March 16, 2020, the White House issued a new nationwide guideline calling all people to avoid gatherings of more than 10 people; and

WHEREAS, on March 16, 2020, the Marion County Board of Commissioners issued a *Declaration of State of Emergency* in accordance with the provisions of Section 252.38, *Florida Statutes*; and

WHEREAS, at an emergency meeting on March 20, 2020, the City of Dunnellon adopted *Resolution No. 445-20* determining, proclaiming, and declaring a state of local emergency for the City; and

WHEREAS, on March 20, 2020, Governor Ron DeSantis issued *Executive Order 20-69* authorizing local government bodies to utilize communications media technology such as telephonic and video conferencing, as provided in section 120.54(5)(b)2, *Florida Statutes* for the duration that *Executive Order 20-52* is in effect; and

WHEREAS, public health experts have consistently recommended avoiding close physical interaction between people in order to slow the spread of COVID-19, and the Centers for Disease Control (“CDC”) has updated and further restricted its distancing guidelines; and

WHEREAS, on April 1, 2020, Governor Ron DeSantis issued *Executive Order 20-91* directing all persons in Florida to limit their movements and personal interactions outside their home to only those necessary to obtain or provide essential services or conduct essential activities; and

WHEREAS, COVID-19 is spread amongst the population by various means of exposure, including the propensity to spread person to person and the propensity to attach

to surfaces for prolonged periods of time, thereby spreading from surface to person and causing increased infections to persons; and

WHEREAS, in light of the imminent threat posed by COVID-19 due to close social interaction, the City must temporarily revise its public notice and public meeting procedures for the City Council and all City advisory boards to enable City business to effectively continue; and

WHEREAS, Section 252.38, *Florida Statutes*, authorizes the City of Dunnellon to take whatever prudent action is necessary to ensure the health, safety and welfare of the community during a declared emergency; and

WHEREAS, this Emergency Executive Order is issued to protect the health, safety and welfare of the citizens, residents, and visitors of the City of Dunnellon.

NOW, THEREFORE,

I, Chief Mike McQuaig, in my role as Emergency Management Coordinator of the City of Dunnellon and in accordance with the provisions of the State of Florida Office of the Governor *Executive Orders 20-52 and 20-69*, section 252.38, *Florida Statutes*, and of City of Dunnellon *Resolution No. RES2020-07*, promulgate the following Emergency Executive Order:

Section 1. Authorization of Use of Communications Media Technology for City Meetings.

- a) Any and all requirements within the City’s Charter, Code of Ordinances, Resolutions or a policy requiring a quorum to be present in person or requiring a meeting at a specific public place are hereby waived to the extent necessary to afford the City the ability to use telephonic and video conferencing for public meetings (hereinafter “CMT Meeting(s)”) in accordance with *Executive Order 20-69* issued by Governor DeSantis. Nothing herein shall be construed to waive the City’s obligation to comply with all other applicable requirements of the Sunshine Law, Chapter 286, *Florida Statutes*.
- b) All public meeting notices for CMT meetings shall provide the following: how an interested person may attend, including the date, time, and means of electronic access; the contact information for a City employee an interested person may write or call for additional information; and the contact information for a City employee to whom an interested person may submit written or physical evidence or testimony.
- c) All CMT Meetings shall retain the ability of the public to participate to the greatest extent feasible and practicable. Public comment opportunities shall continue to be provided during all CMT Meetings. The City may prescribe procedures for conducting such meetings as well as public participation. All public meeting notices traditionally posted within City Hall shall be instead posted on the City’s website.

- d) If during the course of a CMT meeting technical problems develop that prevent interested persons from attending, the City shall terminate the meeting until the problems have been corrected.

Section 2. Effective Date; Expiration Date.

This Executive Order shall expire upon the expiration of Governor DeSantis' *Executive Order No. 20-52*, including any extension thereof, unless terminated earlier by further Executive Order or action of the City.

City of Dunnellon Police Chief Mike McQuaig,
as Emergency Management Coordinator

RECEIVED AND FILED in the Office of the City Clerk of the City of Dunnellon this ___ day of April, 2020, at _____m.

By: _____
Amanda Roberts, City Clerk or her designee

EXHIBIT "B"

POLICIES AND PROCEDURE FOR MEETINGS HELD VIA COMMUNICATIONS MEDIA TECHNOLOGY

For the duration that Governor DeSantis' *Executive Order 20-52* is in effect, City of Dunnellon board meetings may be conducted utilizing communications media technology ("CMT") as authorized by Governor DeSantis' *Executive Order 20-69*.

CMT meeting procedures during the meetings shall follow regular meeting procedure as closely as possible.

To access CMT meetings, the following options shall be available to the public:

1. Watch the meeting online (no participation).

Members of the public may access a meeting by visiting the City's YouTube Channel. Staff will provide a link for access on the City's website.

2. Provide public comment prior to the meeting and watch the meeting online.

Members of the public may provide written comments, evidence, and/or written testimony by emailing the City Clerk no later than Noon of the meeting date at mroberts@dunnellon.org or by regular mail at 20750 River Drive, Dunnellon, FL 34431. Members of the public shall provide their full name and address. If requested, written comments will be read into the record at the appropriate time and must be limited to three (3) minutes, however additional time may be granted for comments that constitute evidence or testimony for quasi-judicial items. All written comments on non-agenda items will be read at the beginning of the meeting. All other written comments not requested to be read into the record received by the deadline will be distributed to the City Council and appropriate staff prior to the start of the meeting.

2. Access audio of the Zoom meeting via phone.

Members of the public may access the meeting audio by telephone via a phone number and meeting ID that will be provided on the City's website. Members of the public who would like to speak during the public comment portions of the agenda shall press *9 on your phone to activate the "raise your hand" feature of Zoom. Comments will be limited to three (3) minutes, however additional time may be granted for comments that constitute evidence or testimony for quasi-judicial items.

3. Watch the meeting online and provide public comment during the meeting.

Members of the public who wish to speak during the CMT meeting, should complete a Request to Speak Form (provided on the City's website) prior to the start of the meeting. Members of the public must fill out all required information in order for the form to be submitted. If a member of the public does not register and decides to speak during the meeting, then that individual will have the option in the Zoom Webinar to use the "raise your hand" feature and be recognized at the direction of the Chair. Comments will be limited to three (3) minutes, however additional time may be granted for comments that constitute evidence or testimony for quasi-judicial items.

4. When available, members of the public may listen to meetings broadcast on the radio.

While under no obligation to do so, the City may coordinate with third parties to make arrangements to broadcast live meetings on the radio.

The City will provide members of the public with a link to download the "Zoom Client for Meetings." Individuals using a tablet or smartphone should download Zoom from the device's app store.

For all meetings, City staff will provide a link and password for members to attend electronically and watch the meeting by computer, tablet or smartphone. Those who have pre-registered to speak will be called upon and the three (3) minute time limit will be enforced, however additional time may be

granted for comments that constitute evidence or testimony for quasi-judicial items. Individuals who have not registered to speak shall use the “raise your hand” feature in the Zoom Webinar.

For additional information or assistance members of the public may contact the following staff members:

1. For public comment questions: Mandy Roberts, City Clerk, mroberts@dunnellon.org or 352-465-8500
2. For questions on connecting to the meeting: Lonnie Smith, IT Manager, lsmith@dunnellon.org or 352-465-8500