

# INSTRUCTIONS FOR ATTENDING & COMMENTING IN AUGUST 11, 2020 VIDEO CONFERENCE OPEN MEETING

## Planning & Zoning Commission Meeting VILLAGE OF LOS RANCHOS, NM

Those who wish to speak at the meeting must follow instructions for attending and providing public comment. Those who wish to attend the meeting but do not have comments may view or attend.

### Meeting Link:

<https://zoom.us/j/92677339820?pwd=MG5UYmlhbXNzOEVzdGZxWnczUUxoZz09>

**Meeting ID:** 926 7733 9820

**Password:** 554873

**Telephone Dial-In:** (346) 248-7799; (669) 900-9128; (253) 215-8782; (312) 626-6799; (646) 558-8656; (301) 715-8592

### INSTRUCTIONS FOR VIEWING MEETING VIA FACEBOOK LIVESTREAM:

- Go to the Los Ranchos Facebook page at [facebook.com/LosRanchosNM](https://www.facebook.com/LosRanchosNM) and click the video at the top of the page.

### INSTRUCTIONS FOR ATTENDING MEETING WITH ZOOM APPLICATION ON YOUR COMPUTER:

- You will need to have the Zoom application installed on your computer (if you do not yet have it installed, it can be downloaded for free at [zoom.us/download](https://zoom.us/download)).
- If prompted to include a name, please use your first and last name (no nicknames).
- When you join the meeting, you will be sent to a waiting room until the meeting moderator allows you to join the meeting. Please **log into the meeting at least 15 minutes before the scheduled meeting start time** to allow the moderator enough time to let you into the meeting before it starts.
- For general information on joining meetings via Zoom, please visit [support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting)

### INSTRUCTIONS FOR ATTENDING THE MEETING BY TELEPHONE:

- To attend the meeting by telephone call any of the Telephone Dial-In numbers prior to the meeting start time.
- When prompted, enter the Meeting ID and you will be connected to the meeting.

### INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT BEFORE THE MEETING:

- The public may submit written comment prior to the meeting by physical letter to Village Hall (6718 Rio Grande Blvd) or email to Danielle Sedillo-Molina at [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov) **no later than 5:00 PM Wednesday, July 29** for inclusion in the meeting packet.

#### **You must include in the letter/email:**

- Your first and last name
- Your full address

If you are commenting on a public hearing item, also include:

- The item number (eg. CU-00, SDP-00)
- Whether your comment is in favor or in opposition to the item

#### **INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT DURING THE MEETING:**

- Individuals wishing to provide public comment at this meeting may provide public comment via the Zoom application or by telephone.
- Individuals wishing to provide public comment at this meeting must **sign up prior to the meeting**. It is advisable to sign up for public comment as early as possible but **no later than 5:00 PM Tuesday, August 11**. To sign up for public comment, email Danielle Sedillo-Molina at [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov). Staff have the right to remove individuals from the meeting for poor etiquette, excessive noise, or any other behavior deemed a nuisance.
- **You must include in the email:**
  - Your first and last name
  - Your full address
  - Phone number you will call from (if applicable)

If you are commenting on a public hearing item, also include:

- The item number (eg. CU-00, SDP-00)
- Whether your comment is in favor or in opposition to the item

#### **QUESTIONS:**

If you have any questions feel free to contact Danielle Sedillo-Molina by email at [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov). The Village of Los Ranchos is not responsible for inability to connect to the meeting, either by Zoom meeting link or Facebook livestream. The meeting video and audio is recorded and will be available online after the meeting on the Village website: [losranchosnm.gov/planning-zoning-media](http://losranchosnm.gov/planning-zoning-media).

If you are an individual with a disability who is in need of a reader, amplifier, remote microphone, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at (505) 344-6582 if a special format is needed.