

**JUNE 10, 2020  
PLANNING AND ZONING COMMISSION MEETING  
ADDITIONAL MATERIAL/REVISION**

**REQUESTED REVISIONS TO THE AGENDA/PACKET:**

<b><u>ACTION</u></b>	<b><u>ITEM</u></b>	<b><u>REQUESTED BY</u></b>
Add New Item H. 4.	<b>Action/Approval -</b> <ul style="list-style-type: none"><li>• Transitioning to In-Person / Zoom Hybrid Meetings</li></ul>	City Planner



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Kenai Planning and Zoning Commission  
**FROM:** Elizabeth Appleby, City Planner  
**DATE:** June 10, 2020  
**SUBJECT:** Action/Approval –Future In-Person and/or Virtual Meetings

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The Commission decided via email to meet with an in-person/virtual hybrid style of meeting. This was in response to the latest guidance related to the COVID-19 pandemic.

A protocol for Council Chambers is the following: Given that the guidance that goes with the “Reopen Alaska Responsibly” Plan still provides for 6 feet distancing, 17 people can fit in Council Chambers. There is room for up to five Commission members to sit at the dais. If all seven attend in person, two members will need to sit in the back of the room. Alternatively, two or more may participate by Zoom. Staff will sit at desks or participate by Zoom. The Council Liaison will also sit in the back of the room. Please let the City Clerk know if you are willing to sit in the back of the room or wish to participate by Zoom.

Does the Planning and Zoning Commission wish to ratify their decision made via email to have in an in-person/virtual hybrid meeting style moving forward?