

PLANNING BOARD WORKSHOP

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: April 1, 2020
SUBJECT: April 2, 2020 Planning Board Training Workshop

The Cape Elizabeth Planning Board will hold a workshop on **Thursday, April 2, 2020**, beginning at 7:00 p.m.

As a result of the COVID-19 virus, the Planning Board will conduct the meeting via remote access as provided by Maine law. The Planning Board will use Zoom meeting to conduct the meeting and to allow the public to remotely attend and participate. Zoom will allow all Planning Board members, applicants, and members of the public to hear all discussion as required by law. Please use the following information to access the meeting by video/audio or audio only.

You are invited to a Zoom webinar.

Hi there,

You are invited to a Zoom webinar.

When: Apr 2, 2020 07:00 PM Eastern Time (US and Canada)

Topic: Planning Board Training Wkshp 4-2-2020

Please click the link below to join the webinar:

<https://zoom.us/j/514425735>

Or iPhone one-tap :

US: +16468769923,,514425735# or +13126266799,,514425735#

NOTE: The times on this agenda are approximate and are intended for the convenience of the applicants; however, your time could be called earlier or later than the indicated time.

Cc: Town Manager

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 876 9923 or +1 312 626 6799 or +1 253 215 8782 or +1 301 715 8592 or +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833

Webinar ID: 514 425 735

International numbers available: <https://zoom.us/j/adllq9kn7V>

WORKSHOP AGENDA

1. **Conducting Planning Board business remotely**

- Zoom meetings
- Digital/paper applications
- PB digital submissions guidelines
- Other questions

Public Comment

Members of the public are strongly encouraged to submit written comments addressing workshop items. All written comments shall be submitted to the Town Planner for distribution to the Planning Board and placed in the public file. An opportunity for members of the public to speak at workshops is not available.

NOTE: The times on this agenda are approximate and are intended for the convenience of the applicants; however, your time could be called earlier or later than the indicated time.

Cc: Town Manager