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## Plan Commission Virtual Meeting Instructions

As part of Governor Pritzker's Executive Orders and Illinois' continuing response to the COVID-19 crisis, the Village of Orland Park will temporarily be holding Plan Commission meetings electronically through the Zoom platform.

To ensure that all members of the public have an opportunity to observe, attend, and comment at the Plan Commission meeting, the Village is providing several ways to attend and participate:

1. Provide Comments to the Development Services Department Prior to the Meeting. Written comments and questions may be submitted to the Development Services Department by mail or email prior to the Plan Commission meeting.

All comments must be received by the Development Services Department by 5:00pm on the day of the Plan Commission meeting in order to be read out loud at the meeting. Please direct all comments to Bethany Salmon, Planning Division Manager, at [bsalmon@orlandpark.org](mailto:bsalmon@orlandpark.org) or [708-403-6236](tel:708-403-6236).

2. Attend Electronically via Zoom. Members of the public may also virtually participate and attend the Plan Commission meeting remotely by using the Zoom teleconference platform. Zoom meetings may be accessed by a mobile device, computer, or phone.

Comments and questions will be allowed during the public hearing comment period through audio. Upon joining the meeting, all attendees will be muted. During the public comment period for a project, meeting attendees can use the "Raise Hand" feature to indicate that they would like to provide comments or ask questions. The meeting host will then unmute an attendee to allow for comments. Once unmuted, the Chair of the Plan Commission will swear in the meeting attendee and request that they state their name and address for the public record.

If a meeting attendee is calling by telephone without using the Zoom Meeting app, the "Raise Hand" option can be controlled by entering \*9 on your phone's dial pad.

3. Attend in Person at Village Hall. Members of the public have the option attend the Plan Commission meeting at Village Hall. The meeting room is set up to meet social distancing requirements, such as spacing chairs more than 6 feet apart. One person will be allowed to approach the microphone at a time, so that no line is created.

If you have any questions about how to attend or participate in the upcoming Plan Commission meetings, please contact the Development Services Department.

**Development Services Department**

14700 Ravinia Avenue

Orland Park, Illinois 60462

(708) 403-5300

Fax: (708) 403-6215

[developmentservices@orlandpark.org](mailto:developmentservices@orlandpark.org)

[www.orlandpark.org](http://www.orlandpark.org)

## ZOOM MEETING INSTRUCTIONS

Village of Orland Park  
Plan Commission  
Tuesday, August 4, 2020  
7:00 PM

### Join the meeting via Zoom Meeting:

Please click the following link to join the Zoom Meeting: <https://zoom.us/j/97434496918>

Zoom Meetings may be accessed by computer (PC/Mac/Linux) or a mobile device (iOS or Android). If you are using Zoom Meetings for the first time on a computer, an installer prompt will appear to download Zoom. If using Zoom Meeting from a mobile device, download the Zoom Cloud Meetings app from the app store.

If you are joining the meeting via a computer or mobile device application, please use your full name as your screen name. If you are prompted to enter a Meeting ID, enter the number listed below followed by #:

Meeting ID: 974 3449 6918

Upon joining the meeting, all attendees will be automatically muted. During the public comment period for a project, attendees must use the "Raise Hand" feature to indicate that they would like to provide comments or ask questions. The meeting host will then unmute an attendee to allow for comments. Once unmuted, the Chair of the Plan Commission will swear in the member of the public and request that they state their name and address for the public record.

### Join the meeting via Telephone:

Dial in by Telephone: Call using one of the following phone numbers:

+1 312 626 6799  
+1 646 558 8656  
+1 301 715 8592  
+1 346 248 7799  
+1 669 900 9128  
+1 253 215 8782

You will then be prompted to enter the Meeting ID number, followed by #.

Meeting ID: 974 3449 6918

International numbers are available at <https://zoom.us/u/acTNGITaHW>

### iPhone One-Tap Option:

+13126266799,,97434496918#  
+13017158592,,97434496918#

### Phone Controls for Participants

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

\*9 - Raise hand

\*6 - Toggle mute/unmute