

Greetings, Urban Design Commissioners-

The City has been working on how board, commission, and committee (BCC) meetings will continue into the future. The Mayor's Office and City IT staff have heard from a number of staff and committee members - some eager to resume in-person meetings and others just as eager to continue meeting virtually. The City has made some excellent strides improving certain aspects of our BCC meetings process and would like to maintain and build upon those improvements. With that in mind, City leadership has developed the following plan:

1. **All BCC's will continue meeting virtually through the end of August.** Meanwhile, IT staff are working on updating and improving the registration system to make it easier for registrants to use. More details on what will change, and how this impacts testimony at BCC meetings will be shared in the coming weeks.
2. **Beginning September 1, 2021, BCC's default meeting method will be to continue meeting virtually, unless specific steps are taken.** BCC's can choose to change their default method from virtual to in-person by obtaining approval from the Mayor and Common Council leadership. The members of the body would need to vote (at a meeting) on whether they want to request to switch their default method to in-person meetings prior to asking for approval. This vote will need to occur at least a month before the first in-person meeting. (As an example, if the Urban Design Commission wished to resume in-person meetings by September 22, we'd need to hold a vote on the matter on August 11.)
3. **Once a default method is established, the body should continue regularly meeting that way.** This will help avoid any misunderstandings from the public about how to attend meetings of that body. If a BCC wants or needs to change their meeting method from their default method, they should again vote and if the outcome is a change from the default, the BCC should update the location of future meetings in the Legistar calendar at least two weeks – preferably a month – in advance.

We're so grateful to all of you for your continued dedication and service on the Urban Design Commission in the virtual setting over the past year. Please feel free to reach out to me with any thoughts or questions related to this update.

All the best-

Heather



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