

EXHIBIT A

“Hybrid” Communications Media Technology (CMT) Quasi-Judicial Hearing Procedures for the City of Atlantic Beach

1. Communications Media Technology (CMT) means any alternative forms of audio, video, electronic, or digital communication transmitted or hosted via telecommunications or computer web-based platform services. These procedures for quasi-judicial hearings are "hybrid," in that they allow for both virtual participation and in person participation, subject to the provisions below.
2. Implementation of these CMT procedures may only be utilized during the pendency of a declared State of Emergency by the Governor's office. The Executive Order of the Governor must allow for suspension of any Florida Statute requiring a quorum to be physically present. CMT procedures must comply with Section 120.54(5)(b)(2), Fla. Stats.
3. These CMT procedures will be available for meetings of the City Commission, Community Development Board, and any other City board or committee that may conduct a quasi-judicial hearing.
4. All applicants have the option of deferring their case to be heard at a future date under established non-emergency hearing procedures.
5. Any applicant choosing to have their case heard under these CMT procedures must complete the Acknowledgement and Waiver Form provided. This form must be completed by the Applicant, Agent, if any, AND the property owner if not the Applicant. The form must be sworn to or affirmed, and notarized.
6. Noticing provisions are not suspended. Noticing will be as required by the City Code and Florida Statutes. Noticing will include information on how the public or Applicants may participate by CMT.
7. Agenda packets and registration instructions will be available online at coab.us
8. The Commission Chambers will be open for public attendance consistent with City health and safety procedures published on the City's website and provided with agenda notices. Physical attendance in the Commission Chambers will be prioritized as follows:
 - a. Applicant and/or Applicant's Agent/ Legal Counsel and Witnesses
 - b. General Public
9. The members of the General Public and the Applicants and/or Applicant's Agent that choose to attend the hearing physically in the Commission Chambers will be directed to speak into a laptop that is logged in to the zoom meeting.
10. Applicants and/or Applicants' Agent may attend physically or by CMT. Witnesses and affected parties may appear by CMT or physically on a limited basis consistent with health and safety procedures established by the City. All testimony at quasi-judicial hearings will be sworn under oath. Please be advised that members of the public and witnesses may or may not be granted physical access to the inside of Commission Chambers until it is their specific time to speak at the discretion of the meeting moderator present in the Commission Chambers. A speaker located outside of Chambers will also broadcast the meeting.

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11. Presentation materials, documents, witness lists, photographs, and other evidence and exhibits must be provided to the City Clerk's Office if the quasi-judicial hearing is occurring before the City Commission, or to the Community Development Board staff secretary if the hearing will occur before the Community Development Board, no later than three (3) business days prior to the meeting to provide all applicants, staff, board members, attorneys and adversely affected parties to have the same information prior to the start of the meeting or quasi-judicial hearing.
12. Public comment and participation will be conducted with a 5-minute limit on all speakers. Members of the public who wish to participate using CMT will be requested to dial in to the announced phone bank number or connect to the zoom link for video and audio participation published on the specific agenda notice for that meeting. The participants will be placed on hold and queued for each agenda item public comment period or applicable public hearing. In the alternative, members of the public may provide written comment to the City Clerk or Community Development Board staff secretary prior to the hearing via U.S. Mail or email, no later than 6 hours before the meeting begins. The City staff present at the meeting or Board Chair will read any received written comments into the record. The City staff present at the meeting will receive and preserve all written comment consistent with Florida Public Records law but will only read into the record the equivalent of five minutes or 500 words.
13. An opportunity for persons to speak on each agenda item or case, virtually or in-person, will be made available after the applicant and staff have made their presentations on each item. All testimony, including public testimony and evidence by adversely affected parties, will be made under oath or affirmation. Additionally, each person who gives testimony may be subject to cross-examination. If you do not wish to be either cross-examined or sworn, your testimony will be given its due weight under Florida law. Applicants, City staff and adversely affected parties will be permitted to cross-examine witnesses and parties. However, the public may request the Board Chair or moderator to ask questions of parties or witnesses on their behalf. Persons representing organizations must present evidence of their authority to speak for the organization.
14. Applicants and/or Applicants' Agent/Legal Counsel may rebut public comments through the Chairperson.
15. All other rules of decorum apply to the extent they do not conflict or are not applicable. The meeting moderator will monitor adherence to the Commission Rules of Procedure, these CMT Procedures or Robert's Rules of Order and may mute any persons determined to be in violation.