

**Public Notice**  
**Town Of Double Oak**  
**Planning And Zoning**  
**Double Oak Town Hall Public Online Meeting**  
**May 27, 2020**  
**7:00 PM**

The Town of Double Oak's upcoming Planning and Zoning Commission meeting on May 27th, 2020 at 7:00p.m. will be held online, due to social distancing guidelines during the coronavirus pandemic.

**How to Watch:**

The town's online public meetings can be viewed online during the meeting.

- Facebook Live on the [facebook.com/doubleoaktx/](https://facebook.com/doubleoaktx/) (*Anonymous viewing*)

**How to Participate:**

Residents can view, and participate in the following ways below, but must first register with the link below:

- **Online by joining the Zoom Meeting (*via phone or computer*)**
  - ZOOM ACCOUNT: Sign up for a free Zoom account: <https://zoom.us/signup> or login with an existing account.
  - TEST AUDIO IN ZOOM: Participants must enable their microphone. Please test your microphone and speaker prior to the meeting.
  - REGISTER: <https://zoom.us/j/89768075591> Participants must register for the Zoom webinar and share their full name, email address, home address, and phone number (*only your name will be visible to other attendees*).
  - RAISE YOUR HAND: During the public meeting, you must select "Raise Hand" in Zoom to indicate you are ready to speak when the Mayor offers to take comments from remote participants. Participants will be enabled to speak by the Zoom webinar host. The participant will return to listen- only mode once finished or when the three-minute time limit is reached.
- **Call the Zoom Phone Meeting line (US toll free)**
  - Call (877)853-5247 or (888)788-0099
    - The system will prompt you to enter the Webinar ID: **897 6807 5591**, followed by "#".
  - To indicate you'd like to speak, enter "\*9". The system will enter your phone number into the speaker queue and when it's your turn, staff will call out a portion of your phone number to identify you, and your phone will be unmuted during the designated time (public participation or public hearing).
  - Your comments should be limited to three minutes (the same amount of time given to comments during an in-person meeting)
- **Email Assistant Town Secretary Lynn Jones ([lynn.jones@doubleoak.texas.gov](mailto:lynn.jones@doubleoak.texas.gov))**
  - Residents can participate by emailing their questions/comments for the meeting.
  - Emails must be received by 4:00 p.m. the day of the meeting.
  - Please state whether your emailed comment is regarding a specific agenda item or a non agenda item. Your comment will be read into the record during the meeting. (must be within the 3 minute time limit)

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1. Call to order  
Roll Call  
Establish a quorum  
Opening announcements and comments
2. Citizens comments
3. Consideration and action on the minutes of October 8, 2019.
4. Consideration and action on approval of a revised site plan for the Old Town Meat Market located at 123 Chinn Chapel Road, Lot 7A, Block A of the Crossroads Bible Church Addition adding parking places.
5. Adjournment

As authorized by Section 551.071 of the Texas Government Code (Consultation with Attorney), this meeting may be convened into closed executive session for the purpose of seeking confidential legal advice from the town attorney on any agenda item listed herein.

Posted this 22 day of May, 2020 at 10:00 a.m.

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Lynn Jones Assistant Town Secretary

**PUBLIC PARTICIPATION**

If you wish to address the Planning and Zoning Commission please sign the sign in sheet before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Planning and Zoning Commission for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Planning and Zoning Commission during the Citizen Comments portion of the meeting or when the item is considered by the Planning and Zoning Commission.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior meeting. Please contact the town secretary's office at 972.539.9464 or fax 972.539.9613 for additional information.