



## **CITIZEN GUIDE FOR PROVIDING INPUT DURING PUBLIC PARTICIPATION AND PUBLIC HEARINGS FOR COUNTY GOVERNMENT MEETINGS**

Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors, Prince Edward County Planning Commission, and other County committees, boards, etc. are operating pursuant to and in compliance with the Board of Supervisors' "EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE." While physical (in-person) access to these public meeting is not permitted, the public may participate in the meeting by calling: **1-425-436-6394, Access Code: 867576#** (If busy, please call again.)

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Public Participation and Public Hearing comments for County meetings will be received by Karin Everhart, Deputy Clerk to the Board of Supervisors, using one the following methods:

1. **Written comments:** Please limit word count to no more than 500 words. Must be received by 2:00 p.m. the day of the meeting.
  - a. **Mailed:** Board of Supervisors (or Planning Commission)  
P.O. Box 382, Farmville, VA 23901.
  - b. **E-Mailed:** Board of Supervisors: [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)  
Planning Commission: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)  
All Other County Boards: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)
  - c. **County Dropbox:** Written comments may also be placed in the County "payment dropbox", located in courthouse parking lot by 2:00 p.m. the day of the meeting.
  
2. **Citizens may participate remotely during the meeting.** Using the meeting call-in information provided above, citizens may **phone-in to the meeting and provide comments during the Public Participation/Public Hearing portion of the agenda;** however, **citizens must pre-register** with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of pre-registered speakers, the Chair will determine the time allotted to each speaker.

**Should you have questions, or need additional information, please contact the Prince Edward County Administrator's Office at 434-392-8837.**

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