

MEETING NOTICE

**TOWN OF LA CONNER PLANNING COMMISSION**

**Tuesday, September 15, 2020 6:00 p.m.**

Location

Zoom Meeting  
Information below and on the Town website

Agenda

1. CONVENE—Roll Call
2. PUBLIC COMMENT (Topics not otherwise on the Agenda)
3. MINUTES
  - August 18<sup>th</sup>, 2020 meeting.
4. OLD BUSINESS
  - None
5. NEW BUSINESS
  - Public Hearing 2020 Amendments to Title 15 Land Use Code
6. CLOSING COMMENTS

**Our next regular meeting will be held Tuesday, October 20, 2020.**

Join Zoom Meeting

<https://us02web.zoom.us/j/85806091675?pwd=M2JLUUNtU1AxTGIOZGQ1dVhHVytJdz09>

Meeting ID: 858 0609 1675

Passcode: 9hMPh3

One tap mobile

+12532158782,,85806091675#,,,,,0#,,452711# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 858 0609 1675

Passcode: 452711

Find your local number: <https://us02web.zoom.us/u/kmvraNr9E>



## PUBLIC HEARINGS VIA TELEPHONE AND/OR VIDEO-CONFERENCING

Consistent with Governor Inslee's Emergency Proclamation 20-28, similar to other jurisdictions in the State of Washington, La Conner is currently prohibited from holding in-person public hearings. However, the Town does have ways that the public can listen to, watch, and provide public testimony with a phone-in option or through a video conferencing web application named Zoom.

This handout has been created to provide step-by-step instructions to the public to make participating in public hearings as easy and stress-free as possible.

### STEP 1: GET READY TO CALL-IN OR VIDEO-CONFERENCE

1. Whether you plan on calling or video-conferencing into a hearing the first thing you need to do is locate the **Telephone Number** and the **Meeting ID** on the notice informing you of the hearing.
2. If you cannot locate the **Telephone Number** and/or the **Meeting ID** contact Town Hall (360) 466-3125, and ask to receive this information. Please plan ahead and make sure you call during business hours (9 am to 4 pm).
3. If you are using the video-conferencing option you need to download the Zoom application to your electronic device e.g. cell phone, tablet or personal computer, *prior* to the hearing. This software is found at: <https://zoom.us/>

### STEP 2: DIAL AND/OR LOG INTO THE PUBLIC MEETING

1. For Telephone Only Users: on the day and at the time of the meeting dial the telephone number provided to you on the notice informing you of the hearing. Once you dial in you will be prompted to enter your **Meeting ID** number followed by #. Remember the **Meeting ID** is on the notice.
2. For Zoom Users: on the day and at the time of the meeting navigate to <https://zoom.us/> and click on the icon "Join a Meeting".
  - a. When prompted enter the **Meeting ID** number
  - b. Click on "Open Zoom Meetings" when prompted
  - c. If you do not have a Zoom account, a dialog box will appear asking you to enter your name. Please enter your first and last name and identify yourself as the public. (e.g. Jane Doe, Public). If you have a Zoom account, your name will automatically be displayed.
  - d. There are times that meetings will require a Password before access into the meeting is granted. In these cases, the Password will be provided in the notice where the telephone number to call in and **Meeting ID** are located.

### STEP 3: MAKING PUBLIC COMMENTS

1. To make sure one just one person is speaking at a time, and that public comments are received during the correct hearing, Staff will call on those listening to or video conferencing via Zoom, one-by-one.
2. When Staff calls your name or telephone number, please introduce yourself and provide your comments; or state that you have no comments and Staff will call on the next member of the public.
3. If you have a document you would like the hearing body to have, please state this when you are making your comments – please see **Step 4**, below.

### STEP 4: SUBMITTING DOCUMENT(S)

1. Anytime you wish to provide the hearing body with document(s) you must contact Town Hall (360) 466-3125 to arrange giving them a copy of your documents, preferably 24-hours before the meeting is scheduled.
2. The Town needs to have these documents before the meeting to ensure that the hearing body has a copy of your document(s) during the meeting.