

## Participating Virtually in Meetings and Hearings Hosted by the Walla Walla County Community Development via Cisco Webex Platform

The Community Development Department (CDD) is now hosting a variety of meetings via the Cisco Webex platform. This includes preapplication meetings with applicants, Hearing Examiner public hearings, and some Planning Commission meetings.

### BEFORE the Meeting

Staff reports and agendas for Planning Commission and Hearing Examiner meeting materials are published on the Community Development Department website about a week prior to the scheduled meeting: [https://www.co.walla-walla.wa.us/residents/community\\_development/index.php](https://www.co.walla-walla.wa.us/residents/community_development/index.php).

Application materials are available upon request at any time; even before the meeting materials are posted online. You are encouraged to submit comments and ask questions early in the review process; you don't have to wait to the public hearing. Email ([commdev@co.walla-walla.wa.us](mailto:commdev@co.walla-walla.wa.us)) or call us at 509-524-2610 during our office hours (10 AM to 3 PM) to request information and documents or ask questions.

Make sure your computer's speakers, camera, video, and mic are configured before you join the meeting (more information below).

If your computer does not have a microphone, don't worry, you can still participate (see Audio Connections below). Feel free to contact staff ahead of time if you want to test your computer.

### JOINING the Meeting

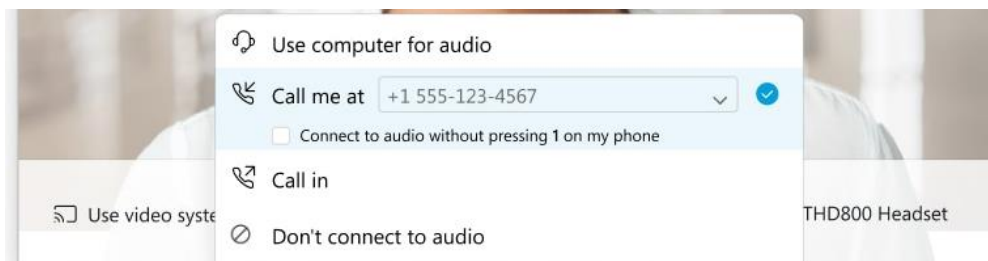
You can virtually attend, listen, and participate online or by calling in by telephone.

You will be provided with a Cisco Webex link in advance of the meeting that you can use to access the meeting via your Web Browser (you do not have download software). For those joining by phone, you will be provided a call-in number and a meeting number.

Planning Commission and Hearing Examiner meetings can be joined 20 minutes in advance of the scheduled start time. Other meetings (e.g. Technical Review Committee) will be opened 10 minutes early.

### Audio Connections

If you do not have a mic and/or speakers on your computer you can join the meeting online for the video and call in by phone for audio. But remember, *join first via the link on your computer if possible*. When you join you will be given audio connection options, it may default to 'Use computer for audio' but there will be a drop-down menu. We recommend that you select 'Call me at \_' and then enter your phone number as shown in the screenshot below. Cisco Webex will then call you directly at the number you provided and link your phone number to your name (make sure you answer the phone and follow the prompts).



Make sure you have turned your computer speakers off if you are using your phone for audio, otherwise there will be disruptive feedback.

### **Public Meetings and Hearings**

During public meetings and hearings (e.g. by the Planning Commission or Hearing Examiner), County staff will act as the meeting Host. These meetings are recorded.

When we have in-person hearings, we ask attendees to sign-in when they arrive and provide their full name and address. The purpose of this is to have an accurate record of who attended the meeting plus contact information so that when decisions are mailed out after the hearing, parties can receive a copy. For a virtual hearing, we will ask the same. At the beginning of the meeting County staff will ask call-in participants to identify themselves. If you participate via computer (with or without a computer audio connection), you can provide your name and contact information when you enter via Webex's chat feature. Identifying participants is also important so staff can ensure that everyone who wishes to speak is identified and it enables staff to control the audio during the meeting (muting and unmuting participants).

Participants who are not speaking will be muted to reduce interruptions. Since staff will have identified call-in users at the beginning of the meeting, staff will be able to un-mute members of the public individually to speak. This will reduce the likelihood of multiple participants accidentally speaking over each other.

### **Etiquette**

Speak clearly, but not too loudly. Limit any side conversations and reduce background noise. Be aware that there is likely to be a delay. There also may be connection issues. Please be patient. If there is an issue during the meeting, we will address it.

### **Troubleshooting**

If you have any questions or problems participating, call or email staff during our public office hours 10 AM to 3 PM: 509-524-2610, [commdev@co.walla-walla.wa.us](mailto:commdev@co.walla-walla.wa.us).

### **Alternative Ways to Participate**

If you do not have access to participate online or by telephone, contact Department staff at 509-524-2610 at least 24 hours prior to the meeting so staff can make arrangements to allow you to participate in person.

### **Providing Comments**

Providing verbal testimony (speaking during a public hearing) is not the only way to provide comments for consideration by the Hearing Examiner and Planning Commission. You may submit written testimony prior to the scheduled hearing.

- **Email:** [commdev@co.walla-walla.wa.us](mailto:commdev@co.walla-walla.wa.us)
- **Drop-box:** 310 W. Poplar Street, Walla Walla (within the vestibule, to the lower left of the front door facing Poplar (near the intersection of Poplar Street and 5<sup>th</sup> Avenue).
- **Postal Mail:** c/o Walla Walla County CDD  
310 W. Poplar, Suite 200  
Walla Walla, WA 99362

### **AFTER the Meeting**

Hearing Examiner and Planning Commission meetings are recorded, and the audio will be available online within about 48 hours: [https://www.co.walla-walla.wa.us/residents/community\\_development/index.php](https://www.co.walla-walla.wa.us/residents/community_development/index.php). Decisions will be posted online and distributed by postal mail to all parties of record, which includes members of the public who provide written or verbal testimony.