



Community and Economic Development

Planning Division

18204 59th Avenue NE, Arlington, WA 98223
360-403-3551 ♦ ced@arlingtonwa.gov ♦ www.arlingtonwa.gov



PUBLIC HEARING VIRTUAL/TELEPHONIC PROCESS

The Governor's Emergency Proclamation 20-28, prohibits the City of Arlington from holding in-person meetings at this time. Therefore, virtual/telephonic Public Hearings will be held by means of the Zoom video conferencing web application or you may dial-in via Telephone.

BEFORE YOU BEGIN A VIRTUAL/TELEPHONIC PUBLIC HEARING

1. If exhibit(s) are to be entered into the record at the Hearing; See; **Entering Exhibit(s) into the Record**
2. If you are using the Zoom video-conferencing option; download the Zoom application to your electronic device prior to the hearing.
Download at <https://zoom.us/support/download>
3. The chat function is disabled.
4. To view the meeting without providing public testimony, please visit our YouTube channel:
<https://bit.ly/2K2y5gh>

CHECKING INTO A VIRTUAL/TELEPHONIC PUBLIC HEARING

1. Locate the Meeting ID or phone number on Hearing Notice.
2. Log into Zoom
3. Click on Join  and enter the Meeting ID number. (If you are dialing-in, you will be prompted to enter your Meeting ID number followed by #)
4. Enter Password provided on Hearing Notice.
5. You will be prompted to  *(Does not apply for dial-in)*
6. Update your screen name to identify your full name and affiliation, *(if applicable)* as follows:
(Does not apply for dial-in)
 - Public: First Name, Last Name/Public (e.g. Jane Doe/Public)
 - Project Proponents: First Name, Last Name/Applicant
7. Now you are in the Zoom waiting room. The Staff Host will admit you into the meeting shortly.

PUBLIC COMMENTS

1. When recognized by Staff Host, state your name, address and email address into the record. If you do not have an email address, state you do not have one.
2. After you have introduced yourself, you may provide your testimony on the project. If you previously provided an exhibit per **“Entering Exhibit(s) into the Record”** procedure, notify the Staff Host you have an Exhibit, and the Staff Host will share it on the screen.



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ENTERING EXHIBIT(S) INTO THE RECORD

1. If you intend to provide written testimony or enter exhibit(s) into the record at the Hearing, the Exhibit(s) must be delivered to 18204 59th Avenue NE, Arlington, WA or emailed to the City Planner **by 5:00 pm the day prior to the Hearing.**
2. Written testimony and Exhibit(s) entered into the record at the Hearing will be placed onto the Public Hearing webpage at www.arlingtonwa.gov, under PLN#XXX_Project_Name, subfolder "Hearing Exhibits" so all participants have access to the document(s).
3. The file will be titled "Exhibit_#_Exhibit_Name_date".

TECHNICAL OBSTACLES

If you are unable to participate in the hearing because of technical obstacles, you may do the following:

1. Email your testimony to the Staff Host noted on the Hearing Notice.
2. If you do not have email, you may deliver your testimony at 18204 59th Avenue NE, Arlington, WA (*Note the project name indicated on the Public Hearing Notice*)
3. All testimonies shall be **received by 5:00 pm the day prior** to the Hearing to become a party to the record.

TECHNICAL DIFFICULTIES

In order to follow Governor Inslee's Proclamation 20-28, meetings held via Zoom, the Record of the Hearing will be extended for two (2) days after the hearing to allow for additional public testimony.

If you are unable to sign into the video conference by either video or dial-in at the hearing date and time, please provide testimony using one (1) of the options noted in TECHNICAL OBSTACLES.

QUESTIONS?

Please contact the City Planner at 360-403-3434 or joshg@arlingtonwa.gov.