



## PARTICIPATING IN PLANNING COMMISSION MEETINGS IN CONFORMANCE WITH SOCIAL DISTANCING REQUIREMENTS

In order to minimize the spread of the COVID-19 virus, the City of Woodland is providing multiple alternatives to viewing Planning Commission meetings and providing comments on items on the agenda. These alternatives allow the City to adhere to social distancing requirements, follow the Governor's Executive Order N-29-20 (which suspends certain requirements of the Brown Act), and provide a way for the public to provide public comment live during the meeting.

### **VIEWING MEETINGS ONLINE**

You are able to view meetings online here: <https://www.cityofwoodland.org/meetings>  
Click on the meeting to view the video. It will say LIVE next to the meeting.

### **SUBMITTING COMMENTS BY E-MAIL**

If you wish to make a comment during general public comment or on a specific agenda item, please submit your comment via email to [PlanningCommissionMeetings@cityofwoodland.org](mailto:PlanningCommissionMeetings@cityofwoodland.org) prior to Public Comment on that item. Emails comments submitted, to be read into the record, shall be no more than three (3) minutes when read aloud. *Please include the agenda item in the subject line.*

### **SUBMITTING COMMENTS BY VOICE MAIL**

If you wish to leave a voice mail message, please dial (530) 661-5900, press Option 1. All voice mail messages received by 6:30 p.m. will be played during the Planning Commission meeting and read into the record at the appropriate time. Voice mail messages should be three (3) minutes in length.

### **VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING**

The City of Woodland is now offering the ability to view and participate in Planning Commission meetings via video meetings and telephonic conferencing via "Zoom" video conferencing computer technology. Instructions for participating via Zoom are provided below.

#### ***How do I join the Planning Commission meeting via Zoom Video Conferencing?***

Please visit: <https://zoom.us/j/92170095836>

from a smart phone or computer. You will be prompted to install the Zoom app on your smart phone or computer. From a computer there is an option to view the meeting within the browser without installing the app. You are now ready to join the meeting.

If you have previously installed the Zoom app, you can enter the following meeting ID to join the meeting: Webinar ID: 921 7009 5836

***I don't have a computer or smart phone; can I still use Zoom?***

If you do not have a smart phone or computer to access the meeting via Zoom, no problem! You can participate on the phone.

Call 1-669-900-6833 (Toll Free) and enter meeting ID: [921 7009 5836](https://zoom.us/j/92170095836)

***How can I provide Public Comment on Zoom?***

The Chair will request public comment during the Public Comment period on the agenda and during each Public Hearing and Regular Calendar Item. Once the Chair has announced the public comment period, please do one of the following:

**USING A COMPUTER OR SMART PHONE:**

- Click on the “Raise Hand” feature in the webinar controls. This will notify City staff that you have raised your hand.
- City staff will unmute your microphone when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted and then you will have three (3) minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

**USING A REGULAR PHONE:**

- Dial \*9 (star 9), this will notify City staff that you have “raised your hand” for public comment.
- City staff will unmute your microphone when it is your turn to provide public comment.
- You will hear “you are unmuted” and then you will have three (3) minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

***I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?***

Yes, please visit Zoom’s website support page on helpful tips to prepare for the meeting:

<https://support.zoom.us/hc/en-us/categories/201146643>