



Public Participation Guide

August 2, 2022 Planning Commission Hearing

This information can also be found on our website at:

https://www.co.wasco.or.us/departments/planning/pc_remote_meetings.php

In response to COVID 19, the August 2nd Planning Commission hearing will be available using teleconferencing technology called Zoom. The meeting will also be available in person at the Wasco County Public Works conference room, 2705 E. 2nd, The Dalles, OR 97058. Hearing starts at 3:00 pm.

Participation by the public is welcome and encouraged!

To provide comment via teleconferencing, you must pre-register. This enables us to keep the virtual meeting secure and ensure we get participants names and addresses for the official record. To pre-register for August 2: <https://wascocounty-org.zoom.us/meeting/register/tZAvC-2rrz0tHNWIPzutV68ZTf-62QGiHTzP>

If you do not wish to register and comment, you can view the live stream which is embedded on the Wasco County website here:

https://www.co.wasco.or.us/departments/planning/pc_remote_meetings.php

By phone: Dial (253) 215-8782 and enter Meeting ID: **842 4431 6761** followed by #

Please stay on mute until it is appropriate to address the Commission.

To unmute your telephone, press "star 6" (*6)

In writing: Comments may be submitted in writing, up to the date of the hearing, to the Wasco County Planning and Development Office, at 2705 East Second St., The Dalles, Oregon 97058, by email to danield@co.wasco.or.us, or in person at the hearing.

By email:

To comment on agenda or non-agenda items, please email danield@co.wasco.or.us

Important Technology Notes:

- To minimize disruptive feedback of open microphones all participants except the Chair will be muted. Only you can unmute yourself, so be ready to do so when you are called upon to speak.
- Inappropriate or intentionally disruptive behavior will not be tolerated.
- Please do not use the chat feature of the tool unless requested by the Chair.
- If you have a poor internet connection, you may have a better experience by telephone. Please feel free to try both to ensure your participation experience meets your needs.
- The meeting will be recorded (audio and video) and will be made available on our website.

Please begin all comments by stating your name for the record.

Commenting on items not on the Agenda:

Before the scheduled hearing begins, the Chair will call for any public comment addressing items that are not listed on the agenda. Now is a good time to share concerns, ideas, suggestions, and pose questions towards items not on the agenda. If you try to make comments for the scheduled hearing at this moment, you will be asked to wait so it can be included in the hearing record.

Commenting on Agenda items:

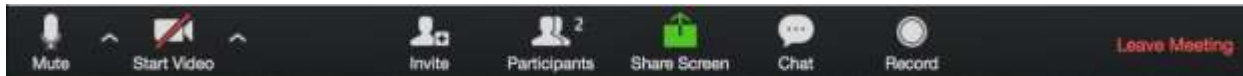
Before taking comment on the scheduled hearing, the Chair will provide an overview of the process and identify when public comment will be accepted. At the appropriate time, the Chair will ask if any members of the public would like to testify. If you would like to, please take yourself off of mute.

How to Participate in a Zoom Meeting

Join a Meeting

Join a meeting by clicking on a Zoom link provided by the meeting host. Follow the prompts to download and run Zoom. Enter the meeting ID if prompted. Click to join the audio conference via your computer. You can also use your phone for audio if your computer does not have a microphone. Follow the prompts for the dial in information.

The bottom of your Zoom window will look like this:



When you're in the meeting, you may click on the Start Video icon to start your video



Make sure you click on the mute icon to mute your microphone immediately upon entering the meeting until you are called to speak.

Mute/Unmute & Audio Settings

You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



When you are invited to speak, you will need to unmute yourself. The host will give you time to do this, but you should familiarize yourself with the mute icon so you are prepared to mute and unmute.



Participants

If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list and video window

You should only raise your hand if asked to by the Chair or meeting administrator. Hearings have specific times when public testimony is allowed and asking questions of staff or the chair are typically not allowed.

Choose video layout

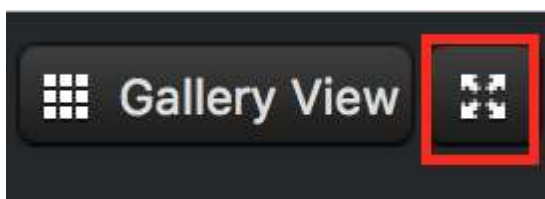
At the upper right of the Zoom window, you can switch between active speaker view and gallery view. Active speaker view will show just the person speaking. Gallery view will show all the participants



Left shows 'Active Speaker View'. Right Screen shows 'Gallery View'. Use the top right button to toggle between views.

Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking **Esc**.



Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.

For More Information

Contact Technical Support <https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>

Zoom Help Center <https://support.zoom.us/hc/en-us>

Getting Started <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Tutorials <https://support.zoom.us/hc/en-us/sections/201740096-Training>