



## PROCEDURES FOR UTILIZING ZOOM WEBINAR FOR THE DECEMBER 14, 2021 BEFORE THE JOHNSON COUNTY PLANNING COMMISSION

In an effort to follow social distancing guidelines during the COVID-19 pandemic, the Johnson County Planning Commission will be conducting the December 14, 2021, online using Zoom Webinar, as well as in person. The meeting will be held in the Johnson County Administration Building, 111 South Cherry, 3<sup>rd</sup> Floor, Board Hearing Room, Olathe, Kansas 66061. The meeting starts at 5:45 PM, with a 5:30 PM sign in to allow for setup.

### HOW TO PROVIDE PUBLIC COMMENTS

- Written comments regarding an agenda item may be submitted to the Planning Department using email to [Planner@jocogov.org](mailto:Planner@jocogov.org); which must be received no later than December 13, 2021 at 2:00 PM. Please include your name, mailing address, and the agenda item you desire to comment upon. If received by the above deadline, all comments will be made part of the record and shared with the Planning Commission via email.
- To participate in the live Zoom Webinar and to register in advance to speak, please email the Planning Department at [Planner@jocogov.org](mailto:Planner@jocogov.org) with your name, mailing address, and the phone number you plan to use, if not by computer no later than 4:00 PM on December 14, 2021. Speakers will be called in the order they signed up, alternating with in-person speakers.

### HOW TO ACCESS ZOOM AND/OR UTILIZE THE CALL-IN OPTION

**There are two options for joining the Zoom Webinar:**

1. Through the internet on a computer (PC, Mac), tablet (iPad) or smartphone, with both video and audio (requires a microphone) capabilities.
2. By telephone with audio capability only.

**To join the live Zoom Webinar on December 14, 2021 utilizing a computer (PC, Mac), iPad, or smartphone:**

- Click on the following link or enter the URL address in your browser window:  
<https://zoom.us/j/97061518538?pwd=VW1tNy8xSzZJTnN6OUgrWktzeWVpZz09>
- Webinar ID: 983 6415 6569
- Password: 314843
- If your computer does not have a microphone and you are requesting to speak, you will need to call in on the phone number below to use as a microphone.

**To join the live Zoom Webinar using a telephone:**

- Dial the call-in phone number: 312-626-6799 or 346-248-7799
- Webinar ID: 983 6415 6569
- Password: 314843



## ONLINE MEETING PROCEDURES

- If you are unable to notify the Planning Department prior to the meeting and you wish to speak you will need to use the “Raise Hand” function in the Zoom app to notify the Planning staff of your desire to speak. To activate this function, click “Raise Hand” in the Webinar Controls at the bottom of the screen. By phone, you may raise your hand by dialing \*9. Please do not utilize the raise your hand function until the start of the agenda item you desire to comment upon.
- Following the staff and agenda item presentations, the Moderator will call on individuals who have signed up to speak or raised their hand in the order received for the respective agenda item.
- When it is your time to speak, the Moderator will recognize you by the name or phone number used to sign up for Zoom. Please identify yourself by your name and address. You will have 2 minutes in which to speak, unless the Chair of the Planning Commission designates a different time period in order to accommodate all the speakers desiring to speak.

**\*\*Please join the meeting 5:30 PM. to allow for setup of the webinar application.\*\***

For technical assistance with the Zoom meeting access, you may call the Johnson County staff at 913-715-9666.

For questions regarding the Planning Commission meeting or agenda items, please contact the Johnson County Planning Department at 913-715-2200 between the hours of 8:00a.m. and 5:00p.m., Monday through Friday or send email to [Planner@jocogov.org](mailto:Planner@jocogov.org).