



## **PROCEDURES FOR UTILIZING ZOOM WEBINAR FOR THE MAY 10, 2022 SPECIAL MEETING OF THE JOHNSON COUNTY PLANNING COMMISSION**

The Johnson County Planning Commission will be conducting the May 10<sup>th</sup>, 2022 special meeting in-person at the Johnson County Administration Building, 111 South Cherry Street, Olathe, KS, Board of County Commissioners Hearing Room, 3<sup>rd</sup> Floor. There will also be an option for virtual attendance using Zoom Webinar. 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 May 9<sup>th</sup>, 2022 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.
- Anyone wishing to speak at the public hearing may appear in person at the Board Hearing Room. A sign-in sheet will be available to provide your name and address for the record.
- To participate in the online Zoom Webinar, please follow the directions below.

### **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 May 10<sup>th</sup>, 2022 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/91713974876?pwd=b05aUGIVRGdlakJGNi9GUFJJTHV1Zz09>
- Webinar ID: 917 1397 4876
- Passcode: 661714



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

- Dial the call-in phone number:
  - Dial (for higher quality, dial a number based on your current location):  
US: 312-626-6799 or 346-248-7799
- When prompted, provide the following Webinar ID: 917 1397 4876
- Passcode (if prompted): 661714

### ONLINE MEETING PROCEDURES

- If you wish to speak during the Public Comments portion of the meeting, please 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 hand function until the start of the public comments portion of the meeting.
- Following in-person public comments, the Moderator will call on individuals who have raised their hand.
- When it is your time to speak, the Moderator will recognize you by the name or address used to sign up for Zoom. Please identify yourself by your name and address. You will have 3 minutes in which to speak, unless the Chair 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.\*\***

If your computer does not have a microphone and you are requesting to speak, you will need to call in on a phone number above to use as a microphone.

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 an email to [Planner@jocogov.org](mailto:Planner@jocogov.org).