

## **Observing or Testifying at the Portland Design Commission or Historic Landmarks Commission Webinar Hearings**

Thank you for your interest in attending the Design Commission or Landmarks Commission Hearing. Due to the City's Emergency response to Covid-19, for the foreseeable future, we will be virtually adapting these hearings. To that end, Hearings will become ZOOM Webinars. The information below will help you get connected.

### **Preparing for the Hearing:**

1. To access the Zoom Webinar, please go to the Commission Agenda, and click the link under the hearing date you are interested in participating.
  - Public Hearings: <https://www.portlandoregon.gov/bds/42441>
2. In advance of the hearing, please review documents and drawings in the project link within the Online Agenda.
  - Please also provide comments to the planner assigned in advance of the hearing.

### **Getting into the Hearing [Registering in Zoom to observe or participate in Hearing]:**

1. In order to observe or testify in the hearing, please be sure to Register for the Webinar as soon as possible.
  - The Webinar Link is posted to the Agenda typically 20-days prior to the hearing date.
2. Once you are registered you will receive an email notification of how to log-in or access the Webinar.
3. You can enter the Webinar no sooner than 1:20 PM on the date of the hearing.
4. You will be held in the ZOOM [waiting room](#) until the Webinar starts at 1:30 PM. (Please note each individual agenda item has an estimated start time.)
5. If using a smartphone or tablet, download the [Zoom app](#) for easy entry into the Webinar.

### **Public participation in the Hearing:**

1. After Staff and Applicant presentations, the Chair will announce public testimony is open, and will ask if anyone else would like to testify.
2. You can provide public comment in this Webinar in several ways:
  - If during registration you indicated you would like to testify, we will put your name in order of request.
  - Members of the public will be automatically muted except for when they are called by the Hearings Clerk for their public comment. During the Webinar, the Hearings Clerk will unmute participants in the order of Webinar Registrations received.
  - If you indicated in your registration that you did not want to testify but later changed your mind, when testimony is open:
    - Click the "raise your hand" function in ZOOM, and the Hearings Clerk will add you to the list of testifiers.
    - If you will be participating by call-in, raise your hand by pressing \*9 – the Webinar host will see this notification.
  - When you are unmuted, your name will be announced by the Hearings Clerk. Please be prepared to provide testimony.
  - Each testifier is allotted 2 minutes of testimony.
  - Please manage your time when testifying, the Hearings Clerk will provide a 15 second warning.

3. We will enable video sharing only for Design and Landmarks Commission members, project teams, and staff participating in the Webinar.

**Follow-up:**

1. The Webinar will be recorded and uploaded to the City of Portland Auditors website, under the Case File Number, here: <https://efiles.portlandoregon.gov/Search>.