
DEPARTMENT OF
DEVELOPMENT

Virtual Meeting Instructions for Applicants

Prior to the Meeting

1. **Submit application materials *via email* to commission staff by the application deadline.** Submitting your application electronically will allow your application to be processed faster and help to avoid scheduling delays. If you are unable to submit your materials via email or the cloud, contact staff for alternative submittal methods. Additional information on application submittals is available at www.columbus.gov/planning/hpdra
2. Meeting materials, including submitted application packets, will be posted online **one (1) week prior** to the meeting. New application materials **will not be accepted** after the meeting materials are posted online. The applicant **may not** present new application materials during the virtual meeting. The applicants will not be transferred presenter privileges in WebEx during the course of the meeting. If your application has changed, staff will recommend it be tabled to the next scheduled meeting. *If you have questions about this prior to a meeting, please contact the commission staff person.*
3. The meetings will be held using the WebEx Meeting platform. Planning Division Staff will send a link to the meeting at least two days prior to the meeting date.
4. To learn more about basic instructions for joining a WebEx meeting, go to: <https://www.youtube.com/watch?v=fE5FnEUKtaE>
5. To learn more about basic FAQs for virtual commission meetings, including public participation requests, go to: www.columbus.gov/planning/hpdra
6. In instances where sworn testimony is provided (this applies to all parties speaking in front of the commission), those speaking will be sworn in on video. Contact the commission staff person as soon as possible if you do not have access to a webcam/video capabilities. This may delay your case being heard by the commission.
7. Notify staff as soon as possible if you are unable to attend a meeting via the WebEx platform. *If you are unable to attend, it may delay your case being heard by the commission.*
8. Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871, or email zdjones@columbus.gov, at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Attending the Meeting

1. The meeting host will start the WebEx meeting 20 minutes prior to the Commission Meeting time to allow early entry and time to troubleshoot technical issues. **Please enter the meeting at least 10 minutes prior to the Meeting start time.** This will allow staff to ensure that we can hear and see you prior to meeting start. **Note: If you are unable to join the meeting due to technical difficulties, please email planninginfo@columbus.gov to notify staff and we will make our best effort to assist you.**
2. To enter the meeting, you will be required to provide your name and email address. Enter your name as First and Last name, Applicant (as appropriate).
3. Meetings will be conducted using the *video feature* of WebEx. Commissioners, staff, applicants, exhibits, and those providing testimony should be on viewable.
4. *Applicants and public speakers will be called on by the Chair to speak at the appropriate time and are required to be sworn in prior to speaking.* In instances where sworn testimony is provided, those speaking will be sworn in on video. The speakers will need to state their names for the record.
5. A minimum of two staff members will be present on the meeting. One staff person will be the meeting “Host” and will control the technical side of the meeting including: screen sharing, mute, etc. The “Host” will *not be* the commission staff person. The staff person assigned to your commission will present staff reports and answer questions about the cases.
6. All meetings will be recorded on WebEx.
7. Meetings will be livestreamed to YouTube.
8. All participants will be muted when not speaking. City staff (the “Host”) will facilitate speaker access and manage display of application material and other information. This includes muting and unmuting as necessary.
9. Commission chairs will lead the meeting, but will coordinate with staff (the “Host”) to mute and unmute appropriate parties and share appropriate meetings materials via WebEx.
10. There is a feature in WebEx to select a button to “raise your hand” – Please note that this feature is not easily seen by the Host and will not be visible to the chair. **If you would like to speak, please visibly raise your hand (via video) or send a personal chat to the Host, who can notify the chair.**
11. **Meetings are scheduled for 90 minutes**, and will be limited to no more than 120 minutes. *Cases on the agenda that have not been heard by the 2 hour mark should be continued to the next meeting.* The meeting duration has been set to respect the time of meeting attendees (who are asked to join at meeting start) and to help reduce virtual meeting fatigue for both commissioners and participants.
12. After your case is heard, you may leave the WebEx meeting.