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Planning Commission Zoom Webinar

Frequently Asked Questions

<p>How do I join a Zoom Webinar online?</p>	<p>Copy and paste the appropriate URL into your browser (e.g. https://juneau.zoom.us/j/98274621108). This will bring you to the Zoom website where a dialog box will pop up to let you join the meeting, or give you the option to "Launch the Meeting," which will open the dialog box. Once the dialog box has opened, you will be able to join the meeting, or sign into your Zoom account, then join the meeting.</p> <p>Please try to join the meeting at least 5 minutes in advance to hear the Chair discuss meeting procedure and direction on how to provide public testimony.</p>
<p>How do I join a Zoom Webinar telephonically?</p>	<p>To participate telephonically, call one of the following numbers, then enter the appropriate Webinar ID.</p> <ul style="list-style-type: none"> • 1-253-215-8782 • 1-346-248-7799 • 1-669-900-6833 • 1-301-715-8592 • 1-312-626-6799 • 1-929-436-2866 <p>Please try to join the meeting at least 5 minutes in advance, to hear the Chair discuss meeting procedure and direction on how to provide public testimony.</p>
<p>Where do I find the Zoom Webinar information I need?</p>	<p>You can find the Zoom Webinar information in a variety of places including:</p> <ul style="list-style-type: none"> • The Planning Commission webpage: https://juneau.org/community-development/planning-commission. Scroll down this page to see a list of Planning Commission meetings. Find the meeting date you are interested in and

	<p>click on the Online Agenda icon. This brings up the agenda for the meeting and lists the needed Webinar information at the top of the page.</p> <ul style="list-style-type: none"> • The CBJ Calendar webpage: https://juneau.org/calendar. Navigate to the meeting you are interested in and click on the link. This brings up the detailed information for the meeting, including the appropriate Webinar information. • Juneau Empire: The meeting information is advertised in the Juneau Empire Your Municipality ad two Fridays before, and the Sunday directly preceding the meeting date. • Public Notice Announcement: If you received a public notice announcement in the mail, the Webinar information is listed on the backside of the mailer, under the HEARING DATE & TIME section. • If you cannot find the information you need, or need more help, you can call the Community Development Department at 586-0715 and a staff member can assist you.
<p>What is the procedure for a case hearing?</p>	<p>A case will be heard using the following sequence of steps:</p> <ul style="list-style-type: none"> • Staff presentation • Questions for staff from Commissioners • Applicant presentation • Questions for the applicant from Commissioners • Public testimony – This is the opportunity for public participation on the case. Commissioners may ask the public clarifying questions • Applicant has the opportunity to address the Commission and clarify questions or concerns raised in public comments • Additional questions for the applicant from Commissioners. Public testimony is closed • Deliberation by the Commission • Decision made by the Commission <p>This is the same procedure used at in-person meetings.</p>
<p>When I participate online, how do I sign up and provide public testimony during the meeting?</p>	<p>Use the Raise Hand function when the topic on which you'd like to speak is opened for public testimony. Staff will call your name and unmute you when it is your turn to speak. You may also need to unmute yourself. Please stay on the line after providing testimony to answer any questions Commissioners may have.</p>

	<p>The Chair will provide instructions for how to participate online at the start of the meeting.</p>
<p>When I participate telephonically, how do I sign up and provide public testimony during the meeting?</p>	<p>To indicate that you would like to testify, press *9 when the topic on which you'd like to speak is opened for public testimony. Staff will call your name and unmute you when it is your turn to speak. Please stay on the line after providing testimony to answer any questions Commissioners may have.</p> <p>The Chair will provide instructions for how to participate telephonically at the start of the meeting.</p>
<p>Can I provide public testimony on non-agenda items?</p>	<p>There will be two opportunities to provide public testimony on non-agenda items. Once, before any cases are heard, and again after all cases are heard and staff and committee reports have been given.</p> <p>The Chair will provide instructions for how to comment on non-agenda items at the start of the meeting.</p>
<p>What happens if I have technological difficulties, or I miss my turn to speak?</p>	<p>You can send a message to staff through the Q&A function to let them know you are having problems. They will direct you on how to proceed.</p> <p>The Chat function is not available during Planning Commission meetings. The Chat function is akin to people calling out from the audience during a meeting, and is not in accordance with the Commission's Rules of Order.</p>
<p>Are there other ways to provide comment on a subject matter before a meeting?</p>	<p>You can submit comments to the Community Development Department via email at PC_comments@juneau.org, or via mail at 155 S. Seward Street.</p> <p>Comments received by noon the day directly preceding the meeting will be sent to staff and the Planning Commissioners to review in preparation for the meeting. Comments received after noon the day directly preceding the meeting will not be accepted. However, you may attend the public meeting to comment.</p>

<p>Are the Planning Commission Zoom Webinar meetings recorded?</p>	<p>Yes, Planning Commission and Committee of the Whole meetings are recorded, both as an audio-only recording and as a video recording.</p>
<p>How can I receive a copy of the recorded meetings?</p>	<p>You can request the files for the recording by emailing PC_comments@juneau.org. Please provide the meeting date, and specify if you would like the recording for a Regular meeting, or a Committee of the Whole meeting.</p>