
DEPARTMENT OF
DEVELOPMENT

How to Participate in a Virtual Commission or Board Meeting

IMPORTANT NOTICE: Due to the COVID 19 pandemic, until further notice, all commission and board meetings staffed by the City of Columbus Planning Division will be held in a digital format with members attending via WebEx.

Meeting Dates and Contact Information: www.columbus.gov/planning/hpdra/

Those unable to use email or access the website should contact 614-724-4437 for alternative accommodation at least 24 hours in advance.

Agenda and Case Materials: Go to the commission webpage to download meeting materials or contact staff. Materials are generally posted one (1) week in advance of the meeting.

How to View a Meeting: All meetings will be livestreamed on YouTube: www.youtube.com/cityofcolumbus Streaming will begin shortly before the meeting is convened. Closed captioning is available. Comments received via YouTube will not be part of the official public record for the meeting.

To Join a Meeting (via WebEx): Contact commission staff **at least two (2) hours in advance** of the meeting to request WebEx meeting information. **SEE BELOW on How To Participate.**

To provide public comment, please follow these instructions:

Commission contact information is listed at www.columbus.gov/planning/hpdra/

How to participate:

1. Written Comments: Written comments may be submitted to staff by emailing the appropriate commission email address. **Comments must be received by 4:00 PM the day prior to the meeting in order to be considered by the commission.** Please include your name, address and the case you wish to address. *Those unable to use email should contact 614-724-4437 for alternative accommodation at least 24 hours in advance.*
2. Remote participation: Any party wishing to speak at the meeting **must submit an email “speaker slip” at least 2 hours prior to the hearing (24 hours advance notice is preferred** such that the commissioners and staff can properly accommodate speakers). **Your email to commission staff should include: Name, address, topic and the case you wish to address.** *Those unable to use email should contact 614-724-4437 for alternative accommodation at least 24 hours in advance.*
3. Providing Testimony: Any party that is presenting testimony with regard to agenda items is required to be sworn in. Those being sworn in must be visible to staff and commission and thus will be required to attend the meeting via WebEx with video. Staff will provide instruction with the confirmation your speaker slip was received (see #2 above).

4. Please note that appropriate behavior and respectful dialogue is expected of all participants. Inappropriate behavior or outbursts will result in participants being “removed” from the meeting.
5. Questions/concerns: If you have questions or concerns regarding the meeting, please contact commission staff a minimum of two days prior to the meeting to allow time for response.
6. 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.

Contact Information

Use the appropriate email address to submit comments or to ask questions. If you are unable to email, call 614-724-4437 to request alternative delivery options or to ask questions.

- Downtown Commission:* dc@columbus.gov
- University Impact District Review Board:* uidrb@columbus.gov
- East Franklinton Review Board:* efrb@columbus.gov
- Brewery District Commission:* bdc@columbus.gov
- German Village Commission:* gvc@columbus.gov
- Historic Resources Commission:* hrc@columbus.gov
- Italian Village Commission:* ivc@columbus.gov
- Victorian Village Commission:* vvc@columbus.gov

Additional Instruction to Join the WebEx meeting:

1. Request link to join WebEx meeting from staff (See “How to Participate” Above)
2. To learn more about basic instructions for joining a WebEx meeting, go to: <https://www.youtube.com/watch?v=fE5FnEUKtaE>
3. To learn more about virtual commission meetings, go to: www.columbus.gov/planning/hpdra
4. 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. 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.
3. Meetings will be conducted using the video feature of WebEx. Commissioners, staff, applicants, exhibits, and those providing testimony should be on viewable. **Only participants who have submitted a speaker**

slip and have been contacted by staff notifying them the speaker slip was received will be allowed to speak during the WebEx meeting. For more information, SEE ABOVE on “How to Participate.”

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. All meetings will be recorded on WebEx.
6. Meetings will be livestreamed to YouTube. If you are not a scheduled speaker, you may view at www.youtube.com/cityofcolumbus
7. 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.
8. 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.
9. ***If you have questions or technical difficulties during the meeting send a personal chat to the Host (city staff). We will make our best efforts to assist you, but cannot guarantee we will see your message at the time you send it.***
10. **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.
11. You may leave the meeting at any time.