

**Zoom Meeting Instructions**  
***For Public Hearing Comments***  
***Planning Commission July 27, 2020***

Purpose:

The purpose of these instructions is to inform the public on how they can participate in the Public Hearings scheduled for the July 27, 2020, Planning Commission meeting. The public hearing is an opportunity for public comments to be received on the identified items. Given the current COVID-19 Pandemic, the Planning Commission meeting will be held via a virtual Zoom Meeting. Instruction on how to attend the meeting are in a separate document title “Zoom Meeting Instructions – Public Members.” Those instructions will have the website link to access the meeting for video content as well as the call-in numbers as applicable.

1. Instructions

- If you would like to ask questions or submit a public comment on the scheduled public hearings, you are encouraged to do so ahead of the meeting. Send comments to [brianh@ci.hanover.mn.us](mailto:brianh@ci.hanover.mn.us), [cnash@collaborative-planning.com](mailto:cnash@collaborative-planning.com) and [amyb@ci.hanover.mn.us](mailto:amyb@ci.hanover.mn.us). Staff will then read aloud any public comments received on behalf of those who submitted them.
- If you want to submit comments during the meeting please email [brianh@ci.hanover.mn.us](mailto:brianh@ci.hanover.mn.us), [cnash@collaborative-planning.com](mailto:cnash@collaborative-planning.com) and [amyb@ci.hanover.mn.us](mailto:amyb@ci.hanover.mn.us) to indicate your desire. In the email please state your name, address and phone number (if applicable) you are using to call into the Zoom meeting. We will prompt the Chair to call for you to speak.

2. Points of information:

- Planning Commission members, staff and guests scheduled to speak during the meeting will have their audio controls fully functioning throughout the whole meeting.
- Public attendees not on the agenda will have their audio muted. This is not to discourage public comment, but instead to hold an effective meeting. For the virtual meetings we will request public comment be submitted prior to the start of the meeting or emailed to city staff during the meeting. Staff will present the comments on the public’s behalf or the public will be called on by the Chair to speak. At that time, your audio will be un-muted by the meeting facilitator.
- The agenda packet and any presentations will be shown on the screen during the Zoom Meeting and also be available on our website for download.