



CITY OF BLACK DIAMOND

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VIRTUAL PUBLIC PARTICIPATION GUIDE

These protocols seek to provide general guidance for members of the public wishing to participate in virtual Public Hearings in the City of Black Diamond when it is not possible to conduct hearings in person due to, for example, a viral pandemic or other emergency. These protocols apply to all virtual hearings conducted by the Department of Community Development and the Master Development Review Team. For more detailed information, please refer to the [Protocols for Remote Public Hearings](#) document (available on the City's Public Notice webpage).

In order to watch the Public Hearing live via the Zoom video software platform:

- A Zoom video link and associated password will be provided in any required Public Notice for a Public Hearing at least 14 days ahead of the hearing.
- To the extent possible, a unique screen name should be used to assist with preparing a record of the Public Hearing. Screen names should follow the naming convention of "FirstLastName/Public" (e.g. "SusanSmith/Public").
- Note that by default, microphones and video sharing will be disabled. The City will enable these functions during the public comment portion of a Hearing.

In order to listen to the Public Hearing live via a call-in telephone number:

- A telephone call-in number and associated password will be provided in any required Public Notice for a Public Hearing at least 14 days ahead of the hearing.
- Note that by default, microphones will be disabled. The City will enable these functions during the public comment portion of a Hearing.

In order to provide public testimony or otherwise speak during the Public Hearing:

- Notify the City's designated contact person for the Hearing (as identified on the Notice of Public Hearing) of your desire to give testimony at least 4 hours before the Hearing.
- Identify if you will be providing testimony/comments via the Zoom video link (with or without video) or by telephone. Also provide your name, home address, telephone number, and email address.

In order to provide written testimony or comments regarding the Public Hearing:

- Written comments or materials supplementing oral testimony (either physical or electronic) must be submitted to the City's designated contact person for the Hearing (as identified on the Notice of Public Hearing) at least 24 hours before the start of the Hearing. Note that written copies of oral statements (if read verbatim) do not need to be provided 24 hours in advance of the Hearing.

In order to provide documentary exhibits for the record at the Public Hearing:

- Documentary exhibits for the record may be emailed to the City's designated contact person for the Hearing (as identified on the Notice of Public hearing) at least 24 hours before the start of the Hearing.
- Each exhibit submitted must be titled in the following naming convention: "FirstName - ##" (e.g. "SusanSmith - 1"; "SusanSmith - 2")
- Exhibits should be marked in the upper-left corner with the exhibit's title.

General Guidance for Participation by the Public and Witnesses:

- The remote hearing is a recorded proceeding. To get a clear recording for the record, it is important that only one person speak at a time, and that participants speak clearly.
- Participants who are not actively presenting testimony or argument (e.g. waiting to appear as a witness) should mute their own microphones.
- Participants should make every effort to isolate themselves from background noises in the home or office environment from which they are broadcasting.
- Pay attention to other participants in the meeting. If a speaker's audio is disrupted please signal the speaker with a raised hand that they should stop. The speaker should then stop speaking until audio is reestablished.
- The Hearing Examiner may mute any participant who is not able to follow these protocols and/or introduces unacceptable levels of intrusive noise or speech.
- All parties and public participants in a remote hearing should ready their computer, or ready their telephone if dialing by telephone, at least 15 minutes before the scheduled hearing time to ensure timely participation.

Technical Limitations and Difficulties:

- Anyone who lacks the ability to participate in the virtual Hearing because of technical limitations should call or email the designated staff member by 5:00 p.m. the day before the hearing to arrange for transmittal of written testimony for inclusion in the record.
- Technical difficulties (whether participating by Zoom video link or by telephone) that affect the ability to participate in the Hearing should be immediately emailed to the designated staff member listed in the Notice of Public Hearing.
- Include a phone number where you may be reached. If the technical difficulties cannot be promptly resolved, the Hearing Examiner will determine how best to extend the public testimony period to accommodate participation by the affected person.

The City will provide a designated contact person for each virtual Public Hearing, as identified on the associated Notice of Public Hearing. For specific questions regarding the ability to participate in a virtual Public Hearing or this participation guide, please contact the designated City contact person.

Note that all virtual and telephonic Public Hearings will be conducted in accordance with the Black Diamond Municipal Code and Hearing Examiner Rules of Practice and Procedure to the maximum degree possible. This includes the expectation that all participants must log in to be able to participate in the hearing and will conduct themselves with the same courtesy and respectful decorum as would be expected for an in-person hearing.