

Instructions for Westtown Planning Commission
Virtual Public Meeting via the Zoom Platform
Wednesday January 20, 2021
Meeting Start Time is at 7:30 PM

Anyone wishing to participate in the Planning Commission virtual meeting may do so via this link:

<https://us02web.zoom.us/j/88212982298>

Passcode: 215256

or by calling this phone number: **1-301-715-8592**. When your call is answered, you will be required to enter the meeting ID#: **882 1298 2298**. If you are prompted for a participant ID, **press #** (a participant ID is not required).

You may join the meeting up to 15 minutes prior to the start time. All participants will be placed in a waiting area before being permitted into the meeting, and will be muted until the Planning Commission asks for public comment on a motion, or at the Public Comment portion of the Agenda. The meeting host will manage the participants, including muting and unmuting.

At the beginning of each public comment period, the meeting host will first read aloud any comments or questions submitted in advance of the meeting, related to the topic of discussion. Once the Planning Commission has addressed those pre-submitted comments and questions, participants will be prompted one at a time.

If you have a comment or question for the Planning Commission, you may indicate so by clicking on the blue Raise Hand icon, or by pressing ***9** if you are participating by phone. The host will prompt each participant to unmute him/herself. If participating by phone, you must press ***6** to unmute yourself. Please begin your comment or question by identifying yourself by name and address.

Please note that this meeting will be recorded and live streamed on YouTube:

https://www.youtube.com/channel/UCpeMKfH_U_VpJ7FHo0TkwtA/about

Video recordings will be retained for six months. Video recordings of township meetings shall not supersede or replace the meeting minutes as the official record of the meeting.

Due to the online nature of the Zoom system, there is a slight audio delay and occasional technical issues, so we ask that you please take your time and be patient. If you are participating in the meeting via Zoom, please do not try to simultaneously watch the meeting on YouTube, as there is a 20-second delay that will be distracting.

While in this virtual meeting, we ask that you conduct yourself in a civil manner. Any conduct deemed inappropriate (language, etc.) will result in being removed from the meeting.

Residents are encouraged to submit comments or questions in writing prior to the meeting, to administration@westtown.org. Comments and questions for this meeting will be accepted until noon on the day of the meeting.