



# Community and Economic Development

## Planning Division

18204 59<sup>th</sup> Avenue NE, Arlington, WA 98223  
360-403-3551 ♦ [ced@arlingtonwa.gov](mailto:ced@arlingtonwa.gov) ♦ [www.arlingtonwa.gov](http://www.arlingtonwa.gov)

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### **PUBLIC HEARING VIRTUAL/TELEPHONIC PROCESS**

The City of Arlington will continue to hold virtual Public Hearings for Hearing Examiner decision for development projects. The virtual Public Hearings will be held by means of the Zoom video conferencing web application or you may dial-in via Telephone.

#### **BEFORE YOU BEGIN A VIRTUAL/TELEPHONIC PUBLIC HEARING**

1. If exhibit(s) are to be entered into the record at the Hearing; See; **Entering Exhibit(s) into the Record**
2. If you are using the Zoom video-conferencing option; download the Zoom application to your electronic device prior to the hearing.  
Download at <https://zoom.us/support/download>
3. The chat function is disabled.

#### **CHECKING INTO A VIRTUAL/TELEPHONIC PUBLIC HEARING**

1. Locate the Meeting ID or phone number on Hearing Notice.
2. Log into Zoom
3. Click on Join  and enter the Meeting ID number. (If you are dialing-in, you will be prompted to enter your Meeting ID number followed by #)
4. Enter Password provided on Hearing Notice.
5. You will be prompted to  *(Does not apply for dial-in)*
6. Update your screen name to identify your full name and affiliation, *(if applicable)* as follows:  
*(Does not apply for dial-in)*
  - Public: First Name, Last Name/Public (e.g. Jane Doe/Public)
  - Project Proponents: First Name, Last Name/Applicant
7. Now you are in the Zoom waiting room. The Staff Host will admit you into the meeting shortly.

#### **PUBLIC COMMENTS**

1. When recognized by Staff Host, state your name, address and email address into the record. If you do not have an email address, state you do not have one.
2. After you have introduced yourself, you may provide your testimony on the project. If you previously provided an exhibit per “**Entering Exhibit(s) into the Record**” procedure, notify the Staff Host you have an Exhibit, and the Staff Host will share it on the screen.



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### **ENTERING EXHIBIT(S) INTO THE RECORD**

1. If you intend to provide written testimony or enter exhibit(s) into the record at the Hearing, the Exhibit(s) must be delivered to 18204 59<sup>th</sup> Avenue NE, Arlington, WA or emailed to the City Planner **by 5:00 pm the day prior to the Hearing.**
2. Written testimony and Exhibit(s) entered into the record at the Hearing will be placed onto the Public Hearing webpage at [www.arlingtonwa.gov](http://www.arlingtonwa.gov), under Planning Project Name.
3. The file will be titled with an Exhibit Number and Name.

### **TECHNICAL OBSTACLES**

If you are unable to participate in the hearing because of technical obstacles, you may do the following:

1. Email your testimony to the Staff Host noted on the Hearing Notice.
2. If you do not have email, you may deliver your testimony at 18204 59<sup>th</sup> Avenue NE, Arlington, WA (*Note the project name indicated on the Public Hearing Notice*)
3. All testimonies shall be **received by 5:00 pm the day prior** to the Hearing to become a party to the record.
4. You may participate and view the Public Hearing by contacting the staff contact and attending the meeting at the Community and Economic Development Department at 18204 59<sup>th</sup> Avenue NE, Arlington, WA 98223

### **TECHNICAL DIFFICULTIES**

If you are unable to sign into the video conference by either video or dial-in at the hearing date and time, please provide testimony using one (1) of the options noted in TECHNICAL OBSTACLES.

### **QUESTIONS?**

Please contact the Planning Manager, Amy Rusko at 360-403-3550 or [arusko@arlingtonwa.gov](mailto:arusko@arlingtonwa.gov).