



## How to Participate in a Historic Preservation Commission Meeting

Below are instructions on how to join and participate through Webex. There are two ways to join the meeting, **via computer/mobile device** with internet service or **via telephone**.

- To join via computer:** Visit [www.clark.wa.gov/hpc](http://www.clark.wa.gov/hpc) and find the meeting information for the date of the meeting. The meeting information will include the Webex link, meeting number, and password.
  - Click on the Webex link for the meeting.
  - If you have not used Webex before, you may need to install the free software or run a temporary application. Follow the prompts that show-up on your screen.
  - Under “Join Event Now”, enter your name, email address, and password. Members of the public are not obligated to provide their names or personal information as a condition of observing or participating in the meeting. But, *please see #3 on page 3 regarding “Party of Record”*. Participants who choose not to provide their names will be required to provide a unique identifier such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mail.com.

Join Event Now

To join this event, provide the following information.

**First name:**

**Last name:**

**Email address:**

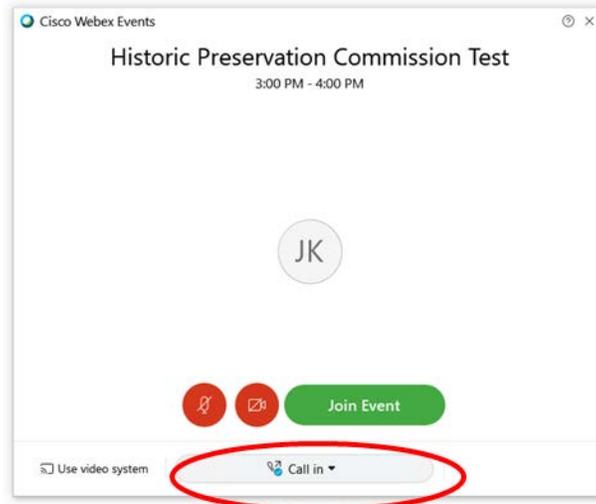
**Event password:**

[Join Now](#)

- You will see a pop-up screen to join the event. You have some options on how you would like to join. Before clicking the “Join Event” button, choose your audio preference. In our experience, the best option to hear attendees clearly is to use your phone for audio and choose either the “Call in” or “Call me” options. The other option is to use your computer’s audio.

After selecting your audio preference, click “Join Event”.

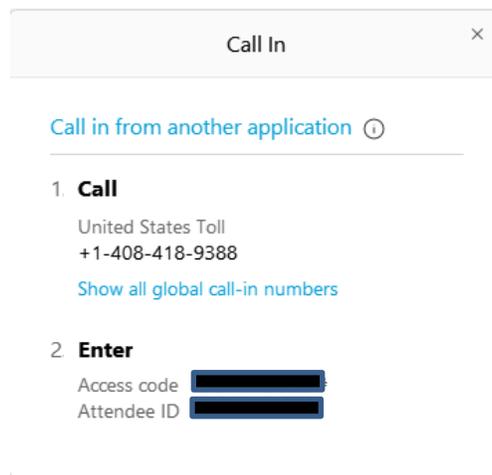




- If you chose to “Call in” and you click the “Join Event” button, you will next see a pop-up screen with the phone number, access code, and your attendee ID. Call the number and input the information as prompted.

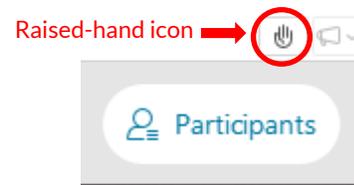
If you use the “Call me” option, Webex will call you and automatically connect you.

If you are using your computer’s audio, you will immediately be connected to the meeting after clicking the “Join Event” button.



- You will enter the meeting as an “attendee” which means you can see and hear the event, but other event participants cannot see your video and cannot hear your audio unless/until you are acknowledged by the Commission Chair or staff.
- If you would like to speak during public comment, please utilize the “raised-hand” icon to indicate that you would like to speak. *Please see #3 on page 3 regarding “Party of Record”.*
- You can do this by clicking on the participant button, located on the lower right-hand corner of your screen. Depending on what type of device you are using, the participant button/icon could be located in another area of your screen. After you click the button, the raised-hand icon should appear just above the participant button. Staff will only

acknowledge those attendees during the public comment period who have “raised their hand” by selecting the hand icon.



- When you are acknowledged, you will be unmuted. Please note public comment is limited to three minutes per person in order to accommodate all speakers.
  - When you have finished your comment, please click on the “raised hand” icon again to lower your hand.
2. **To join via phone:** Call 1-408-418-9388. You will be prompted to enter an access code. The access code for the meeting can be found at [www.clark.wa.gov/hpc](http://www.clark.wa.gov/hpc) with the information for the specific meeting date or on the public hearing notice published in the paper, posted at the property, or sent via mail to nearby property owners.
- You will enter the meeting as “attendee” which means you can hear the event, but other event participants cannot hear you until/unless you are acknowledged by the Commission Chair or staff.
  - If you would like to speak during public comment, **press \* 3**. You will hear a message that says “you have raised your hand to ask a question, please wait to speak until the host calls on you”. *Please see #3 on page 3 regarding “Party of Record”.*
  - When you are acknowledged, you will be unmuted, and you will hear a message that says, “you have been unmuted”.
  - Please note public comment is limited to three minutes per person in order to accommodate all speakers.
  - When you have finished your comment, **press \* 3** to “lower your hand”. You will hear a message that says, “you have lowered your hand”.
3. **Party of record:** Please note that a final decision of the Historic Preservation Commission on a certificate of appropriateness or a nomination may be appealed only by a party of record. To be a party of record you must:
- submit testimony before the public hearing; or

- submit testimony via [historicpreservation@clark.wa.gov](mailto:historicpreservation@clark.wa.gov) prior to the close of the public hearing; or
  - provide oral testimony at the public hearing; or
  - have submitted a written request to the responsible official to be a “party of record,” that is specific to a particular application prior to the close of the subject public hearing.
  - **No person shall be a party of record who has not furnished their name and accurate post office mailing address or email address.**
4. **Instructions during meeting:** These instructions will also be provided during the meeting to assist people with providing public comment.
5. **Staff contact:** If you have any questions prior to the meeting regarding how to join and/or participate, please contact Jacqui Kamp at [jacqui.kamp@clark.wa.gov](mailto:jacqui.kamp@clark.wa.gov) or 564-397-4913.