

Door County Resource Planning Committee and Board of Adjustment Guidelines for Hearings Conducted “Virtually”

In light of the WDHS 03-24-2020 “Safer at Home Order,” and to mitigate the impact of COVID-19, Resource Planning Committee and Board of Adjustment hearings and meetings will until further notice be conducted as teleconference or video conference. Members of the public may join hearings and meetings to observe or participate remotely via the free software application WebEx. Meeting numbers and passwords may be found on the hearing notice or business meeting agenda.

General Information Regarding Testimony

- Written testimony must be mailed, e-mailed, or FAXed to the Door County Land Use Services Department, and must be received by 3:30 p.m. the day prior to the hearing.

*Mail: Door County Land Use Services, 421 Nebraska Street, Door County Government Center, Sturgeon Bay, WI, 54235. Phone: (920) 746-2323. FAX: (920) 746-2387.
E-mail: Iriemer@co.door.wi.us .*

- **Anyone wishing to offer oral testimony for a hearing must register in advance. Registration must be received by 12:00 p.m. (noon) the day before the hearing.** You may register via mail, phone, FAX, or e-mail (please see above for all contact information options). When registering to testify, please provide the following information:
 - Full name.
 - Full mailing address.
 - E-mail address.
 - Phone number.
 - Case/project about which you wish to provide testimony.
 - Whether you wish to speak in favor or in opposition.
- All live testimony will use WebEx, a free software application you may load onto your smartphone (“Cisco WebEx Meetings”) and/or access from your computer (<https://www.webex.com/>). You may also simply call in via WebEx. Meeting codes and passwords will also allow anyone interested to simply observe hearings. For those registered with our department to testify (as outlined above), when we call upon you, WebEx will allow the committee to hear you (and see you, if you are using a video option).
- You will obviously not have the ability to give committee members handouts. Any materials you wish the committee to review and have part of the record, including anything you plan on using as a visual aid during testimony, must be received by 3:30 p.m. the day prior to the hearing so we may post them on-line.

Hearing Format

At the start of the meeting, the Chair will explain the process that will be followed for the hearings.

Staff will provide an overview of each project at the start of that particular hearing. Testimony for each hearing will be taken as follows:

- Applicant, followed by others in favor of the project.
- Testimony from anyone in opposition.
- A rebuttal round will occur if testimony in opposition has been presented.
- All testimony will be taken in the order shown on the registration list.
- Only one person at a time may speak. Please mute yourself when it is not your turn to speak.