

**TELECONFERENCING GUIDELINES FOR PUBLIC PARTICIPATION IN THE COUNTY OF ALAMEDA  
PLANNING DEPARTMENT MEETINGS INCLUDING: PLANNING COMMISSION, BOARDS OF ZONING  
ADJUSTMENT AND CASTRO VALLEY MUNICIPAL ADVISORY COUNCIL**

Alameda County joined Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara counties and the City of Berkeley in issuing similar health officer orders directing their respective residents to **shelter in place. The initial order became effective March 17, 2020 and has been extended through May 3, 2020**, due to the [Coronavirus disease 2019 \(COVID-19\)](#). The orders limit activity, travel and business functions to only those that are essential.

In response to the COVID-19 pandemic, California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, governing the convening of public meetings. Pursuant to the Executive Order, all members of the County of Alameda Planning Commission members may participate in their meetings without being physically present (via teleconference), and no teleconference locations for the public are required to be provided or noticed in the meeting agenda. The public must be given the opportunity to observe and address the meeting telephonically or otherwise electronically.

**In Person Participation Prohibited**

Due to the public health emergency, the County of Alameda is making several changes related to Planning meetings to protect the public's health and prevent the disease from spreading locally. Due to the COVID-19 public health emergency, including directives from local and State health officers for everyone to stay home, the Planning Department is using the **Zoom Webinar** platform for virtual meetings during this time.

**Please consult the public hearing notice for the meeting you want to participate in – you may have received a notice in the mail, seen a notice in a local newspaper, viewed a notice at the project site, or at the County's website.**

- To observe the meeting by video conference, please enter the unique Zoom Webinar address contained in the Notice of Public Hearing into your web browser to join the webinar.
  - Additional video conference instructions: [https://support.zoom.us/hc/en-us/articles/201362193- Joining-a-meeting](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting)
  - If you are using a laptop, use the raise your hand button  when you are called to speak and unmute your speaker.
- To listen to the meeting by phone, please call one of the numbers indicated on the Notice of Public Hearing. For higher quality, dial a number based on your current location.
  - If you are calling in: **dial \*9** to raise your hand to speak. When you are called to speak the host will unmute you to enable you to be heard.
  - If you decide not to speak, you may hang up and dial back into the meeting or simply notify the Clerk you do not wish to speak.
  - If asked for a participant ID or code, press #.
  - Additional instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663%20-%20Joining-a-meeting-by-phone>

**Written Comment** is accepted at any time through the planner assigned to the project.

Copies of all written comments will be provided to the Board members and will be added to the official record. **Comments will NOT be read into the record.**

**ADA Accessibility:** If you require a reasonable modification a Sign Language interpreter may be available upon five working days' notice by calling (510) 670-5400.