To access or participate, or both, in the Urban Design Committee meeting you have the following options:

Accessing the Meeting:

1. **Access the meeting by phone:**

   *You may listen to the meeting audio only from your phone by dialing *67-804-316-9457 and when prompted, enter conference ID 742 420 550#.*

   Access the meeting online by computer, tablet or smartphone (audio and video)

   To access the meeting via Microsoft Teams use the following link:

Join the meeting now

2. **Listen to the meeting online by computer, tablet or smartphone but not participate:**

   Audio of the meeting will be streamed live online at the following web address: https://richmondva.legistar.com/Calendar.aspx. To listen to the meeting's live stream at the web address provided, find and click the link that reads, "In Progress" in the farthest right hand column entitled, "Video".

Participating in the Meeting/Providing Public Comment:

1. **Provide public comment regarding items on the agenda prior to the meeting**

   Citizens are encouraged to provide their comments in writing to raymond.roakes@rva.gov in lieu of speaking through audio or video means during the meeting.

   When submitting your comments by email, be sure to include in your email (i) your full legal name, (ii) any organizations you represent, and (iii) any economic or professional relationships that would be affected by the application on which you are commenting.

   *All written comments received via email prior to **5:00 p.m.** on the **Wednesday before the meeting,** will be provided to all members of the Urban Design Committee prior to the beginning of the meeting and will be included in the record of the meeting.*

2. **Provide public comment regarding items on the agenda during to the meeting**

   If you are accessing the meeting by phone or via Microsoft Teams and you would like to speak during the meeting's public hearing(s), you will be asked to do so during the meeting at the appropriate time, and the applicable time limits will be enforced.

   When using a phone to access the meeting, you may unmute yourself at the appropriate time by pressing

   star and then the number six.