



Stakeholder Advisory Group Meeting 1 Agenda

October 15, 2020 | 4:00-5:30 pm | [Zoom](#)

Objectives

- Review project context, needs, and objectives;
- Review committee role and charge;
- Identify current questions, concerns, and beliefs about housing in Mukilteo; and
- Identify potential organizations and groups for additional outreach.

Join Zoom Meeting

<https://us02web.zoom.us/j/81749855460?pwd=Rkc5akNXdzlPUzJyMEdWK1ZjcG0wdz09>

Meeting ID: 817 4985 5460

Passcode: 892900

Find your local number:

<https://us02web.zoom.us/u/ktDYJ48pq>

Agenda

Time	Activity	Lead
4:00	Welcome & Introductions	Lauren Balisky, City of Mukilteo
4:15	Why a Housing Action Plan?	Dawn Couch, BERK Consulting
4:25	SAG role & decision-making process	Marcia Wagoner, BERK Consulting
4:35	Clarifying questions about process and roles	All, led by Marcia
4:40	Discussion 1: What are Mukilteo’s assets? What are Mukilteo’s housing opportunities and/or challenges?	All, led by Marcia
5:15	Discussion 2: What’s missing from the Public Engagement Plan? How can we best engage the community?	All, led by Marcia
5:25	Next steps	Marcia
5:30	Adjourn	

Attachments

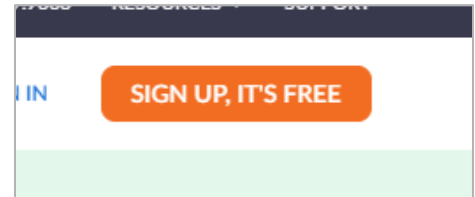
1. Zoom Tips and Tricks
2. Overview of Opportunities for Community Input

Zoom Tips and Tricks

Participants can join Zoom meetings by computer/smartphone or by phone. If you join by computer or smartphone you will be able to see other participants and view a shared screen. If you are unable to join by computer or smartphone, you may dial in for audio and voice only.

Before the meeting (if joining by computer)

- **Create a Zoom account to make joining a meeting easier.** If your organization has an account, please make sure you create one specific to you. You can sign up at [Zoom's website](#).
- **You can use the web version or the app version.** If you use the app version you will need to [download it](#). There are options for desktop and mobile phone.
- **Test your audio and video settings.** Zoom provides a [pre-meeting test service](#). If you have trouble, refer to [Zoom Troubleshooting](#) or contact a BERK team member.



Joining a Meeting

Using a computer or smartphone for both video and audio

- Click the join meeting link in your calendar invite.
- You can use your computer for audio, or you can use your computer for video and dial in using your phone for audio.

Using a computer for video and phone for audio

- Once you have joined the Zoom meeting by computer you will be prompted to join the audio.
- Click "Phone Call" and follow the instructions for dialing in:
 - Select the country you are calling from.
 - Call one of the numbers provided.
 - Enter your meeting ID followed by the "#" key.
 - Enter your participant ID followed by #.



Using a phone only (no video)

- Dial an in-country number from your meeting invitation.
- You will be prompted to enter the meeting ID provided to you by the host followed by the “#” key. The meeting ID is a 9-, 10-, or 11-digit number.
- If the meeting has not already started, you may be prompted to press # if you are participant.
- You will be prompted to enter the meeting password. Enter it using by pressing the number key associated with each number or letter. Replace non alphanumeric characters (like spaces) with 0.
 - If the password is ZoomPass, press 96667277; if the password is Zoom Pass, press 966607277.
- The following commands can be entered using your phone's dial pad:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

Meeting Etiquette



Name your Zoom presence. Zoom uses your name to identify speakers and label text entries. Click “participants” icon and then “New Screen Name.”



Turn on your video if possible. We prefer to see all the meeting participants. If your bandwidth does not support video and makes the audio choppy, turn off your video.



Use chat for comments and questions. We will be monitoring the chat log and note all questions.



Use the hand icon (Under the Participants Menu) to raise your hand. We will watch that too.



Please mute your microphone unless you are speaking. Pressing your space bar will take you temporarily off mute.



At the top, select **Speaker View** to focus on the speaker, or **Gallery View** to see all participants at the same time.



Use **Side-by-Side mode** under View Options to both share your screen and see participants at the same time.

Help shape Mukilteo's Housing Action Plan (HAP)



Stay Informed

Visit the project webpage. The most comprehensive, up-to-date resource for learning about the project is bit.ly/mukilteohap.

This page will host meeting materials, event details, and project documents.

Sign up to receive email updates. Send an email to permittech@mukilteowa.gov to sign up for notifications about events and project milestones.

Follow @cityofmukilteo on social media. Find updates on our [Facebook](#), [Twitter](#), and [Instagram](#).

Look out for signs around town. We'll place banners around Mukilteo to raise awareness of the Housing Action Plan and ways to get involved.

Attend an online meeting. The column to the right outlines meetings open to the public. If you can't attend, look for meeting materials on the City's website.

Learn more at
bit.ly/mukilteohap

Share Your Thoughts

Participate in online Community Meetings.

In early November, the first meeting will be an opportunity to share findings from the data analysis and summarize what we've heard from the community to date. The second Community Meeting in mid January will focus on potential strategies and provide information on the upcoming draft plan and legislative review process. Comments provided at this meeting will help shape the Final Housing Action Plan. Meeting materials will be posted on the [project webpage](#).

Attend an online Planning Commission or City Council meeting.

At key milestones, the Planning Commission and City Council will conduct work sessions to review materials and provide feedback. The public is invited to attend and speak at all regular Planning Commission and City Council meetings.

Email us your comments. Send a message to permittech@mukilteowa.gov to share your thoughts.