



SD Planning Commission Meeting

HOW TO PARTICIPATE IN PLANNING COMMISSION HEARINGS

IN-PERSON:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

Each person may fill out a speaker slip at the entrance to the meeting. Indicate the item you wish to speak on and other requested information. Then, please submit it to the Chairperson at the box indicated near the speaker's lectern at the front of the room.

For meeting management during the Non-Agenda, Minutes, Discussion, and Consent portions of the agenda, speakers will have three (3) minutes per item. Still, they may be reduced at the discretion of the Chair, depending on the number of speakers on an item.

In addition, any time ceded by other members of the public who are present at the meeting and have submitted a speaker slip ceding their time. These speaker slips should be submitted together to the Legislative Staff. The Planning Commission Chair may also limit organized group presentations of five or more persons to 15 minutes.

VIRTUAL:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

When the Chairperson introduces the item (or indicates it is time for Non-Agenda Public Comment), raise your hand by tapping the "Raise Your Hand" button on your computer, tablet, or Smartphone or dialing *9 on your phone. You will be taken in the order in which you raised your hand. You may only speak once on a particular item.

When the Chairperson indicates it is your turn to speak, unmute your phone by tapping the Unmute button on your computer, tablet, or Smartphone, or dial *6 on your phone.

Please Note: Members of the public who wish to provide virtual testimony must enter the virtual queue by raising their hand before the queue closes. The queue will close when the last virtual speaker finishes speaking or five minutes after in-person testimony ends, whichever happens first. **Those participating virtually may NOT cede time to others participating in person, virtually, or with visual aids. Please submit via the [webform form](#) for distribution.**

The link to join the webinar by computer, tablet, or smartphone is:

<https://sandiego.zoomgov.com/j/1609440367>

To join by telephone:

Dial 1-669-254-5252 or (Toll-Free) 1-833-568-8864

When prompted, input **Webinar ID: 1609440367**

The Public is encouraged to [subscribe](#) to receive meeting agendas.

HOW TO PROVIDE WRITTEN COMMENTS:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

Webform:

If Attachments are too large, you may submit materials as an attachment to the webform or via U.S. Mail to the Planning Commission at 1222 First Avenue, MS 501, San Diego, CA 92101. You may also email planningcommission@sandiego.gov. Materials submitted via U.S. Mail or email must be received the business day prior to being distributed to the Planning Commission.

Written Materials:

Instead of submitting materials as attachments to the [webform](#), you may submit via U.S. Mail to the Planning Commission at 1222 First Avenue, MS 501, San Diego, CA 92101. You may also email planningcommission@sandiego.gov. Materials submitted via U.S. Mail must be received the business day prior to being distributed to the Planning Commission.

Senate Bill 343 (Late-Arriving Material):

Pursuant to the Brown Act, California Government Code Section 54957.5(b), late-arriving documents related to Planning Commission meeting agenda items which are distributed to the legislative body prior to the Planning Commission meeting are available for public review at the Development Services Department Building, 1222 First Avenue, 1st Floor, San Diego, CA. 92101. This relates to those documents received after the agenda is publicly noticed and during the 72 hours prior to the start of the meeting.

Please Note: Approximately one hour prior to the start of the Planning Commission meeting, the documents will be available just outside the Council Chambers in the lobby of the 12th floor of the City Administration Building in a binder labeled "Late-Arriving Materials." Late-arriving materials received during the Planning Commission meeting are available for review by verbally requesting Legislative staff.

HOW TO WATCH THE MEETING:

If the meeting is being held in Council Chambers, the public may view the meetings on public television (within the City of San Diego only) on City TV Channel 24 for Cox Communications and Spectrum or Channel 99 for AT&T U-Verse, or [view the meetings online \(link is external\)](#)

If the Meetings are NOT being held in Council Chambers, the public may view the meetings at their scheduled time on the City of San Diego Public Hearings YouTube channel or within 24 to 48 hours of the meeting, depending upon technical streaming issues.

SUBMITTING PROJECT INFORMATION (NOT PUBLIC COMMENT):

All project information and material for Planning Commission consideration must be submitted to

the Recording Secretary 10 calendar days prior to the hearing. This section only applies to submitting materials for the Planning Commission's consideration, not public comments.

- **Mail or Delivery:** City of San Diego Planning Commission, 1222 First Avenue , fifth floor, San Diego, CA 92101. Attention Planning Commission Legislative Staff. *Must include Ten (10) copies of the material.*
- **At the public hearing:** *Must include Ten (10) copies of the material.* If Your project information is received at the hearing, but the Planning Commission may not be able to review and consider your information thoroughly.