

# HOW TO PARTICIPATE IN HEARING OFFICER HEARINGS

## **IN-PERSON:**

### **PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS**

Please fill out a speaker slip. Indicate the item you wish to speak on as well as other requested information. Then submit it to the in-box located next to the speaker slips.

## **VIRTUAL:**

### **PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS**

The Hearing Officer meetings will continue to be held virtually using the Zoom Webinar platform. Members of the public can offer public comment on agenda items or during Non-Agenda Public Comment by accessing the meeting online using, desktop computer, laptop, tablet, or Smartphone, or by calling into the meeting from your cellular phone or landline.

**To raise your hand via a phone-in please press \*9 and unmute when the Hearing Officer calls on you by pressing \*6.** If you are participating via the webinar platform, please press the raise your hand icon and the unmute button when prompted

**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 or virtually.***

1. To join using Zoom, visit: <https://sandiego.zoomgov.com/j/1603558740>
2. To join by telephone: Dial 1-669-254 5252 or (Toll-Free) 1-833-568-8864
  - When prompted, input Webinar ID: 160 355 8740

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

## **HOW TO PROVIDE WRITTEN COMMENTS:**

### **PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS**

**Webform:** Submit using the [webform](#) indicating the comment type and item number (if relevant) for which you wish to submit your comment. Comments received by 7:00 AM the day of the meeting will be distributed to the Hearing Officer and posted online with the meeting materials. All webform comments are limited to 200 words but may include attachments. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

**Written Materials:** Instead of submitting written materials as an attachment to the [webform](#), you may submit via U.S. Mail to the Hearing Officer attention at 1222 First Avenue, MS 501 San Diego, CA 92101. Materials submitted via U.S. Mail will need to be received the business day prior for it to be distributed to the Hearing Officer

**Senate Bill 343 (Late-Arriving Material):** Pursuant to California Senate Bill 343 (Section 54957.5(b) of the Brown Act), late-arriving documents related to Hearing Officer meeting agenda items that are distributed to the legislative body prior to and during the Hearing Officer meeting are available for public review there at the meeting. This relates to those documents received after the agenda is publicly noticed and during the 72 hours prior to the start of the meeting.

## **HOW TO WATCH THE MEETING:**

The public may view the meetings at their scheduled time on [YouTube](#) 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 Hearing Officer consideration must be submitted to the Recording Secretary seven calendar days prior to a hearing. You can submit information via:

- **Mail or Delivery:** *Must include 4 copies of the material.* Hearing Officer, Development Services Department, 1222 First Ave, MS 501, San Diego, CA 92101. Must include four copies of the material.
- **Webform:** submit using this [Web form](#).

- **At the Public Hearing:** Must include 4 copies of the material. NOTE: If your project information is received at the hearing, the Hearing Officer may not be able to review and consider your information thoroughly.