

# HOW TO PARTICIPATE IN HISTORICAL RESOURCES BOARD HEARINGS

## **IN-PERSON:**

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

Please fill out a speaker slip located at the entrance to of the conference room. Indicate the item you wish to speak on as well as other requested information. Then submit it to the in-box on the table.

## **VIRTUAL:**

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

The Historical Resources Board meetings will continue to be held virtually using the Zoom Webinar platform. Members of the public can offer public comment on agendized 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 Chairperson 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/1617855117>
2. To join by telephone: Dial 1-669-254 5252 or (Toll-Free) 1-833-568-8864

- When prompted, input Webinar ID: 161 785 5117

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

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

### **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 Historical Resources Board 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 Historical Resources Board's 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 Historical Resources Board.

**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 Historical Resources Board meeting agenda items that are distributed to the legislative body prior to and during the Historical Resources Board meeting are available for public review on the table in the conference room located at 1046 16<sup>th</sup> Street, San Diego, CA 92101 (Mathematics & Social Sciences Building). 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 Historical Resources Board, the documents will be available on the table as you enter the conference room of 1046 16<sup>th</sup> Street, San Diego, CA 92101 (Mathematics & Social Sciences Building) in a binder labeled "SB 343. "Late-arriving materials received during the Historical Resources Board meeting are available for review by making a verbal request of Historical Resources Board staff located in the conference room.

## **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 Historical Resources Board consideration must be submitted to the Recording Secretary 10 calendar days prior to the hearing. This section only applies to submitting materials for the Historical Resources Board's consideration, not public comments.

- **Mail or Delivery:** City of San Diego Historical Resources Board, 1222 First Ave., Fifth Floor, San Diego, CA 92101. *Must include Ten (10) copies of the material.*
- **At the public hearing:** *Must include Ten (10) copies of the material.* NOTE: If your project information is received at the hearing, the Historical Resources Board may not be able to review and consider your information thoroughly.