



# Planning Commission Meeting

## Provide LIVE comments by phone

### Sign up to speak

- Visit <https://www.sandiego.gov/planning-commission>
- Sign up to speak by clicking on the [webform link](#) and fill out the online form. Under Comments section identify that you'd like to sign up to speak at the meeting.

### Get confirmation email

- You will get a confirmation email with instructions
- Make note of the meeting ID number. You'll need this when you call in

### Call in to Planning Commission meeting

- Find a quiet spot with good reception
- Call the number provided no later than five minutes before the meeting starts
- You'll be placed on mute but can listen to the meeting by phone

### Wait for your item

- Monitor the meeting by phone or via City's [YouTube](#) Public Hearing channel.
- Listen for your item to be announced
- Speakers are typically called following the staff's presentation

### Provide your comments

- When it's your turn to speak, the Planning Commission staff will call out the last four digits of your phone number
- Please mute your TV or web stream
- You may then unmute your phone by pressing \*6
- Proceed with introducing yourself and making your comments
- You will have three minutes unless otherwise stated. Planning Commission Chair will let you know when your time is up
- When you're done you may hang up or continue listening to the meeting