Planning Commission Meeting:  
How to Provide LIVE Comments by Phone

Sign up to speak
• Visit sandiego.gov/planning-commission
• Sign up to speak by using the webform and filling out the online form. Under the “Comments” section identify that you’d like to sign up to speak at the meeting.

Get confirmation email
• You will receive a confirmation email with instructions.
• Make note of the meeting ID number; You’ll need this number 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 remainder of the meeting.