

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.