

Open Public Comment Session via Zoom

- Each speaker has up to 3 minutes to speak and will receive a “30 second” warning when time is almost up.
- During the Open Public Comment Session speakers may not speak to:
 - Items that are scheduled on the agenda for a public hearing that same day.
 - Items that have had a public hearing and are still under deliberation by the Planning Commission.
- Names will be called in the order of those registered on the website prior to 5:30 p.m. the day of the meeting.
 - When there is a large number of people wishing to speak, or if a public hearing is scheduled for later in the meeting, speakers will be instructed to raise their hands when the agenda item for the topic they wish to speak to is announced.
 - Pre-registered speakers will be called upon in the order that hands are raised.
- After this, anyone who registered after 5:30 p.m. on the meeting date will be prompted to use the “raise your hand feature” to be called upon if they wish to speak.
- If calling in by phone, pressing *9 will initiate the “raise your hand” feature. Speakers may be called on by name or based on the last 3 digits of their phone number.
- When called upon, pressing the microphone symbol will unmute the attendee. If calling in, pressing *6 will unmute the speaker’s phone.
- Each speaker must state their name prior to their statement.
- Comments should be directed to the Chair.

Speaker Instructions for Virtual Public Hearing

- Each speaker has up to 3 minutes to speak.
- Names will be called in the order of those registered on the website prior to 5:30 p.m. the day of the meeting.
 - If there is more than one topic, speakers will be instructed to raise their hands when the public hearing for the topic they wish to speak to is announced.
 - Pre-registered speakers will be called upon in the order of hands raised for each topic.
- After this, anyone who registered after 5:30 p.m. on the meeting date will have the opportunity to speak and will be prompted to use the “raise your hand feature” to be called upon
- If calling in by phone, pressing *9 will initiate the “raise your hand” feature. Speakers will be called on by name or based on the last 3 digits of their phone number
- When called upon, press the microphone symbol to unmute yourself. If calling in, press *6 to unmute your phone.
- Each speaker must state their name prior to their statement.
- Comments should be directed to the Chair.
- You will receive a “30 second” warning when your time is almost up.