



# CITY OF CANNON BEACH

## How to make Public Comment at a Planning Commission Meeting

Except for a public hearing agenda item, all public comments will be taken at the beginning of the meeting for both agenda and non-agenda items. If you are requesting to speak during a public hearing agenda item, please indicate the specific agenda item number as your comments will be considered during the public hearing portion of the meeting when the public hearing item is considered by the board. All public comment will be limited to 3 minutes.

### 1. SUBMIT A WRITTEN COMMENT PRIOR TO THE MEETING.



If you wish to provide written public comment, you must submit it by **noon**, the day before the meeting to [planning@ci.cannon-beach.or.us](mailto:planning@ci.cannon-beach.or.us). All written comments received by the deadline will be distributed to the committee and the appropriate staff prior to the start of the meeting. These written comments will be included in the record copy of the meeting.

### 2. HOW TO MAKE A SPOKEN PUBLIC COMMENT THROUGH THE ZOOM LINK



If you wish to provide public comment via Zoom, please submit your request to speak by **noon**, the day before the meeting to [planning@ci.cannon-beach.or.us](mailto:planning@ci.cannon-beach.or.us). Please include the name that appears on your Zoom account and subject of the public comment. To make a public comment through the Zoom link, the device you use to access the link will need to have a microphone. When logging into the meeting, please ensure the name listed on the attendee list is the name you submitted. It is also helpful for you to “raise your hand” on the Zoom software to indicate you are there to make a public comment so your name will rise to the top of the attendees list. The Zoom link may be found on the agenda page of our website.

### 3. HOW TO MAKE A SPOKEN PUBLIC COMMENT BY CALLING IN ON THE PHONE.



If you wish to provide public comment via phone, please submit your request to speak by **noon**, the day before the meeting to [planning@ci.cannon-beach.or.us](mailto:planning@ci.cannon-beach.or.us). Please include the phone number you will be calling from on your request and the subject of the public comment. You will need to provide a phone number, so we know which user to unmute. We will call on you when it is your time to make a comment. It is also helpful for you to “raise your hand” by hitting \*9 to indicate you are there to make a public comment so your name will rise to the top of the attendees list. You can unmute by hitting \*6. To call into the meeting, please use the phone number, meeting ID and password on the agenda.

### 4. MAKE A SPOKEN PUBLIC COMMENT DURING THE PLANNING COMMISSION MEETING IN PERSON.



If we have not reached our capacity limit, you may speak in person. A sign in sheet will be on the podium inside the Council Chambers. You must include your name, address and the subject of the public comment.