

INSTRUCTIONS FOR HEARING BOARD PUBLIC PARTICIPATION (IN HYBRID FORMAT)

In-person Participation:

Unless otherwise noted, the Hearing Board meets in person at:
South Coast Air Quality Management District
Hearing Board Room
21865 Copley Drive, Diamond Bar, CA

Virtual (Zoom) Participation - Desktop, Laptop, or Smartphone

Online –

1. Join the hearing at: <https://scaqmd.zoom.us/j/91429342608> and enter the Meeting ID: 914 2934 2608.
2. To speak, use the “Raise Hand” feature at the bottom of the Zoom screen, when prompted by the Hearing Board Chair, and wait until your name is called.
3. The Chair will announce your name when it is your turn to speak.

Phone –

1. Dial 1-669- 900-6833 and enter the Meeting ID: 914 2934 2608
2. To speak, press *6 on your phone’s keypad to unmute then press *9, when prompted by the Hearing Board Chair and wait until your name is called.
3. The Chair will announce when it is your turn to speak by reading the last four digits of your phone number.

To observe hearings, without participating or providing public comment, visit the South Coast AQMD’s website at: <http://www.aqmd.gov/home/news-events/webcast>.

Identification: Upon entering the webinar, please enter your name, number or other chosen identifier, so that the host can call upon you during the public comment period. 🗳️ Raise Hand (pictured above): You have the ability to virtually raise your hand for the duration of the meeting but you will not be acknowledged until you are called on during the public comment period. NOTE: If you have used your telephone to access the Zoom meeting, you may press *9 to “raise your hand”. The host will unmute you when it’s your turn to speak. 🗳️ Public Comment Period: Use “Raise Hand” to be called upon by the host. The host will announce your name when it’s your turn. 🗳️ Mute/Unmute: Attendees will be muted and not audible to the Council except during times they are designated to speak. When you are announced, you will be able to unmute yourself. 🗳️ Time limit: Those testifying or providing audience comment will be limited to five (5) minutes each speaker unless an exception is granted by the Council. 🗳️ Use headphones/mic for better sound quality and less background noise, if possible.

Hearing Board Hybrid Meeting Instructions

Guide to Public Participation in Hybrid (In Person and Virtual) Commission Meetings

Hearings are held as “hybrid” meetings with the option for the public to attend by in person at the South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar in the Hearing Board Room or via teleconference.

VIRTUAL PARTICIPATION: [CLICK HERE TO JOIN Zoom Meeting](#)
Meeting ID: Phone:

PUBLIC COMMENTS

Information on how the public may observe and participate in the meeting is located at the end of the agenda. Masks are strongly encouraged if attending in person. The meeting will be broadcast on Cable TV Channel 26, live on YouTube

<https://www.youtube.com/c/cityofpaloalto>,

and streamed to Midpen Media Center <https://midpenmedia.org>.

VIRTUAL PARTICIPATION [CLICK HERE TO JOIN](https://cityofpaloalto.zoom.us/j/362027238) (https://cityofpaloalto.zoom.us/j/362027238)

Meeting ID: 362 027 238 Phone:1(669)900-6833

PUBLIC COMMENTS

Public comments will be accepted both in person and via Zoom for up to three minutes or an amount of time determined by the Chair. All requests to speak will be taken until 5 minutes after the staff’s presentation. Written public comments can be submitted in advance to city.council@CityofPaloAlto.org and will be provided to the Council and available for inspection on the City’s website. Please clearly indicate which agenda item you are referencing in your subject line.

PowerPoints, videos, or other media to be presented during public comment are accepted only by email to city.clerk@CityofPaloAlto.org at least 24 hours prior to the meeting. Once received,

the Clerk will have them shared at public comment for the specified item. To uphold strong cybersecurity management practices, USB's or other physical electronic storage devices are not accepted.

Signs and symbolic materials less than 2 feet by 3 feet are permitted provided that: (1) sticks, posts, poles or similar/other type of handle objects are strictly prohibited; (2) the items do not create a facility, fire, or safety hazard; and (3) persons with such items remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.

TIME ESTIMATES

Listed times are estimates only and are subject to change at any time, including while the meeting is in progress. The Council reserves the right to use more or less time on any item, to change the order of items and/or to continue items to another meeting. Particular items may be

heard before or after the time estimated on the agenda. This may occur in order to best manage

the time at a meeting or to adapt to the participation of the public.

CALL TO ORDER

SPECIAL ORDERS

Thank you for your interest in participating in a hybrid commission meeting. A hybrid commission meeting offers members of the public the option to participate either in person or remotely during in-person Commission Meetings held at physical venues, which are attended by commissioners, City staff, and parties involved with the project cases. Members of the public will be able to listen to, view, or participate virtually in the meeting via an electronic device or phone.

All presentations and other materials related to agenda items will be uploaded to a Google Drive folder, accessible by a link provided immediately below the meeting date on Page 1 of the agenda. The Commission President will ask presenters to clearly describe which slide they are presenting, in order to assist those participating virtually to follow along with the presentation on their own device.

To Listen to or View the Meeting

If you wish to only listen to the meeting, but not participate during public comment, dial the City's Council Phone meeting system, at (213) 621-2489 or (818) 904-9450.

You may also access the live meeting video by clicking on the Zoom link at the top of the meeting agenda and entering the Meeting ID.

Instructions for Virtual Public Comments via Zoom

Icon for Step Number 1 Click on Link on Your Agenda

If you wish to offer public comment to the Commission during the meeting, click on the Zoom link listed on Page 1 of the agenda and follow the agenda's instructions to log in to the meeting using the Meeting ID and Passcode. You will be automatically muted when you enter the meeting.

Icon for Step Number 2 "Raise Hand" to Comment

To comment on an agenda item, click on the "Raise Hand" button at the bottom of your screen after the Commission President calls the item. City Planning staff will call your name, if available, when it is your turn to speak. You will see the prompt: "The Host would like you to unmute." Please click on "Unmute." Each speaker's audio will be unmuted as they are called upon. Speakers are typically given 1-2 minutes to speak. At the end of the specified time limit for public comment, you will hear a verbal indicator and the Commission President will ask you to wrap up your remarks. Soon thereafter, your audio will again be muted and the President will move on to the next speaker. Please note that members of the public giving public comment will not be visible to anyone.

Instructions for Public Comments by Phone

Icon for Step Number 1 Call Number on Your Agenda

If you wish to provide verbal public comment to the Commission during the meeting, call (213) 338-8477 or (669) 900-9128, and follow the agenda's instructions to join the meeting. You will be automatically muted when you enter the meeting.

Icon for Step Number 2 Press *9 to Comment

To comment on an agenda item, press *9 to "raise your hand" virtually following the Commission President calling the item. After any related presentations and in-person public comment, the Commission President will ask remote members of the public to indicate if they want to speak on the item. Planning staff will call upon speakers using the last four digits of the phone number, if available. Each speaker's audio will be unmuted as they are called upon. Speakers typically are given 1-2 minutes to speak and at the end of the specified time limit for public comment, you will hear a verbal indicator and the Commission President will ask you to wrap up your remarks. Soon thereafter, your audio will again be muted and the President will move on to the next speaker.

Requirement for Submission of Materials

Written materials may be submitted prior to, or at, the meeting in accordance with the submittal requirements below. The case number must be written on all communications, plans, and exhibits.

During a meeting,

- In-Person: If attending a meeting in-person, please sign-in on the public comment sign-in sheet and keep an instruction card. If you'd like to comment on a specific business or action item, please list the item number when you sign in. You will be called by the City Clerk when it is your turn to comment.
- Virtual: If attending a meeting virtually, please use the "Raise Hand" Zoom feature to notify the City Clerk that you'd like to comment. The City Clerk will prompt you when it is your turn to comment.
 - Virtual (By Phone): Zoom allows users to dial directly into a meeting by phone. If you'd like to make a public comment using this method, please press *6 to mute/unmute your phone's microphone, and *9 to raise/lower your hand.