



**\*IMPORTANT NOTICE ABOUT PUBLIC COMMENTS AND MEETING PARTICIPATION\***

Planning Commission Members will be participating from the Council Chamber. Members of the public are invited to attend and participate at: the **Council Chambers, 150 City Park Way, Brentwood CA**

As a courtesy and technology permitting, members of the public may provide remote public comment during public hearings and on business items via the City's Zoom Platform. However, the City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time. In those instances, so long as the public may still attend the meeting in person, the meeting will continue. In addition, the Zoom participation option is provided to the public as a courtesy in order to facilitate participation. If Zoom participation is not enabled, the meeting will continue with public attendance in person only. Members of the public desiring to provide comments as a part of the meeting are encouraged to either submit written comments by 3:00 p.m. prior to the meeting or to attend the meeting in person.

**HOW PARTICIPATE**

The public is invited to participate in the Planning Commission meeting using any of the following methods:

**1. IN PERSON:**

a. Members of the public can provide in-person comments in the Council Chambers. Members of the public are encouraged, but not required, to fill out a speaker card. The Council Chambers and teleconference location will have seating available for members of the public to attend in person up to full seating capacity.

**2. REMOTE (if enabled): Remarks by members of the public participating via Zoom are limited to speaking on items listed under public hearings; business items; and requests for future agendas items, existing requests.**

- a. <https://www.brentwoodca.gov/planningmeetingonline> or **Zoom Webinar ID:** 87350296630
- b. **Zoom Phone Numbers.** Dial Toll Free: (833) 548-0276 or (833) 548-0282 or (877) 853-5247.
- c. During the meeting, each period for public comment will be announced, and participants may use the "Raise Hand" feature on Zoom to request to speak. ***(If you need instructions on how to use this feature, please contact the Planning Administrative Secretary by noon of the meeting date at [planning@brentwoodca.gov](mailto:planning@brentwoodca.gov) or 925.516.5433.)***

**3. E-MAIL**

- a. Public comments can also be submitted via e-mail to [planning@brentwoodca.gov](mailto:planning@brentwoodca.gov). Any public comments received up until 3:00 p.m. of the meeting date will be:
1. distributed to the Planning Commission via email before the meeting,
  2. posted online for public inspection at [www.brentwoodca.gov/meetings](http://www.brentwoodca.gov/meetings) and
  3. later summarized in the meeting minutes.
- b. As e-mails containing public meeting comments are part of the official record, note that personal contact information may be published if it is included with your e-mail.

**4. TO WATCH OR LISTEN ONLY:**

- a. The public may view the meeting via one-way video feed by selecting the video option at the City Council Agendas' link on the City webpage at [www.brentwoodca.gov](http://www.brentwoodca.gov) or via the City's YouTube Channel: <https://www.youtube.com/c/cityofbrentwoodca>