

## CALIFORNIA COASTAL COMMISSION

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# CALIFORNIA COASTAL COMMISSION PUBLIC PARTICIPATION PROCEDURES



Polar Bear Brr, Danna Dykstra-Coy, Cayucos, 2017 Photo Contest

# Table of Contents

General Information about California Coastal Commission Hearings: ..... 3

How to Participate and/or Speak at a California Coastal Commission Hearing:.. 3

    HOW TO PARTICIPATE AND/OR SPEAK BY ZOOM CONFERENCE.....4

    HOW TO PARTICIPATE AND/OR SPEAK BY PHONE .....5

    HOW TO PARTICIPATE AND/OR SPEAK IN-PERSON .....6

    HOW TO PARTICIPATE BY WATCHING AND/OR LISTENING .....6

    SPANISH INTERPRETATION SERVICES .....6

Submitting Presentations, Videos, and Other Materials for Public Comment: ... 7

    SUBMITTING A VISUAL AID (POWERPOINT PRESENTATIONS OR VIDEO FILES): .....7

    SUBMITTING AN IN-PERSON VISUAL AID .....7

    SUBMITTING WRITTEN MATERIALS AND/OR COMMENTS .....7

General Public Comment Guidelines ..... 8

    TIPS FOR MAKING PUBLIC COMMENT AT A HEARING .....9

## General Information about California Coastal Commission Hearings:

The Coastal Commission meetings will occur in a hybrid format, with public participation allowed both virtually through video and teleconference and in person. The Coastal Commission will be using the video conferencing service, Zoom, to provide virtual participation in the meeting and allow for remote public participation. Applicants and the public will be able to listen to and watch the meeting and comment by Zoom conference or by telephone, or in person at the hearing location.

The Commission strongly encourages continued participation virtually through video and teleconferencing due to changing Covid-19 conditions. The Coastal Commission asks for patience and cooperation as we integrate the use of video and teleconferencing into our hybrid meetings. We are and will continue to work hard to correct any technical issues and human errors that arise.

The Coastal Commission meeting will be webcast and can be viewed online through most web browsers from this page: [Coastal Commission Live Stream](#)<sup>1</sup>.

## How to Speak at a California Coastal Commission Hearing:

If you would like to speak or be available for questions for an item on our agenda, the first step is to complete and submit a Speaker Request Form found on our webpage under “Meetings” - [here](#)<sup>2</sup>. We ask that you please complete all fields on the form. You will receive confirmation via email with a link and dial-in numbers once the form is completed and submitted. If you do not receive this confirmation email, please contact us at [Executivestaff@coastal.ca.gov](mailto:Executivestaff@coastal.ca.gov).

**Please make sure the correct agenda is displayed on the website before submitting a speaker slip, otherwise, the confirmation email may arrive with the previous agenda information.**

For those signing up for General Public Comment, please be connected to your device as early as 9:00 am as this item is one of the first to be heard. Staff cannot predict the time you will speak or when an item will be heard, so it is recommended to monitor the meeting so that you don’t miss your chance to speak.

**We strongly encourage anyone wishing to speak to submit a Request to Speak by 5:00 PM the day before each hearing** as this will help the meeting organizers prepare and organize speakers.

Speaker requests will also be accepted on the day of each hearing as follows:

- For General Public Comment: By 8:30 am the morning of each hearing (No Exceptions).
- For an Agenda Item: Up until the Chair of the Coastal Commission opens the hearing on that particular item.

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<sup>1</sup> <https://cal-span.org/meetings/CCC/>

<sup>2</sup> <https://www.coastal.ca.gov/meetings/agenda/#>

The Coastal Commission at this time will not allow for the ceding of time from one speaker to another speaker.

## How to Speak by Zoom Conference:

Virtual meetings often lack the same visual and social cues available during public, in-person meetings. Please be respectful and patient so all interested speakers can be fairly heard.

On the day of the meeting, you may join via Zoom by clicking on the link provided in the confirmation email you will receive soon after submitting a Speaker Request Form.

Please read the following steps as this will help prepare you and provide a smooth process for all involved:

- You do **NOT** need to install Zoom software on your computer to participate and provide comments. Just click on the link provided on the confirmation email and the Zoom service can run within an existing web browser.
- Downloading the Zoom software may, however, provide a better meeting experience. You can download the Zoom software in advance for free at <https://zoom.us/download>.
- You can learn about the Zoom features here: <https://support.zoom.us/hc/enus/categories/200101697>. Additional instructional aids in both English and Spanish may be found here: [How to use Zoom on phone](#)<sup>3</sup>.
- To allow for live video comments, the Meeting Organizer will bring you into the meeting as a panelist. As you are brought in, Zoom will reload on your device – this may take a moment. Speakers will be queued up several at a time. If you have previously provided a PowerPoint or video, the Meeting Organizer will advance PowerPoint slides or begin a video at your request. Please say “**next slide please**” as you advance through your presentation. *For submitting material/presentations, please read the instructions below.*
- Please wait until the Meeting Organizer calls on you to speak. When it is your turn to speak, the Meeting Organizer will invite you to turn your video and microphone on so that you may address the Commission. You will be asked to raise your hand if you are called to speak. Once recognized, please let staff know whether you have a presentation. The Chair will provide the time you will be allowed to speak. If you decide that you do not want to speak anymore, simply let the Meeting Organizer know.
- Once you are added to the Zoom meeting, you will be able to see and hear the meeting through Zoom, so you **will not** need to stream the meeting on Cal-Span. If you join the Zoom meeting using two devices (i.e., two computers; a phone and a computer; or some other combination) be sure to have one of the devices always muted and the sound on one of the devices always turned off. This will prevent audio feedback.
- You may watch and listen to the meeting until your agenda item is heard. Please note that when you join the meeting, your audio and video will be automatically muted on your device until you are asked to speak.

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<sup>3</sup> <https://documents.coastal.ca.gov/assets/virtual-hearing/How-to-use-zoom-on-phone.pdf>

- Please plan your remarks to be 2 minutes in length for the General Public Comment portion of the meeting, and 2-3 minutes in length for matters on a specific agenda item.
- It is important to avoid creating acoustic feedback. If there are other devices near you from which you are watching the meeting, please make sure that the speaker volume of those devices is turned down or muted when it is your turn to speak.
- Please participate from a quiet room so that the Coastal Commission can hear you when you are told that it is time for you to speak. Please try to make sure that you have a good connection, test your audio/video before participating so that the Coastal Commission can hear you clearly.
- The Coastal Commission Chair will maintain decorum during the meeting as is customary in public meetings. People who are disruptive may be removed from the remote meeting service or have their connection muted.
- After your speaking time has expired, your device will be automatically muted. You will be able to continue to view or listen to the meeting until the agenda item has been completed. Please exit the virtual meeting once you have spoken or your item is completed to free up space for others who wish to provide comments on other items. You may continue to view the remainder of the Coastal Commission meeting through our online webcast at: [Coastal Commission Live Stream<sup>4</sup>](#). (Note: If you have signed up to speak on multiple agenda items, we suggest that you remain in the virtual meeting to watch and listen until your next agenda item is heard).

## How to Speak by Phone:

If you wish to speak by phone, you **MUST** provide the phone number you will use to speak. Please make sure this number is added to the Speaker Form as this number will help Staff identify you. If staff is unable to identify you in the attendee list, you may lose your turn. If it turns out that you will need to dial in using a different phone number, please let us know by emailing [Executivestaff@coastal.ca.gov](mailto:Executivestaff@coastal.ca.gov). You will find the **dial-in and webinar numbers** on the confirmation email you will receive after submitting a Speaker Request Form

- Please note that when you join by phone, your phone will be automatically muted until you are asked to speak.
- Please wait until the Meeting Organizer calls on you to speak. When it is your turn to speak, the Meeting Organizer will unmute your phone so you can address the Commission. You may be asked to raise your hand if you are not easily recognized. The Chair will provide the time you will be allowed to speak.
  - Press \*9 to raise or lower your hand.
  - Press \*6 to mute or unmute yourself.
- Please read the Zoom steps above for more information.

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<sup>4</sup> <https://cal-span.org/meetings/CCC/>

## How to Speak In-Person:

You'll find the location of the hearing on our agenda [here](#)<sup>5</sup>. If you wish to speak in-person, you have two options on how to sign-up:

### **SIGN-UP ONLINE (Preferred):**

- As recommended, please complete a Speaker Request Form **by 5:00 pm the day before the hearing starts**. On the form, there will be a field to indicate your intention to attend the meeting on location. Upon arrival at the hearing, please check-in with the front desk to confirm you are registered to speak.

### **SIGN-UP IN-PERSON:**

- You may fill out a "Speaker Slip" form at the meeting location. A QR code will also be available for quick access to our online speaker form. If you need help signing up, someone will be at the table available to assist you. **In-person slips must be completed and accepted by staff at the table by:**
  - For General Public Comment: By 8:30 am the morning of each hearing (no exceptions)
  - For Agenda Items: up until the Chair of the Coastal Commission opens the on that particular item.

If you have a presentation, please see Submitting an In-Person Visual Aid below. If you have material to distribute to the Commissioners, you may hand the material to staff at the greeting table, and they will make sure the commissioners receive it.

## How to Watch and Listening to the Hearing without Speaking:

If you wish to watch and/or listen to the hearing without speaking, we recommend using our online webcast at [Coastal Commission Live Stream](#)<sup>6</sup>. You are also welcome to watch and listen in-person. If you have difficulties watching through Live Stream, you may contact [Executivestaff@coastal.ca.gov](mailto:Executivestaff@coastal.ca.gov).

## Spanish Interpretation Services:

The Commission offers a free limited interpretation service during monthly hearings through the Spanish program. To use this service, please send an email the Friday before the Commission hearing to [SpanishProgram@coastal.ca.gov](mailto:SpanishProgram@coastal.ca.gov) with the following information:

- A name for reference
- A script of your comments just as you intend to say them to the Commission
- The number of the item or subject (if it is a general public comment, please clarify)

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<sup>5</sup> <https://www.coastal.ca.gov/meetings/agenda>

<sup>6</sup> <https://cal-span.org/meetings/CCC/>

Additionally, please register online or in-person to give a public comment to the Commission (for registration instructions, please read the relevant sections in this guide).

## **Submitting Presentations, Videos, and Other Materials for Public Comment:**

### **Submitting a Visual Aid (PowerPoint Presentations or Video Files):**

- Please note we cannot accept PowerPoint or video files that exceed 2 minutes in length for General Public Comment and 3 minutes in length for public testimony on specific hearing items or exceed 40 MB in size.
- Additionally, we cannot accept website hyperlinks or URLs to video sharing services such as YouTube or Vimeo for use as visual aids. All video visual aids must be submitted as a separate electronic file. Staff are unable to access or download video files from such services for you.
- Staff are unable to create or edit your presentations. Please remove any passwords and review your presentation before its submittal.
- Your PowerPoint or other file must be received by 5 pm the day before the hearing item. (Note: preferred file formats are .ppt or .pdf for PowerPoints or images, or MP4 files for videos).
- Please name your file with the Item Number and your last name (for example, "W6a Smith")
- If your visual aid adheres to these requirements, please submit it to [Materials@coastal.ca.gov](mailto:Materials@coastal.ca.gov)

### **Submitting an In-Person Visual Aid:**

If you are attending in person, it is still advised and requested that you submit your presentation via email to [Materials@coastal.ca.gov](mailto:Materials@coastal.ca.gov) by 5:00 pm the day before the hearing. However, if this is not possible and you must bring your visual aid in person, please follow these guidelines: All presentations must be accompanied by a USB flash drive. All electronic formats must be PC compatible: PowerPoint slideshows, Adobe PDFs, Microsoft Word documents, MP4, AVI or MOV. Files created on a Mac might not be supported. It is recommended that a hard copy of any electronic presentation be submitted in case of technical difficulties. All materials exhibited to the Commission during the hearing (slides, maps, etc.) are part of the public record and must be kept by the Commission for 60 days after final Commission action on the matter. Your materials will be returned upon written request unless needed for judicial review.

### **Submitting Written Materials and/or Comments on an item on the agenda:**

There are various ways to submit materials and general comments regarding an item on our agenda. You may submit written comments to [ExecutiveStaff@coastal.ca.gov](mailto:ExecutiveStaff@coastal.ca.gov). You may also submit written



comments on an item (or on a specific project) directly to the district office. You will find a listing of staff and office contact information on the [Commission's contact webpage](#)<sup>7</sup>. Another option is through the agenda, simply find the item you wish to submit a comment on and look for the "Submit Comment" feature found at the end of the item blurb.

If you are submitting comments and/or materials on an item on the agenda, they must be submitted **no later than 5:00 pm on the Friday before the hearing**. Staff will then post the comments on the Commission's website if received on time. Because these comments will be posted online, please consider closely the personal information on your material (email and home addresses, phone numbers) provided in such comments. *You are discouraged from submitting written materials to the Commission **on the day of the hearing** unless they are visual aids.* Anything received after 5:00 pm the Friday before the hearing may not be posted. Please identify the agenda item number on your submittal. You will find the item number on our agenda. Example – W12b (*W for Wednesday*).

Please summarize your position in no more than two or three pages if possible. **Please Note:** We have a dedicated email address for those who wish to submit materials such as videos and presentations to display while speaking at a commission hearing. **Please refer to "Submitting Presentations, Videos, and Other Materials for Public Comment" above for more information.**

## **General Public Comment Guidelines:**

Members of the public requesting to speak during General Public Comment on a matter that is not related to any of the items specifically listed on the agenda for this month's meeting may be given up to 2 minutes to speak, at the discretion of the Chair of the Coastal Commission. Speaker slips for the General Public Comment period will not be accepted after 8:30 am on each day of the meeting. Speakers requesting to speak on a specific agenda item (not General Public Comment), are typically allowed 2-3 minutes to speak at the discretion of the Chair of the Coastal Commission. The Coastal Commission at this time will not allow for the ceding of time from one speaker to another speaker.

During General Public Comment, you may speak on a specific topic **one time only each month**. For example, if you testify on Wednesday on a specific matter, you cannot speak again on the same topic during General Public Comment on Thursday or Friday of the same monthly Coastal Commission meeting. The Commission reserves up to an hour for General Public Comment on most meeting days and since participation in General Public Comment has increased, we would like to ensure we hear about a variety of coastal issues.

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<sup>7</sup> <https://www.coastal.ca.gov/contact/#/>



## Tips for Making Public Comment at a Hearing:



# Tips for Making Public Comment at a Hearing

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### Prepare

- **Get familiar** with the layout of the hearing by watching archived meetings on [Cal-Sqan](#).
- **Identify** when your item will go to hearing.
- **.s.i9ll...!12** for public comment early.
- **All2w....ruen1Y. of time** to find parking and a seat at the meeting.

### Practice

- 2-3 succinct points to share during your public comment. Time goes quick!
- **practice** makes perfect. Most public comments last between 1-2 minutes.

## 8

### Perform

- **Pay Close Attention.** When your name is called, **steP-.JJP-** to the microphone (*unmute if you're online*) and **state your stance** (*for, against, or raising another issue in relation to the project*).

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### Celebrate

- **.CQngratulations** on your participation! You did it! Your voice matters.
- **Follow-up.** if you would like to stay engaged on the project.



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