

*In order to access or participate, or both, in the Planning Commission meeting on Monday, October 18, 2021, at 1:30 p.m., you have the following options:*

**Accessing the Meeting:**

**1. Access the meeting by phone**

*You may listen to the meeting (audio only) from your phone by dialing \*67-804-316-9457 and when prompted, enter conference ID: 809 387 405#.*

**2. Access the meeting online by computer, tablet or smartphone (audio and video)**

*To access the meeting via Microsoft Teams use the following link:*

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZDk4MjFiYTEtMTRkMS00Zjc3LTg0ODUtNThhYWQ2MzlhMDJi%40thread.v2/0?context=%7b%22Tid%22%3a%223f56d663-141b-4418-b66c-326033ab9ce1%22%2c%22Oid%22%3a%22c1115ffb-3d40-4e1c-9c40-93a461510366%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDk4MjFiYTEtMTRkMS00Zjc3LTg0ODUtNThhYWQ2MzlhMDJi%40thread.v2/0?context=%7b%22Tid%22%3a%223f56d663-141b-4418-b66c-326033ab9ce1%22%2c%22Oid%22%3a%22c1115ffb-3d40-4e1c-9c40-93a461510366%22%7d)

**3. Access the meeting online by computer, tablet or smartphone (audio only)**

*Audio of the meeting will be streamed via Legistar live online at the following web address: <https://richmondva.legistar.com/Calendar.aspx>. To listen to the meeting's live stream at the web address provided, find and click the link that reads, "In Progress" in the farthest right hand column entitled, "Video".*

*NOTE: This is a "listen only" option. Individuals accessing the meeting online via Legistar will not be able to participate in the meeting's public hearing(s).*

**Participating in the Meeting/Providing Public Comment:**

**1. Provide public comment regarding items on the agenda prior to the meeting**

*Citizens are encouraged to provide their comments in writing to [PDRLandUseAdmin@richmondgov.com](mailto:PDRLandUseAdmin@richmondgov.com) in lieu of speaking through audio or video means during the meeting. All written comments received via email prior to **10:00 a.m. of the date of the meeting referenced above** will be provided to all members of the Planning Commission prior to the beginning of the meeting and will be included in the record of the meeting.*

*When submitting your comments by email, be sure to include in your email (i) your full legal name, (ii) any organizations you represent, and (iii) any economic or professional relationships that would be affected by the adoption of the legislation on which you are commenting.*

*The person responsible for receiving written comments is Richard Saunders, Secretary to the Planning Commission, or his designee, 804-646-6304.*

**2. Provide public comment regarding items on the agenda during to the meeting**

*If you are accessing the meeting by phone or via Microsoft Teams and you would like to speak during the meeting's public hearing(s), you will be asked to do so during the meeting at the appropriate time, and the applicable time limits will be enforced.*