



Temporary Board Meeting Procedures for City of Plattsburgh Zoning Board of Appeals and Planning Board due to COVID-19 Virus

Updated April 14, 2020

Pursuant to Executive Order Nos. 202 through 202.15, issued by Governor Cuomo between March 7 and April 9, 2020, and other advisories issued by Federal, State and Local officials related to the COVID-19 virus, both the City of Plattsburgh's Zoning Board of Appeals and Planning Board shall, until further notice, convene their meetings *remotely* as follows:

General Procedures

Please note that, in order to minimize the risk of virus transmission and until further notice, the meetings of both boards will be conducted solely via videoconference. Meetings will not be held at City Hall, access to which is presently restricted. Agenda items, applications, and content for both boards can be found at: <https://www.cityofplattsburgh-ny.gov/agendacenter>. Meeting notices shall be published in the Press Republican and posted on the City's website not less than five calendar days in advance at <https://www.cityofplattsburgh-ny.gov/>.

The meetings will be conducted via Zoom, a web-based videoconferencing tool. Board members, City support staff, and applicants shall receive a link to Zoom meetings from City staff. Members of the public may participate as "attendees" as detailed below. Pursuant to Executive Order No. 202.1 and 202.15, all meetings of both boards held remotely shall be livestreamed so the public can view and/or listen to the proceedings. The livestream shall be made available on the City's YouTube channel at <https://www.youtube.com/channel/UC7H36PiuYNJkZpczbLvCbw>. The meetings shall also be recorded, and transcriptions will be made available to the public.

All attendees are required to conduct themselves in a courteous and respectful manner. If an attendee violates standards of civility, a warning shall be given by the presiding chairperson. If the attendee persists in violating those standards, the Chair shall instruct the meeting moderator to remove the attendee from the meeting.

Methods of Participation

The boards shall make available to the public several methods for submitting comments for public hearings. Members of the public are strongly encouraged to submit their comments via one method only. While all written comments received in accordance with the below procedures shall be made part of the public hearing record,

should public comments be submitted via multiple methods by the same individual, group, or organization for the same public hearing, the boards reserve the right to choose which such comments shall be stated verbally, read aloud, and/or played aloud during the hearing.

Live Web Commenting

When an application requires a public hearing, members of the public shall be provided the opportunity to both join the Zoom meeting as an attendee and make comments verbally in real time by utilizing Zoom's attendee feature. As an attendee, members of the public who join or call into the Zoom meeting will be temporarily muted and video restricted until the board opens the public hearing. The comment period will be administered by a moderator designated by either the City's Community Development Office or Building Inspector's Office. Attendees will not be able to speak until notified by the moderator. Please note that a three (3) minute time limit shall apply to verbal comments to ensure everyone has an opportunity to comment.

Instructions for joining a Zoom meeting are available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

Members of the public wishing to comment verbally through Zoom shall utilize the "Raise My Hand" function. This feature will allow members of the public to form a speaking queue. Upon opening of the public hearing, the board will hear from speakers in the order in which their virtual hand was raised as determined by the meeting moderator. Attendees may choose to share either audio only or video and audio during their allotted time. Telephonic attendees will be limited to sharing audio only. All attendees submitting verbal comments are encouraged to identify themselves for the record.

Instructions for using the "Raise My Hand" feature are available at: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

Once the board has heard from a member of the public, that person's status within the Zoom meeting shall revert to that of an attendee. To ensure sufficient space for all members of the public who wish to comment during the Zoom meeting, all attendees will be asked to leave the Zoom meeting once they have spoken and encouraged to continue watching the meeting's livestream on the City's YouTube channel. If a member of the public wishes to submit comments during more than one public hearing during the same board meeting, they will be asked to attend via Zoom only during those periods in which the public hearings of interest to them are open.

Written Comment

For applications requiring a public hearing, written public comment shall be accepted and must be received no later than 12:00 p.m. on the day of the scheduled hearing for consideration by each board. All written comments must be emailed to cityinfo@plattsburghcitygov.com and must include either "Planning Board Comment" or "Zoning Board Comment" in the Subject line of the email. Both the date of the board meeting and the application before the board for which the comment(s) is intended must also be included in the Subject line of the email. Comments sent to any email address other than cityinfo@plattsburghcitygov.com shall not be considered by either board and shall not be made a part of the public record.

Written comments shall be provided to the boards by City staff for review prior to the scheduled hearing. Comments received after the 12:00 p.m. deadline shall not be made a part of the official record of the hearing. While all written public comments received prior to the deadline shall be made a part of the record of the public hearing for which they were intended, practicality requires that reasonable limits be placed on how much of each comment is read aloud during the hearing. Therefore, as much of each comment as can be stated verbally in three (3) minutes shall be read aloud during the public hearing. Reasonable efforts shall be made to ensure that the rate at which each comment is read aloud is uniform throughout the hearing.

Pre-Recorded Voice Comments

The public may provide pre-recorded voice comments to be played into the record by leaving a voicemail on the office line of either the Building Inspector's Office or the Community Development Office. Such comments must be received no later than 12:00 p.m. on the day of the scheduled hearing for consideration by each board. Recorded comments must begin with a statement that the voicemail is a public comment and reference the application, date, and board for which the comment(s) is intended (e.g. "This message is a public comment for the "123 Main St. application on the April 20th Zoning Board Meeting"). All those submitting pre-recorded voice comments are encouraged to identify themselves for the record.

Pre-recorded voice comments received after the 12:00 p.m. deadline shall not be played into the official public record. While all recorded voice comments received prior to the deadline shall be made a part of the record of the public hearing for which there were intended, practicality requires that reasonable limits be placed on how much of each comment is played during the hearing. Therefore, only the first three (3) minutes of each recorded voice comment shall be played during the hearing.

Pre-recorded voice comments for the Zoning Board of Appeals must be left via voicemail by calling the Building Inspector's Office at **(518) 563-7707**.

Pre-recorded voice comments for the Planning Board must be left via voicemail by calling the Community Development Office at **(518) 563-7642**.

Live Telephonic Commenting

Members of the public without access to a computer who wish to comment during a public hearing may call into the Zoom meeting's conference line. Please note that all such comments shall be limited to three (3) minutes per commenter. Calling into meetings requires both the conference line phone number and the webinar ID number which is unique to each meeting held. This information shall be provided within both the published meeting agenda and the public notice in the Press Republican. All those submitting live telephonic comments are encouraged to identify themselves for the record.

Instructions for joining a Zoom meeting via telephone only, including how to "Raise your Hand" and how to "Unmute" your audio, are available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>.

Special Accommodations

If an individual requires special accommodations, they should contact the City's Community Development Office at **518-563-7642** at least three calendar days in advance of the hearing date to allow for necessary arrangements.