

# Virtual Board Meeting Procedures

**During the existence of the Covid-19 emergency, City staff will implement the following procedures for remote UZB and City Council meetings and public hearings.**

## **BOARD PROCESS**

- Unified Zoning Board and City Council meetings will be held via the Zoom video conferencing platform.
- The Zoom video conferencing link will be provided at the top of meeting agenda, which will be posted to the City website the week prior to the meeting as is standard practice.
- The Zoom link will also be advertised in coordination with the City's website.
- The chairman or City manager will oversee the meeting and provide these procedures as part of the opening preamble.
- Public Hearings will be conducted in accordance with currently existing rules and procedures, which shall be available online at the City's website: [\[hyperlink\]](#) , with the following additional provisions:

## **APPLICANT PROCESS**

- The applicant will designate speakers ahead of the meeting to provide its presentation to the board.
- The applicant will be identified by case number and name and will only be permitted to present during its specific case.
- Anyone who is not a designated speaker but is in support of the application may also register to speak in favor by notifying the City at [\[set up a special email address?\]](#) at or prior to the outset of the meeting.
- The applicant presentation and anyone in support of an application will have 10 minutes to provide comments as provided by code.
- If the applicant has concerns that the virtual nature of the meeting is impacting the presentation of his application, he may request that the matter be deferred until such time as the City is able to safely conduct an in-person public hearing. Such request shall be granted up until the time that the public hearing on the application is closed. Afterwards, whether or not to grant the applicant's request for a deferral will be in the discretion of the Board or City Council, as applicable.

## **PUBLIC COMMENT PROCESS**

- Members of the public are invited and encouraged to participate in the virtual meeting but are reminded to conduct themselves with the same professionalism and demeanor as the UZB or City Council.
- Members of the public wishing to speak should register to speak prior to or at the outset of the meeting by notifying the City at [\[set up a special email address\]](#).
- The public is asked to indicate SUPPORT, OPPOSITION, or QUESTION and the case number of the item they are speaking on to ensure staff is able to manage reading comments into the record and responding to questions.
- The public is also encouraged to submit written comments to the City in advance of the public hearing, which will be made part of the application file.

\*\*The recording of the Zoom virtual meeting will be posted to the City's Agendas and Meetings webpage here: [Hyperlink](#)