

ZONING BOARD OF APPEALS WEBEX MEETING INSTRUCTIONS AND GUIDELINES FOR PUBLIC PARTICIPATION:

To join the conference:

1. Call: 1-408-418-9388. Calls will be accepted starting at 6:45pm and will continue to be accepted throughout the meeting time.
2. Listen to the prompts, when it asks for the access code enter: **132 826 4140**
3. When it asks for the password enter: **5678 – Please mute your phone if possible until you are called upon to give a name if you wish to speak during the public comments portion.**
4. This should get you into the call, if you have difficulty please hang up and try again.
5. If the issue persists, applicants and members please email the Secretary immediately at planzoneboard@townofnewpaltz.org .
6. Throughout the meeting if you are thrown off the line, you will be able to re-enter by following steps 1 - 3.

The meeting will be recorded, transcribed, and will be a public record. Therefore, we have some guidelines to provide a clear, and easy to understand recording and transcription of the meeting.

- When you call in please put yourself on mute so that there is no background noise. You will continue on mute by the moderator until you are recognized to speak.
- Prior to the start of the meeting, the moderator will attempt to collect the names of all members of the public that have called in, so that they can be addressed by name when it is time to speak.
- The meeting will follow the following structure:
 1. The Chair opens the meeting
 2. The Chair takes attendance of Board members
 3. The Chair has the Secretary read the public hearing notice and note the written comments received
 4. The Chair addresses the applicant and their representative, identifies the variance requested, and asks for a brief presentation regarding their application
 5. The Applicant and representative briefly summarizes their application
 6. The Chair will provide his comments/questions, and ask each Board Member for any comments/questions, allowing for a dialogue between the Board and the Applicant
 7. The public hearing is then opened with a motion, and the Chair will address the public and ask if anyone would like to speak on the application.
 8. Each member of the public will wait to be addressed by name, and when they are recognized for their turn to speak, they will be unmuted by the moderator.
 9. The public will be able to provide comment one at a time. Depending on the number of persons wanting to speak, the Chair may determine to provide a time limitation on each speaker.
 10. Neither the Board nor Applicant will be answering/responding to questions from the public. This is an opportunity to provide comments to the Board for its consideration.
- The Chair will close the public hearing, with the public no longer having the right to provide verbal commentary on the application. Written comments will be allowed until **close of business August 6, 2020. All mail/email must be postmarked by that date.**
- The meeting will be adjourned.

- **Please be respectful, and patient with this process. The Chairman, Attorney or moderator will weigh in and correct or mute any member of the public not following these guidelines.**