

ZBA COVID-19 PROCEDURES (Revised 4/7/2020)

1. All applicants' packets must contain a summary of the relief they are seeking and why it should be granted, including expert affidavits if deemed necessary or required as a matter of law. Cases already filed and online would need to be augmented with the additional submissions. All applicants residential and commercial must email their digital applications to planning@huntingtonny.gov

Applicants: The application will not be deemed complete or heard unless this information is in the packet. Minor residential applications could be triaged to determine if additional information is needed. If so, a letter would be sent but more likely than not it would be uploaded to the Cloud by TOH.

2. The packet for each application would then be uploaded by TOH to the Cloud ten days before the hearing; this would be accessible to both Board Members and the general public. Applicants or their counsel would have to do a mail notification to anyone within the Notice radius with an affidavit of service to the Board with written advice concerning these interim modified procedures. An Agenda for each hearing date will be on the Town website with an icon next to each hearing. By clicking on the icon you will be able to view all submissions.
3. The public would have ten days' time from the date of the additional mail Notice to submit written comments to the Board by emailing same to planning@huntingtonny.gov
4. Upon receipt of the comments from the public, the matter would be marked "fully submitted." Signs and proof of posting must be submitted.
5. All comments from the public would be added to the record by adding them to the Cloud as well. If comments contained a question to be answered by the applicant, the applicant would be directed to do so by the Board, if appropriate, to make a determination on the application.
6. Once fully submitted the "hearing" would consist of a conference call or web conference with only Board Members and counsel for the Board on the line. No applicant or counsel and no general public would participate. Both applicant and the public would, of course, have the right to listen.
7. The IT department would record the proceeding which will be simultaneously broadcast live on Optimum Channel 18, FIOS Channel 38 and also accessible on the Town website as a meeting online at huntingtonny.gov/meetings
8. Discussion among Board Members would be limited and a vote taken, recorded by Mr. Bennett as counsel.
9. Filing of decisions would be done in the ordinary course of business in the office of the Clerk and there will be no second vote on the verbiage of the decisions.
10. The ZBA Court reporter would create a transcript remotely from the broadcast.