

## **Planning Board COVID-19 HEARING PROCEDURES**

These COVID-19 procedures shall remain in full force and effect until further notice:

### **Planning Board COVID-19 PROCEDURES**

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 (and/or supplemental information) to [planning@huntingtonny.gov](mailto: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 a shared document folder by the Town of Huntington.

2. The packet for each application would then be uploaded by the Town of Huntington shared document folder 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 document link next to each hearing. By clicking on the link, you will be able to view all related documentation for each application.
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](mailto:planning@huntingtonny.gov). Written comments should reference the project name or application number.
4. Upon receipt of the comments from the public, the matter would be marked "fully submitted." Affidavits of posting must be submitted.
5. All comments from the public would be added to the record by adding them to the shared document folder 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. Effective July 30, 2020, all applicants will have access to the virtual Planning Board hearing using the ZOOM webinar platform. The applicant must file with their application packet a valid email contact for all persons who will be speaking on behalf of an

application. This would include the applicant and any experts who will be called to testify. No later than THREE (3) days before the scheduled hearing, any representative of an applicant or expert witness or member of the public desiring to be heard and participate in a Zoom call in support of, or in opposition to, an application must go on the Town Website Planning Board Agenda and select the registration link for that hearing date to register to participate in the Zoom hearing.

7. Procedurally on the hearing date, the applicant and any expert witnesses shall address the Board initially by Zoom; with a ten-minute time limitation unless this limitation is extended by the Chairman. Should an applicant wish to rely on their paper submission and not address the Board they may do so provided they give the Board notice of the fact no less than 5 days before the hearing date.
8. After submission of the presentation by the applicant, any members of the public who wish to be heard and who have signed up to speak either in opposition or in support of the application may do so with a 3 minute time limitation per speaker unless extended by the Chairman. Members of the public are still required to submit their written comments to the Board prior to the hearing and the Board members will review all comments. If you are unable to attend a Zoom session, your comments will still be considered.
9. In the event that opposition counsel or their experts wish to speak in opposition to an application, the ten-minute time limit on presentation will be imposed.
10. After comments by the public in opposition or support are heard the applicant or their representative will be afforded a time to address any issues discussed during the hearing. The Board may grant the public and the Applicant up to five additional days after the hearing to submit comments and thereafter the hearing will be deemed closed.
11. The hearings will be fully transcribed by the Board stenographer – which may be transcribed remotely from a television or Internet broadcast of the hearing.
12. All other terms and conditions shall remain in full force and effect.
13. 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](http://huntingtonny.gov/meetings).
14. Discussion among Board Members would be limited and a vote may be taken after the hearing or at a later date as permissible by law and the vote shall be recorded by Mr. Gathman as counsel.
15. 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.