

**FAQS FOR PHILADELPHIA HISTORICAL COMMISSION'S
COMMITTEE ON HISTORIC DESIGNATION REMOTE MEETING AT
9:30 A.M. ON WEDNESDAY, JUNE 17, 2020**

Q: How do I watch and/or listen to the Committee on Historic Designation's remote meetings?

A: The Historical Commission and its advisory committees are holding remote meetings using Cisco Webex technology. You can watch and/or listen to the live meeting using your computer, tablet, or smartphone on Webex. You can listen to the live meeting on your telephone. After the meeting, you can watch a recording of the meeting on your computer, tablet, or smartphone. A link to the recording will be provided on the Historical Commission's website.

To watch the Committee on Historic Designation's June 17 meeting live on Webex using your computer, tablet, or smartphone, click on the following link no earlier than 9:15 a.m. on June 17: <https://bit.ly/chdjune17>

To listen to the Committee on Historic Designation's June 17 meeting live on the telephone, call 866-523-9994 and enter this access code followed by the # sign when prompted no earlier than 9:15 a.m. on June 17: Access Code: 716 431 130

To watch the recording, check after the meeting for a link to the recording on the Historical Commission's [website](#).

Q: How do I participate in the Committee on Historic Designation's remote meetings?

A: Property owners or owner's representatives will receive special instructions for participating by email. The public may comment on any matter under consideration by the Committee on Historic Designation. The Committee provides a public comment period during each review. If you are watching the live meeting with your computer or smartphone on Webex, you may send your written comments using the Q&A feature or you may speak directly to the Committee during the public comment period. If you are listening on your telephone, you may speak directly to the Committee during the public comment period. Anyone may send written comments prior to and during the meeting via email to preservation@phila.gov.

To comment in writing live on Webex, click on the Q&A icon and then enter the address for the matter of interest and your comment into the text box. Your comment will be visible to the Committee and staff, but not to other attendees. A staff member will read your comment to everyone during the public comment period for the matter of interest.

To speak live on Webex, you must indicate your desire to speak. You can indicate your desire in advance of the meeting by sending an email with your name and the address of the matter of interest to preservation@phila.gov. You can indicate your desire during the meeting by using the Raise Hand feature in Webex. Please do not raise your hand until the matter of interest is being considered. Once you have indicated your desire to speak, a Webex host will cue you to speak when it is your turn during the public comment period.

To speak live on the telephone, wait for the host to ask for telephone comment during the public comment period. Then the Webex host will query callers about speaking and will cue you to speak when it is your turn.

To email comments, send them to preservation@phila.gov. Written comments received before the meeting will be forwarded to the Committee. All email comments will be read or summarized, depending on length, by the staff during the public comment period.

Q: If I watch the live meeting on my computer, tablet, or smartphone on Webex, will the Committee and other attendees be able to see me?

A: No, the Committee and others will not be able to see you. Your video connection will be disabled; your audio connection will be disabled except when you speak during the public comment period. You will be able to see the Committee as well as the Powerpoint presentation, but you will not be able to see the applicants and other attendees.

Q: Will my computer, tablet, or smartphone work with Webex?

A: You can test your device with Webex and also download a Webex app at this [Webex link](#). The app may be required for some devices.

Q: Where can I find the meeting agenda and materials?

A: The meeting agenda and meeting materials including building permit applications and nominations are available in the usual place on the Historical Commission's [website](#).

Q: How will the remote meetings be conducted?

A: With the exception that the participants will be physically remote from one another and connected by Webex and telephone, the meetings of the Historical Commission and its advisory committees will be conducted in the same manner that they are conducted in person. The Historical Commission will follow the meeting processes laid out in its [Rules & Regulations](#) and [Guidelines for Conduct at Philadelphia Historical Commission Meetings](#). For each agenda item, the staff will provide an overview of the matter, the applicant or property owner will be present his/her case, the public will be provided with an opportunity to comment, the applicant or property owner will be provided with an opportunity to respond to the public comment, and the Committee will discuss the matter and reach a recommendation by motion and vote. All votes will be taken by roll call.

Q: Will my comments be incorporated into the official record of the meeting?

A: Yes, all comments offered in advance in writing via email and offered during the public comment sections of the meeting will be noted in the official meeting minutes and incorporated into the official record of the meeting, just as they would be at an in-person meeting.

Q: As a property owner, nominator, or a member of the public, can I share photographs, architectural plans, or other visual materials during the meeting using Webex?

A: No, property owners, nominators, and attendees may offer written and/or spoken comments, but may not share visual materials with the other participants during the meeting.

Q: Will the meeting be recorded?

A: Yes, the meeting will be recorded. The recording of the meeting will be available for viewing after the meeting. A link to the recording will be provided on the Historical Commission's [website](#). By participating in the meeting, participants are giving their consent to be recorded.