

## FAQS FOR REMOTE MEETINGS

PHILADELPHIA HISTORICAL COMMISSION, 9:00 A.M., FRIDAY, AUGUST 14, 2020

### **Q: How do I watch and/or listen to Historical Commission's remote meeting?**

A: The Historical Commission and its advisory committees are holding remote meetings using Zoom Webinar teleconferencing technology. You can watch/listen and speak during the live meetings using your computer, tablet, or smartphone on Zoom. You can listen and speak during the live meetings on your telephone.

To watch/listen to and speak during the remote meeting live on Zoom using your computer, tablet, or smartphone, click on the following link:

Historical Commission, August 14, 2020

Link: <https://bit.ly/phcaug14>

Password or Passcode: 530326

To listen to and speak during the remote meeting live on the telephone, call the following telephone number:

Historical Commission, August 14, 2020

Telephone Number: 1-646-876-9923

Webinar ID: 813 7489 3314

Password or Passcode: 530326

After the meeting, you can watch a recording of it (and other earlier meetings) on your computer, tablet, or smartphone. A link to the recording will be provided on the Historical Commission's website at <https://www.phila.gov/departments/philadelphia-historical-commission/recordings-of-public-meetings/>

### **Q: How do I participate in the remote meetings?**

A: Property owners or owner's representatives may participate in the reviews of building permit applications proposing work to historic properties and nominations proposing designations of properties. The public may comment on permit applications and nominations. The Historical Commission, Architectural Committee, and Committee on Historic Designation provide public comment periods during each review. Use the information above to log into the Zoom meeting. If you are watching the live meeting with your computer or smartphone on Zoom, you may speak live or send written comments. If you are listening on your telephone, you may speak directly. You may also send written comments via email to [preservation@phila.gov](mailto:preservation@phila.gov).

To comment in writing live on Zoom, click on the Question&Answer feature in Zoom and then enter the address for the matter of interest and your comment. A staff member will respond to you comment, making it available to everyone.

To speak live on Zoom, 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](mailto:preservation@phila.gov).

If you are on a device, you can indicate your desire to speak during the meeting by using the Raise Hand feature in Zoom. Please raise your hand even if you have indicated your desire to speak in an email. Please do not raise your hand until the matter of interest is being considered. Once you have indicated your desire to speak, a Zoom host will cue you to speak when it is your turn during the comment period. Once you have spoken, please lower your raised hand.

If you are on the telephone, you can indicate your desire to speak during the meeting by using the Raise Hand feature by pressing \*9. Please raise your hand even if you have indicated your desire to speak in an email. Please do not raise your hand until the matter of interest is being considered. Once you have indicated your desire to speak, a Zoom host will cue you to speak when it is your turn during the comment period.

To email comments, send them to [preservation@phila.gov](mailto:preservation@phila.gov). Written comments received before the meeting will be forwarded to the Commission and Committee members. All email comments will be read or summarized, depending on length, by the staff during the comment period.

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

A: No, the Commission/Committee and others will not be able to see you. Your video connection will be disabled; your audio connection will be disabled except when enabled by the Historical Commission to allow you to speak during the comment period. You will be able to see the Commission/Committee as well as the shared visual presentation, but you will not be able to see the applicants, owners, and other attendees.

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

A: The first time you use Zoom Webinar with a computer, tablet, or smartphone, please allow a few extra minutes to register and download an app. You can test your device in advance to ensure that it is compatible with Zoom by clicking on this <https://zoom.us/test>.

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

A: The meeting agendas and meeting materials including building permit applications and nominations are available in the usual place on the Historical Commission's website at <https://www.phila.gov/historical>.

**Q: How are the remote meetings being conducted?**

A: With the exception that the participants will be physically remote from one another and connected by Zoom 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, which can be found on the Historical Commission's website at <https://www.phila.gov/historical>. 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 Zoom?**

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. The Historical Commission will display architectural plans, photographs, and other documents during the meeting for all to see.

**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. By participating in the meeting, participants are giving their consent to be recorded. A link to the recording will be provided on the Historical Commission's website at <https://www.phila.gov/departments/philadelphia-historical-commission/recordings-of-public-meetings/>