

# Remote Participation in Zoning Board of Adjustment Hearings

The Zoning Board of Adjustment (ZBA) holds in-person hearings with remote capabilities. Anyone with access to an electronic device or phone may participate fully without attending in person.

To join the hearing with a computer, tablet, or smartphone, register at this link: <a href="https://us02web.zoom.us/webinar/register/WN-0YCr-8pyQ-W-400Fc57Bsg">https://us02web.zoom.us/webinar/register/WN-0YCr-8pyQ-W-400Fc57Bsg</a>

- Registration takes about five minutes.
- Registrants have the option to enter an appearance on an appeal. Entering an appearance is not required, but it entitles the registrant to be notified about the appeal. To enter your appearance, make sure you enter the address **exactly as it appears** on the <u>ZBA Calendar</u>.
- The webinar begins at 9:30am.
- After you join the meeting, listen to the directions of the Board and staff.
- Use the "raise hand" function if you wish to testify.
- You will be asked to identify yourself and be sworn in before testifying.

#### To join the hearing by phone, call: (646) 876-9923.

- Enter the Webinar ID: 820 8829 2595
- Enter the Password: 634842
- Phone participants who wish to register an appearance must call the ZBA appearance line at (267) 270-5548. Leave a message that clearly states your name, email address, and the address **exactly** as it appears on the <u>ZBA Calendar</u>.
- The webinar begins at 9:30am.
- After you join the meeting, listen to the directions of the Board and staff.
- Dial \* 9 to use the "raise hand" function if you wish to testify.
- Dial \* 6 to unmute and mute yourself.
- You will be asked to identify yourself and be sworn in before testifying.

# Documents and exhibits, including RCO letters, must be submitted at least five days before the hearing through the ZBA Calendar at <a href="https://li.phila.gov/zba-appeals-calendar">https://li.phila.gov/zba-appeals-calendar</a>.

- Look up the case for which you would like to submit documents and click "Submit documents for hearing."
- The ZBA accepts photo files (including JPG and PNG) and PDF document files.
- To protect the integrity of documents, Microsoft Word documents are not accepted. Save as or
  Export to a PDF format before submitting letters to the Board.

Zoning Board of Adjustment Hearings are recorded. By joining the webinar, you consent to being recorded.



# Typical Order of Zoning Board of Adjustment Hearings

- **1. Opening announcements.** Each session begins with the ZBA Chairperson announcing the hearing procedures.
- **2. Continued and withdrawn cases.** The Chair will announce those cases that have been continued (meaning they will be heard at a future date) or withdrawn.
- **3.** Additional continuances. The Board will call for requests for additional continuances.
- **4. Add-ons.** The Chair will announce add-on cases, which are typically cases that were held over from a previous hearing.
- **5. Hearing of cases.** The Chair will begin calling cases from the hearing list, beginning with cases that are missing exhibits. Each case will be announced by the Chair and entered in the Zoom webinar chat. The Chair will ask appellants and other participants to identify themselves either in person or by raising their virtual hand.
  - **a.** Staff will "promote" remote participants to join the webinar "panel." Please be patient while being promoted. This process typically takes five to ten seconds. Once you have been moved to panelist, turn on your camera and unmute your microphone.
  - **b.** As others are called to testify, they will be given the ability to speak, but must unmute themselves to speak. Staff are not able to unmute participants; they must do that on their own through the zoom controls or using \*6 on the phone.
  - **c.** Once you have completed your testimony, you will be placed on mute and should not unmute yourself again unless you are called on by the Board specifically.

### **Presenting Exhibits**

Remote and in-person appellants are expected to share their documents over Zoom.

- Open the document you wish to share on your computer.
- Select the green "Share" button on the middle of your zoom tool bar.



- Images of the documents you have open on your computer will appear. Select the file you'd like to share. After a few moments, it should appear for others to view.
- If you want to show a different document, you will have to "stop sharing" your screen and reshare the new document.

### **Asking Procedural Questions**

Remote participants with procedural questions or questions about votes, continuances, or other announcements may use the "Q&A" window to ask such questions. Staff will respond when they are able. **Statements made in the Q&A will not be put on the record for a hearing.**