

**SPECIAL NOTICE TO THE PUBLIC:**

**Prior to the meeting:** If you are unable to view the Agenda and documents related to each agenda item and you have concern about the proposed variance, call the Zoning Office **PRIOR** to the meeting at 845-359-8410 (between the hours of 8:00 a.m. and 4:00 p.m.) to resolve the technology issues so you can review the application.

**During the Meeting:** If you are unable to connect to the conference call as outlined below, call Denise Sullivan, Deputy Town Attorney at: 845-304-4880 during the meeting to ensure the Zoning Board is aware that there is public opinion that may not make it on the record. You may also email the Zoning Board clerk at [darbolino@orangetown.com](mailto:darbolino@orangetown.com) up to and during the open public portion of the individual agenda item.

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**NOTICE FOR BOARD MEMBERS, APPLICANTS/REPRESENTATIVES AND THE GENERAL PUBLIC:**

The Chairman will be arbiter of the meeting, please wait for his direction prior to speaking.

1. **Board Members:** Please wait for the Chairman to directly address you by name prior to speaking. This includes attendance, and any comments/questions for the applicant. When he does address you, and you are finished speaking, please say so ("over", "the end", "I'm finished Mr. Chairman", etc.);
2. **Applicants:** Please wait for the Secretary to read the public hearing notice, and any written comments, then for the Chair to address you prior to speaking. You will be sworn in prior to your commentary, just as in a physical meeting. When he does address you, and you are finished speaking please say so (for example: "over", "the end", "I'm finished Mr. Chairman", etc.)
3. **Public:** This is a public hearing, therefore you have the right to comment on any and all applications. Please wait for the Chairman to address the public, and state your name. Please wait for the Chairman to address you by name prior to speaking. You will be sworn in prior to your commentary, just as in a physical meeting. When he does address you, and you are finished speaking please say so (for example: "over", "the end", "I'm finished Mr. Chairman", etc.)

If any Applicant/Representative would like to provide an exhibit during the meeting, the public hearing will be **continued** to the following meeting. Please provide the Clerk with any exhibits **PRIOR** to the day of the meeting (or by MAY 5, 2020 by 3:00 p.m.) **electronically via email to:** [darbolino@orangetown.com](mailto:darbolino@orangetown.com) so that they can be distributed to the Board and posted online.

Please be respectful and patient with this new process.

**INFORMATION CONCERNING THE MEETING:**

**To join the conference by telephone:**

1. Call: 1-866-899-4679 (toll free) OR call: 1-646-749-3117.
2. Listen to the prompts, when it asks for the passcode enter: #925-440-117.
3. This should get you into the call, if you have difficulty, please hang up and try again.
4. If the issue persists, (applicants/representatives and Board members), please email the Zoning Board Clerk immediately.
5. Throughout the meeting if you are disconnected or thrown off the line, you will be able to re-enter by following steps 1 and 2.

**To join the conference by computer, tablet or smartphone:**

- **If you have a computer, tablet or smartphone, you can register, login and see the video and audio of the live session. You can access the videoconference meeting by downloading the “GoToMeeting” application; Download the app now and be ready when your meeting starts:**  
<https://global.gotomeeting.com/install/925440117>
- **You will then click on Join Meeting and enter meeting room:**  
<https://global.gotomeeting.com/join/925440117>

The Teleconference will be recorded, transcribed, and is public record. Therefore we have some guidelines to provide a clear, and easy to understand recording and transcription of the meeting.

\*\*\* When you call in OR join online, please put yourself on **MUTE** so that there is no background noise.

MEETING STRUCTURE: The meeting will follow this structure:

1. The Chairman opens the meeting;
2. The Chairman will take attendance;
3. The Chairman leads the pledge of allegiance;
4. The Chairman will request a Board member read the Notice of Public Hearing for an application;
5. The Chairman will request the Clerk read the written comments;
6. The Chairman addresses the applicant and/or representative;
7. The Applicant and/or representative (when applicable) are sworn in by the Chairman;
8. The Applicant and/or representative testify in support of their application;
9. The Chairman will provide his comments/questions; and then ask each individual Board Member by name if they have any comments/questions.
10. The public hearing is open, the Chairman will then address the public and ask if anyone would like to speak on the application;
11. The public will state their name and wait to be addressed by name;
12. The public will be sworn in and provide commentary one at a time;
13. The applicant and/or representative will have the ability to respond to commentary, but not until they are addressed directly by the Chairman;
14. The Board Members will be given the ability to comment one by one on the application;
15. Steps 4 through 16 will be followed for the next appeal;
16. The Chairman will determine if the appeal is to be voted on (leaving this open as long as possible in case someone calls the Clerk or the Deputy Town Attorney and we can address at that time);
17. The Chairman will close the public hearing FOR EACH ITEM. This means the public no longer has the right to provide commentary on the application;
18. The Board will conduct SEQR (State Environmental Quality Review);
19. Board members will be polled for their vote;
20. The Vote will be taken.
21. The meeting will be adjourned.