

ZBA PANDEMIC PROCEDURES

1. The following are new guidelines are to be published on the Village of Northport Website regarding procedures for the general public and applicants.
2. All applicants are directed that their application packet 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 in line would need to be augmented with the additional submissions.
3. Applicants are advised that their application will not be deemed complete or heard unless this information is in the packet - Minor residential applications could be reviewed to determine if added info is needed
4. The packet for each application would then be uploaded to the Village Website 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.
5. The public and the applicant would have five days' time from the date of the hearing to submit additional written comments to the Board.
6. Upon receipt of the comments received the matter would be marked "fully submitted".
7. All comments would be added to the record by adding them to the applicant s submission on the Village website as well. If comments contained a question to be answered the applicant would be directed to do so by the board if appropriate to determine the application
8. All applicants will have Zoom access to the virtual Zoning Board hearing. 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 five (5) 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 Village Website Zoning Board Meeting Agenda and select the registration link for that hearing date to register to participate in the zoom hearing.
9. Procedurally on the hearing date, the applicant and any expert witnesses shall address the Board initially by Zoom. 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.

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. 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.

In the event that opposition counsel or their experts wishes to speak in opposition to an application a ten-minute time frame on presentation will be imposed.

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 hearings will be fully transcribed by the Board stenographer.

10. Discussion among Board Members would be limited and a vote taken recorded by Mr. Gathman as counsel.
11. Filing of decisions would be done in the ordinary course of business in the office of the Village Clerk.
12. The ZBA Court reporter would create a transcript remotely from the broadcast