



## VIRTUAL BOARD MEETING / HEARING INFORMATION

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*This information is to inform interested parties about the online meeting format and how they can participate in public hearings before the Planning Board or Zoning Board of Adjustment.*

- Planning Board and Zoning Board of Adjustment meetings/hearings will be conducted virtually through the online platform of Zoom Webinars. In order to participate, you must contact the Planning & Zoning Coordinator, Debra Coonce at 908-647-8000 ext. 218 or [pzcoord@longhillnj.gov](mailto:pzcoord@longhillnj.gov) and the Zoom link and phone number will be provided prior to a meeting/hearing date.
- At a minimum of 10 days prior to a hearing, the available application and plans will be posted next to the hearing date on the website.
  - Zoning Board of Adjustment: <https://www.longhillnj.gov/BOA/boa-agendas-minutes.html>
  - Planning Board: <https://www.longhillnj.gov/PB/pb-agendas-minutes.html>
- Zoom meetings/hearings will be conducted as webinars and will include "Panelists" and "Attendees". You must download the Zoom app on your PC or other device. For mobile devices, search for the Zoom app in the Google Play store or Apple App store.

**Panelists** are full participants in the meeting/hearing who will appear on the video stream. They will include all Board members, Board Professionals, and the Applicants and their professionals. Panelists will be able to speak and participate in discussions throughout the meeting when prompted by the Board Chairman, Board Attorney or Board Secretary.

**Attendees** are members of the public who would normally sit in the court room during a public meeting/hearing to watch and listen, until the specific time arises when they are recognized to speak or ask questions.

- The Board Chairman will lead the meeting/hearing. The Applicant's witness will complete their testimony and the answering of any questions from the Board and Board Professionals. For each witness providing testimony, once testimony is complete, the Board Chairman will then open to the public for anyone wishing to ask questions of that specific witness. If you want to ask a question of a witness you will need to "raise your hand" within the Zoom Webinar to be recognized. If viewing through the Zoom app, you will see "webinar controls" and there you can select "raise your hand." If you are participating by telephone, you can "raise your hand" by pressing \*9.
- The Chairman will recognize members of the public one at a time in the order they raised their hand by stating the name or telephone number listed as attendees.
  - ***The Chairman will allow that attendee to speak by unmuting them***, and the person whose turn it is can ask questions and follow up questions.
  - Once that person is finished with their questions, the Chairman will end that person's speaking permission by muting them, and move on to the next attendee with their hand raised until all those who raised their hand have asked their questions.
  - If for some reason an attendee is having trouble with being able to "raise hand" to be recognized, the Chairman will make sure that all attendees have a chance to be recognized.
- This process will be followed for each Applicant witness. At the conclusion of the Applicant's testimony, the Board Chairman will again open to the public to allow interested parties to offer their own testimony or make statements in support of or opposition to the application.