

Planning Commission/BOZA Procedures for Initial Video Conference Meeting

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1. The meeting shall be conducted under the recently approved regulations regarding public hearings via video conferencing approved by SB 150 and under the requirements of KRS 61.826.
2. Planning & Design staff shall work with the Chair to determine the date and time of the first meeting, as well as the items for the agenda. All members shall be notified of the date, time, and Webex meeting information. This information will also be sent to public media outlets and to all Govdelivery recipients.
3. Planning & Design staff shall organize the Webex meeting and test members' ability to utilize the program. All members must have video capability in order to participate in any votes.
4. Once the Webex meeting begins, Planning & Design staff will conduct a roll call to determine whether a quorum is achieved. Once a quorum is established, the Chair shall open the meeting with a special opening statement to outline the reason for the meeting (governor's emergency order, attorney general findings, and recent changes in SB 150) and meeting procedures.
5. For the initial meeting, the Commission/Board will approve minutes and act on consent/business session items only. The Commission/Board may also continue any items from previously cancelled meetings to another meeting or to a date uncertain.
6. If a Commission or Board member experiences technical difficulties, the meeting will continue as long as there is a quorum. An interruption in the video or audio broadcast shall result in the suspension of the video teleconference until the broadcast is restored. If technical issues cannot be resolved after 20 minutes, the meeting will be adjourned, and any agenda items not voted on will be continue to the next meeting.
7. In addition to the live video and audio via WebEx, a recording of the meeting will be uploaded to Granicus and made available to the public for review.

Planning Commission/BOZA Procedures for Video Conference Meetings

1. Only cases that are simple and non-controversial will be heard (e.g. minor setback variances).
2. Each item/case on an agenda will be given an individual WebEx meeting number to help minimize the number participants on each meeting. The WebEx information will be provided on all notices, the agenda, and the PDS website (<https://louisvilleky.gov/government/planning-design>) in order to help applicants and concerned citizens connect to their meeting properly.
3. Case materials including staff report and applicant's presentation/materials will be posted online seven (7) days before the scheduled video conference meetings for the public to review. Anyone wishing to submit materials (PowerPoint presentations, photographs, etc.) to be included as part of the public record and available for presentation during the meeting must submit the items to the case manager no fewer than seven (7) days in advance of the hearing.
4. Planning & Design staff shall organize the WebEx meeting and test members' ability to utilize the program. All members must have video capability in order to participate in any votes.
5. Anyone with questions about software requirements or meeting procedures for the video teleconference should contact either Brian Davis (brian.davis@louisvilleky.gov) or Joe Haberman (joseph.haberman@louisvilleky.gov) or call 502-574-6230 and ask to speak with either of the above referenced staff members.

6. Anyone wishing to speak in support, opposition, or as other for any case are encouraged to pre-register with the case manager (contact information listed on notices). Pre-registered speakers will be allowed to speak prior to any unregistered speakers during the hearing.
7. A physical location will be provided to accommodate citizens who do not have access to internet or phones and wish to participate in these public meetings. Social distancing must be observed at this physical location. Conference Room 101 of the Metro Development Center (444 S. 5th Street) will be reserved as the physical location for these meetings during the COVID 19 state of emergency time frame announced by Mayor Fischer.
8. The meeting shall be conducted under the recently approved regulations regarding public hearings via video conferencing approved by SB 150 and under the requirements of KRS 61.826.
9. Once the WebEx meeting begins, Planning & Design staff will conduct a roll call to determine whether a quorum is achieved. Once a quorum is established, the Chair shall open the meeting with a special opening statement to outline the reason for the meeting (governor's emergency order, attorney general findings, and recent changes in SB 150) and meeting procedures. The meeting will then proceed as normal based on the policies and procedures for said meeting and as outlined during the Chair's opening statement.
10. Anyone who wishes to speak on a particular matter will be required to be sworn in by the Chair prior to speaking.
11. The meeting chair will call pre-registered speakers in the order they are received. Once all pre-registered speakers have had an opportunity to speak, the chair will ask if there is anyone else who wishes to speak on the matter.
12. All speakers must stay on the audio/video teleconference for the duration of the hearing in case there are any questions regarding their testimony.
13. If a Commission or Board member experiences technical difficulties, the meeting will continue as long as there is a quorum. An interruption in the video or audio broadcast shall result in the suspension of the video teleconference until the broadcast is restored. If technical issues cannot be resolved after 20 minutes, the meeting will be adjourned, and any agenda items not voted on will be continue to the next meeting.
14. In addition to the live video and audio via WebEx, a recording of the meeting will be uploaded to Granicus and made available to the public for review.

Neighborhood Meeting Requirements and Procedures During State of Emergency

The Land Development Code requires neighborhood meetings prior to the submittal of applications for major subdivisions, formal zoning map amendments, and formal conditional use permits. The purpose of these meetings is to inform the public of these proposals and give them an opportunity to discuss proposals with the applicant/PDS case managers. Per the declaration of emergencies issued by the Governor of Kentucky and Mayor of Louisville, these types of meetings are not permitted until after May 10.