City of
SANTA BARBARA
PLANNING

REMOTE PUBLIC HEARINGS

APPLICANT INSTRUCTIONS

WHAT ARE REMOTE PUBLIC HEARINGS?

In order to promote social distancing and prioritize the public's health and wellbeing, all public hearings are being conducted electronically using the Zoom Webinar platform. The following describes the applicant's responsibilities and procedures for electronic public hearings.

ONE WEEK BEFORE THE HEARING

1. **Register for the hearing.** Register early for the hearing using the Zoom login information found on the posted agenda on the Board/Commission webpage. Instruct members of your applicant team to register separately for the Zoom hearing.

2. **Submit presentation materials to City Staff.** All presentation materials (including photos, color boards, reports, PowerPoint slides, etc.) must be submitted to your online application and received by your Assigned Planner at least **one week** before the hearing. This deadline applies to all visuals that you would like displayed during the hearing.

3. **Test your audio and webcam in Zoom**. All project presenters must go to the Zoom test website (linked here) to perform a mandatory self-test to check audio and webcam quality and get familiar with the Zoom Webinar platform. Be advised that webcams are not essential, but good quality audio is.

THE DAY OF THE HEARING

1. **Join the hearing 15 minutes early.** We recommend that you join the Zoom hearing 15 minutes prior to the start of the scheduled public hearing. You will enter the Zoom Webinar platform as an "Attendee" and be promoted to a "Panelist"when it is your turn to present. As a Panelist, you will be able to share your audio (mute/unmute) and webcam.

2. **Silence noisy devices.** Turn off/silence your phones, computer notifications (such as email), and other noisy devices.

3. **Time to present**. It is not required that you watch the full hearing if your item is scheduled later. You may wish to join the meeting closer to your item being scheduled. When it is your turn to present, provide the designated staff person verbal cues to zoom, highlight, and advance

through your presentation materials, using the PDF page numbers. Note: depending on your internet connection, there may be a slight delay in your feed during page changes.

4. **Use good meeting etiquette.** Turn your audio/webcam *off* except when directed by the Chair. During the Board/Commission questions portion of the item, it is appropriate for you to have your webcam **on** in order to respond directly. However, when the Board/Commission transitions to the deliberation portion of the item, be advised that you should turn your audio and webcam **off** to allow the Board/Commission to discuss. If you do not turn your audio and webcam off, City Staff will do it for you in order to maintain order.

5. **Technological issues.** City staff will do our best to aid you with technological issues during the hearing. However, if the issues are unable to be resolved within 5 minutes, your item may be postponed. If you lose connection to Zoom during the hearing, email your Assigned Planner **and** the Commission/Board Secretary.

TIPS FOR A SUCCESSFUL PRESENTATION

1. **Determine presenters.** Select one to two project presenters from your applicant team and identify the order in which you will speak. Other members of your applicant team are welcome to join the hearing and may be called upon to answer questions.

2. **Time your presentation.** Applicant presentations should be no more than 10-15 minutes. It is not necessary to go through every plan sheet and supplemental submittal items. Select key sheets that highlight your project (site plan, elevations, etc.), and a few additional materials such as photos to supplement.

3. **Note PDF page numbers.** Familiarize yourself with your presentation materials and note the corresponding PDF page numbers. Because City staff navigates through the presentation materials by PDF number, requesting to flip to "Sheet A1.3, the site plan" is not as helpful as the verbal cue, "please go to PDF page number 3, the site plan."

4. **Utilize Technology.** We highly recommend that you use a desktop or laptop with webcam (rather than tablet or smart phone), with wired headphones (such as the ones that come with your cell phone) to achieve best quality results.

5. **Practice presenting in a remote environment.** Some applicants are not as familiar or comfortable presenting remotely. Do not let the technology meeting format detract from your project presentation. Practice what you want to convey to the Board/Commission and identify what plan sheets and supplemental materials you want to make sure to highlight.