

TOWN OF BETHLEHEM

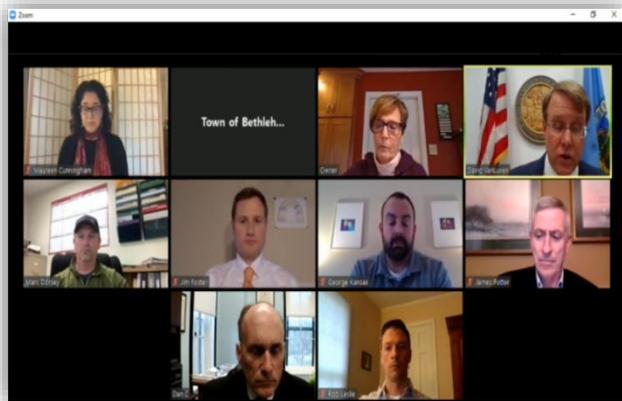
GUIDE TO PUBLIC PARTICIPATION AT PUBLIC HEARINGS DURING BOARD MEETINGS



Please review this guide ahead of the Public Hearing and download and test the Zoom application for the smoothest possible experience.

Plan to join the Public Hearing 30 minutes ahead of the meeting start time so you have time to address any issues with setting up.

During the COVID-19 pandemic, the town's Boards (Town Board, Planning Board, and Zoning Board of Appeals) are holding regular meetings virtually, where Board members and staff use an online platform called Zoom to conduct meetings. It is important that members of the public continue to have an opportunity and a venue to understand government activity/work and provide input. These Zoom-based meetings are broadcasted to the public live through the [Town's website](#), where the public can watch and listen to the meeting. Recordings of the meetings are uploaded to the Town website for later viewing.



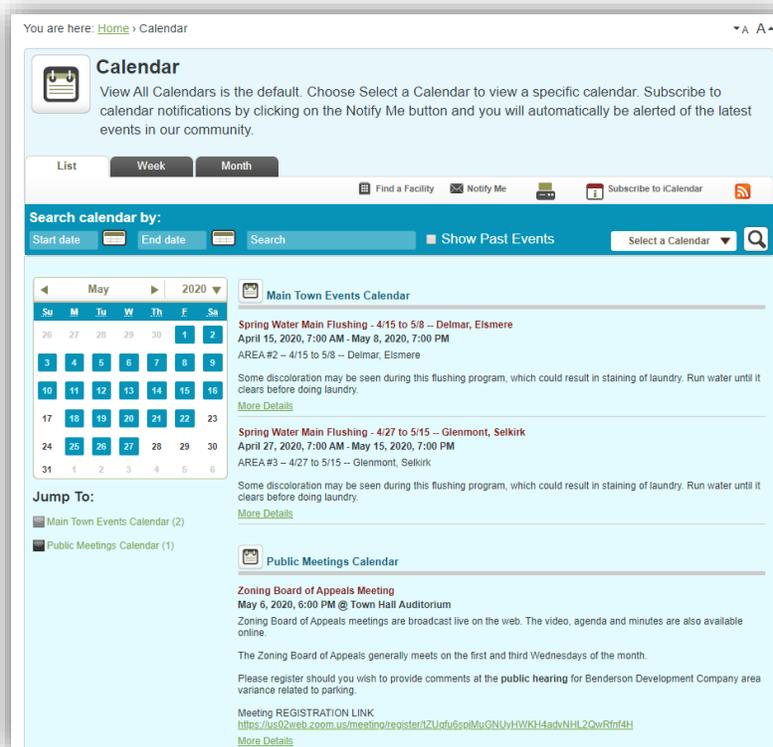
For Public Hearings, members of the public will join Board Members in using the Zoom videoconferencing platform. This software will allow the public to pose questions to those involved, and voice their concerns and opinions about matters before the Board similar to how they would during a typical public hearing held at Town Hall.

Registration for Public Hearing

During the public hearing, in order to speak during the public comment period, members of the public must register for a Public Hearing ahead of the Board's scheduled meeting when the Public Hearing will take place. Those who wish to comment during the Public Hearing need to **register by 4pm on the day of the public hearing**, unless otherwise indicated. The Town will post a link to a registration form on the Calendar located on the Town webpage. Click the month/date of the Board meeting you wish to attend when a public hearing is held.



Clicking on the Board meeting date will open the Calendar information page, which provides further information about the meeting. A registration link will be provided under the board meeting date.



Those who register will need to provide name, address, and a brief summary of their comment. The written comment summary ensures the Board receives a comment in the event there are unforeseen technical difficulties and reduces the likelihood that public hearings will be “Zoombombed” or disrupted by people who’s primary interest is to interrupt, manipulate, or delay public proceedings.

Meeting Registration

[f](#) [t](#) [in](#) [m](#)

Topic: Zoning Board of Appeals Meeting - May 6 Public Hearing

Description: Benderson Development Company LLC area variance for parking under Article VI, Section 128-56. All participants should plan to join the meeting at 5:30 p.m.

Time: May 6, 2020 05:30 PM in Eastern Time (US and Canada)



First Name*

Last Name*

Email Address*

Confirm Email Address*

Address*

City*

Zip/Postal Code*

State/Province*

Please identify the project name of the public hearing for which you wish to participate. (For example: Benderson Development Company)

Please provide a brief statement reflecting the comment you wish to provide during the public hearing.

* Required information

All those registered will receive a Confirmation email with the link to the Zoom meeting.

Hi Robert Leslie,

Thank you for registering for "Zoning Board of Appeals Meeting - May 6 Public Hearing".

The meeting will begin promptly as 6PM; however, all participants should plan to join the meeting at 5:30 p.m. Applicants will be acknowledged by the host and may be returned to the waiting room until the public hearing begins.

Please submit any questions to: kreid@townofbethlehem.org

Date Time: May 6, 2020 05:30 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, IOS or Android: [Click Here to Join](#)

Password: 955104

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap
US: +19294362866,81797488421# or +13126266799,81797488421#

Or Telephone:
Dial (for higher quality, dial a number based on your current location):
US: +1 929 436 2866 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 301 715 8592 or +1 346 248 7799



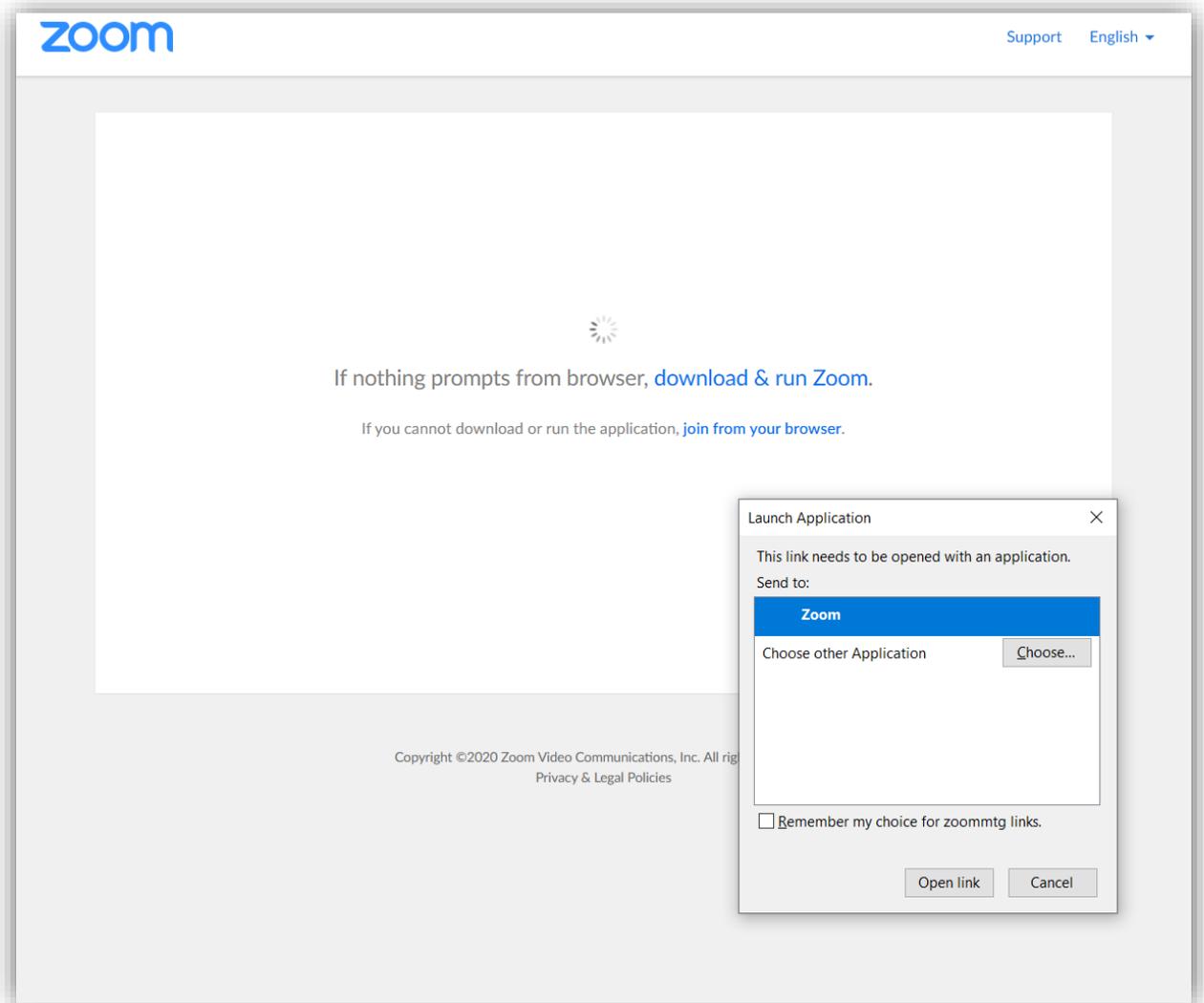
Getting Started with Zoom

(information provided from zoom.us)

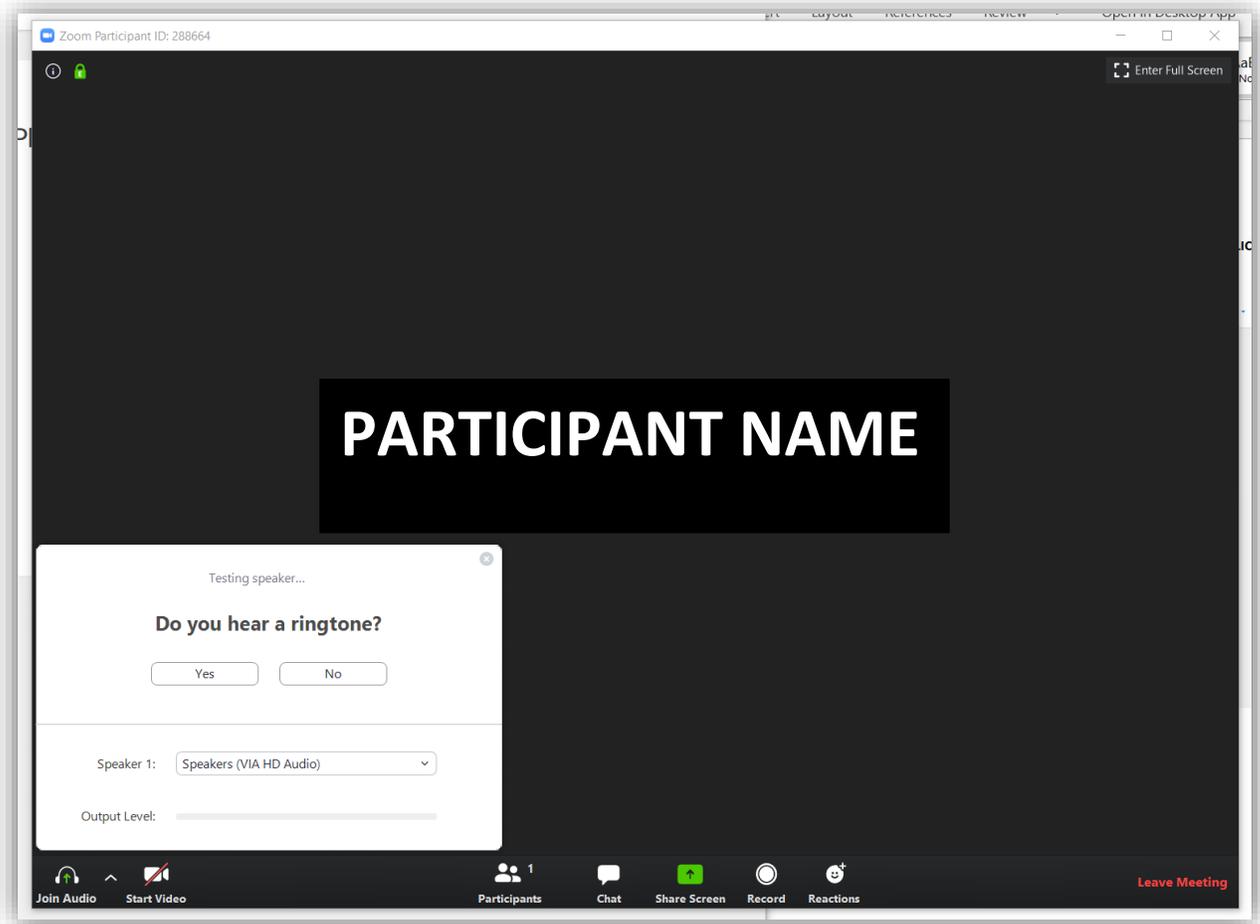
You may download and install Zoom ahead of the meeting and test it to become familiar with the program. Please note that testing ahead of the meeting will require setting up an account.

1. When you click on the web link to a zoom meeting, a new web browser window or tab will open that will look similar to the below image. If you already have zoom installed on your computer, you will see another smaller popup "Launch Application." If you see this smaller popup, select zoom and click "Open link." If you do not, click the link to "download and run Zoom." If for some reason the download doesn't complete or the program does not install properly or work, you may click the "join from your browser link."

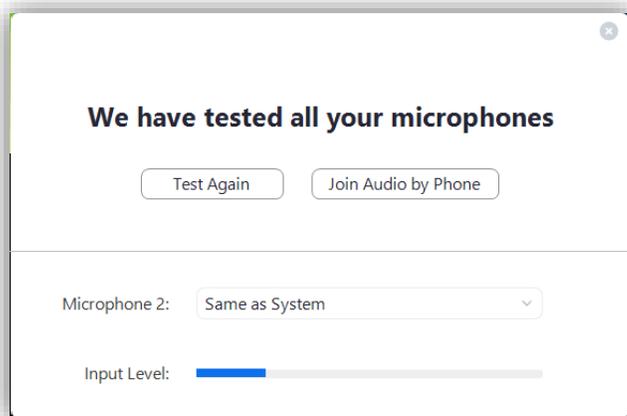




2. Once the program opens, the popups in the lower left corner of the screen will help you set up your computer's audio for the meeting. You can visit the [Zoom audio and video setup webpage](#) for a quick video tutorial.



3. If your computer does not have speakers or microphones or they don't work properly with the software, select "Join Audio by Phone" and a second popup will provide a meeting ID and participant code so you can phone into the meeting while also seeing the meeting on your screen.



4. The Zoom meeting invite email will include phone number to dial, if needed. Dial the number and input the meeting ID and participant code shown in the popup. You can participate in the meeting via phone, too.
5. When in a meeting, the default viewing mode is “active speaker” and the person currently speaking will show up on the screen. You may switch to “gallery view” to see the video feeds of all attendees. If there are a lot of attendees, there may be multiple pages of the gallery view.
6. You can mute and unmute yourself in the bottom left hand corner. You can also choose to hide your video feed or show it again using the “Stop Video/Start Video” icon next to the Mute/Unmute icon.

If you are using a mobile device, using the link will open the Zoom app if it is installed, otherwise the link will direct you to your mobile device’s store to download the app. Please note, the location of the options bar/ribbon will be different depending on your device.

The options bar/ribbon will fade and disappear to remove distractions during a meeting, you can click or tap anywhere within the Zoom window to bring it up again.

For more assistance in navigating the Zoom application, please visit the [Zoom Help Center](#).

Using Zoom for a Public Hearing

1. Prior to the Public Hearing, locate the Confirmation email you received from the Town and find the link to the zoom meeting. Click this link to launch Zoom and enter the meeting.
2. You will initially enter a “waiting room.” The meeting host (meeting Chairman) will let you into the virtual meeting.
3. If you are not speaking, use the mute function in the lower left corner of the screen to reduce the background noise. The host also has the ability to mute and unmute attendees.
4. If you are muted and would like to get the attention of the host, you can click on the “Participants” icon to bring up a sidebar on the right side of the screen. You will see actions at the bottom of the right sidebar. Click “raise hand” to alert the host.
5. The host will call on “Participants” one by one to make sure everyone has an opportunity to provide a public comment during the public hearing.
6. If you are unable to use the Zoom “raise hand” feature, a physical hand waive will also get the host’s (Chairman) attention.