

## Purpose

The City of Greenville Board of Adjustment is a quasi-judicial body that conducts evidentiary hearings on requests for special use permits, variances, interpretations, reasonable accommodations and appeals of administrative decisions regarding the City's zoning ordinance. Its decisions are final and may be appealed to superior court by writ of certiorari.

## How to Participate in a Virtual Board of Adjustment Meeting

*Due to the COVID-19 virus and the risk to the public that could arise from in-person meetings, the City is converting this Board of Adjustment meeting to a remote electronic format pursuant to North Carolina General Statute 166A-19.24.*

### **VIRTUAL MEETING FORMAT**

The virtual Board of Adjustment Meeting will be conducted using the Zoom Webinar platform. You can participate in this virtual meeting using a computer, tablet, or telephone. Participation on Zoom is only required if you are going to make public comments during the public hearing. Otherwise, you can view the meeting streamed live on GTV9 [http://greenville.granicus.com/mediaplayer.php?publish\\_id=13](http://greenville.granicus.com/mediaplayer.php?publish_id=13) or Channel 9 on the local Suddenlink cable line up on your television.

### **PRE-REGISTRATION**

Pre-registration is required for ALL individuals (including, but not limited to, all attorneys, applicants, property owners, witnesses, and neighbors) wishing to speak at the Board of Adjustment meeting. Registration can be completed using the online form at [https://zoom.us/webinar/register/WN\\_HXIRzfdPSAqQHI5YnXu38Q](https://zoom.us/webinar/register/WN_HXIRzfdPSAqQHI5YnXu38Q) or by calling the Planning Division at 252-329-4498 **no later than 5 pm on Tuesday, January 26, 2021**. After registering online, you will receive a confirmation email containing information about joining the meeting. After registering via the phone, staff will provide you the phone number to call into the meeting. To ensure that you will be recognized, your Zoom profile name should be the same as your registration name.

## **LIVE CALL-IN OPTION**

Anyone wishing to call in live to the Board of Adjustment meeting **must** pre-register at the following: [https://zoom.us/webinar/register/WN\\_HXIRzfdPSAqQHI5YnXu38Q](https://zoom.us/webinar/register/WN_HXIRzfdPSAqQHI5YnXu38Q)

## **PROCESS FOR SPEAKING**

Speakers will be given access to speak at the appropriate time during the meeting.

- Only those that have pre-registered online or with the Planning Division will get the opportunity to speak. Your name will be called at the appropriate time for you to speak. Speakers will be queued to speak in the order they registered.
- If you would like to speak on an item and did not pre-register, please notify the Planning Department at 252-329-4608 **prior** to the scheduled meeting so that the item can be rescheduled and you have an opportunity to register to speak in advance.

## **STEPS TO JOIN THE MEETING**

### **To Join by Computer:**

1. Click the meeting link you received after pre-registering or open the Zoom app (if you have downloaded it to your computer, tablet or smart phone).
2. Join a meeting using one of these methods:
  - Click Join a meeting if you want to join without signing in OR
  - Sign in to Zoom then click Join.
3. Enter the meeting ID number and your display name.
  - If you are signed in, change your name to match the name on your registration form.
  - If you are not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and click Join.

### **To Join by Telephone:**

1. On your phone, dial the teleconferencing number provided when you pre-registered.
2. Enter the meeting ID number and password when prompted using your dial pad.
3. Phone controls for participants: The following command can be entered using your phone's dial pad while in a Zoom meeting/webinar:

\*6 – Toggle mute/unmute

\*9 – Raise hand

## **How to Watch the Meeting**

- Watch live on the City's GTV9 [http://greenville.granicus.com/mediaplayer.php?publish\\_id=13](http://greenville.granicus.com/mediaplayer.php?publish_id=13)
- Channel 9 on local Suddenlink cable television lineup

## **Sign-up Form to Participate**

[https://zoom.us/webinar/register/WN\\_HXIRzfdPSAqQHI5YnXu38Q](https://zoom.us/webinar/register/WN_HXIRzfdPSAqQHI5YnXu38Q)

## **Meeting Agenda and Packet**

<https://www.greenvillenc.gov/home/showdocument?id=21133>

If you have any questions about participating or would like more information about the January 28, 2021 Board of Adjustment Meeting, please contact Elizabeth Blount at [ebblount@greenvillenc.gov](mailto:ebblount@greenvillenc.gov) (252) 329-4608 as soon as possible but no later than Tuesday, January 26, 2021.