



Temporary Board Meeting Procedures for City of Plattsburgh Zoning Board of Appeals and Planning Board due to COVID-19 Virus

Pursuant to Executive Order Nos. 202 through 202.8, issued by Governor Cuomo between March 7 and March 20, 2020, the “Proclamation of Local State of Emergency and Local Emergency Order” issued by Mayor Colin Read on March 16, 2020, and other advisories issued by Federal, State and Local officials related to the COVID-19 virus, both the City of Plattsburgh’s Zoning Board of Appeals and Planning Board will, until further notice, convene their meetings remotely as follows:

Meeting Procedures

- A meeting notice will be published in the Press Republican and posted on the City’s website five days in advance at <https://www.cityofplattsburgh-ny.gov/>.
- The meetings will be conducted via Zoom, a web-based videoconferencing tool, with the board members, City support staff, and applicants attending remotely. While members of the public may watch the meetings live via the City’s YouTube channel, the public will not be permitted to attend board meetings via Zoom.
- Each pre-meeting and meeting will be streamed directly from Zoom to the City’s YouTube channel at <https://www.youtube.com/channel/UC7H36PiuYNJkZpczblvCbw>.
- For applications requiring a public hearing, written public comment must be received no later than 12:00 p.m. on the day of the scheduled hearing for consideration by each board. All written comments must be emailed to cityinfo@plattsburghcitygov.com and must include either “Planning Board Comment” or “Zoning Board Comment” in the Subject line of the email. The date of the board meeting for which the comment(s) is intended must also be included in the Subject line of the email.
- Public comments will not be received by either board during meetings.
- Should either board choose not to vote on an application requiring a public hearing during the same meeting in which the application’s public hearing is closed, written comments on the application may, at the discretion of the board, be accepted until 12:00 p.m. on the date one week following the close of the public hearing (i.e. if a public hearing is closed on April 20 but no vote on the application is taken by the board, written comments will be accepted until April 27). All written comments must be emailed to cityinfo@plattsburghcitygov.com and must include either “Planning Board Comment” or “Zoning Board Comment” in the Subject line of the email. The date of the board meeting for which the comment(s) is intended must also be included in the Subject line of the email.

Please note that, in order to minimize the risk of virus transmission and until further notice, the meetings of both boards will be conducted solely via videoconference. Meetings will not be held at City Hall, access to which is presently restricted.

Agenda items, applications, and content for both boards can be found at: <https://www.cityofplattsburgh-ny.gov/AgendaCenter>.

Board members and applicants will receive a link to the Zoom meeting from City staff.

Members of the public will be able to watch a live stream of the meeting on the City's YouTube channel at <https://www.youtube.com/channel/UC7H36PiuYNJkZpczbLvCbw>.

Pursuant to Executive Order No. 202.1, all remotely held meetings of both boards will be livestreamed so the public can view and/or listen to the proceedings. The meetings will also be recorded, and transcriptions will be made available to the public.



Matthew Miller
Director of Community Development



Joseph McMahon
Building Inspector



James Abdallah
Chairman, Planning Board



Ronald Nolland
Chairman, Zoning Board of Appeals



Dean Schneller
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