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## Applicant Procedures for Remote Public Hearings

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

### Prior to the Public Hearing

1. Register for the hearing. Register early for the hearing using the GoToWebinar login information found on the posted agenda on the Board/Commission webpage. **NEVER SHARE YOUR PERSONAL GOTOWEBINAR REGISTRATION LINK WITH ANYONE** including members of your applicant team. Your link is unique to you and should not be shared. Instruct members of your applicant team to register separately for the GoToWebinar hearing. We strongly encourage you to write down the login information in case the webpage is temporarily down.
2. Determine presenters. Select one to two **(1-2)** 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 Board/Commissioner questions. Multiple applicant team members joining via webcam and audio can add confusion in a remote environment.
3. Scope electronic presentation. Applicant presentations should be no more than **10-15 minutes** (15 minutes for larger projects). It is not necessary to go through every plan sheet and supplemental submittal item as the Board/Commissions review your plans in advance. We recommend that you select key sheets that highlight your project (site plan, elevations, etc.), and a few additional materials such as photos to supplement. **Please note: City Staff will manage your plans, supplemental materials, and other presentation materials in the GoToWebinar platform.** We will rely on you to provide verbal guidance to advance through the plans and other materials.<sup>1</sup>
4. Submit presentation materials to City Staff. All presentation materials (including photos, color boards, reports, PowerPoint slides, video animations, etc.) must be received by the Design Review Tech on the Wednesday before the Thursday agenda is posted (the week before the hearing). All supplemental videos must be provided in mp4 format and will apply towards your maximum 10-15 minute presentation time. Staff will test video submittals during the mandatory GoToWebinar test, but be prepared with alternative presentation materials if technical difficulties arise. **The Wednesday deadline applies to all visuals that you would like displayed during the hearing.**
5. 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."
6. 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.

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<sup>1</sup> We understand that you may wish to control your plans; however, selecting staff to manage the plans was an intentional decision. We found that passing the "presenter" tool to applicants caused a significant delay on the screen and disrupted the flow of the meeting. With sufficient verbal cues to staff, and familiarizing yourself with your plans, the results have been successful.

7. Attend mandatory GoToWebinar test. All project presenters must attend a mandatory (GoToWebinar) technology test to check audio and webcam quality prior to all scheduled public hearings to reduce the likelihood that there are issues during your project presentation. 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. Be advised that webcams are not essential, but good quality audio is. For your convenience, staff will hold the mandatory technology tests at the same time each week for the following Boards and Commissions.

<b>Architectural Board of Review</b>	Mondays at 9:00AM (day of hearing)
<b>Historic Landmarks Commission</b>	Tuesdays at 2:00PM (day before hearing)
<b>Sign Committee</b>	Mondays at 2:00PM (day before hearing)
<b>Single Family Design Board</b>	Wednesdays at 3:00PM (week before hearing)
<b>Staff Hearing Officer</b>	Tuesdays at 4:30PM (day before hearing)
<b>Planning Commission</b>	Tuesdays at 4:00PM (two days before hearing)

## During the Public Hearing

1. Join the hearing early. You are required to join GoToWebinar hearing **30 minutes prior** to the start of the scheduled public hearing to test audio and webcam quality. You will enter the GoToWebinar platform as an “Attendee” and be promoted to a “Panelist,” which will allow you to share your audio (mute/unmute) and webcam. It is not required that you watch the full hearing if your item is scheduled later. You may wish to rejoin the meeting closer to your item being scheduled.
2. Silence noisy devices. Turn off/silence your phones, computer notifications (such as email), and other noisy devices.
3. Give clear verbal cues during your presentation. As described above, City Staff will manage your plans, supplemental materials, and other presentation materials in the GoToWebinar platform. When it is your turn to present, please 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 audio and webcam 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. You should only turn your audio and webcam on during that portion of the hearing if the Chair or Board/Commission member addresses you directly. 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 GoToWebinar during the hearing, please email your case planner, Design Review staffer, AND Commission/Board Secretary.