Virtual Meetings Part 2

Lessons From the Field

JUNE 11, 2020
Preservation Leadership Forum

WEBINAR

TOGETHER WE ARE FORUM

Jim Lindberg
National Trust for Historic Preservation
AGENDA: Virtual Meetings, Part 2

• NAPC survey

• Learning from the Field
  – Robin Zeigler, Nashville Historic Zoning Commission, Tennessee
  – Dana Marks, Town of Wellesley, Massachusetts
  – Wade Broadhead, City of Florence, Colorado

• Top suggestions and ideas for the future

• Questions and Answers
Quick Poll: Tell us who you are

- Staff for HP commission, planning department, CLG
- Board member for HP commission
- Applicant/historic property owner
- Advocate/nonprofit organization member
- Other
NAPC Virtual Public Engagement Survey: April 2020

• 206 respondents from 36 states
• 30 percent of commissions held virtual meetings by end of April
• Some would consider moving meetings online permanently
• Many would incorporate online features once in-person resumes
• "Familiarity with new processes comes with usage over time. Patience is key!"
Recent staff meeting

Robin Zeigler
Nashville Metropolitan Historic Zoning Commission
Nashville, Tennessee (pop. 692,587)

• 31 districts representing 10,468 properties
• 12 staff (7 historic zoning staff)
• ~500 Average number of project reviewed annually
• Commission is required to take action within 30 days
• Governor allowed for electronic meetings for "essential business" only and if there is live public access
Nashville, Tennessee

• Advertisement has not changed
  – Agenda included information on how to participate
  – Posted online (ability to sign-up for notice of when posted)
  – Posted on our front door

• How did we keep the meeting public?
  – Accepted advanced comments via mail, email, and voicemail
  – Accepted call-in comments (meeting televised on web and cable)
Nashville, Tennessee

Hints for managing virtual public hearings

• Create script for staff and commissioners
• Read written comment into the record
• Skip non-essential decisions i.e.: approval of minutes
• Plan on ratifying all decisions once meet again in person
Nashville, Tennessee

- WebEx
- Gave deadline to public and applicants for additional info/visuals
- Power Point seen but not commissioners
- Votes recorded with a roll call
Dana Marks
Town of Wellesley, Massachusetts
Wellesley, Massachusetts (pop. 28,000)

• 5 Local Historic Districts; 10 National Register Listings
• 1 Planner dedicated to HDC/Demo Review
• Certificates of Appropriateness  
  – 10/year; 4 to date in 2020
• Demolition Review (Bylaw enacted 2017)  
  – 63 Applications/year; 15 to date in 2020  
  – 32 Public Hearings/year; 7 to date in 2020
Wellesley, Massachusetts

• Meeting Notices
  – Legal Notice in local newspaper & Town website
  – Postcards to abutters

• All meeting materials posted to Town website
Wellesley, Massachusetts

- "Remote Meeting Protocol"
- Frequent contact with Commission Chair(s)
- General "housekeeping"
Wellesley, Massachusetts

• Multiple Platforms
  – Zoom for Commission + Applicants
  – Separate streaming channel through local media organization
  – Conference call line for public comment
  – All meetings are recorded
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Wade Brodhead
City of Florence, Colorado
Florence, Colorado (pop. 3800)

- 2 Local, National Register District 45 Properties
- Established 2015/16
- 1.5ish staff / 7 Commissioners
- Very few cases
- Nominations/outreach
- Largest Pre Covid-20 people
Florence, Colorado

• Preservation through "Planning"
• Using Zoom, Noticing via website
• FB Live & Hybrid reflection
Florence, Colorado

- Low Covid-19 exposure-high at-risk pop
- Low Tech Bandwidth Accomodation?
- Embrace (the painful) change
Florence, Colorado

- Equity Issues / Fail Safes
- Accommodations / Legal
- Ethical Gray Area?
- New Opps- "Zooming in"
Moderated discussion

• **Tips for other communities** regarding virtual meetings?

• **Benefits of virtual meetings** that you hope to take forward into the future, even after the pandemic ends?
Quick Poll: Your biggest challenge?

- Technology, online platforms
- Public access and participation
- Running meetings smoothly
- Legal issues and concerns
- Other
AUDIENCE QUESTION AND ANSWER

Use the chat box on the bottom right to ask questions of the speakers.
Keep Talking

• **Forum Connect** is Forum’s online community

• FREE and open to everyone

Keep Learning

• Upcoming Webinars

  – What is our “New Normal” Like? June 17, 2pm eastern
  – Creating a Successful Case Statement, June 24, 2pm eastern
Thank you!

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