

DRAFT VIRTUAL NEIGHBORHOOD MEETING LANGUAGE
Opening Notes

1. “Neighborhood Meeting” references in the LDC (11 total)
 - a. 4.5.6.B.2
 - b. 7.11.5.A.3
 - c. 7.11.5.A.4 (x2)
 - d. 11.4.3
 - e. 11.4.3.A (x2)
 - f. 11.4.3.B
 - g. 11.5A.3
 - h. 11.5A.3.A
 - i. 11.5A.3.B
2. BOZA & Neighborhood Meetings
 - a. Covered by Section 3.01 of BOZA’s Policies
3. PC & Neighborhood Meetings
 - a. Only references in 3.04.06 of PC’s Policies
4. Metro Council Resolution R-031-20
 - a. Currently held at Planning and Zoning Committee
 - b. PDS Staff bringing forth changes to make BOZA and PC requirements the same, increase notice, etc.

Potential Virtual Neighborhood Meeting Language

(Numbering based off current BOZA Policies, subject to change. PC would need a new section)

3.01.99 Virtual Neighborhood Meetings

- (1) From time to time, there may be conditions under which having an in-person neighborhood meeting would be dangerous, impractical, impossible, or illegal. Under such conditions, BOZA may allow for virtual neighborhood meetings, subject to the requirements of this section.
- (2) **Definition.** A virtual neighborhood meeting is a neighborhood meeting conducted via electronic audio and video equipment by an applicant which residents may 'attend' using home computers, laptops, cell phones, or other devices. A virtual neighborhood meeting must meet all regular requirements of an in-person neighborhood meeting except for the requirement of a physical meeting location and as otherwise modified by this section.
- (3) **Security.** In order to protect would-be attendees of a virtual neighborhood meeting from malware and other electronic security risks, all virtual neighborhood meetings shall be hosted on software approved by PDS Staff in consultation with Metro IT. Any software in use by the Louisville Metro Government shall also be considered presumptively acceptable.
- (4) **Explicit grants of approval.** BOZA must grant approval for virtual neighborhood meetings. The following is a list of circumstances under which BOZA has determined virtual neighborhood meetings to be appropriate, as well as any modifications to regular requirements necessitated by those conditions:
 - a. Kentucky-wide State of Emergency relating to the COVID-19 Pandemic
- (5) **Increased notice.** In addition to the notice required by standard neighborhood meetings, notice of a virtual neighborhood meeting shall include:
 - a. A copy of the plan to be discussed; and
 - b. Instructions on how to download, access, and utilize the software which must be approved by PDS Staff before mailing; and
 - c. A phone number and email address the public may use to get a copy of the presentation from the applicant
- (6) **Increased feedback.** Applicants who choose to host virtual neighborhood meetings shall:
 - a. Include in its summary to BOZA a transcript of any typed communication located in the chat associated with the virtual neighborhood meeting

- b. Direct attendees of their virtual neighborhood meeting to the Louisville Metro Office of Planning and Design should attendees wish to submit comments directly to BOZA

(7) **Effect of virtual neighborhood meeting.** An applicant who hosts a virtual neighborhood meeting which satisfies all requirements of this section may proceed with filing its formal application.

(8) **Second neighborhood meeting.** BOZA reserves the right to require any applicant who chooses to hold a virtual neighborhood meeting to hold a second, in-person neighborhood meeting before BOZA makes its final decision on the application. Such a meeting may be required either by a vote of the body or upon request by PDS Staff. Reasons for such a requirement may include, but are not limited to:

- a. The conditions justifying the virtual neighborhood meeting may have also negatively impacted its attendance
- b. Testimony from those noticed of the virtual neighborhood meeting that they were unable to participate due to technological limitations
- c. Any other reason under which BOZA may regularly require an applicant to conduct an additional neighborhood meeting

(9) **Effect of return to normalcy.** When the circumstances which justify the use of virtual neighborhood meetings lapse, whether by BOZA revoking its explicit grant of approval for the use of virtual meetings for the given condition or otherwise (such as a state of emergency being concluded), any virtual neighborhood meetings which had been properly noticed to occur with one (1) month of such change in circumstances may proceed to be held as virtual neighborhood meetings, subject to the other conditions of this section.