

ZONING HEARING BOARD
BOROUGH OF STROUDSBURG
MONROE COUNTY, PENNSYLVANIA

REMOTE HEARING POLICY

The Zoning Hearing Board (the “Board”) of the Borough of Stroudsburg (the “Borough”) issues this policy in response to the national emergency created by the Coronavirus COVID-19 pandemic and the Declaration of Emergency by the Borough of Stroudsburg Council dated March 17, 2020.

1. Effective Date. This policy shall be effective as of April 1, 2020.
2. Applicant to Sign Statement. The applicant requesting a remote hearing before the Board shall sign the following statement prior the hearing:
 - a. “I know that I may have an in-person hearing after the Borough declares the end of the COVID-19 emergency. I voluntarily elect to have my hearing conducted by remote video or telephone conferencing equipment. I understand that having my hearing conducted remotely will not affect the outcome of my application.”
3. Notice of Hearing. Notice of the hearing shall indicate that the hearing will be conducted by video or telephone conference and shall provide the location where interested members of the public can obtain information necessary to participate.
4. Technology Platform.
 - a. The platform used to conduct the hearing shall ensure that everyone participating must be heard by everyone else and must be able to hear everyone else.
 - b. To the extent possible, the platform used to conduct the hearing shall allow the hearing to be recorded in its entirety.
5. Conduct of Hearings. All hearings shall be conducted remotely by video or telephone subject to the following conditions:
 - a. Format. The format of the hearing shall follow the same format of in-person hearings and shall be conducted in accordance with Section 908 of the Pennsylvania Municipalities Planning Code.
 - b. Record. A stenographic record of the hearing shall be made and all witnesses shall be sworn under oath.

c. Exhibits.

- i. To the extent possible, all documentary evidence sought to be admitted into the hearing record shall be pre-marked and submitted by email to the Zoning Officer (email address: <rkimes@stroudsburgboro.com>) to the Borough Solicitor (email address: <jmcdonald@josephmcdonaldlaw.com>) and to the Board solicitor (email address: <tw@weitzmannlaw.com>) at least 48 hours prior to the hearing. Prior to the hearing, the Zoning Officer shall provide email copies of all documentary evidence to any interested person who provides contact information to the Borough.
- ii. Any documentary evidence not submitted in advance may be admitted at the time of the hearing in the discretion of the Board.

d. Objectors. Any person or entity, in addition to the Applicant and the Borough, seeking to participate in the hearing as a party shall demonstrate standing in accordance with the requirements of the Pennsylvania Municipalities Planning Code.

6. Copy of Policy. A copy of this policy shall be distributed to each party in advance of a remote hearing, and a copy shall be posted on the official website of the Borough of Stroudsburg.

7. Sunset. This policy shall sunset and expire upon the termination of the Borough's declaration of emergency, or sooner upon resolution of the Board.

ADOPTED this _____ day of April, 2020.

ZONING HEARING BOARD
OF THE BOROUGH OF STROUDSBURG

ATTEST:

(Assistant) Secretary

By: _____
Chair