

## CRANBURY TOWNSHIP PLANNING BOARD

October 8, 2020

### VIRTUAL MEETING AND PUBLIC HEARING PROCEDURE

#### A. MEETING ACCESS

1. The October 8, 2020 meeting of the Cranbury Township Planning Board will be held virtually using Zoom's webinar platform.<sup>1</sup> This platform can be accessed via computer (audio and video), mobile device (audio and video), or telephone (audio only).
2. If you are using Zoom for the first time, you will be prompted to download the software (if using a computer) or app (if using a mobile device). If you wish to download the software ahead of time, go to <https://zoom.us/zoomrooms/software>.

3. **To access the October 8, 2020 meeting by computer or mobile device, click on this link:**

<https://zoom.us/j/99195608874?pwd=UXFmNEhmSXdzV1R1YzRsWDE1d3NtZz09>

Passcode: 530537

**Please note** that you will be prompted to register as an attendee by providing your name and an email address.

4. **To attend by phone**, dial any one of the below numbers, then enter the Webinar ID when prompted.

Dial: US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 991 9560 8874

Passcode: 530537

5. All attendees will be muted except during those portions of the meeting reserved for questions or comments. This is to avoid disruptive feedback, echoing, and background noise. To ask a question or make a comment, follow the below instructions for "how to raise your hand in Zoom" and wait for the Chair to call on you.

#### *How to raise your hand in Zoom*

By computer: Click on the icon labeled "Participants" at the bottom center of your PC or Mac screen. This will open a dialog box. Click on "raise hand" in the lower right corner of this box and wait to be recognized. When you are done speaking, click on "lower hand."

---

<sup>1</sup> The access instructions, including hyperlinks, are also on the meeting agenda, which is posted on Cranbury's website at [https://www.cranburytownship.org/sites/g/files/vyhlf4296/f/agendas/pb\\_agenda\\_-\\_special\\_pb\\_mtg\\_10-08-2020\\_revised.pdf](https://www.cranburytownship.org/sites/g/files/vyhlf4296/f/agendas/pb_agenda_-_special_pb_mtg_10-08-2020_revised.pdf)

By mobile device: tap "Raise Hand" at the bottom left corner of the screen. The hand icon will turn blue and the text below it will switch to say "Lower Hand" while your hand is raised.

By telephone: Press \*9 and wait to be recognized.

6. Helpful links:

Video tutorial: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Instructions for joining via telephone (voice only): <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

How to avoid feedback audio issues: <https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>

## **B. APPLICATIONS**

1. Materials and exhibits:

All of the materials related to the application, including plans, reports, and exhibits, have been posted online and can be accessed prior to or during the hearing by clicking on the following link:

PB330-20      Prologis – 6 Santa Fe Way  
Block 7, Lot 8.01, Zone LI  
6 Santa Fe Way  
Preliminary & Final Site Plan with variance relief for parking

[https://www.dropbox.com/sh/et1spq5qk7h8yfk/AAD\\_8I4sz6Zg2cL1jVv7cx4wa?dl=0](https://www.dropbox.com/sh/et1spq5qk7h8yfk/AAD_8I4sz6Zg2cL1jVv7cx4wa?dl=0)

2. Order of presentation:

The hearing will proceed as follows, except that the order of the applicant's witnesses may change.

*a. Applicant's attorney*

- Introductory remarks

*b. Applicant's Engineer*

- Testimony
- Questions from the Board's professionals *limited to the testimony of this witness only*
- Questions from Board members *limited to the testimony of this witness only*

- Questions from the public/interested parties. *Only questions will be allowed, and those questions will be limited to the testimony of this witness only*
- c. **Applicant's Architect**
- Testimony
  - Questions from the Board's professionals *limited to the testimony of this witness only*
  - Questions from Board members *limited to the testimony of this witness only*
  - Questions from the public/interested parties. *Only questions will be allowed, and those questions will be limited to the testimony of this witness only*
- d. **Applicant's Traffic Engineer**
- Testimony
  - Questions from the Board's professionals *limited to the testimony of this witness only*
  - Questions from Board members *limited to the testimony of this witness only*
  - Questions from the public/interested parties. *Only questions will be allowed, and those questions will be limited to the testimony of this witness only*
- e. **Applicant's Planner**
- Testimony
  - Questions from the Board's professionals *limited to the testimony of this witness only*
  - Questions from Board members *limited to the testimony of this witness only*
  - Questions from the public/interested parties. *Only questions will be allowed, and those questions will be limited to the testimony of this witness only*
- f. **Public comment**

Before final action is taken on the application, the Chairperson will open the meeting to the public. If any member of the public or interested party wishes to ask any additional questions, make a comment on the proposal or offer information to the Board regarding the proposal, this is the time to do so.

- Anyone wishing to speak must first be sworn in by the Board attorney
- The applicant has the right to cross-examine the speaker regarding the information presented to the Board
- The hearing is being recorded, so speak slowly and clearly

To offer a comment, use the "raise hand" function described above and wait to be recognized by the Chair. Once recognized your microphone will be un-muted to allow you to speak. The Board attorney will then ask you to state your name, spell your last name, state your address, and swear you in as a witness and at that time you will be allowed to address the Board. When you are finished speaking, you will be re-muted.

Once everyone has had a chance to speak, the Chair will close the public hearing and no more questions or comments from the public will be accepted.

- g. **Applicant's attorney: closing remarks**

*h. Board deliberation and vote*

**C. GENERAL RULES REGARDING PUBLIC HEARINGS**

A hearing is similar to a court proceeding: the Chairperson runs the proceedings as a judge might; the board is comparable to a jury who will vote on a final decision, and the applicant provides testimony by an expert witness to support his application. The Board, its staff, and you, the public, have the right to cross-examine these witnesses and finally to comment on the wisdom of the proposal.

The applicant also has the right to cross-examination. Thus, statements should be supportable not merely hearsay, such as petitions or wishes.

The public is limited to ensure adequate time for all speakers for all applications. Verbal statements from the public should be supportable and not hearsay.

Petitions, written statements or letters from individuals who are not present, and non-attorneys speaking on someone else's behalf are not allowed. ***EXCEPTION DURING COVID 19 CRISIS - For individuals who cannot register for Zoom digitally or dial into the meeting they may submit written comments/questions by contacting the Board Secretary via e-mail [jckratz@cranbury-nj.com](mailto:jckratz@cranbury-nj.com) prior to the meeting, up until October 8, 2020 at 4:00 P.M. The comments/questions must include the individual's name and address, which will be read into the record.***

A member of the public may provide the secretary with a written copy of his/her remarks after speaking. Only the chairperson may decide who speaks at a given time. Comments called out from the audience will not be considered part of the record. He may also limit the time or number of questions one citizen may ask, to give adequate time to others. When you follow the above procedures, your thoughts will have maximum impact on the Board's deliberations.

Not all hearings are completed in one meeting. If the hearing must be continued, the Chair will verbally identify the new date and time for the continuance of the public hearing. *No other notice will be provided.* To confirm a continuation or rescheduling, call the Planning & Zoning Office at 609-664-3122, email Ms. Kratz at [jckratz@cranbury-nj.com](mailto:jckratz@cranbury-nj.com) or check the Cranbury Township Website under Planning Board.

We hope your evening, and the part you play in it, will be effective for you and satisfying to you. We thank you for participating in this vital democratic process.

***Josette C. Kratz***  
***Planning/Zoning Administrative Officer***