DEPARTMENT OF CITY PLANNING
CITY OF NEW YORK

ENVIRONMENTAL ASSESSMENT AND REVIEW DIVISION

Daniel R. Garodnick, *Chair*
Department of City Planning

Protocol for Remote Public Scoping Meetings
NYC Department of City Planning
Environmental Assessment & Review Division

As per Section 5.07 of the Rules of Procedure for City Environmental Quality Review, as adopted June 26, 1991, the following will serve as guideline to participation in a remote public scoping meeting for the preparation of a draft environmental impact statement.

In support of the City's efforts to allow for broad participation, DCP will hold public scoping meetings remotely through video conferencing. The meetings will be live streamed and accessible from DCP's Calendar webpage: https://www.nyc.gov/content/planning/pages/calendar. Members of the public should view the meetings through the live video link that will be provided on the above webpage and may provide verbal comments by joining the meeting remotely either online or by phone, through the link and phone number that will be provided on the above webpage approximately one hour before the start of the meeting. Instructions on how to view and participate, as well as materials relating to the meeting, will be posted on the above webpage in advance of the meeting.

Reasonable accommodations, such as a sign language interpreter, in order to participate in the meeting will be provided. Requests for a reasonable accommodation or foreign language assistance during the meeting should be emailed to *AccessibilityInfo@planning.nyc.gov or made by calling 212-720-3366.* Requests must be submitted at least ten business days before the meeting.

Copies of Draft Scope of Works will be available for download at: https://zap.planning.nyc.gov/ in addition to the Calendar webpage above. In addition, the Draft Scope of Work may also be obtained by contacting the Environmental Assessment and Review Division, New York City Department of City Planning, 120 Broadway, 31st Floor, New York, New York 10271, Stephanie Shellooe, Director, by calling (212) 720-3328 or by emailing sshellooe@planning.nyc.gov.

Discussions regarding the scope of work will first be held between lead agency, applicant, interested and involved agencies. Following that discussion, the chair will allow the public to comment in accordance with the rules described below.

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- The Environmental Assessment & Review Division, acting on behalf of the City Planning Commission (CPC) as the lead agency, will chair the scoping meeting.

- All attendees of the scoping meeting will be asked to provide their name and affiliation (if any), either through the online registration process, or if dialing into the meeting via phone, by providing their information during their testimony.

- Those members of public wishing to speak will be able to indicate on the online registration form if they wish to speak during the meeting. During the scoping meeting, those joining by phone will be asked to dial *9 to raise their hand and indicating their wish to speak and will be asked to state their full name for the record.

- For participants needing reasonable accommodations, such as a sign language interpreter, please follow the instructions on the first page of this document.

- Opening remarks will be made by the lead agency, followed by introductions.

- The applicant and/or consultants, attorneys and representatives will provide a presentation of the proposal and an overview of the draft scoping document. Potential impacts, proposed methodologies and assessments will also be discussed.

- Following the presentation, the lead agency will receive comments from the representatives of the involved and interested agencies, public officials and community boards regarding methodologies and issues to be addressed in the draft environmental impact statement.

- After the conclusion of the discussions with the interested/involved agencies, public officials and community boards that are coterminous with the geographic area directly affected by the action(s) proposed, speaking time will be provided for the members of the public. The names will be called in the order of received through the online registration process. Those dialing into the meeting via phone will be called upon at intervals throughout the meeting. Each individual will be allotted 3 minutes to state their concerns to the lead agency and applicant regarding the issues to be addressed in the draft environmental impact statement.

- If the participant will be commenting in a language other than English and a translator is available, the individual will be allotted 5 minutes to state their concerns and for translation to be provided. If a translator is not available, the participant will still be able to comment but be limited to 3 minutes and the comment will be translated after the meeting,

- Only CEQR scope of work items may be discussed. Only informational discussions regarding the ULURP application as it pertains to the CEQR scope of work will be permitted.

- The lead agency will accept written comments at the conclusion of the scoping meeting and for ten days thereafter. Written comments may be submitted by mail to NYC DCP, Environmental Assessment & Review Division, 120 Broadway, 31st Floor, NY, NY 10271 or via email to an email address to be announced during the meeting and available on DCP's webpage.

- All subsequent requests for information or comments on the scope of work by interested or involved agencies, public officials or community boards shall be directed to the Environmental Assessment & Review Division for review, approval and transmission to the applicant and representatives. Any additional information or responses to requests for additional information will be sent by the applicant to the Environmental Assessment & Review division which will be responsible for transmission of such information, unless otherwise stated or discussed.

The project manager and director of EARD are the designated recipients of all information pertaining to the preparation of the DEIS and will be named during the scoping meeting. All interested and involved agencies are asked to submit any questions or comments regarding the CEQR application to the lead agency. To avoid confusion, there should be no direct contact/correspondence between involved and/or interested agencies and the private applicant, except as authorized by the lead agency.