



Meeting Summary May 27, 2020

Attendance

Panel Members: Fred Marino, Chair
Bob Gorman, Vice Chair
Dan Lovette
Ethan Marchant
Sujit Mishra
Larry Quarrick
Vivian Stone

DPZ Staff: Anthony Cataldo, Nick Haines and Kaitlyn Clifford

1. **Call to Order** – DAP Chair Fred Gorman opened the meeting at 7:06 p.m.
2. **Review of DAP Emergency Declaration During the COVID-19 State of Emergency**

Staff Presentation

DLD staff presented proposed DAP Emergency Declaration which provide process updates to allow staff and the DAP to host online meetings and digital submittals of applications during the State of Emergency. Online meetings will be conducted via Webex.

DAP Questions and Comments

Ms. Stone asked how many days in advance of the virtual meeting will DAP receive the meeting materials. Mr. Haines explained that meeting materials must be submitted to staff 20 days in advance of the meeting and the turnaround time to submit the materials to DAP would shortly after staff received the material.

Mr. Lovette asked how the presentations will be conducted via Webex and if the applicants will be presenting a slideshow or if DAP will be following along through their submission materials. Mr. Cataldo said the applicants will share their screen with the panel during the presentation, similarly to how the proposed DAP Declaration was shown at the meeting.

DAP Motions for Recommendations

DAP Member Vivian Stone made the following motion:

To move to approve the proposed DAP Declaration during the State of Emergency.

DAP member Larry Quarrick seconded.

Vote: 7-0

3. Other Business

DAP discussed secondary voting procedures if audio and video methods did not appropriately work. DLD staff suggested using the chat feature in lieu of audio or video methods did not work.

DLD staff informed DAP that there will be another meeting on June 10, 2020 with two applications for review. DLD will be submitting the application materials to DAP this week.

4. Call to Adjourn

Chair Fred Marino adjourned the meeting at 7:21 p.m.