Landmarks Preservation Commission

Lisa Kersavage
Chair

**Updated 08/04/2026**

# Instructions for Participating Remotely in LPC Public Hearings and Meetings

The Landmarks Preservation Commission is holding public hearings and meetings in the agency's hearing room at 253 Broadway, 2nd Floor, Borough of Manhattan, as well as remotely via Zoom, a teleconferencing application that allows applicants and members of the public to participate using either the Zoom app on their smartphone, computer, or by telephone using a dial-in number. Video tutorials for the Zoom app are available online here: https://support.zoom.us/hc/en-us. LPC is also streaming the hearings live on YouTube.

If testifying remotely at a public hearing, you should join the Zoom Webinar at the "Join Zoom Meeting by" time indicated on the Agenda (which can be found here: https://www1.nyc.gov/site/lpc/hearings/hearings.page) by following the instructions below. If you are simply watching the proceedings and not testifying, then you can watch on YouTube by following the instructions below. Items will generally be called in the order in that they appear on the Commission's agenda, but the Commission reserves the right to change the order when necessary. If you have concerns about access to and/or participating in our virtual hearings, please contact Steven Thomson, Director of Community and Intergovernmental Affairs, at sthomson@lpc.nyc.gov or by phone at (212) 669-7923.

## To Watch the Public Hearings and Meetings Live on YouTube:

- Go to the LPC YouTube Channel: www.youtube.com/nyclpc and click on the hearing date. The hearing will be streamed live on the scheduled date starting at the beginning of the hearing, typically at 9:30 a.m.

## To Sign Up to Testify via Zoom:

- Please fill out the speaker form (which can be found here: https://www1.nyc.gov/site/lpc/hearings/hearings.page) in advance of the hearing by 7:00 am on the day of the hearing. Those who fill out the form will be called first.

## Zoom meeting information

- Links and passwords for meetings can be found here: https://www1.nyc.gov/site/lpc/hearings/hearings.page

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## To Provide Live Testimony at a Public Hearing via the Zoom App:

*Please only join the Zoom webinar if you plan to provide live testimony. If you only want to observe the hearing, please watch the live feed on YouTube.*

- Download the free Zoom application: www.zoom.us on your computer or through your smartphone's app store prior to the hearing.
- Before the hearing, please be sure to reference the final public hearing agenda (located here: https://www1.nyc.gov/site/lpc/hearings/hearings.page) Log in to Zoom by the "Join Zoom Meeting by" time on the agenda for your item, which is about an hour prior to the start time of each item.
- The meeting ID and password for joining the meeting will be displayed on LPC's Hearings page (https://www1.nyc.gov/site/lpc/hearings/hearings.page).
- ***Note**: You will not be able to join the webinar during the 30-minute lunch recess. Once the hearing resumes, you may join/re-join the webinar.*
- When you sign into Zoom, make sure to use your full name and your organization as your display name so that we can properly identify you when it is time for you to testify. For example, "John Doe-Society for Landmarks."
- Once you enter the meeting on Zoom, you will be able to see and hear the presentation and the commissioners, but you will not have the ability to speak. When the chair states that we will turn to public testimony, you can click the "Raise Your Hand" button on the bottom of your screen and the chair will permit you to speak. Those who signed up to speak will be called on first.
- When you are selected to speak you will be made a "panelist." *You MUST accept the promotion to panelist when prompted by Zoom.* When that happens, you may experience a pause as you transition between attendee and panelist. Once you are promoted to panelist, you should unmute yourself and turn on your camera.
- Please make sure to state your name and keep your testimony to the 3-minute limit.
- Once you have finished giving your testimony, you will no longer be able to speak but can continue to watch the proceedings on Zoom if you wish to testify on another item, or on YouTube.

## To Provide Live Testimony at a Public Hearing by Phone

- Dial in and enter the webinar ID and password when prompted. The dial-in information will be displayed on LPC's Hearings page and on YouTube when each new item is introduced.
- Once you enter the meeting, you will be able to hear the proceedings of the hearing, to signal you want to testify you must press *9 to raise your hand.
- When you are invited to testify, you may need to unmute your microphone by dialing *6. Please make sure to state your name and keep your testimony to the 3-minute limit.

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## To Provide Written Testimony Electronically

- Written testimony is accepted until 12 noon on the Monday before the Tuesday hearing. However, we strongly recommend that testimony be submitted by 5 PM the Friday before the hearing so it can be sent to the Commissioners that evening. Please email your testimony to testimony@lpc.nyc.gov.
- If your testimony includes photographs, include your name, the item the photograph is referring to, and the condition you wish to point out in the photograph.

## Public Meetings

The public may watch public meetings on the LPC YouTube live stream, but as with all public meetings, may not testify as the hearing is closed. Written comments may be submitted and will be distributed to the Commissioners if received by Noon on the day prior to the public meeting and emailed to testimony@lpc.nyc.gov.

If you have any other questions regarding the virtual public hearings, you may also contact Steven Thomson, Director of Community and Intergovernmental Affairs, at sthomson@lpc.nyc.gov or by phone at (212) 669-7923.