



THE ZONING HEARING BOARD OF
HAVERFORD TOWNSHIP, PENNSYLVANIA

Recording Procedures

The purpose of the Zoning Hearing Board of Haverford Township (“the Board”) is to hear applications for special exceptions, conditional uses, nonconforming uses, requests for variances, and appeals from determinations made by the zoning officer. The Board is a quasi-judicial body that gathers facts at a public hearing by taking testimony from the affected parties, and is charged with the legal responsibility of deciding whether to approve or disapprove applications and appeals. The Board will consider all relevant facts regarding the application, as well as evaluate its impact on the overall health and welfare of the community. Only testimony taken during the hearing, and given under oath, is considered by the Board. A court stenographer is present. Transcripts are available to any party at cost. The Board does not write the zoning ordinance.

The Board, in conjunction with the Board of Commissioners of Haverford Township, is commencing the video recording and televising of its hearings. The Municipalities Planning Code, 53 P.S. §10906(c), provides this Board authority to adopt rules and forms for its procedure, consistent with ordinances of the municipality and laws of the Commonwealth. As such, certain procedures relating to the recording of hearings before this Board are being implemented in order to protect the integrity proceedings and the record of the hearings before the Board. To wit:

1. These procedures shall be made available to the general public at all hearings before the Board.
2. These procedures shall be provided to each applicant to the Board.
3. The recording of hearings before this Board in no way replaces the notice requirements as set forth in the Municipalities Planning Code of the Commonwealth of Pennsylvania or the Code of the Township of Haverford, and viewing of recorded hearings shall not afford any parties, affected persons or other entities the opportunity to reopen any case closed before this Board.

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4. The recording of hearings before this Board shall not be considered a requirement to the conduct of such hearings.

5. From time to time during the conduct of hearings, the Board may announce that it is going “off the record” for reasons including, but not limited to, consultation with counsel, executive session and administrative purposes; at all times when the Board is “off the record”, all recording of the proceedings shall be ceased until such time as the Board goes back “on the record”.

6. Any recording of hearings before this Board shall not be considered part of the evidentiary record in a case.

7. The Chairman of the Board may invoke time limitations for speakers who are not parties to the proceedings before the Board and may also limit testimony that is repetitive in nature.

8. Public recording of the hearings before the Board shall be permitted but shall be subject to these procedures and limitations, including cessation of all recording during each period while the Board is “off the record.”

9. Anyone wishing to record the hearings before the Board shall advise the Board of their intent to record the proceedings prior to the commencement of the hearing.

10. Live narration of the proceedings before the Board shall not be permitted.

11. All recordings shall be taken from a stationary position that does not unreasonably interfere with the conduct of the hearings before the Board and may not interfere with the ability of other attendees at the hearing(s) to see and/or hear the proceedings.

12. Lights and flash units shall be prohibited.

13. The Chairman of the Board may designate an area from which recordings must take place.

14. Violations of these procedures may result in a pause in the proceedings, continuance of the proceedings or removal from the hearing room if unreasonable disruption of the proceedings occurs.