



# Memorandum

**TO:** Supervisor Kurt Heise, Charter Township of Plymouth, Michigan

**FROM:** Laura Haw, AICP, NCI

**SUBJECT:** **Zoning Board of Appeals Meeting Notice**

**DATE:** May 4, 2020

In addition to any Township notice requirements, the following information is recommended for noticing by the Township for the May 4, 2020 Zoning Board of Appeals meeting.

## **PLEASE TAKE NOTICE**

Michigan Governor Gretchen Whitmer issued Executive Orders 2020-15, 2020-021 and 2020-048 due to health concerns surrounding Coronavirus/COVID-19. These directives allow public meeting access and participation through conference calling, real time streaming, and other technologies in compliance with Public Act 267 of 1976, the Open Meetings Act (OMA).

The Charter Township of Plymouth will not allow in-person attendance at this meeting to mitigate the spread of COVID-19 and provide essential protections to vulnerable Michiganders and this state's healthcare system and other critical infrastructure.

## **HOW TO ACCESS THE MEETING**

The Charter Township of Plymouth provides public access, which meets the OMA's requirements that all public body deliberations and decisions take place at a meeting open to the public, as follows:

**Zoom Meeting:** Zoning Board of Appeals Meeting, Charter Township of Plymouth, Michigan

Time: May 7, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting: <https://mcka.zoom.us/j/96812248162?pwd=L0JPNUGzVU4vYIBZcmxkdTdEZFHvUT09>

**Meeting ID:** 968 1224 8162

**Password:** 110361

One tap mobile:

+16468769923,96812248162#,1#,110361# US (New York)

+13017158592,96812248162#,1#,110361# US (Germantown)

### **HEADQUARTERS**

235 East Main Street  
Suite 105  
Northville, Michigan 48167

☎ 248.596.0920  
✉ 248.596.0930  
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- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

Find your local number: <https://mcka.zoom.us/j/abXu4oujJE>

Cable channel (x) – if available

### MEETING INFORMATION

Meeting agendas and packets are available for inspection on the Charter Township of Plymouth website at:

[http://www.plymouthtp.org/government/agendas\\_and\\_minutes/zoning\\_board\\_of\\_appeals.php](http://www.plymouthtp.org/government/agendas_and_minutes/zoning_board_of_appeals.php)

### HOW TO SUBMIT PUBLIC COMMENTS

**Prior to the Meeting:** Written comments will be accepted prior to the date and time of the meeting by the Township Supervisor at [kheise@plymouthtp.org](mailto:kheise@plymouthtp.org). Please indicate the agenda item in your subject line.

**NOTE:** *The Charter Township of Plymouth must receive correspondence for specific public hearings before the respective public body closes the public hearing to include the correspondence in the record.*

**During Live Streaming:** To provide Public Comment during the virtual meeting through Zoom access by a computer or smart phone, please reference the instructions below.

### INSTRUCTIONS FOR VIRTUAL PUBLIC COMMENT

During this electronic virtual meeting, individuals who wish to address the Board on any agenda item may do so during the designated public comment period listed on the agenda.

1. Public comment during a virtual Board meeting is welcome. Individuals have a maximum of three (3) minutes to address the Board and present any comments. Board members will listen to concerns but will not interact or answer questions.
2. An individual wishing to make a public comment must indicate so by using the “Raise Hand” feature on the Zoom application.
  - a. This is typically found in the upper right-hand corner when you click on “View Participant List”.
  - b. This opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand when the Chair of the meeting calls for public comments.



- c. If you are using the audio only call-in feature, you can hit \*9 on the phone keypad to activate the "Raise Hand" feature.
3. Please wait to be recognized by the Township prior to speaking and direct your comments to the Chair. The Township will call on members of the public based on the last four digits of their phone number.
4. Each member of the public must begin comments by providing their name and address.

**Disorderly Conduct:** The Chair may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities, engaging in hate speech, or otherwise breaching the peace.

### **ACCOMMODATIONS**

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Township, at least three (3) business days in advance of the meeting, if requesting accommodations.