

- AGENDA -

WORK SESSION OF THE WEST BRANCH PLANNING COMMISSION TO BE HELD IN PERSON AND VIRTUALLY AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY, MARCH 23, 2021, BEGINNING AT 6:00 PM

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance.
- IV. Additions to the Agenda
- V. Public Comment – Agenda Items Only – 3 Minute Limit (general rule)
- VI. New Business
 - A. Planning and zoning essentials workshop
- VII. Reports and/or comments
 - A. Chairperson Report
 - B. Member reports
- VIII. Public Comment – Any Topic – 3 Minute Limit (general rule)
- IX. Adjournment



Michigan Association of Planning
A chapter of the American Planning Association

March 16, 2021

John Dantzer
City of West Branch
121 North Fourth Street | West Branch, MI 48661

Dear John,

This letter is to confirm the Michigan Association of Planning's **Planning and Zoning Essentials** on-site workshop has been scheduled for **Tuesday, March 23 and Tuesday, April 27, 6:00 PM to 8:00 PM via virtual platform**. This training will focus on planning commissioner and zoning board of appeals member responsibilities.

Wendy Rampson, AICP will be instructing the first half of the workshop and I will be instructing the second half. I will contact you on Wednesday, March 17 to see if you have any questions or would like us to highlight specific points during the presentation. Our contact information is (734) 913-2000 or wrampson@planningmi.org or avansen@planningmi.org.

The cost for the on-site workshop is outlined in the enclosed estimate. Please email me a **list of attendees** no later than **Thursday, March 18, 2021** so we can prepare completion certificates, handouts, and other materials and ship them to your community before the workshop.

Please note that you will need to arrange the virtual platform (GoTo meetings, Zoom, etc) for the workshop.

Shortly after the workshop, we will send you an invoice for the presentation fee and materials.

The Michigan Association of Planning is excited about your commitment to making quality land use and community planning decisions. We look forward to this opportunity to assist you in this educational effort. If you have any questions, please contact me at (734) 913-2000 or avansen@planningmi.org. Thank you!

Sincerely,

A handwritten signature in cursive script that reads 'Amy M. Vansen'.

Amy M. Vansen, AICP
Director of Information and Programs

1919 West Stadium, Suite 4
Ann Arbor, Michigan 48103

p: 734.913.2000
f: 734.913.2061

**CITY OF WEST BRANCH
PLANNING AND ZBA
WORK SESSION
MARCH 9, 2021**

PLEASE TAKE NOTICE that a work session of the West Branch City Planning Commission and Zoning Board of appeals will be scheduled for Tuesday, March 23, 2021 starting at 6:00 pm will be conducted in person and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 pandemic.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk by phone at (989) 345-0500 from 8:00 am-4:30 pm Monday- Friday or by email at clerk@westbranch.com, at least five business days prior to the meeting.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

2. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

Meeting Information:

Topic: Planning commission and Zoning Board of Appeals work session

Time: Mar 23, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82006416546?pwd=T1dWQjVSdWZta00vaGRoRTRzYU9BQT09>

Meeting ID: 820 0641 6546

Passcode: 410961

One tap mobile

+13017158592,,82006416546#,,,,*410961# US (Washington DC)

+13126266799,,82006416546#,,,,*410961# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 820 0641 6546

Passcode: 410961

Find your local number: <https://us02web.zoom.us/j/kjxNnLUR6>

CITY COUNCIL MEMBERS

Chairperson Cori Lucynski – lucynskiwbplanning@westbranch.com

Mike Jackson -- jacksonwbcouncil@westbranch.com

Kara Fachting --- fachtingwbplanning@westbranch.com

Yvonne DeRoso --- derosowbplanning@westbranch.com

Bob David -- davidwbplanning@westbranch.com

Rusty Showalter – showalterwbplanning@westbranch.com 1

Tiffany Schmieder-Kups – schmieder-kupswbcouncil@westbranch.com

And as always, minutes of all Planning Commission Meetings can be found on our website at www.westbranch.com, under the Government Tab.