

- AGENDA -

REGULAR MEETING 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, JUNE 8, 2021, BEGINNING AT 6:00 PM

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance.
- IV. Public Hearings
- V. Additions to the Agenda
- VI. Public Comment – Agenda Items Only – 3 Minute Limit (general rule)
- VII. Approval of Minutes from May 11, 2021
- VIII. Site Plan review
- IX. Sign Permit
 - A. Cottage Vision Design
 - B. Loggers Depot
- X. Unfinished Business
- XI. New Business
 - A. Cuzins Cycle zoning approval
 - B. Appointment recommendation to fill open seat
- XII. Communications
- XIII. Reports and/or comments
 - A. Chairperson Report
 - B. Member reports
- XIV. Public Comment – Any Topic – 3 Minute Limit (general rule)
- XV. Adjournment

Call to Order

Roll Call

**Pledge of
Allegiance**

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Approval of Minutes

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD VIRTUALLY AND IN PERSON
IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, MAY 11, 2021.

Chairperson Cori Lucynski called the meeting to order at 6:05 p.m.

Present: Bob David, Yvonne DeRoso, Mike Jackson (West Branch, COVID), Cori Lucynski, and Rusty Showalter

Absent: Kara Fachting

Others officers in attendance: City Manager John Dantzer.

* * * * *

All stood for the Pledge of Allegiance.

* * * * *

**MOTION BY SHOWALTER, SECOND BY DAVID, TO APPROVE THE MINUTES FROM THE
REGULAR MEETING HELD APRIL 13, 2021 AND THE WORK SESSION HELD APRIL 27, 2021.**

Motion carried

* * * * *

The Commission reviewed an updated site plan submitted by MidMichigan Health for their wound care facility previously approved which included the addition of an oxygen tank area. Jeff Wagner, of MidMichigan Health, noted that the original plan called for the building to share oxygen tanks with the hospital but after further calculations, it was determined it may cause issues with the hospital oxygen which brought about the site plan changes. It was noted that zoning administrator/city manager, John Dantzer recommended approval.

**MOTION BY DAVID, SECOND BY DEROSO, TO APPROVE THE AMENDMENT TO THE SITE PLAN
FOR MIDMICHIGAN HEALTH AS SUBMITTED.**

Motion carried

* * * * *

Chairperson Lucynski noted her appreciation for the in-depth assessment provided by zoning administrator/City Manager Dantzer.

Member David commented on the amount of use at Irons Park and commended the DPW for their maintenance of the park.

Member DeRoso noted the real estate market was extremely busy and that they will be starting another set of condos on West River Park, that she was going to start working on marketing some more duplexes

at Victorian Manor, that she has received interest on the old bicycle factory, that the old Ogemaw Pharmacy building was for sale, and that the gas station off of the 215 exist was moving along.

Member Jackson noted Meijer's is making good progress and the water and sewer taps were completed. Member Jackson also asked if there had been any interest in the Griffin St property. Manager Dantzer and Member DeRoso both noted they have not had anyone with formal interest in it.

Member Showalter thanked the City for helping get the Southside apartments large items cleaned up.

* * * * *

Meeting was adjourned at 6:27 pm

Site Plan Review

Sign Permit

District	Type	# per Parcel	Maximum size	Height
CBD (see subsection H for additional regulations in the DDA)	Freestanding, Primary (permanent)	1 per street or alley	24 ft ²	12'
	Message Boards (including digital)	1 per street or alley	24 ft ²	12' (for freestanding)
	Canopy or Marquee	1 per street or alley	Length of front face	Height: Bottom of 2nd story window. Bottom of sign shall be a minimum of 8' from sidewalk
	Wall	---	25% of each building wall	Not to exceed height of wall
	Projecting Signs	1	20 ft ²	Bottom of sign shall be a minimum of 8' from sidewalk
	Temporary/Portable	32 ft ² (total of all temporary signs)		5'
	Sail-Type Temporary Signs (also known as flag banners and feather flags)	1 (32 ft ² each) per 20 linear feet of road frontage. In the CBD along Houghton Avenue between 2nd and 4th Streets, sail-type temporary signs shall only be permitted with planning commission approval. No public hearing is required. Applicant shall demonstrate a plan for mounting and display of the sign which will be safe for vehicular and pedestrian traffic and will be aesthetically pleasing.		

Number: Each property is allowed the various types of signs listed in combination.

Lighting: Only signs for multi-family and non-residential uses may be illuminated provided the light does not negatively affect adjacent properties or the visibility of traffic or pedestrians.

Additional Signage: Parcels with greater than 400 lineal feet of frontage may be granted additional signage by the Planning Commission.

Signs on Lots Containing Multiple Establishments. See subsection G below.

These two sign permit applications are being submitted to the Commission because they are free standing sail-type banners that are downtown between 2nd and 4th as per our last zoning update.



121 N Fourth St., West Branch, MI 48661 Telephone: 989-345-0500

Email: clerktreasurer@westbranch.com

Sign Permit Application

Applicant Name Cottage Vision Designs Phone # 989-
Address 320 W. Houghton Ave
Address Location of Sign 320 W. Houghton Ave
Property Owners Name Vicki Thomas
Property Owners Signature Vicki Thomas
Name of Business for Sign Cottage Vision Designs
Location of Sign: Building _____ Free Standing X
Type of Sign: Wall _____ Canopy _____ Projecting _____ Free Standing X Sandwich _____
Dimensions of Sign 29.5" x 130" Total Sq Ft 26.5 Total Hgt 130"

The following information MUST be attached for all signs:

1. A Scale drawing (2"=1') showing:
 - a. Dimensions of sign
 - b. Information to be on sign
 - c. Size & Style of letters
 - d. Color of sign & letters
 - e. If Free Standing Sign, include sign dimensions & construction material description
2. For Signs attached to buildings, provide a drawing showing the building, location of windows, doorways & location on building where sign will be erected.
3. For Free Standing Signs, attach a lot plan drawing showing size of lot, location of building(s) on property, location of driveways, sidewalks, roadways and proposed location of sign.
4. If the Sign is to be illuminated, describe the type of lighting.

The above and attached statement is true in all particulars to the best of my knowledge and belief. I agree that the City Ordinances, building and electrical codes will be strictly compiled within the erection of this sign.

Applicant Signature Vicki Thomas

Date 5-21-21

Application Fee \$25.00 B.O.
PAID X 5-21-21 NOT PAID _____

Staff Action: Date 5/24/21 Approved _____ Denied ✓

Variance Request Planning Commission Action: Date _____ Approved _____ Denied _____

PERMIT NO. _____



Banner size: 29.5" x 90.5"

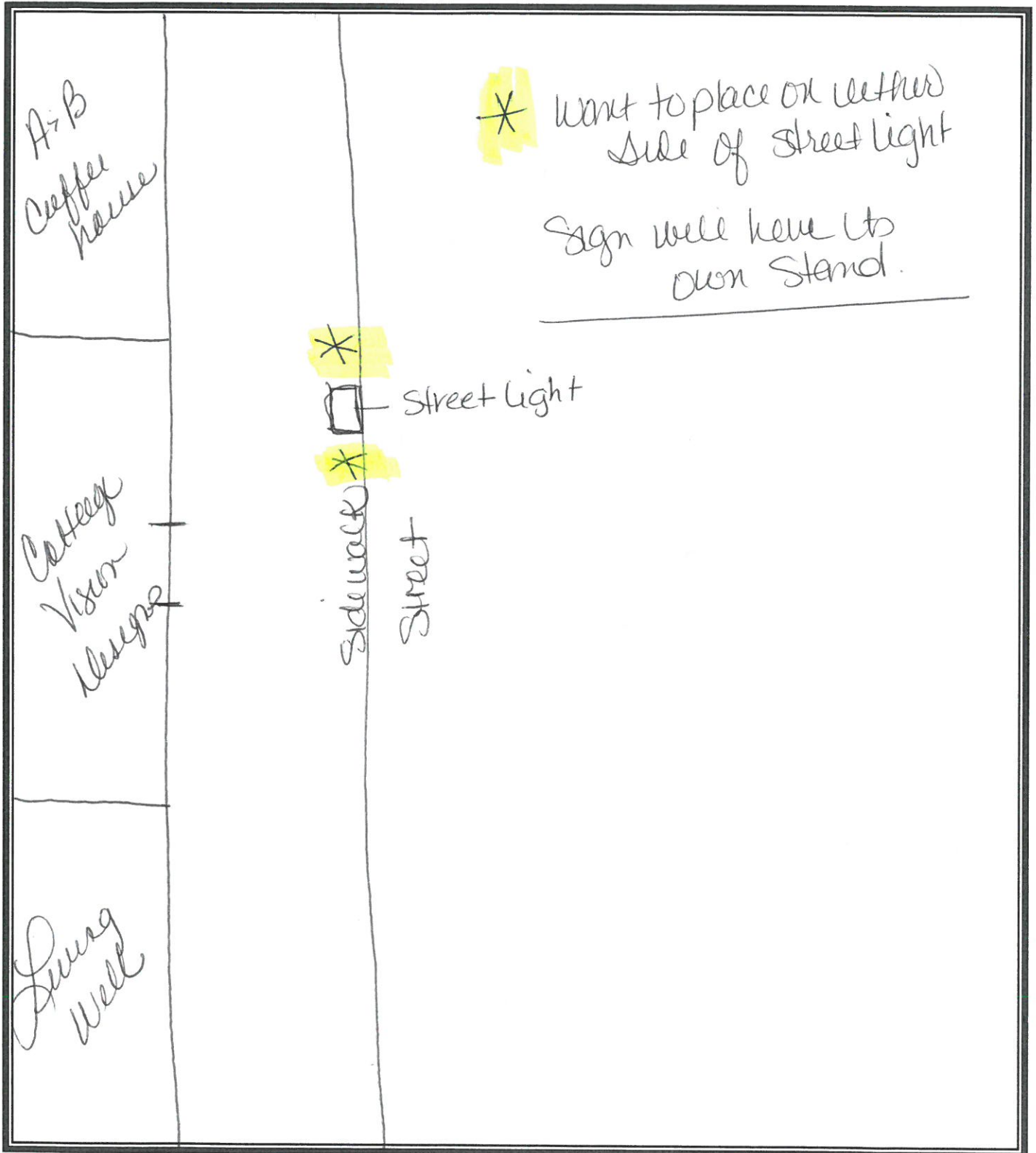
Cottage Vision Designs
IMAGINE • BELIEVE • CREATE
Open to Create Now!

Banner size: 29.5" x 130"

Ran out of
ink
It is very colorful.

Please include: Roads, Sidewalks and Setbacks

***Applicant is required to contact Miss Dig at 811





121 N Fourth St., West Branch, MI 48661 Telephone: 989-345-0500

Email: clerktreasurer@westbranch.com

Sign Permit Application

Applicant Name Loggers Depot Phone # 989 345-2656
Address 314 w Houghton Ave
Address Location of Sign out Front
Property Owners Name Ken Earle
Property Owners Signature [Signature]
Name of Business for Sign Loggers Depot
Location of Sign: Building _____ Free Standing X
Type of Sign: Wall _____ Canopy _____ Projecting _____ Free Standing X Sandwich _____
Dimensions of Sign: 2x10' Total Sq Ft 20sqft Total Hgt 10'

The following information MUST be attached for all signs:

1. A Scale drawing (2"=1') showing:
 - a. Dimensions of sign
 - b. Information to be on sign
 - c. Size & Style of letters
 - d. Color of sign & letters
 - e. If Free Standing Sign, include sign dimensions & construction material description
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3. For Free Standing Signs, attach a lot plan drawing showing size of lot, location of building(s) on property, location of driveways, sidewalks, roadways and proposed location of sign.
4. If the Sign is to be illuminated, describe the type of lighting.

The above and attached statement is true in all particulars to the best of my knowledge and belief. I agree that the City Ordinances, building and electrical codes will be strictly compiled within the erection of this sign.

Loggers Depot 5-17-21
Applicant Signature Date

Application Fee \$25.00

PAID 5-17-21 NOT PAID _____

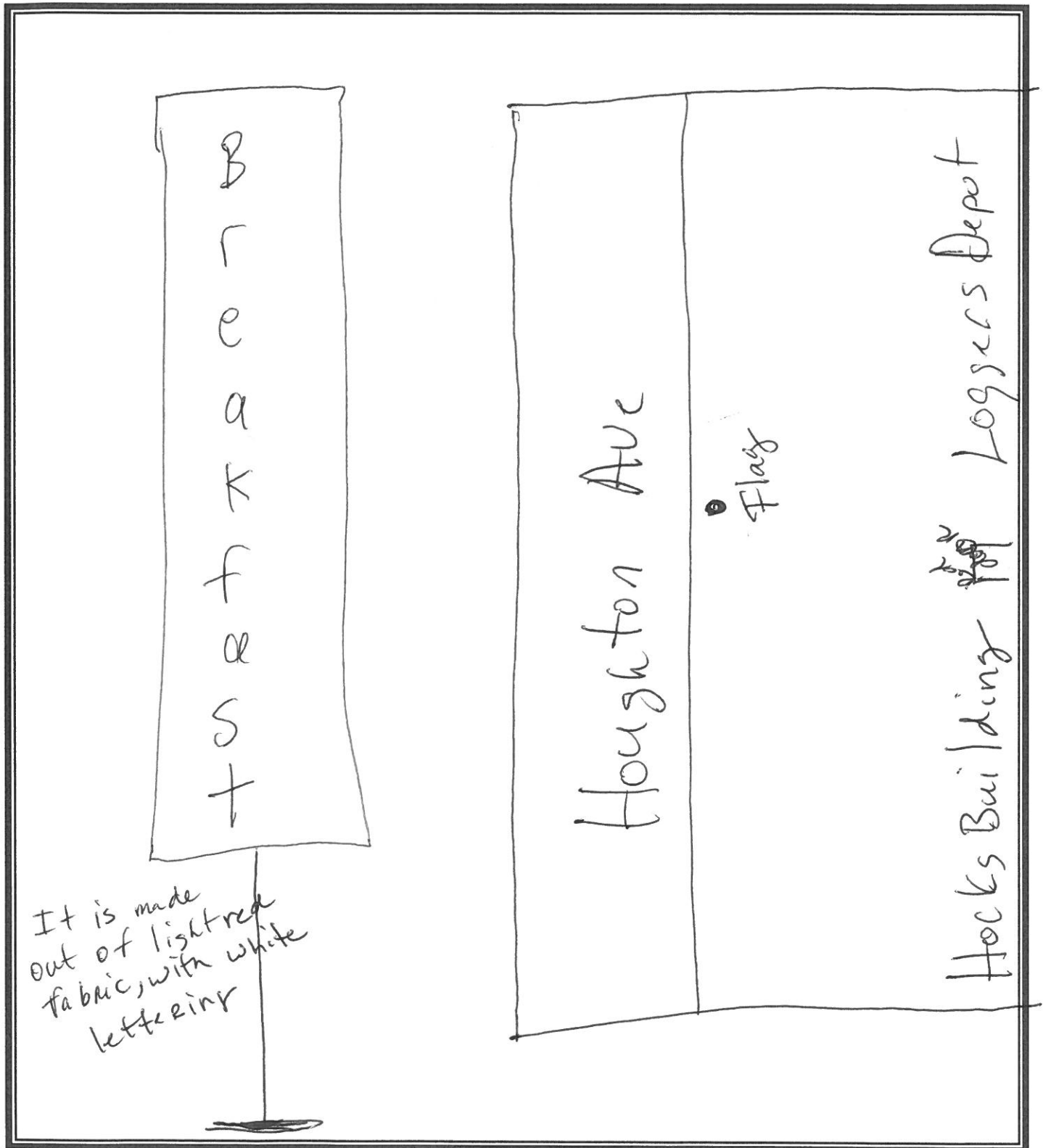
Staff Action: Date 5/24/21 Approved _____ Denied ✓

Variance Request Planning Commission Action: Date _____ Approved _____ Denied _____

PERMIT NO. _____

Please include: Roads, Sidewalks and Setbacks

***Applicant is required to contact Miss Dig at 811



Unfinished Business

New Business

ZONING APPROVAL

Name of Dealership: Cuzins Cycle of West Branch

Dealership Address: 118 W Houghton Ave. West Branch, MI 48661
(street) (city) (zip)

Dealer License Number (if applicable): _____

- ☐ Class A - New Vehicle Dealer
- ☒ Class B - Used Vehicle Dealer
- ☐ Class C - Used Vehicle Parts Dealer
- ☐ Class D - Broker
- ☐ Class E - Distressed Vehicle Transporter
- ☐ Class F - Vehicle Scrap Metal Processor
- ☐ Class G - Vehicle Salvage Pool
- ☐ Class R - Automotive Recycler
- ☐ Class W - Automotive Wholesaler

Zoning Authority:

The license(s) being applied for (checked above) would permit, but not require, all business activities described on the reverse. Please check the appropriate category below, complete the signature portion of this form, and return this completed form to the applicant.

If you have any questions or concerns, contact the Michigan Department of State, Licensing Unit, at 1-888-SOS-MICH (1-888-767-6424).

Thank you.

- ☒ Location is **APPROVED** for dealer classification(s) checked above.
- ☐ Location is **DISAPPROVED** because it is not properly zoned.
- ☐ Location is **APPROVED** because there is NO zoning ordinance in effect.

Signature of Zoning Authority _____ Date 6/8/31 Telephone Number (989) 345-0500
John Dantzer _____
 Printed Name of Zoning Authority _____ Jurisdiction (City, Township, etc.) City of West Branch.

Class A (New Vehicle Dealer) - This dealer buys and sells new vehicles under a franchise agreement or a contract with a new vehicle manufacturer.

Class B (Used Vehicle Dealer) - This dealer buys and sells used vehicles.

Class C (Used Vehicle Parts Dealer) and Class R (Automotive Recycler) - These dealers buy or otherwise acquire late model major component parts for resale, either at wholesale or at retail, and/or acquire vehicles to dismantle for the resale of their parts, selling the remains as scrap. These are the only classes which can legally buy late model distressed vehicles (salvage or scrap vehicles) or late model major component parts from insurance companies, or through auctions, brokers, or salvage pools in Michigan.

Class D (Broker) - This dealer "brokers" the sale of vehicles or late model major component (salvageable) parts by arranging (or offering to arrange) for the sale of the vehicles or parts between two parties. A broker **may not** take ownership of the vehicles or major component parts.

Class E (Distressed Vehicle Transporter) - This dealer may: 1) buy or acquire ownership of, 2) transport, and 3) sell scrapped or junked vehicles only. Vehicles may be sold at wholesale only to:

1. Used Vehicle Parts Dealers (Class C); or
2. Scrap Metal Processors (Class F); or
3. Automotive Recyclers (Class R).

This dealer may NOT dismantle vehicles or sell parts. (Note: A vehicle "crusher" is one type of distressed vehicle transporter.)

Class F (Vehicle Scrap Metal Processor) - This dealer processes vehicles into scrap metal by shearing, fragmenting, baling, shredding, etc. (Crushing vehicles is not considered a scrap metal process since it is not the final step before remelting.)

A scrap metal processor who acquires vehicles only from licensed dealers is not required to be licensed but must keep certain records and make them available for inspection.

Class G (Vehicle Salvage Pool) - This dealer engages in the business of storing and displaying damaged or distressed vehicles for insurance companies. Class G is compatible only with Class D.

Class W (Automotive Wholesaler) - This dealer engages in the business of buying and selling used vehicles from and to licensed vehicle dealers. A wholesaler may not buy, sell or otherwise deal in vehicles to a person other than a licensed vehicle dealer.

**TABLE OF PERMITTED USES
& SPECIAL LAND USES**

P = Permitted by right

S = Permitted with a Special Use Permit

*supplemental development regulations

CBD**Commercial, Services & Retail****Retail**

Automotive Accessory Sales	P
Antique Stores	P
Bait & Tackle Shops	P
Bakeries/Confectionaries	P
Bicycle Shops	P
Building & Garden Equipment & Supplies Dealers	P
Clothing, Clothing Accessory & Shoe Stores (including shoe repair)	P
Convenience Stores	P
Electronics & Appliance Stores	P
Farm & Feed Supply Stores	P
Farm Market	P
Florists	P
Food & Beverage Stores (& similar commodities for consumption off the premises)	P
Furniture & Home Furnishings Stores/Fixtures Stores (including wall/floor cover)	P
General Merchandise Stores/ Retail	P
Gift Shops	P
Health & Personal Care Stores	P
Office Supply Stores	P
Pet Stores	P
Resale Shops/Thrift Shops	P
Sporting Goods, Hobby, Book & Music Stores	P
Small-Scale Craft Making	P
Studios for Dance, Music, Karate, etc	P
Tattoo/Body Piercing Parlors	P
Vehicles sales which are primarily indoors with limited outdoor display.	S
Veterinary Hospital/Office with no outdoor animal area	P
Communications	
Small Cell Wireless Facilities (§7.19)	P*
Educational Services, Religion & Social Institutions	
Colleges/Universities/Institutions of Higher Learning (not on ground floor in CBD)	P
Commercial Schools; Trade Schools (not on ground floor in CBD)	P

**TABLE OF PERMITTED USES
& SPECIAL LAND USES**

P = Permitted by right

S = Permitted with a Special Use Permit

*supplemental development regulations

CBD**Human Care & Social Assistance**

Child Care Center/Nursery School (not in home) (§7.5)	P*
Health Care/Dental/Optical Clinics/Hearing Clinics	S
Manufacturing, Mining & Waste Management	
Mining/Soil Resource Extraction (incl Sand, Gravel, Rock & Mineral Extraction)	S
Miscellaneous	
Accessory Buildings (§3.10) & Accessory Uses (§3.11)	P*
Mixed Uses (Commercial/Residential in one building & in separate buildings on one lot)	P
Planned Unit Developments, Commercial (§7.13)	S*
Public Facilities	
Community Centers & Auditoriums (public) (§7.14)	S*
Governmental Office Buildings (§7.14)	P*
Libraries (§7.14)	P*
Police & Fire Stations; Correctional Facilities/Jails (§7.14)	P*
Post Office (§7.14)	P*
Residential Uses	
Dwelling Units above a Commercial Establishment	P
Single-Family Detached Dwelling, Existing & occupied at time of Ordinance	P
Transportation, Storage & Wholesale	
Storage - Outdoor Facility (Commercial) (§7.12)	S*
Utilities & Energy	
Solar Energy (Accessory Panels) (§7.22)	P*

1 Purpose & Authority**2** Definitions**3** General Provisions**4** District Regulations**5** Plot Plan & Site Plan Review**6** Special Use Review**7** Supplemental Regulations**8** Zoning Board of Appeals**9** Administration & Enforcement**10** Adoption & Amendments

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- B. A terminating point where goods are transferred from a truck to a storage area or to other trucks, or picked up by other forms of transportation.

TOURIST HOME: An owner-occupied dwelling furnishing overnight sleeping quarters to transient guests and containing not more than three (3) guest bedrooms.

U

UNIFIED CONTROL: The combination of two (2) or more tracts of land, wherein each owner has agreed that his tract of land shall be developed as part of a planned development and shall be subject to the control applicable to the planned development.

USE, CHANGE OF: Any use which substantially differs from the previous use of a building or land, or which imposes other special provisions of law governing building construction, equipment, egress or ingress.

USE, LAWFUL: The legal use of any structure or land that conforms with all of the regulations of this Ordinance or any amendment that exists at the time of the enactment of this Ordinance or any amendment thereto. All other uses are considered nonconforming uses that may be deemed legal or illegal.

USED, OCCUPIED: These words are intended to include INTENDED, DESIGNED or ARRANGED to be used or occupied.

USE, TEMPORARY: A use in a temporary building or structure on a parcel, established for a fixed period of time with the intent to discontinue such use upon the expiration of the time period granted in the administrative permit. Outdoor temporary uses are regulated by **Section 7.18**.

USED CAR LOT: see **OUTDOOR SALES**. A USED CAR LOT shall not be used for the storage of wrecked automobiles, the dismantling of automobiles, or the storage of automobile parts.

UTILITY OR PUBLIC SERVICE: see **PUBLIC SERVICE UTILITY/INSTALLATION**

V

VARIANCE: A modification of the required provisions of the physical development or land use standards of this Ordinance granted when strict enforcement of this Ordinance would cause undue hardship owing to circumstances unique to the individual property on which the VARIANCE is granted.

VEHICLE, MOTOR: A self-propelled device used for transportation of people or goods over land surfaces, and licensed as a motor vehicle.

VEHICLE REPAIR: see **AUTOMOTIVE/VEHICLE REPAIR**

VEHICLE SALES: see **OUTDOOR SALES**

1 Purpose & Authority	2 Definitions	3 General Provisions	4 District Regulations	5 Plot Plan & Site Plan Review
6 Special Use Review	7 Supplemental Regulations	8 Zoning Board of Appeals	9 Administration & Enforcement	10 Adoption & Amendments

CLICK TO GO TO MAIN TABLE OF CONTENTS

CITY OF WEST BRANCH PLANNING COMMISSION BOARD OPENING

The City of West Branch is seeking an applicant to fill a vacancy on the education segment of the Planning Commission. The Planning Commission is a paid board position of \$25/ meeting that meets on the second Tuesday of each month and the fourth Tuesday of the month, as needed, at 6:00 pm at City Hall. Terms are for three years with the filling of the current term to end on 12/31/2019. Applicants are asked to submit an application by June 3, 2021 at 4:30 pm with the filling of the vacancy to be discussed at the meeting on June 8, 2021 at 6:00 pm.

The Planning Commission is an advisory body to the City Council, which is responsible for directing the short and long-range growth and development of the City through the maintenance and implementation of the City's Zoning Code, Master Plan, and other associated specific plans. It is composed of seven members with one member being from the City Council. Members are appointed by City Council, based on nominations from current members of the Planning Commission. Each Commissioner serves a three-year term with no maximum term limit.

Duties:

In order to implement the Master Plan, the Planning Commission is empowered to administer the City's zoning laws, ordinances, rules and regulations which:

- Regulate the use and appearance of buildings, structures, and land.
- Regulate signs and billboards.
- Regulate location, height, bulk, number of stores, and size of buildings and structures; the size and use of lots, yards, courts, and other open spaces; the percentage of a lot which may be occupied by a building or structure; the intensity of land use.
- Establish requirements for off-street parking and loading.
- Establish and maintain building setback lines.
- The Planning Commission also reviews environmental documents and capital improvement programs.

Desirable Qualifications:

A Planning Commissioner's primary job is to make land use decisions that are consistent with the policies and plans formally adopted by the City Council. Therefore, the first priority of a Planning Commissioner must be to develop decision-making skills and knowledge of City policies. It is not critical to have training in fields such as planning, architecture, law, civil engineering, geology, economics, or demography.

These are skills that are available to the Commissioner from staff, consultants, and the applicant. The commissioner's job is to weight the professional input given in staff reports, environmental impact reports, and consultant reports. A commissioner is much like a judge who is trained to render a legal decision based on the testimony of experts and others who appear as witnesses in a trial.

Suggested qualifications for a Planning Commissioner include:

- A willingness and ability to research and report on issues, programs and policies related to development issues.
- A willingness to attend night meetings on a regular basis.
- A willingness to assist in implementing projects as decided upon by the City Council.
- The ability to sustain harmonious working relationships with Commission members, the City Council, residents, and the public.
- A willingness to attend extracurricular meeting and training seminars related to regional planning uses.

The Planning Commission will strive to encourage participants from various stakeholders of the City such as the Downtown Development Authority, Downtown Retail Merchants, industrial park business owners, residential members, multi-family institutions, medical/health fields, financial institutions, and developers.

For more details, please visit West Branch City Hall at 121 N. 4th St, West Branch, MI 48661



121 North Fourth Street, West Branch, Michigan 48661
Phone 989-345-0500, Fax 989-345-4390, e-mail cityhall@westbranch.com
The City of West Branch is an equal opportunity provider, employer, and lender

APPLICATION FOR PLANNING COMMISSION

Name JOSHUA ERICKSON
Address 152 N 2ND ST WEST BRANCH
Phone 989 387 8816 (cell/phone)
Email jre4129@gmail.com
City Resident? Yes ☒ No ☐ How Long? 25 YEARS
Please list any previous City appointments or offices VOLUNTEER FIRE DEPT
09-11
Please list any relevant employment or professional activities BREWER & SHIFT
LEAD AT HIGHWAY BREWING CO.
Other community affiliations/activities you feel would be a benefit to this position _____

Are you aware of the meeting schedule for this Board or Commission, and are you available to attend regularly scheduled meetings?

Aware of schedule? Yes ☐ No ☒ Can attend? Yes ☒ No ☐ Unsure ☐

City Ordinance 17-04, Section 32.032, scheduled for enactment on 11/20/17, requires board members to represent at least one of the following important segments of the community. (Please select the segment/segments that you believe you represent)

- | | | |
|------------------------------------------------|--------------------------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> Recreation | <input type="checkbox"/> Government | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Education | <input type="checkbox"/> Transportation | |
| <input type="checkbox"/> Public Health | <input type="checkbox"/> Industry/commerce | |

Please list your background in the segment/s that you have chosen I AM FAMILIAR
WITH THE AREA & ACTIVITIES PROVIDED. I WOULD LIKE
TO USE MY PUBLIC SKILLS TO HELP BRING COMMUNITY TOGETHER.

Why are you interested in serving on the Commission? I AM ALWAYS TRYING
TO HELP OUR COMMUNITY THRIVE AND GROW

What talents or experience would you bring to the position? I AM PERSONABLE,
HARDWORKING, I CAN COMPROMISE TO GET TO
A FINAL GOAL.

Any other information you wish to provide for Mayor and Council consideration? I JUST
RECENTLY BOUGHT A HOME HERE IN TOWN. I'LL
BE AROUND!

Signature

Date

Appointments to the Planning Commission are nominated by the Mayor and confirmed by consent of the City Council. If you are applying for a specific and currently open position, you will be notified of City Council's decision once it is made.

Upon appointment, you will be required to stop by City Hall to complete a W-4, MI W-4 and an I-9 form along with supplying a copy of your driver's license and social security card or a copy of your passport. In addition you will need to be sworn in the City Clerk prior to attending your first meeting. Thank you for your interest in serving on the Planning Commission.

Communications

Reports

Chairman

Members

**Public
Comment
-Any
Topic**

Adjournment

**CITY OF WEST BRANCH
PLANNING MEETING
JUNE 8, 2021**

PLEASE TAKE NOTICE that the regular meeting of the West Branch City Planning Commission scheduled for Tuesday, June 8, 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: 6-8-21 Planning Commission Regular Meeting

Time: Jun 8, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87444940661?pwd=RXZZTUtvbTI5R2ZHak9kdHZOK09CQT09>

Meeting ID: 874 4494 0661

Passcode: 818034

One tap mobile

+13126266799,,87444940661#,,,,*818034# US (Chicago)

+16465588656,,87444940661#,,,,*818034# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 874 4494 0661

Passcode: 818034

Find your local number: <https://us02web.zoom.us/j/87444940661>

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.