



ZONING BOARD OF APPEALS
WEDNESDAY, MAY 12, 2021
Electronic Meeting – 5:30 p.m.

AGENDA

In accordance with State Law, which has authorized remote participation in public meetings for a defined reason, it has been determined by the Mayor, in consultation with the City Manager (in accordance with Resolution 2021-08) that an electronic meeting is necessary to protect the public health. This was determined due to the fact that Ingham County Board of Commissioners, in accordance with PA 390 of 1976, declared that a “state of emergency” exists within our jurisdiction through May 31, 2021 (Resolution 21-219). Public participation is encouraged and procedures facilitating that participation are outlined in supplemental materials attached.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT**
4. **APPROVAL OF MINUTES**
 - A. Approve Minutes of Zoning Board of Appeals Meeting March 10, 2021
5. **UNFINISHED BUSINESS**
 - A. MI APA Training – Feedback and discussion on recent training sessions/future opportunities
 - B. Master Plan RFP Update - https://www.mason.mi.us/master_plan/index.php
6. **NEW BUSINESS**
7. **LIAISON REPORT**
 - A. Council Liaison Update
 - B. City Manager Report [here](#)
8. **ADJOURN**



ZONING BOARD OF APPEALS ELECTRONIC MEETING INFORMATION

PLEASE TAKE NOTICE that the meeting of the City of Mason Zoning Board of Appeals scheduled for **May 12, 2021, starting at 5:30 p.m.**, will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19.

The City of Mason will be using Zoom to host this meeting. A free account is required to use Zoom. Please take the time to download and set-up Zoom prior to the meeting. Zoom may be accessed here: <https://zoom.us/>

MEETING INFORMATION:

Topic: **Zoning Board of Appeals Meeting**
Time: **May 12, 2021 5:30 p.m.**

Meeting ID: 899 1655 0295
Passcode: 701768

Video Conference Information: **Link to join online:**

Join Zoom Meeting

<https://us02web.zoom.us/j/89916550295?pwd=OER4MGZ6cUc5TGNETjBQbENvY1FKdz09>

- You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID identified above.
- Phone Information:
Dial (312) 626-6799 (Enter meeting ID when prompted.)

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 Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155.

Note on Public Comments:

If you would like to provide comments beforehand, please send those comments in an email by 3:00 pm on the day of the meeting to stephanies@mason.mi.us. They will be read aloud by Chair.

If you would like to speak during the meeting, you can send your name and address to stephanies@mason.mi.us by 3:00 pm on the day of the meeting. You can still speak at the meeting if you do not notify us in advance.



General Procedures Related to Electronic Meetings

As required under Public Act 228 of 2020, the following procedures outline the accommodation of meetings held, in whole or in part, electronically by City Council or a City Board or City Commission. Additional procedures will be adopted at a later date, by the Council, to accommodate members that are eligible and cannot attend in person for meetings held on or after January 1, 2021.

Electronic Meeting Procedures for City Council, City Board or City Commission Members

- All attendees including City Council, City Board or City Commission Members will enter the meeting with a muted microphone.
- The meeting Chair's microphone will be unmuted to call the meeting to order.
- During initial roll call, each member will announce the physical location they are participating from by stating the county, city, township, or village and state which they are attending the meeting from.
- The meeting Chair will call for a motion and members will signify making a motion by either voice or the "Raise Hand" feature. The same process will be followed for a second to a motion. The meeting Chair will then acknowledge which member made the motion and which member seconded the motion.
- The meeting Chair will then ask if there is any discussion on the motion. Members will indicate a desire to discuss by either voice or the "Raise Hand" feature. The meeting Chair will then acknowledge the particular member granted the floor for discussion by name.
- Votes shall be taken by roll call.

Electronic Meeting Procedures for Public

- All public participants entering the meeting will automatically be muted upon entering.
- All public participants should either turn off or leave off their video camera. Only City Council, City Board or City Commission Members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- Public rules are displayed in the "Chat" Feature; however, the chat feature will not be turned on to allow for chat comments to be added.
- Public comment:
 - Public only will be allowed to address the members during Public Comments
 - Public is allowed three (3) minutes to speak.
 - Public must state the name and address slowly and clearly before they start to address the Council.
 - Public comments will be addressed in the following order:
 1. Those provided the day of the meeting and sent to the designated person in the meeting instructions by a certain time will be read during the meeting.
 2. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the "Raise Your Hand" Feature in Zoom. The meeting Chair will call on individuals to speak and they will be unmuted at that time.
 3. Participants that are available only by phone, after the meeting Chair requests.
- Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- Due to the electronic nature of this type of meeting the meeting Chair, at his discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting, however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation.

ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

PHONE INSTRUCTIONS - to join the conference by phone

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

VIDEOCONFERENCE INSTRUCTIONS – to watch and speak, but not to be seen

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 above. 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:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. 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.”

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 above.
2. Enter the **Meeting ID number** 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

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.

**CITY OF MASON
ZONING BOARD OF APPEALS
MINUTES OF MARCH 10, 2021
DRAFT**

Director Hude called the meeting to order at 5:31 p.m. Mason MI, via Zoom Teleconference.

Roll Call		Present	Absent	Location
Board Member	Fisher	x		Mason, Michigan
Board Member	Harris	x		Mason, Michigan
Board Member	McCormick	x		Mason, Michigan
Board Member - Alternate	Meredith	x		Mason, Michigan
Vice Chair	Preadmore		x	Fire
Chair	Sabbadin		x	Fire
Council Liaison	Schaffer	x		Mason, Michigan
Board Member	Wilson	x		Mason, Michigan
Board Member – Alternate (Vacancy)				

Also Present: Elizabeth A. Hude, AICP, Community Development Director/Secretary, Mason, Michigan; Marcia Holmes, Permit Admin Specialist, Mason, Michigan; Stephanie Strickland, Admin. Assistant, Mason, Michigan

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Fisher second by Harris, to approve the Zoning Board of Appeals minutes from the meeting January 13, 2021.

Yes (6) Fisher, Harris, McCormick, Meredith, Schaffer, Wilson
No (0)
Absent (2) Preadmore, Sabbadin

UNFINISHED BUSINESS

None.

NEW BUSINESS

Director Hude discussed the upcoming MI APA Training opportunities and strongly encouraged new

members to attend. There was a brief general discussion about dates and times of training opportunities and where to find the link to register and obtain additional information.

COUNCIL LIAISON REPORT

Council Liaison Schaffer updated the board that the City Council was preparing for the CIP & Budget for the upcoming year, which included discussions about Laylin Park Pavilion and whether to renovate or remove and replace. There is a Master Plan meeting to prepare for the RFP scheduled for March 15, 2021 at the Joint Meeting. He indicated that discussions have started about resuming face to face meetings in the near future, following social distancing recommendations. He also mentioned that there were discussions about the Rayner Park play structure for next year and Council would have those plans determined by the end of the summer.

ADJOURN

The meeting adjourned at approximately 5:47 p.m.

Elizabeth A. Hude, AICP, Community Development Director and ZBA Secretary