



A D M I N I S T R A T I V E O F F I C E S

Mayor Robert F. Paul III

Mayor Pro-Tem Joe Rozell

City Manager Amy Sullivan

Commissioner Jules B. Olsman

Commissioner Jeff Jenks

Commissioner Michelle Elder

NOTE: THIS MEETING WILL BE HELD ELECTRONICALLY AS AUTHORIZED UNDER EXECUTIVE ORDER 2020-15 SIGNED BY GOVERNOR WHITMER ON MARCH 18, 2020. MEMBERS OF THE PUBLIC BODY AND MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY, AS DESCRIBED BELOW. THE CITY HALL WILL BE CLOSED AS AUTHORIZED UNDER EXECUTIVE ORDER 2020-21 SIGNED BY GOVERNOR WHITMER ON MARCH 23, 2020.

Reason for allowing participation by electronic means:

As set forth in Executive Order 2020-15, “To mitigate the spread of COVID-19, protect the public health, and provide essential protections to vulnerable Michiganders, it is crucial that all Michiganders take steps to limit in-person contact. These critical mitigation measures include social distancing and limiting the number of people interacting at public gatherings.” This includes public meetings.

Procedure for public participation by electronic means:

Under Executive Order 2020-15, in order for the City to allow electronic participation in the meeting, there must be full opportunity for both the general public and the members of the public body to both hear and be heard at appropriate times during the meeting: “A meeting of a public body held electronically must be conducted in a manner that permits two-way communication so that members of the public body can hear and be heard by other members of the public body and so that general public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period.”

The City will be utilizing the video/audio conferencing platform ZOOM. Members of the public body will be able to hear and speak to each other for the entire meeting. Except for any closed session portions of the meeting, members of the public will be able to hear (and possibly see) members of the public body during the entire meeting but will only be able to speak when the Planning Commission Chair opens the meeting for public comment.

In order to connect to the meeting through ZOOM a member of the public needs to do the following:

- Install Zoom App on mobile device or zoom.us on computer
- Click the link provided to join the meeting

Members of the public participating in the public comment via ZOOM will wait in a virtual queue until acknowledged by the Planning Commission Chair. The public will have the opportunity to make comments under the Public Participation portion of the meeting and during each agenda item. Because of limitations on un-muting and re-muting members of the public, anyone wishing to speak is asked to do so only when recognized by the Planning Commission Chair.

When public comment is permitted, members of the public will be called one at a time, as would happen during an in-person meeting. The Planning Commission Chair will determine the order of public speakers. If you are participating online and want to speak, you must use the "Raise Hand" feature for the Planning Commission Chair to know you need to be unmuted. To use this feature, click on Participants at the bottom of the screen. You will see a list of participants and the option to mute/unmute and raise your hand. If you are participating over the phone, you will speak up when asked by the Planning Commission Chair if anyone participating on the phone wants to comment. When you are unmuted, or recognized for speaking over the phone, and you will have three (3) minutes to share your comments to the public body. At the conclusion of your comments or your three (3) minutes, you will be re-muted and then removed from the queue or asked to end your comments. The Planning Commission Chair may extend the period for comment at his discretion.

If there are many persons who wish to comment on an agenda item, the Planning Commission Chair may limit the amount of time for making comments at his discretion.

Participants may also choose to submit comments that can be read into the record. Comments can be submitted via an online "Let the City Know" form. Comments must be submitted prior to 6 p.m. on the day of the meeting. Forms can be found at:

<https://huntingtonwoods.seamlessdocs.com/f/RYyksW>

Procedures by which persons may contact members of the public body prior to a meeting.

The Planning Commission staff liaison is Hank Berry. Comments or questions can be sent to the Planning Commission via Mr. Berry at hberry@hwmi.org.

Procedures for participation by persons with disabilities.

The City will be following its normal procedures for accommodation of persons with disabilities. ***Those individuals needing accommodations for effective participation in this meeting should contact the City Manager at 248.581.2632 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.***