

**COMMERCE TOWNSHIP ZONING BOARD OF APPEALS MEETING – NOVEMBER 19, 2020 AT 7:00 P.M.**  
**ELECTRONIC MEETING INFORMATION & PARTICIPATION INSTRUCTIONS**

The Zoning Board of Appeals meeting on **Thursday, November 19, 2020 at 7pm** will take place electronically due to health concerns associated with COVID-19 and consistent with Michigan Public Act 228 of 2020 (effective Oct. 16, 2020).

Members of the public may access the full agenda materials by contacting the Planning Department at (248) 960-7050 during the Township's business hours (M-Th, 7:15am to 5:30pm, closed Fridays), or by e-mailing Paula Lankford in the Planning Department at [plankford@commercetwp.com](mailto:plankford@commercetwp.com).

**Members of the public wishing to participate in the electronic meeting may do so by dialing the phone number below and entering the meeting ID and password when prompted:**

**Telephone Access: 1-312-626-6799 US (Chicago) or 1-888-788-0099 US (Toll-Free)**

**Meeting ID: 871 8070 4991**

**Passcode: 176745**

Please note, when calling in by telephone the caller's phone number will be visible in the public meeting. As an option, most telephone companies have a feature to make phone numbers private by dialing \*67. If you have this feature and wish to block your number, press \*67 before dialing the meeting call-in number.

**Where to watch the meeting:**

The meeting will be available to view live on our YouTube Channel which can be easily reached from the "WATCH LIVE" meeting link located on the Commerce Township home page [www.commercetwp.com](http://www.commercetwp.com) or by visiting <https://www.youtube.com/channel/UCaHnYIOvUUJgLjKk9KjNMrw>

Closed captioning will be available after YouTube fully renders the meeting video.

**Procedure for public comment by electronic means:**

Under Michigan Public Act 228 of 2020, there must be full opportunity for both the general public and the members of the Zoning Board of Appeals to hear and be heard at appropriate times during the meeting. Public participants will be muted upon entry to the meeting, but will have a chance to speak during public comment and during scheduled public hearings.

Once connected to the meeting, **members of the public wishing to participate in the virtual public comment must alert us that they wish to speak by pressing \*9 on their telephone's keypad. Pressing \*9 will activate the "Raise Hand" feature signaling to us that you wish to comment.** Because of limitations with muting and unmuting members of the public, there will only be one public comment period near the top of each meeting's agenda, which will be announced by the Chairperson or meeting moderator at the appropriate time. If a public hearing is scheduled for a specific agenda item, the Chairperson will open the public hearing at which time there will be an opportunity to press \*9 to speak during the public hearing. Participants will be called on one at a time, as would happen during an in-person meeting. When you are unmuted, please introduce yourself by stating your name and address for the record. You will then have approx. two (2) minutes to share your comments with the Zoning Board of Appeals, as would happen during an in-person meeting. At the conclusion of your comments or your two (2) minutes, you will be muted and removed from the public comment queue. Participants may also choose to submit written comments that will be read into the record during public comment by the Zoning Board of Appeals Chairperson, or by the Planning Department staff. Please submit written comments via e-mail to [plankford@commercetwp.com](mailto:plankford@commercetwp.com) by 5:00 p.m. on the day of the meeting. Written comments must include a full name and address; anonymous comments will not be read into the record.

**Procedures by which persons may contact members of the Zoning Board of Appeals prior to the meeting:**

Members of the public may contact members of the Zoning Board of Appeals by contacting the staff of the Planning Department prior to the meeting at (248) 960-7050, or via the staff's email addresses below:

- David Campbell, Planning Director – [dcampbell@commercetwp.com](mailto:dcampbell@commercetwp.com)
- Paula Lankford, Assistant to the Planning Director – [plankford@commercetwp.com](mailto:plankford@commercetwp.com)
- Anne Allard, Clerical Administrator – [aallard@commercetwp.com](mailto:aallard@commercetwp.com)

**Procedures for accommodations for persons with disabilities:**

The Township will follow its normal procedures for individuals with disabilities needing accommodations for effective participation in this meeting. **Please contact the Township Clerk's office at (248) 960-7020 at least two days in advance of the meeting.** An attempt will be made to make reasonable accommodations.



# CHARTER TOWNSHIP OF COMMERCE ZONING BOARD OF APPEALS

## MEETING AGENDA

**NOVEMBER 19, 2020 7:00PM**

**ELECTRONIC-ONLY MEETING  
Per Michigan Public Act 228 of 2020**

**\*\*PLEASE SEE ATTACHED PARTICIPATION INSTRUCTIONS\*\***

**RESIDENTS MAY CALL IN VIA:  
1-312-626-6799 US (Chicago) or 1-888-788-0099 US (Toll Free)  
Meeting ID: 871 8070 4991      Passcode: 176745**

**View the meeting LIVE on the Township's YouTube channel**

<b>A.</b>	<b>Call to Order</b>
<b>B.</b>	<b>Approval of the Meeting Agenda for November 19, 2020</b>
<b>C.</b>	<b>Approval of Meeting Minutes from May 28, 2020</b>
<b>D.</b>	<b>Public Discussion</b> (on matters for which there is no public hearing scheduled)
<b>E.</b>	<b>Update of Activities in Commerce Township</b>
<b>F.</b>	<b>Old Business - NONE</b>
<b>G.</b>	<b>New Business – (3)</b>
<b>G1.</b>	<p><b>PA20-02 – John Litzau – PUBLIC HEARING</b></p> <p>John Litzau of Commerce MI is requesting a variance from Article 33 of the Commerce Township Zoning Ordinance to exceed the maximum square footage allowed for detached accessory structures to retain a shed that was constructed on the property located at 2441 Greenlawn. Sidwell No.: 17-12-228-003</p>
<b>G2.</b>	<b>2021 ZONING BOARD OF APPEALS MEETING SCHEDULE</b>
<b>G3.</b>	<b>ELECTION OF OFFICIERS</b>
<b>H.</b>	<b>Other Matters to Come Before the Board</b>
<b>I.</b>	<b>Correspondence</b>
<b>J.</b>	<b>Planning Director's Report</b>
<b>K.</b>	<b>Adjournment</b>

**Next Regular Meeting Date:**

**Tentatively - JANUARY 28, 2021 (potentially electronic-only)**