



Virtual meeting resources for public meetings

On Wednesday, March 18, Gov. Whitmer issued [Executive Order 2020-15](#), temporarily changing the Open Meetings Act to **allow public bodies—including the township board, zoning board of appeals, planning commission and others—to conduct their meetings electronically, while also facilitating public participation.** Certain procedures must be followed to ensure meaningful access and participation by members of the public body and the general public. In addition to our [“MTA Guidelines for Conducting Meetings under Executive Order 2020-15 and the Open Meetings Act”](#), the following are some common teleconference service companies, along with tips and suggestions as townships consider this new option for public meetings.

Conference call services:

- [RingCentral](#)—www.ringcentral.com
- [UberConference](#)—www.uberconference.com
- [FreeConferenceCall.com](#)—www.freeconferencecall.com
- [Vast Conference](#)—www.conferencecalling.com

Steps to setting up a virtual meeting via conference call:

1. Select your conference call service provider and create an account.
2. Select appropriate dial-in numbers for your callers.
3. Pick a date and time for your meeting via conference call—and invite your fellow board members and the public to participate.
4. All participants dial into your conference at the appointed time.
5. Commence your meeting.

Video conferencing services:

(note that several of these companies offer conference call services as well)

- [Skype](https://www.skype.com/en/)—<https://www.skype.com/en/>
- [GoToMeeting](https://www.gotomeeting.com)—<https://www.gotomeeting.com>
(Also has conference call capabilities)
- [Microsoft Teams](https://products.office.com/en-us/microsoft-teams/group-chat-software)—<https://products.office.com/en-us/microsoft-teams/group-chat-software>
(Also has conference call capabilities)
- [Zoom](https://zoom.us/)—<https://zoom.us/>
- [WebEx](https://www.webex.com/)—<https://www.webex.com/>
(Also has conference call capabilities)
- [Facebook Live](http://www.facebook.com/facebookmedia/solutions/facebook-live)—www.facebook.com/facebookmedia/solutions/facebook-live

Tips for successful virtual public meetings:

- Do speak clearly
- Do maintain eye contact by looking into the camera
- Don't interrupt other speakers
- Don't carry on side conversations
- Don't communicate with other members of the public body by text or email while in the virtual public meeting

Remember: These are official township meetings and must be conducted accordingly. The Open Meetings Act must still be followed. Please note that **townships may continue to hold in-person meetings**, as long attendance does not exceed the Governor's current prohibition on assemblages of 50 people in attendance.

Ask for help

Check with your township's IT consultant for options that may work best in your community. The following MTA vendors are also able to assist townships with questions:

Aunalytics

6395 Technology Ave., Ste. A Kalamazoo, MI 49009
(800) 875-4222 | mason.everett@aunalytics.com
www.aunalytics.com/

Shumaker Technology Group

3721 W. Michigan Ave., Ste. 103 Lansing, MI 48917
(517) 388-3120 | kyle@shumakergroup.com
www.shumakergroup.com

CHARTER TOWNSHIP OF ORION ZONING BOARD OF APPEALS

***** A G E N D A *****

Sample courtesy of
The Kelly Firm, PLC

REGULAR MEETING – MONDAY, MARCH 23, 2020 - 7:00 P.M.

VIA VIDEOCONFERENCE – GoToMeeting

Access Code 914793997

1. OPEN MEETING

2. ROLL CALL

3. MINUTES

A. 2-10-2020, ZBA Regular Meeting Minutes

B. 2-24-2020, ZBA Regular Meeting Minutes

4. AGENDA REVIEW AND APPROVAL

5. ZBA BUSINESS

A. AB-2020-06, John Wiegand, 4454 Maybee Rd., 09-30-100-007 (postponed from 2/24/2020)

The petitioner is requesting 1 variance from Zoning Ordinance No. 78:

Article XXVII, Section 27.02 – Lot size over 2.5 acres

1. A 664-sq. ft. variance above the allowed 1,900-sq. ft. Maximum Floor Area of all Accessory Buildings, to build an attached 1,364-sq. ft. garage in addition to an existing 1,120-sq. ft. detached garage and an 80-sq. ft. shed.

B. AB-2020-07, Ryan Doski, 965 Pine Tree Road West, 09-10-203-001

The petitioner is requesting 3 variances from Zoning Ordinance No. 78:

Article VI, Section 6.04 Zoned R-3

1. A 21-ft. rear yard setback variance from the required 35-ft. to add a second story addition 14- ft. from the rear property line.

Article XXVII, Section 27.03(C)

2. A 32- ft. rear yard setback variance from the required 32-ft. (with projection allowance), to erect a second story balcony/terrace 0-ft. from the rear property line.

Article XXVII, Section 27.17 (B) Wetland Setbacks

3. A 9.2- ft. wetland setback variance from the required 25-ft. to erect a second story balcony/terrace 15.8-ft. from a wetland.

C. AB-2020-08, Patrick Raye, Vacant Parcel on Cushing Street, 09-03-278-027

The petitioner is requesting 8 variances from Zoning Ordinance No. 78:

Article XXVII, Section 27.01(C)(1)(b), Lot Width 60 to 65 feet

1. A 2.80-ft. side yard setback variance from the required 8-ft. to build a house 5.20-ft. from the side property line (south).
2. A 2.63-ft. side yard setback variance from the required 8-ft. to build a house 5.37-ft. from the side property line (north).

Article VI, Section 6.04 – Zoned R-3

3. A 9.36-ft. front yard setback variance from the required 30-ft to build a house 20.64-ft from the front property line (lake side)

*** * * * * NOTICE OF PUBLIC HEARING * * * * ***

The Charter Township of Orion Zoning Board of Appeals will hold a public hearing on Monday, March 23, 2020, at 7:00 pm **via a video conference**, on the following matter:

AB-2020-08, Patrick Raye, vacant parcel on Cushing, 09-03-278-027

The petitioner is requesting 8 variances from Zoning Ordinance No. 78:

Article XXVII, Section 27.01(C)(1)(b), Lot Width 60 to 65 feet

1. A 2.80-ft. side yard setback variance from the required 8-ft. to build a house 5.20-ft. from the side property line (south).
2. A 2.63-ft. side yard setback variance from the required 8-ft. to build a house 5.37-ft. from the side property line (north).

Article VI, Section 6.04 – Zoned R-3

3. A 9.36-ft. front yard setback variance from the required 30-ft to build a house 20.64 from the front property line (lake side)
4. A 14.99- ft. rear yard setback variance from the required 35-ft. to build a house 20.01-ft. from the rear property line.
5. A 21.36-ft. front yard setback variance from the required 30-ft. to build a deck 8.64- ft. from the front property line (lake side).
6. A 15.98% lot coverage variance above the allowed 25% for a total lot coverage of 40.98%.

Article XXVII, Section 27.17(B)

7. A 4.36- ft. wetland setback variance from the required 25-ft. to build a house 20.64-ft. from a wetland

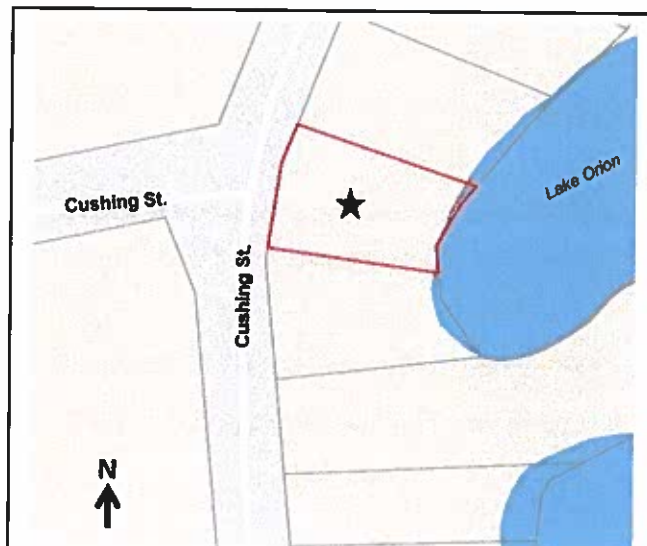
Article XXVII, Section 27.03 (C)(3)(b)

8. A 11.36-ft. water's edge setback variance from the required 20-ft. to build a deck 8.64- ft. from the water's edge.

The video conference can be accessed by downloading the app [GoToMeeting](#). The meeting number is 914793997. Live comments and questions will be accepted during the meeting at an appropriate time that will be explained by the Chair of the Meeting. You may also send correspondence regarding this case to the Orion Township Hall, addressed to the Zoning Board of Appeals to express your concerns and comments prior to the meeting. You may also email your comments or concerns to tgirling@oriontownship.org prior to the meeting. A copy of the application may be requested to be mailed to you by contacting tgirling@oriontownship.org or calling (248) 391 0304 x 5000. Please also use the aforementioned contact for any questions on this process.

Orion Township will provide necessary and reasonable auxiliary aids, and services for individuals with disabilities at the public hearing upon advance notice by writing or calling Penny S. Shults, Township Clerk, 2525 Joslyn Road, Lake Orion, Michigan 48360; (248) 391-0304, ext. 4001. Please contact the Clerk's office at least 72 hours in advance of the public hearing.

Loren Yaros, Chairman
Zoning Board of Appeals
Charter Township of Orion



READY, SET, GO!

How to start an online meeting or a conference call

Conference calls turn traditional telephone communication with prospects, customers and employees into powerful tools for your business. To get started setting up an online meeting or conference call with GoToMeeting, simply follow these steps:

Feedback

Step 1. Sign in to your account.

Setting up conference calls or online meetings requires that you register an **account with GoToMeeting**. GoToMeeting offers a free 14-day trial so you can get a feel for the service before you commit to anything. Once you have an account, **sign in** to access your options on the “My Meetings” page.

Step 2. Schedule a meeting time.

On the “My Meetings” page, click the “Schedule” button under the “Schedule a meeting” section. A new window will open in your browser. Use the available options to select a date

time that works well for everyone. We recommend Thursdays at 12:00 pm / 3:00 pm.

Step 3. Choose your audio options.

From the same window, click the “Audio” tab to access your audio options. From here you can select whether to use your computer’s built-in audio, such as a microphone and speakers, or use your own conference call service. GoToMeeting also provides long-distance and toll-free number options, as well as the Call Me feature.

Step 4. Set permissions and passwords.

There are two other tabs you can access in this window: “Co-organizers” and “Password.” From The “Co-organizer” tab you can designate whether anyone else involved in the call should have the same permissions as the host, allowing them to direct and control the call from their own computer. And, if you’d like an extra layer of security, you can set a password via the “Password” tab and then send the password information to your attendees.

Step 5. Edit details and invite attendees.

Use the “My Meetings” page to invite attendees. You can come back to edit details and invite more attendees at any time. Optional plug-ins also allow you to schedule meetings directly through Outlook or Google Calendar.

Step 6. Start the meeting. If you’d like to host a non-scheduled meeting right away, you can do that from the “My Meetings” page. Just click “Start your meeting,” and then click “Share” to send meeting details to your attendees. To begin a scheduled meeting, go to your meeting history, find the correct meeting and click the “Start” button.

Step 7. Access your control panel.

During your meeting, you can access a range of options from the control panel on the right side of your browser window. Here you will also have access to the complete list of conference call attendees.

Step 8. Conduct the meeting.

Time to start collaborating! Don't forget to use the meeting recording option so that later you'll be able access all of the important information being shared.

Step 9. Follow up.

Once you've finished your conference call, check with your attendees to make sure that there aren't any questions or concerns. Share the call recordings with all participants.

Windows | Mac

1. Open your Zoom client and sign in to Zoom.
2. Click on the **Schedule** icon.



Schedule

This will open the scheduler window.

3. Select your meeting settings. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

Schedule a Meeting

Topic:

Start:

Duration: Hr Min

Time Zone:

Recurring meeting

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Options

List on Public Calendar [?](#)

Require meeting password

[Advanced Options](#)

Calendar

Outlook Google Calendar Other Calendars

- **Topic:** Enter a topic or name for your meeting.
- **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
- **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
- **Recurring meeting:** Choose if you would like a recurring meeting (<https://support.zoom.us/hc/en-us/articles/214973206>) (the meeting ID will remain the same for each session).
- **Video**

- **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
- **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
- **Audio:** Choose whether to allow users to call in via **Telephone only**, **Computer Audio only**, **Both**, or **3rd Party Audio** (<https://support.zoom.us/hc/en-us/articles/202470795>) (if enabled for your account).
- **Advanced Options:** Click on the arrow to view additional meeting options.
 - **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.

Note: The meeting password must meet these requirements.

 - 10 characters maximum
 - Passwords are case sensitive
 - We recommend using alphanumeric characters and these special characters: @ * _ -
 - The Zoom desktop client allows alphanumeric characters and these special characters: @ * _ -
 - The Zoom web portal allows any characters, but the these characters are not allowed: & < > \
 - **Enable join before host** (<https://support.zoom.us/hc/en-us/articles/202828525>): Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
 - **Mute participants on entry:** If join before host (<https://support.zoom.us/hc/en-us/articles/202828525>) is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.

Note: To mute all participants currently in a meeting, see the options to manage participants (<https://support.zoom.us/hc/en-us/articles/115005759423>).
 - **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID (<https://support.zoom.us/hc/en-us/articles/201362843>). If not selected, a random unique meeting ID will be generated.
 - **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if

you want it to be recorded locally

(<https://support.zoom.us/hc/en-us/articles/201362473>)

(to your computer) or to the cloud

(<https://support.zoom.us/hc/en-us/articles/203741855>)

(zoom.us/recording (<https://zoom.us/recording>)).

- **List on Public Event List:** Post the meeting on the public meeting/webinar list (<https://support.zoom.us/hc/en-us/articles/115002513083>) so that anyone can view it. We recommend you add a meeting password to secure your meeting.
- **Schedule For:** If you have scheduling privilege (<https://support.zoom.us/hc/en-us/articles/201362803>) for another user, you will be able to choose who you want to schedule for from the drop-down menu.
- **Alternative hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence. Read more about Alternative Host (<https://support.zoom.us/hc/en-us/articles/208220166>).
- **Calendar:** Select a calendar service to add the meeting to and send out invites to participants.

4. Click **Schedule** to finish, and open the selected calendar service to add the meeting.

Note:

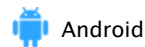
- If you are scheduling a recurring meeting (<https://support.zoom.us/hc/en-us/articles/214973206>), you will need to set the recurrence in your calendar service.
- Choosing **Other Calendars** will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.



Web



Linux



Android



iOS



Notes:

- A non-recurring meeting ID will expire **30 days** after the meeting is scheduled for. You can restart the same meeting ID as many times as you would like, within the 30-day period.

- A recurring meeting ID will expire **365 days** after the meeting is started on the last occurrence. You can re-use the meeting ID for future occurrences.
- Scheduled meetings can be started at any time before the scheduled time. The links will not expire or become invalid unless it is past the 30 day period for a non-recurring meeting, has not been used for over 365 days for a recurring meeting (<https://support.zoom.us/hc/en-us/articles/214973206>), or has been deleted from your Zoom account. An instant meeting link will expire as soon as the meeting is over.

Outlook for Executive Assistants.pdf (/hc/en-us/article_attachments/115015738646/Outlook_for_Executive_Assistants.pdf) (1000 KB)
 Google for Executive Assistants.pdf (/hc/en-us/article_attachments/115015738666/Google_for_Executive_Assistants.pdf) (1 MB)

Was this article helpful?

 (/hc/en-us/signin?returnurl=https%3A%2F%2Fsupport.zoom.us%2Fhc%2Fen-us%2Farticles%2F214973206)  (/hc/en-us/signin?returnurl=https%3A%2F%2Fsupport.zoom.us%2Fhc%2Fen-us%2Farticles%2F214973206)

About
<https://zoom.us/about>
Zoom Blog
<http://blog.zoom.us/>
Customers
<https://zoom.us/customer/all>
Our Team
<https://zoom.us/team>
Why Zoom
<https://zoom.us/zoomisbetter>
Features
<https://zoom.us/feature>
Careers
<https://zoom.us/careers>
Integrations
<https://zoom.us/integrations>
Partners
<https://zoom.us/partners>
Resources
<https://zoom.us/resources>
Press (<https://zoom.us/press>)

Download (<https://zoom.us/download>)
Meetings Client
https://zoom.us/download#client_4meeting
Zoom Rooms Client
https://zoom.us/download#room_client
Zoom Rooms Controller
https://zoom.us/download#room_controller
Browser Extension
https://zoom.us/download#chrome_ext
Outlook Plug-in
https://zoom.us/download#outlook_plugin
iPhone/iPad App
https://zoom.us/download#client_iphone
Android App
https://zoom.us/download#mobile_app

Sales
<https://zoom.us/contactsales>
 1.888.799.9666
 (tel:1.888.799.9666)
Contact Sales
<https://zoom.us/contactsales>
Plans & Pricing
<https://zoom.us/pricing>
Request a Demo
<https://zoom.us/livedemo>
Webinars and Events
<https://zoom.us/events>

Support
<http://support.zoom.us>
Test Zoom
<https://zoom.us/test>
Account
<https://zoom.us/account>
Support Center
<http://support.zoom.us>
Live Training
<https://zoom.us/livetraining>
Feedback
<https://zoom.us/feed>
Contact Us
<https://zoom.us/contact>
Accessibility
<https://zoom.us/accessibility>
<http://status.zoom.us>

Language
 English



<http://blog.zoom.us/>



<http://www.linkedin.com/company/2532259>



http://www.twitter.com/zoom_us

