

MONROE BOARD OF ZONING APPEALS MEETING

Wednesday, September 9, 2020 6:00 PM

Due to the COVID-19 public health crisis, the City of Monroe is not conducting any in-person Planning Commission or BZA meetings, but will be holding such meetings via teleconference. For this purpose, the City of Monroe is utilizing Zoom (<https://www.zoom.us/>), a third-party vendor telecommunication service not controlled by the City. By utilizing Zoom's services, the City is making every effort to comply with the Ohio Open Meetings Act (<http://codes.ohio.gov/orc/121.22>) while conducting official business.

On March 25, 2020 Governor Mike DeWine signed into law House Bill 197, which modifies Ohio's Open Meeting Act for the COVID-19 crisis. The updated legislation included provisions related to conduct of public meeting and hearings during the period of the COVID-19 emergency. For a full description of the legislation signed, please go to the Ohio Attorney General's website (<https://www.ohioattorneygeneral.gov/Media/Newsletters/Open-Book/March-2020/General-Assembly-Passes-Legislation-Modifying-Open>).

Zoom Technology Requirements

- Desktop computer, laptop, tablet, or Smartphone
- Speakers / Headphones - Most Laptops, tablets, and smartphones have built-in speakers while a desktop computer may not.
- Microphone – Smartphone or typically built into laptops or tablets with cameras. Please note that desktop computers do not usually include a microphone and are usually a separate accessory.
- Internet Connection - The quality of the connection is based on your personal internet connection.
- If using only the audio option, you will need to have a landline telephone or cellphone that can make long distance calls.

Policies

Monroe intends to meet State requirements under HB 197 pertaining to open meetings to the best of our ability during this crisis. The policies listed below are intended to assure we meet our obligations for open meetings and public hearings and keep the meeting secure and consistent.

The following policies will govern how teleconference public hearings are run:

1. Public hearing case participants and/or applicants will be able to utilize video or screen share relevant case information. When possible, we ask that Development Department staff be notified of a participant or applicant presentation request to ensure all technical matters are addressed in advance.
2. All participants will be auto-muted when they enter the meeting and will only be permitted to speak at designated times during the meeting. At the designated times for public input, public participants may use the "raise your hand" feature to request the time given for public comments. Staff will then unmute individuals and mute them again after they are finished.
3. The meeting will be recorded and official minutes will be created. These minutes are the official transcript of the meeting that occurred and will not be finalized until the next meeting for official adoption and approval.

4. It is City Staff's intention to activate the meeting at least fifteen (15) minutes before the scheduled start time in order to ensure that anyone who wishes to participate can successfully access the meeting either by phone or through a computer, tablet, or smart phone. If anyone has any concerns or would like to test their ability to utilize Zoom, please reach out to Staff at least one week before the meeting.

Board of Zoning Appeals Participation Instructions

September 9, 2020

Topic: City of Monroe (OH) Board of Zoning Appeals

Time: Sep 9, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82407929661?pwd=ZnhkTzZCYjhTc1NRTGJIU1hML0ZQZz09>

Meeting ID: 824 0792 9661

Passcode: 072339

One tap mobile

+13017158592,,82407929661#,,,,,0#,,072339# US (Germantown)

+13126266799,,82407929661#,,,,,0#,,072339# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 824 0792 9661

Passcode: 072339

Find your local number: <https://us02web.zoom.us/j/82407929661>

Assistance

Please view the following video for instructions on how to join a Zoom meeting:

<https://www.youtube.com/watch?v=hIkCmbvAHQQ&feature=youtu.be>

Please read the following source for information on how to call into a meeting:

<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

Should anyone need assistance with connecting to the meeting, please contact Kameryn Jones at either 513-539-7374 ext. 1020 or by email at jonesk@monroeohio.org as soon as possible.