

**Town of Springfield
Development Review Board
NOTICE AND AGENDA FOR REMOTE MEETING**

Dear Abutters:

You are being sent this Notice of Hearing for your neighbor, IVEK Corporation who have requested a Site Plan Review (Section 5.3) to construct a new parking lot. The property is located at 10 Fairbanks Road and is zoned Industrial Commercial.

As required by Section 5.3 Site Plan Review of the Springfield Zoning Bylaws, your comment is invited by the Development Review Board hearing on **Tuesday, September 8, 2020 at 7:00 p.m.** The in-person meeting will be held at the Park Street School Auditorium at 60 Park Street or you may join us through the Zoom platform or by telephone. **If you plan on attending in person, please arrive by 6:30 p.m.** so that we may process everyone with COVID-19 procedures.

I have included the application packet for your convenience.

Instructions on how to join the ZOOM meeting are below.

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Information on how to access the remote meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/87124767516>

Meeting ID: 871 2476 7516

One tap mobile

[+13017158592](tel:+13017158592),87124767516# US (Germantown)

[+13126266799](tel:+13126266799),87124767516# US (Chicago)

Dial by your location

[+1 301 715 8592](tel:+13017158592) US (Germantown)

[+1 312 626 6799](tel:+13126266799) US (Chicago)

[+1 646 558 8656](tel:+16465588656) US (New York)

SAPA will also be recording the meeting and will make the recording available on their site at a later date.

Please review our "Informational Handout for Remote Public Meetings" to understand how these electronic meetings will be managed. You may also email your comment(s) to [Renee L. Vondle / Town Zoning Administrator at toszoning@vermontel.net

To ensure smooth access, we recommend that you test your remote meeting software in advance of the meeting.

Participation in this hearing is a pre-requisite to the right to take any appeal.

AGENDA
September 8, 2020– 7:00 p.m.

**The meeting will be held in-person at the Park Street School Auditorium at 60 Park Street
(COVID-19 protocol will be followed. Please arrive by 6:30 p.m. All are encouraged to wear a mask)**

The meeting will also be on the Zoom Platform & filmed by SAPA

[7:00 p.m.]: **Call to Order**

[7:01 p.m.]: **Roll Call**

[7:05 p.m.]: **Administer Oath:** “I hereby swear that the evidence I give in the cause under consideration shall be the whole truth and nothing but the truth.” **[all applicants, agents and abutters that believe they may speak should plan on reciting this oath with the DRB Chair]**

[7:10 p.m.]: **Conflict of Interest:** Does any board member have a conflict of interest regarding any matter scheduled for public hearing?

[7:12 p.m.]: **Additions or deletions to the agenda**
Public comments

[7:15 p.m.]: **Review and approve minutes of August 11, 2020**
Public comments

[7:30 p.m.] **Town Zoning Administrator’s Report**

[7:40 p.m.]: **OLD BUSINESS:**

A. Application 202030 Springfield Food Co-op

Downtown Design Control Overlay District Review (Section 5.4) to construct a trellis patio, stairway from Valley Street and to place lights on wall sign. The property is located at 6 Main Street and is zoned Central Business / Downtown Design Control Overlay District.

Public Comments

B. Application 202032 Eric & Regina Turner

Variance (Section 6.2) request to place a fence that does not meet setback or height requirements. The property is located at 7 Autumn Street and is zoned Medium Density Residential.

Public Comments

[8:30 p.m.]: **NEW BUSINESS:**

A. Application 202044 Suzy Coutermarsh

Conditional Use (Section 5.2) and Site Plan Review (Section 5.3) to expand occupancy at childcare center. The property is located at 365 Summer Street and is zoned Medium Density Residential.

Public comments

B. Application 202045 IVEK Corporation

Site Plan Review (Section 5.3) to construct a new parking lot. The property is located at 10 Fairbanks Road in North Springfield and is zoned Industrial Commercial.

[9:00 p.m.]: **OPEN PUBLIC COMMENT PERIOD** (if applicable)

[9:05 p.m.]: **ADJOURNMENT**

INFORMATIONAL HANDOUT FOR REMOTE MEETINGS

Remote Public Meetings

All public body meetings for the Springfield, Vermont will be conducted remotely via electronic means for the duration of Governor Scott's State of Emergency declaration. Whenever feasible, the public will also be able to access and participate in the remote meetings by dialing in through telephone.

Accessing a Meeting

Please refer to each public body's notice and agenda for information on how to access a remote meeting. Please note that whether you join by telephone, computer, or device, you may be put on hold or in a waiting "room" until granted access to the meeting. You also may be muted or restricted from using any chat function until the public comment portion of the meeting.

Participation

All meetings will be conducted in accordance with the respective "Rules of Procedure" of each public body, to the extent practicable. The public body will follow its agenda and allow public attendees to participate through voice (audio) means where feasible or alternatively using any chat function during the designated public comment periods on the agenda and at other applicable times as needed.

Initially, the meeting's host/organizer will mute all participants that are not members of the public body. This is necessary to control background noise. The host/organizer will then unmute participants or allow participants to unmute themselves when invited to speak by the Chair of the public body.

Please review the following guidelines:

- The Chair will invite comment:
 - during the time designated on the agenda for public comment;
 - after the public body discusses each agenda item;
 - before the public body takes action;
 - during any open public comment period, if applicable; and
 - other times as determined by the public body.

- When a participant/attendee is unmuted, they must state their name before commenting.

If the public body successfully moves to enter an executive session, the meeting's host/organizer will then place everyone that is not part of the executive session on hold or a virtual waiting "room." This will prevent attendees from hearing or participating in the meeting during the duration of the executive session. When the public body exits executive session, the host/organizer will then grant access back to the remote meeting.

When the public body adjourns the meeting, the host/organizer will end the electronic meeting by turning off/closing the remote meeting software. Attendees will be automatically disconnected.

Minutes and other public records that were part of the meeting will be made available in accordance with VT's Open Meeting and Public Records Laws.

To learn more about Remote Public Meetings and the Open Meeting Law, please visit the Secretary of State's Municipal Assistance webpage at <https://sos.vermont.gov/municipal-division/laws-resources/covid-19-response/>.