TOWN OF WEBSTER

350 Main Street, Webster, MA 01570
(508) 949-3800 x1002
www.webster-ma.gov
planning@webster-ma.gov

ZONING BOARD OF APPEALS

MEETING NOTICE / AGENDA
Tuesday, August 4, 2020
Board of Selectmen Meeting Room, 2nd Floor
Webster Town Hall
6:00 p.m.

Please be advised that face masks must be worn at all times when visiting Town Hall and that social distancing is required at all times. Additional protocols are attached to this agenda. Please read these in advance and call the office if you have any questions. Thank you.

1. Call to Order

2. Action Items
   a. Approval of Meeting Minutes - July 21, 2020
   b. Draft Decision - Special Permit Application - 17 Loveland Road - Rebuild garage with a new second floor residential unit - Joseph Seraphin (Applicant / Owner).
   c. Draft Decision - Variance Application - 49 Wakefield Avenue - Construct garage within both side yard setbacks - Chad Coporale (Applicant / Owner)

3. Staff Update

4. Next Meeting Date - August 26, 2020

5. Adjournment

RECVD WEBSTER TOWN CLERK
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Planning Board, Zoning Board of Appeals, Conservation Commission Public Meeting / Hearing Requirements and Protocols

Town Hall is currently reopening in a staggered fashion in accordance with the State's phased reopening and current requirements for municipal government gatherings. A number of requirements and protocols have been developed to keep everyone safe and ensure that we are meeting the State's requirements. Below is information you will need if you plan to attend a public meeting along with information on how to submit written comments if you choose not to attend.

Please contact the office if you have any questions either at (508) 949-3800 x1002 or at:

- Planning Board, Zoning Board of Appeals: planning@webster-ma.gov
- Conservation Commission: conservation.department@webster-ma.gov

Thank you.

1. **Masks must be worn at all times in Town Hall.** The Town does not provide masks so please come prepared to bring you own and wear it in accordance with Town Hall and State requirements.
2. **Social distancing of 6 feet or greater is required when sitting in the meeting room or waiting in the hallway.** Members of the same household may sit together closer than 6 feet if they so desire.

Viewing Meeting Materials in Advance of the Meeting

3. **Website**: Meeting materials including all submitted information from the Applicant and comments received to date can be found at the Town's website (www.webster-ma.gov) as follows:
    - Zoning Board of Appeals / Applications Under Review webpage.
    - Planning Board / Projects Under Review webpage.
    - Conservation Commission / Projects Under Review webpage.
4. **By Appointment:** Meeting and Application materials can be viewed in the office by appointment only. Please go to the Planning Board or Zoning Board of Appeal webpage and fill out a "Request an Appointment" form.

Submitting Written Comments and Materials in Advance of the Meeting

5. Written comments from the public and abutters in advance of the hearing are encouraged. All written comments will be reviewed and considered by the Board during the hearing and at the time of decision.
6. Written comments should be submitted in advance of the meeting to ensure they are entered into the record. Once the hearing is closed no further comments are allowed in accordance with State law.
7. Written comments can be submitted using the Public Hearing Comment forms on the webpages noted under #2, by leaving them in the Drop Off Box outside Town Hall (parking lot entrance), by regular mail or by emailing comments to planning@webster-ma.gov for Planning Board and Zoning Board of Appeals and conservation.department@webster-ma.gov for the Conservation Commission.

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Updated June 29, 2020

8. Please submit any materials for the Board's consideration on the five (5) days prior to the meeting to allow staff time to process and post all new comments. Materials can submitted via mail, email or the Town Hall Drop Off Box (see #7). You can bring the material directly to the office by making in appointment. To make an appointment, please visit the Department webpage.

Attending a Meeting at Town Hall

1. **Masks must be worn at all times in Town Hall.** The Town does not provide masks so please come prepared to bring you own and wear it in accordance with Town Hall and State requirements.
2. **Social distancing of 6 feet or greater is required when sitting in the meeting room or waiting in the hallway.** Members of the same household may sit together closer than 6 feet if they so desire.
3. If social distancing of 6-feet or greater in the meeting room cannot be achieved, the Chairman will be required to reschedule the meeting.
4. In some instances agenda items and public hearings may be scheduled at a specific time. If you are attending a scheduled agenda item, it is recommended that you wait in the hallway until the Board calls you in. This will prevent overcrowding the room and potentially forcing the meeting to be rescheduled. Each specified hearing will not begin before the time stated on the agenda.
5. Public hearing sign in sheets with a pen will be set up at the entrance of the meeting room. Please bring your own pen if you do not wish to use the one provided. Hand sanitizer will be available.
6. Anyone wishing to speak to the Board must first be recognized by the Chairman. You will be required to come up to the presenter's table, one at a time, and speak into the microphone.
7. The Chairman will call you to the presenter's table. Only one person may sit at the presenter's table at a time. You will be asked to state your name and address for the public record.
8. Do not touch any part of the microphone. The equipment requires special cleaning protocols which are done by staff. Please lean in to speak but do not adjust or touch any part of the microphone. If you need assistance, please ask.
9. No one is allowed to approach the table where the Board or Commission members are sitting at any time for any reason.
10. Anyone wishing to submit new material to the Board at the time of the hearing is required to leave it at the presenters table where it will be picked up at end of the meeting and entered into the record.
11. Meetings are typically broadcast live (Charter Cable Channel 191) and rebroadcast on the Town's YouTube channel (link on the Town's website).Please follow all directions from the Chairman.