

Memo

To: Springboro Residents

From: Dan Boron, Staff Liaison

Date: June 2, 2021

Re: Instructions on How to Participate, Submit Written Comments, and Comment During the Wednesday, June 9, 2021 Planning Commission Work Session

How to Participate

The Wednesday, June 9, 2021 Planning Commission meeting will be conducted live and in person in Council Chambers in the Springboro City Building located at 320 West Central Avenue. The meeting will begin at 6:00 p.m. No Zoom coverage will be provided by the City.

How to Submit Written Comments

Written comments on items on the June 9, 2021 Planning Commission meeting agenda may be submitted by 12:00 p.m. on Tuesday, June 8, 2021 to Ann Burns, Planning Commission Secretary, at ann.burns@cityofspringboro.com so that they may be collected and distributed to members of Planning Commission and City staff. Be sure to include your name and physical address with your comments. Comments submitted after that time will be entered into the record for the meeting.

How to Comment at the Meeting

No pre-registration is needed to speak at the June 9, 2021 Planning Commission meeting, however you will be asked by the Chair of Planning Commission to come to the podium and state your name and address for the record.