

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Zoning Board of Adjustment May 24, 2018

Members Present: Mike Cahalane (A), Tom Hart, Dave Strauss, Chuck Fuller (A)

Members Absent: Jory Augenti, John Davis, Tim White

Others Present: Dianne Park, Rebecca Boyden

Meeting called to order at 7:00pm.

Mike Cahalane is a full member in place of Jory Augenti.

Chuck Fuller is a full member in place of John Davis.

Dave read a letter from John Davis stating he is resigning from the Zoning Board of Adjustment (ZBA). A motion was made by Dave, seconded by Tom, to accept the resignation of John Davis. All were in favor.

Minutes

A motion was made by Dave, seconded by Tom, to approve the minutes from May 2, 2018 as amended. All were in favor.

Page 1, under 'Special Exception Application', change the sixth sentence from 'Also missing from the application is an explanation as to why they need a special exception and since they were not at tonight's hearing someone to represent them.' To 'Also missing at tonight's hearing was someone to represent them.'

Davis Case 088 Map 413 Lot 209

Based on the certified letter the ZBA sent to the Davis's received was a corrected abutters list, a check for the requested amount and a letter authorizing a designated agent. A motion was made by Dave, seconded by Chuck, to hold the public hearing for case 088 on 6/6/18 at 7:15pm. All were in favor.

Applications and Checklists

Dave passed out various draft applications and board checklists. The board went through the application forms first.

- 30 Day Waiver Form
 - Change any reference to 'Petitioner' to 'Applicant'
 - Add a date field
 - Add a signature line and a date after 'Signed:'
 - Put the applicants name and address on a separate line
 - Add the Revision Date of 5/2/18 at the bottom
- Formal Motion Template
 - Add the Revision Date of 5/2/18 at the bottom
- Notice of Decision Web Posting Form
 - Add the Revision Date of 5/2/18 at the bottom
 - Delete the word 'Owner' from the top of the page
 - Delete the bottom 2 paragraphs

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A discussion followed on how long to keep the Notice of Decision on the website and posted in appropriate places. The board decided to leave them up for 5 days.

- Notice of Decision / Denied Form
- Notice of Decision / Granted Form
 - Add the Revision Date of 5/2/18
 - Add Version #1 to all forms

A discussion followed on how and where to store these board forms. It was decided to use thumb drive storage, hard copy storage and ZBA computer storage.

Checklists

The board went over the check lists.

- ZBA Application Process Flowchart
- Application checklist Received
 - Change title to 'Application Received Process'
- Checklist for Application Approval
 - Change #6 to 'The application must be signed by the applicant or their agent.'
- Application Checklist Posting
- Variance Public Meeting Checklist
- Special Exception Checklist
- Notice of Decision Checklist
 - Add on #2 that the copies go in the folders listed

Rules of Procedure

The board went through the Rules of Procedure. Changes made were:

- Page 3, d, change 'meeting' to 'hearing'
- page 3, d, After the first sentence add 'as determined by the chair.'

Dave will pull out any reference to Board Checklists and Process's. This will be reviewed again at a future meeting.

Other Business

A motion as made by Dave, seconded by Tom, to accept Chuck Fuller in place of John Davis. All were in favor and Chuck accepted the nomination.

Mike mentioned there were specific codes for adopting of Multi-Family properties and also mentioned there was a revised Comprehensive Shoreland Protection Act and suggested board members also review Article 8 dated 9/10/02, which is a Health Ordinance along with Minor and Major Site Plan Requirements.

Dave asked all board members to review Section 904 of the Zoning Regulations for the next meeting.

A motion was made by Tom, seconded by Chuck to adjourn the meeting.

Meeting adjourned at 9:10pm.