APPROVED

LINCOLN ZONING BOARD OF ADJUSTMENT
REGULAR MEETING MINUTES
WEDNESDAY FEBRUARY 4, 2015 – 6:00PM
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN NH

Present: Chairman Paul J. Beaudin II, Board of Selectman Representative Patricia McTeague, Jonathan Ham
Members Excused: Vice Chair Don Landry, James Martin II
Members Absent:
Staff Present: Planning and Zoning Administrator Carole Bont, and Wendy Tanner (recorder)
Guests: None.

I. **CALL TO ORDER** by the Chairman of Zoning Board of Adjustment; announcement of excused absences, if any, and seating of alternates(s), if necessary.

Meeting called to order at 6:09 PM

II. **CONSIDERATION** of meeting minutes from:
- November 19, 2014

Quorum to approve minutes not available as members present at this meeting were not present at the last meeting. Postponed.

III. NEW BUSINESS

A. 6:00 pm. Work Session to work on proposed revisions to Application for an Appeal of an Administrative Decision.

There were several other "Applications of Administrative Decision" forms that were reviewed by the ZBA, including applications from the towns of Exeter and Belmont, New Hampshire. The ZBA members discussed the different forms and reviewed the differences between the forms. The ZBA looked over the changes to the proposed form as proposed by Chair Beaudin and Administrator Bont.

McTeague questioned if the ZBA had become more onerous with this new form.

Bont explained that the changes were more of a descriptive nature in that the description of an abutter was defined and written authorizations were explained. The new form is more informational for the applicant.

Chair Beaudin said that now the applicant cannot come back and say "we didn't know that" because it will be clearly written out in the directions for the appeal. Chair Beaudin went on to explain that the appeal process will be less burdensome on the Planning Administrator to push back and have the applicant do more of the work.

McTeague agreed and understood.

Chair Beaudin said that Bont would still have the initial review over the application before the applicant needs to make all the copies for the Zoning Board of Appeals.

Ham questioned the definition of "abutter" listed on the application. Ham felt it was too opened with the current description.

Bont stated it was a statutory thing. Bont explained that usually abutters were only lots that touched or were directly across a street or stream. Bont stated with a condominium it was a bit more complicated.

Beaudin said that if you read further on it explains abutter and then also the different possibilities of each.

Bont stated that if a home owners association no longer exists it is recommended you notify all previous members of the association. Bont explained that in a condominium association that has quarter interest, each partial owner would need to be notified but that other times you can notify only the association administrator and they are responsible to notify all the owners in the association. The rules are different with each association.

There was a brief discussion about different associations and how some areas like Forest Ridge have up to 7 different associations. Inn Seasons has six separate owners associations. It was discussed that it is sometimes difficult to notify all abutters in an association.

Beaudin asked for a review of the form and if there were any changes requested by ZBA members. Once an applicant hands in the initial copy they will have to make all the copies of the associated paperwork for the ZBA members.

Motion to accept the form as presented with changes to abbreviations on Notification List page.
Motion: John Ham Second: Patricia McTeague
All in favor: (3-0)

Form was recommended by the ZBA.

IV. CONTINUING AND OTHER BUSINESS (Staff and Planning Board Member/Alternates).

V. OTHER BUSINESS – ZBA members/alternates, Zoning Board Staff

VI. PUBLIC PARTICIPATION AND OTHER BUSINESS: Public comment and opinion are welcome during this open session. However, comments and opinions related to development projects currently being reviewed by the Zoning Board of Adjustment will be heard only during a scheduled public hearing when all interested parties have the

opportunity to participate.

VII. ADJOURNMENT

Motion to adjourn at 6:23 PM
Motion: Patricia McTeague **Second: Jon Ham**
All in Favor: (3-0)

Respectfully submitted,

Wendy Tanner, Planning and Zoning
Recorder

Dated: February 4, 2015

Paul Beaudin II, Chairman