

**Minutes of the In Person Meeting of the Zoning Board of Appeals
August 3, at 7 PM, Conference Room, Main Library, 2 Canal Street
Approved at the Meeting on August 10, 2022**

Present: Jacqueline Dupre, Stephen Franz, Martha Terry, Associate Member Rob Watchilla

1. **Call to order:** The meeting was called to order at 7 PM.

2. **Approval of Minutes of May 25, 2022:** The minutes of the meeting of May 25, 2022 were approved: Jacki motion to approve, Stephen 2nd, Vote 3-0.

3. **Discussion of the creation of a policy for waiving the requirement for a “stamped/official” plan if the applicant for an Administrative Appeal requests such a waiver.**

Discussion centered on adding language to the Notice of Administrative Appeal and then to the Rules and Regulations as a “safety valve” for an applicant to request a waiver from the required plan.

Motion: To insert an asterisk on page 2 of the Notice of an Administrative Appeal after the words THE PLAN Required and then to insert at the bottom of the page the following:
*A waiver of the required plan may be granted by a unanimous (supermajority) vote of the Zoning Board of Appeals. This request must be attached to this Notice of Administrative Appeal with the reasons for the request.”

Jacki motion, Stephen 2nd, Vote 3-0.

Motion: “Under Article IV, Section 2 B Requirements for Plans, insert the following paragraph [under the existing paragraph]: ‘ **Waivers:** For Notices of Administrative Appeal, a waiver of the required plan may be granted by a unanimous (supermajority) vote of the Zoning Board of Appeals. This request must be attached to the Notice of Administrative Appeal with the reasons for the request.”

Jacki motion, Stephen 2nd, Vote 3-0

4. Other business which could not reasonably be anticipated at the writing of the agenda for this meeting:

Martha brought to the Board's attention in the Rules and Regulations, Article II, Section 2, Regular Meetings. The Board discussed appropriate language for this section.

Motion: "Section 2 will now read 'Meetings'. Under the heading of Meetings insert 'Meetings will be held as needed.'

Section 3 will be deleted. Sections 4 and 5 will be renumbered as 3 and 4 respectively."

Stephen motion, Jacki 2nd, Vote 3.

Martha relayed that she would within 24 hours send to Jacki, Stephen and Rob all materials received to date from the Planning Director re: the hearing on 14 Hadley Street, to take place on August 10th.

Rob asked if he would be allowed to speak during deliberations on applications/notices for any of the matters before the Board. Everyone replied, "Yes."

5. Adjournment: The meeting was adjourned at 7:54 PM.

Jacki motion, Stephen 2nd, Vote 3-0

Respectfully submitted,

Martha Terry, Chair, Zoning Board of Appeals

Documents referenced at this meeting:

Rules and Regulations of the Board of Appeals

Notice of Administrative Appeal

Draft of Minutes of the meeting of the Zoning Board of Appeals of May 25, 2022