

**Zoning Board of Appeals Meeting/ Work Session
Frye Island Community Center
Friday, Sept 24.2010**

Present: Rich Kaplan, Bill Trenchard, Bobbi Aranyi

Absent: Tim McCarthy, John Schutz, John Gardner

Attendees: Steve Kaplan, Planning Board Chairman

In the absence of Tim McCarthy, chairman, Bobbi Aranyi made a motion to have Rich Kaplan act as temporary chairman for this meeting; seconded by Bill Trenchard with all in favor. The chairman opened the meeting at 7:00 pm.

Agenda

Minutes and Correspondence

Bill Trenchard made a motion to approve the minutes of the 8/20/10 meeting; seconded by Bobbi Aranyi with all in favor.

Work Session

Lot set back application process

Rich Kaplan met with John Thompson, CEO on Sept. 23, 2010 to discuss the process for a request for a lot set back reduction. Note: lot set back reduction is not a variance. Side set backs only apply to water front lots. See page 39 of the Land Use Ordinance for changes made in the Land Use Ordinance in 2008. The ordinance was passed Oct. 11, 2008.

The process is as follows:

- The applicant meets with the CEO- the CEO provides the applicant with the application forms.
- Applicant returns completed forms to the CEO with the required fees
- CEO will ask the Town Clerk to deposit the fees in the proper account and give the applicant a receipt
- The CEO will make copies of the applicant forms for each BOA member and place in the BOA mailbox.
- The town office will advise abutters request and post the notice. Note re: public notice: see pg 2, Chapter 3, Decision Making Process. The law does require notice of non-emergency meetings to be given in a manner reasonably calculated to reach most of the people of the community far enough in advance of the meeting to allow the public to make plans to attend. In the case of Frye Island the CEO

and Town Manager suggest 2 weeks to give ample time to publish in the FINS and post on the bulletin board, etc.

- The BOA will meet on their scheduled meeting date to decide on the request.
- The BOA will notify the applicant of their decision.
- The BOA will notify the applicant that they must record the deed with the State within 30, 60, or 90 days at the BOA discretion.

2011 BOA Meeting Schedule

The chairman discussed dates for the 2011 meeting schedule which is as follows:

Friday, June 17, 2011 @ 7:00 pm

Friday, July 15, 2011 @ 7:00 pm

Friday, August 19, 2011 @ 7:00 pm

Friday, September 16, 2011 @ 7:00 pm

Bobbi Aranyi made a motion to accept the meeting dates; seconded by Bill Trenchard with all in favor. As requested, the CEO will be e-mailed the dates.

As there were no other issues to discussed, Bill Trenchard made a motion to adjourn the meeting; seconded by Bobbi Aranyi with all in favor. Meeting adjourned at 7:30 pm.

Respectfully Submitted,

Inez "Smitty" Kaplan, Recording Secretary