Town of Bristol

Appeals Board
April 10th, 2017
Bristol Town Office

Committee Members present: Craig Elliott, Don Means, Roberta Albright and Slade Moore
Also present: Jessica Westhaver and Joseph Rose
Absent: Jeanette Wordock
Public: None

The meeting was called to order at 6:03 p.m. by Craig Elliott.

Housekeeping –
- Discussion was had regarding designation of officials for Chairperson and Vice Chairperson.
    - VOTE: Means made a motion to nominate Elliott for Chairperson, Moore seconded; the board voted unanimously to designate Elliott as the Chairperson for the 2017 year.
    - VOTE: Albright made a motion to nominate Means for Vice Chairperson, Elliott seconded; the board voted unanimously to designate Means for Vice Chairperson for the 2017 year.

- Elliott reviewed the function of the Appeals Board and discussed the "Undue Hardship Test". Westhaver to have a fillable form of the test ready for future appeals brought to the board.

- The board discussed the "Notice of Decision – Variance" form which includes the "Findings of Fact". Westhaver will also have a fillable form of the notice ready for future appeals brought to the board.

New Business –
- Discussion was had regarding the Appeals Board bylaws which were adopted on February 19th, 2008. The appeals board was re-instated at the Town Meeting held on March 18th, 2008 on article 7 where the town accepted.
    - First item was to amend **Section 1. Membership – A.** *The Board of Appeals shall consist of seven (7) members appointed by the Municipal Officers.*
        - CEO Joseph Rose discussed that Under Title 30-A §2691 it is stated the board shall consist of 5 or 7 members. The board discussed amending this to read: *The Board of Appeals shall consist of five (5) members appointed by the Municipal Officers.*
        - VOTE: Means made a motion to change the bylaws to consist of 5 members; Albright seconded; the board voted unanimously to accept the change.
    - Second item was repeal **Section 1. Membership – C.** *New Board candidates are required to attend two (2) Appeals Board meetings as an observer as a prerequisite to appointment.*
        - The board discussed the hindrance of this section as the board has been inactive since 2014.
        - VOTE: Means made a motion to repeal Section 1.C., Albright Seconded; the board voted unanimously to accept the repeal.

- Third item was to amend *Section 5. Meetings – B. Meetings for variances, appeals or other Board matters will be held on the first and third Monday of each month at 6 pm at the Bristol Town Hall. Once a particular agenda has been determined, members will be informed. If they are unable to attend, they must contact the Town Office as soon as possible. If there are no pending agenda items, the meeting will be cancelled.*
    - The board discussed changing the verbiage that states "will be held on the first and third Monday of each month at 6pm" to read as "will be held as needed and to be scheduled accordingly."
    - VOTE: Means made a motion to change the verbiage to Section 5.B., Elliott seconded; the board voted unanimously to accept the verbiage change.
- Westhaver will amend the by-laws to reflect the above changes and will present to the board at a future meeting.

- Rose brought to the attention of the board an amendment made to the SZO regarding disability structures. Through the 2017 amendment it was deemed appropriate the CEO shall have the authority to approve requests for disability structures without having to proceed through the Planning Board or Appeals Board.

- The board was provided with documentation for the Ogle matter in which a public hearing will be held on April 12th, 2017. The information was provided for review only and was not discussed at the meeting.

Meeting adjourned at 6:40PM. The next meeting is scheduled for April 12th, 2017 and will host Peter Drum, Agent for Ms. Lisle Ogle for a Variance Application for Map 04E Lot 227.

Respectfully submitted,
Jessica Westhaver
Appeals Board Secretary

      Appeals Board Chairperson APPROVED: _____