

**ALTON ZONING BOARD OF ADJUSTMENT
WORKSESSION
January 4, 2007**

Approved by ZBA 02-01-07

Members Present: Marcy Perry, Chair; Tim Kinnon, Vice-Chair; Tim Morgan; Paul Monzione; Stephen Hurst

Members Absent: David Schaeffner

Others Present: Monica Jerkins, Planning Assistant

Call to Order: Marcy Perry at 6:05 p.m.

1. Discussion on Instruction to Applicants and Appeals to the Board.

T. Morgan suggested that applicants supply an original plus nine copies of all application materials submitted to the Board, except for large plats, which would only need four sets.

M. Perry would like to have the original application when appeals from an administrative decision are filed.

M. Perry commented on input from the Department Heads. Asked M. Jerkins if input is requested timely and if input is received back in time for the Board to review. Fire Chief has stated that he often does not receive the request until the day of the meeting and has no time to respond.

M. Jerkins will keep track of when they are sent to the department heads and when they are returned to the planning office. M. Perry asked if the forms could be emailed. M. Jerkins explained that forms could be emailed, but supporting documents could not. The department heads would still have to come to Town Hall to pick up the packets prepared for the requested review.

T. Morgan asked if there was a way to find out more about the surroundings of the applications received. He has not been to the site that is the subject of tonight's application and does not know the neighborhood. Suggested it would be helpful to have photographs of the abutting parcels and perhaps up and down the street for reference and comparison.

M. Perry stated that if the agenda packets were available sooner for the Board then they would have more opportunity to visit the sites.

T. Kinnon suggested that if the Staff counseled the applicants to inform them that the more information they provide to the Board the more helpful it is to them in making their decision.

P. Monzione suggested putting words to the effect of "the more information you provide to the Board the more helpful it will be for them to make a decision...such things as photographs of the surrounding area, etc." into the application instructions. Discussed requiring submitting all materials with the application and not the night of the meeting.

T. Kinnon discussed encouraging an engineer/surveyor to draw a plan.

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P. Monzione expressed concern over making hiring professionals or requiring additional information a strict requirement, but rather would like to find a way to place wording into the instructions that strongly suggests or encourages providing more details, perhaps submitted by a professional.

M. Perry stated that the drawing example provided in the packet should have more details on it. General discussion on whether the ZBA has the authority to request changes. M. Jerkins referred to Article 500 of the Zoning Ordinance and discussed the requirements listed in this section for variances and special exceptions.

Discussion on amending the checklist to take off items that do not pertain to ZBA applications. M. Jerkins suggested preparing a zoning amendment for next year that changes the requirements stated in Article 500 to be more along the lines of what the ZBA would like to see.

Discussion on the number of copies that should be submitted to the Board with the original application. Discussion on discouraging last minute submittals. T. Morgan suggested adding wording to the instructions that states "anything not submitted with this application will not be considered." P. Monzione suggested the wording be "...information that is not presented could result in the Board not having sufficient opportunity to give it due consideration and could delay the Board's decision."

Discussion regarding the Fee Schedule. Discussion regarding how much to charge for the Notice fees to the newspapers. The Planning Board charges \$50, but has more continued applications, which contribute to the total cost. M. Jerkins suggests starting with a \$30 notice fee and revisit after a year. **Motion by P. Monzione to require a \$30 newspaper notice fee from applicants. Second by T. Kinnon. Passes with a unanimous voice vote.**

Motion by T. Morgan to require applicants to supply an original application and nine (9) copies with supporting documents and small plan sets as well as four (4) copies of large plan sets. Second by M. Perry. Passes with a unanimous voice vote.

M. Jerkins suggested requiring addressed envelopes for abutter's notifications to be submitted with the application. T. Morgan asked for the wording on providing envelopes to be brought to the next meeting. **Motion by M. Perry to have M. Jerkins check the wording used by the Planning Board requiring envelopes to be provided and to bring in to the next meeting and to make the requirement applicable to all abutters for every application. Second by S. Hurst. Motion passes with a unanimous voice vote.**

M. Perry would like stonewalls, wetlands, dimensions, cemetaries, and abutters to be required on the drawing.

Brief discussion on boundary line adjustments being prepared by engineers or surveyor. M. Perry would like a statement on the checklist stating that a surveyor should certify any applications presented where the boundaries are affected or adjusted.

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T. Kinnon stated he is inclined to leave the checklist the same and allow applicants to determine the scope of their project and which requirements they can ask for waivers from. M. Jerkins talked about impending subdivision changes specifically with Section 7.

M. Jerkins informed the Board of two upcoming Planning Board Work sessions, January 9 and January 23 where work will be done on the Master Plan and the Impact fees ordinance and extended an invitation to Board Members to attend.

2. Discussion on future Worksession dates and materials to be reviewed.

Next Worksession scheduled for February 1 at 6 p.m. just prior to the regularly scheduled meeting. P. Monzione will not be able to attend, as he will be out of town that day.

Adjournment 6:55 p.m.

Marcella Perry, Chairperson

Respectfully Submitted by,

Monica Jerkins
Planning Technician