

**Wolfeboro Zoning Board of Adjustment**  
**Regular Meeting**  
**April 6, 2020**  
**Meeting Minutes**

**Members Attendance Roll Call:** Sarah Silk, Suzanne Ryan, Luke Freudenberg, Tim Cronin, Audrey Cline, David Senecal, Alternate

**Staff Present:** Matt Sullivan, Director of Planning & Development

**Call to Order:**

Sarah Silk called the meeting to order at 7:00 PM digitally. A quorum was present.

The Board agreed via consensus to proceed with the current Vice-Chair as the Chair of the March meeting until the reorganization meeting in April.

Sarah Silk, Acting Chair read this opening statement:

*Good evening and welcome to the April 6<sup>th</sup> meeting of the Wolfeboro Zoning Board of Adjustment. As Acting Chair of the Zoning Board of Adjustment due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.*

*Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:*

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

*We are utilizing the GoToMeeting platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #+1 (786) 535-3211 followed by the audio access code 313-282-701, or by video following the directions on the Town of Wolfeboro Website posted on the home page under the Virtual Town Meeting Login Information page.*

*b) Providing public notice of the necessary information for accessing the meeting;*

*We previously gave notice to the public of how to access the meeting using GoToMeeting, and instructions are provided on the Town of Wolfeboro website the on Virtual Town Meeting Login Information page.*

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

*If anybody has a problem accessing the meeting via phone or computer, please immediately email [planningdirector@wolfeboronh.us](mailto:planningdirector@wolfeboronh.us) or call 603-391-8489.*

*d) Adjourning the meeting if the public is unable to access the meeting.*

*In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.*

*Please note that all votes that are taken during this meeting shall be done by Roll Call vote.*

*I'd like to start the meeting with a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.*

*e) Meeting Notes*

*Members of the Board will be unmuted for the entirety of the meeting. Members of the public will be muted for the meeting with the exception of public comment portions or public hearings.*

Matt Sullivan stated he would be actively monitoring the chat and the [planningdirector@wolfeboronh.us](mailto:planningdirector@wolfeboronh.us) e-mail for public comments or concerns about meeting access. Because of a School Board meeting this meeting, the meeting will not be available on Channel 25 or the WCTV YouTube channel. He would also like to thank the applicants for their cooperation in allowing their applications to be continued until the May 4, 2020 meeting. He noted that a roll call vote would be completed to continue each application and motions. He would keep a log of the votes during the meeting and distribute a copy it to the Board.

#### **Formal Appointments:**

Sarah Silk read the Application information for the Board & the public. She noted that the site visits were not held and will be continued.

#### **TM# 158-21**

#### **Case # 03-SE-20**

#### **Applicant: Cynthia & Clinton Johnson**

#### **Variance**

Public Hearing for a Special Exception under Article 175, Section 43 (10) of the Wolfeboro Planning & Zoning Ordinance to allow for the replacement of an existing non-conforming structure with a new structure in the same non-conforming footprint but with a vertical expansion, plus a conforming addition. This property is located at 134 Piper Lane.

Suzanne Ryan asked for a correction noting that the site visit time was incorrect and should be for 5:20 PM.

Matt Sullivan thanked her for help with this needed correction of the site visit time.

Suzanne Ryan also noted that the time for the meeting for Johnson and Burke were both for 7:00 PM. And that the Chair needed to push the time of the Burke meeting ahead by ½ and hour to 7:30 PM.

Matt Sullivan stated that the applicants would be notice formally regarding the correct time for both the site visit and the meeting time for their application.

***Suzanne Ryan made the motion to continue the Public Hearing for Cynthia & Clinton Johnson Special Exception at 134 Piper Lane until the May 4, 2020 ZBA meeting at 7:00PM with a site visit to be at 5:20 PM. Seconded by Tim Cronin. Roll call vote: Audrey Cline, Yes, Tim Cronin, Yes, Luke Freudenberg, Yes, Suzanne Ryan, Yes, Sarah Silk, Yes. The motion passed unanimously.***

Sarah Silk read the Application information for the Board & the public. She noted that the site visit was not held.

#### **TM# 217-196**

#### **Case # 04-V-20**

#### **Applicant: Frank W. and Jared R. Burke**

#### **Variance**

Public Hearing for a Variance under Section 175-144(B) of the Wolfeboro Planning & Zoning Ordinance to allow for the conversion of an existing barn into an additional dwelling unit which would exceed the permitted density in the Village Residential District. This property is located TM# 217-196, 112 North Main Street.

***Luke Freudenberg made the motion to continue the Public hearing for a Variance for Frank W. and Jared R. Burke at 112 North Main Street until the May 4, 2020 ZBA meeting at 7:30PM with a site visit to be at 5:45 PM. Seconded by Suzanne Ryan. Roll call vote: Audrey Cline, Yes, Tim Cronin, Yes, Luke Freudenberg, Yes, Suzanne Ryan, Yes, Sarah Silk, Yes. The motion passed unanimously.***

Sarah Silk read the Application information for the Board & the public. She noted that the site visit was not held.

#### **TM# 218-085**

Case # 05-SE-20

Applicant: R&M Family Trust

Special Exception

Public Hearing for a Special Exception under Section 175-72(C) of the Wolfeboro Planning & Zoning Ordinance to allow for the keeping or harboring of all livestock in accordance with the New Hampshire Department of Agriculture's Best Management Practices in the Village Residential District. **This property is located at TM# 218-085, 33 Pine Street.**

*Suzanne Ryan made the motion to continue the Public hearing for a Special Exception for R & M Family Trust at 33 Pine Street until the May 4, 2020 ZBA meeting at 8:00PM with a site visit to be at 6:05PM. Seconded by Tim Cronin. Roll call vote Audrey Cline, Yes, Tim Cronin, Yes, Luke Freudenberg, Yes, Suzanne Ryan, Yes, Sarah Silk, Yes. The motion passed unanimously.*

Sarah Silk read the application information for the three (3) variance applications for the Beth Baldwin Trust for the Board & the public. She noted that the site visits were not held.

TM# 149-006

Case # 06-V-20

Applicant: Beth Baldwin Trust

Variance

Public Hearing for a Variance under Section 175-64(A)1,4 of the Wolfeboro Planning & Zoning Ordinance to allow for the construction of a mudroom addition within the front and shorefront setbacks of the Shorefront Residential District. **This property is located 8 Fern Avenue.**

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TM# 149-006

Case # 07-V-20

Applicant: Beth Baldwin Trust

Variance

Public Hearing for a Variance under Section 175-65 of the Wolfeboro Planning & Zoning Ordinance to allow for the construction of a detached garage, without a dwelling unit or habitable space, on a lot where no primary structure exists within the Shorefront Residential District. **This property is located 8 Fern Avenue.**

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TM# 149-006

Case # 08-V-20

Applicant: Beth Baldwin Trust

Variance

Public Hearing for a Variance under Section 175-64(A)1 of the Wolfeboro Planning & Zoning Ordinance to allow for the construction of a detached garage within the front setback of the Shorefront Residential District. **This property is located 8 Fern Avenue.**

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*Audrey Cline made the motion to continue the Public Hearings for the three (3) Variance applications for the Beth Baldwin Trust located at 8 Fern Avenue until the May 4, 2020 ZBA meeting at 8:30PM with a site visit to be held at 6:25 PM. Seconded by Suzanne Ryan. Roll call vote Audrey Cline, Yes, Tim Cronin, Yes, Luke Freudenberg, Yes, Suzanne Ryan, Yes, Sarah Silk, Yes. The motion passed unanimously.*

**Consideration of Minutes of March 2<sup>nd</sup>, 2020:**

Sarah Silk asked if the Board would like to table the approval of the March 2, 2020 minutes.

Suzanne Ryan said she was in favor of tabling the minutes.

*Suzanne Ryan made the motion to continue the consideration of the ZBA minutes of March 2, 2020 until the May 4, 2020 meeting. Seconded by Luke Freudenberg. Roll call vote Audrey Cline, Yes, Tim Cronin, Yes, Luke Freudenberg, Yes, Suzanne Ryan, Yes, Sarah Silk, Yes. The motion passed unanimously.*

**Other Business:**

Sarah Silk would like to congratulate Suzanne Ryan and Audrey Cline for being voted as full members of the Board.

Matt Sullivan stated that we are going to have a very busy season with applications.

Tim Cronin asked if Peter Colcord is still a member of the Board.

Matt Sullivan said that he is not but he has been approached as to continuing as an alternate of the Board.

Sarah Silk noted that Peter Colcord had not signed up to run for the position as a full member in the election.

Matt Sullivan stated that as a Board they can vote in an alternate. He also informed the Board that the OSI Spring Conference has been cancelled and another one will be scheduled later in the year.

Audrey Cline asked if the electronic form of meeting will be used in the future.

Matt Sullivan said he is hoping to use some form of the electronic meeting in May.

Sarah Silk asked if the applicants were to bring in drawings or plans to the meeting, would the public as well as the Board be able to view them in a virtual format.

Matt Sullivan said he would strongly encourage the applicant to submit any and all materials before the meeting so they could be submitted to the Board for review. If possible, they would be posted to the ZBA website for the public to review. He has been informing the applicant that if they bring in any submissions to the meeting that they would likely not receive a decision that night and the application would be continued until the full Board had been able to review their new materials.

Matt Sullivan said that he expects that there may be applicants that choose to continue to another month. Any new applications that are submitted may be continued by the Board to a mid-May meeting.

Suzanne Ryan said she would like to make sure that no more applications be added to the May 4, ZBA meeting. She would like to make sure that the applicants be informed by a letter to keep them informed.

Matt Sullivan stated he has been keep all the applicants informed about the status and will keep the Board informed as well.

Tim Cronin is concerned that if we hold the site visits and all the Board as well as the public attend that we would be exceeding the allowed the 10 person limit.

Sarah Silk stated that most of the site visits are outside that might not be a problem

Matt Sullivan has asked the applicants to allow the Board members to make a site visit on their own and to allow the public to view these properties in their own time before the meeting.

Suzanne Ryan asked that no more applications be allowed on the May 4<sup>th</sup> meeting agenda, as this is the date the Governor will be making his announcement regarding the COVID 19 virus restrictions.

Audrey Cline asked if all of the applications online for the public to review.

Matt Sullivan stated that they are available for public review on the ZBA website.

Audrey Cline suggested that there may be an ability to create space for applicants to make their presentations in a standardized format. Matt Sullivan stated that would be a good idea and will do some research on the matter.

Sarah Silk stated that at this time no one is allowed in the Town Hall. She asked how the public be allowed to do this.

Matt Sullivan said this is a good idea that would need to be worked on. He would look into a way and another location that could be used.

Suzanne Ryan would like to make sure that the public is informed and expressed concern that new information would not be online for their review.

Sarah Silk asked for a motion to adjourn.

***Suzanne Ryan made the motion to adjourn at 7:39PM. Seconded by Tim Cronin. Roll call vote Audrey Cline, Yes, Tim Cronin, Yes, Luke Freudenberg, Yes, Suzanne Ryan, Yes, Sarah Silk, Yes. The motion passed unanimously.***

Respectfully Submitted,

Terry Tavares  
Administrative Assistant