

# ASHFIELD ZONING BOARD OF APPEALS

Friday, October 31, 2014

Town Hall, Ashfield

3:30 p.m.

## MEETING MINUTES

**Present:** ZBA members: Mollie Babize, Chair; Kit Nysten; Anne Yuryan

Meeting opened at 3:35 p.m.

Organizational/housekeeping topics discussed:

- Mollie went to a Citizen Planner Training Collaborative session in Greenfield and brought back course materials about processing Special Permits and Variances, which we will study.
- Received from the ZBA mailbox: *Public Body Checklist for Creating and Approving Meeting Minutes and Records Retention and Permission to Destroy*. We will review.
- Mollie had asked a potential new ZBA board member to come to the meeting to talk with us about his interest in the ZBA. Unfortunately, he arrived late and couldn't get into the building. We will meet with him at a later time.
- The ZBA page on the ashfield.org website needs updating. The forms and links on our page actually pertain to the Planning Board and not to our board. Some meeting minutes from this fall have not been posted, although they were sent to the Town Clerk in September. We will talk to Town Clerk Anne Dunne and/or Executive Administrator Mary Fitz-Gibbon to find out how we can post minutes, update information, and upload forms.

Possible new case: 2014-2

- Richard O'Brien and Laura Quinn want to apply for a variance to put a mobile home for year-round use on their property at 370 Buckland Road. (Map 4-1, Lot 13).
- In 2013 we granted a variance to John Labelle to sell Lot 13, a non-conforming lot. O'Brien and Quinn, as Buckland Rd. Trust, bought Lot 13 from John and later bought an adjacent from another landowner as well.
- Ms Quinn brought a packet of information about their application to town hall on October 15. The Town Clerk wrote "Case 2014-2" on the first page of the packet, but did not sign the front, nor indicate that the filing fee had been paid.
- There is no application form accompanying the packet, and it appears that the petitioners have not contacted Jim Hawkins, the Zoning Enforcement Officer for a building permit. Nor have they paid the filing fee for the application.
- We need an application, a copy of the property deed(s), and a determination from Jim Hawkins before we hear this case.
- Mollie will inform O'Brien and Quinn about the process for applying for a variance and ask them to first apply for a building permit from Jim Hawkins. She will send them our packet of information and forms by email.
- If they file an application we will set a hearing date as soon as possible.
- In the meantime, Kit will email Jenn Morse, Assessors Clerk, asking for a list of abutters to Lots 12 and 13.

Meeting adjourned at 5:10 p.m.

Respectfully submitted by Kit Nysten

Next meeting not scheduled. We will schedule a hearing if/when we receive a complete application packet.