

**Zoning Board of Appeals Meeting  
Frye Island Community Center  
Friday, July 16, 2010**

**Present:** Tim McCarthy, chairman, John Schutz, Bobbi Aranyi, Bill Trenchard, John Gardner

**Absent:** Rich Kaplan

**Attendees:** Steve Kaplan 34, Planning Board chairman

The chairman called the meeting to order at 7:05 pm.

**Agenda**

**Minutes and Correspondence**

Tim McCarthy moved to approve the minutes of the 6/11/10 meeting; seconded by Bill Trenchard with all in favor. Tim requested the recording secretary e-mail the minutes to Joe Potts to be put on the web.

**Review of manual re: set backs**

A question was raised as to much notice does some one need to come in to discuss an issue regarding set back criteria. Bobbi stated they need two weeks, so the BOA can post a notice.

Set back appeals criteria as stated in section 101-1-4; pg 34 of 128

Side- must meet 10 feet set back

Front- must meet 30 feet set back

Rear- must meet 15 feet set back

Tim stated they need to look at the Island policy process as he has concerns for abutters. It was stated that if the CEO approves, then the BOA should approve. Tim said that if an abutter has an issue, then the BOA will have to address it.

Tim will go to John Thompson, CEO and ask for guidance in writing, so the BOA can put a set procedure in place and put it in the minutes at the next meeting. Another question was should letters be sent out to abutters if a variance is requested, and what is the process if the abutter has no objection.

Steve Kaplan stated that if the CEO approves a plan then the BOA has the responsibility to approve the plan if the set back is followed to a "T".

Tim said he wanted to be looked upon as being fair, reasonable and objective and; therefore, wants to have something in writing that describes what the process and policy is.

Steve stated the Planning Board needs to have a 15 day notice stating what the person is looking for.

Tim stated that their next assignment is to go through pages 1-7 and page 27 of Section 6 regarding corner lots. John Gardner said they need to determine what's the main road the house is facing, and that there are different exceptions. Page 32- Section C describes the exception process and special exception notification of each abutter. John also said that there is a building height limitation of 35 feet.

Tim asked if there were any other suggestions as to what they should study for the next meeting. John Schutz suggested Section 101-1-14, page 7 of 128 in the BOA manual to refresh what their charter mission is and specific duties.

Tim stated that Rich Kaplan had requested the meeting date of September 17, 2010 be changed to September 24, 2010 because of the Yom Kippur Jewish holiday. John Schutz moved to change the meeting to Sept. 24, 2010; Bill Trenchard seconded the motion with all in favor.

Tim discussed the new term dates for some of the members. Tim and Bill Trenchard just renewed their terms, and both terms will be up June 30, 2013. John Schutz's term is up June 30, 2011.

The next meeting will be Friday, August 20, 2010 at 7:00 pm.

As there was no further business to discuss, Bill Trenchard made a motion to close the meeting; seconded by John Schutz with all in favor. The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Inez "Smitty" Kaplan, Recording Secretary