

# **Tamworth Board of Adjustment**

## **Minutes**

**April 13, 2010**

*Draft minutes to be reviewed and approved at a subsequent meeting.*

### **Call to Order**

- Chair John Mersfelder called the meeting to order at 7:35 pm.
- Present were John Mersfelder, George Plender and Lianne Prentice.

### **Approval of Minutes**

- The minutes of the March 25, 2010 were reviewed. Under "Procedural Matters" the name "George Lender" should be corrected to read "George Plender".
- Lianne Prentice moved, and George Plender seconded, to accept the minutes as corrected. The motion passed with no objection.

### **Rules of Procedure**

- Lianne Prentice moved, and George Plender seconded, to add to the Rules of Procedure, in the Regular Meetings section, that public notice of meetings shall be posted within 24 hours of the meeting in two public places and by available electronic sites. The motion passed with no objections.
- Lianne Prentice moved, and George Plender seconded, that "Carroll County Independent" be changed to "Conway Daily Sun" in the Rules of Procedure, Application/Decision, Public Notice section. The motion passed with no objection.

### **Applications for Variance and Special Exceptions**

- Lianne Prentice offered to attempt to create one generic form for all appeals, with sections appropriate to specific ordinances.
- George Plender moved, and Lianne Prentice seconded, to direct Lianne Prentice to put the Applications for Variance and Special Exceptions into proper format to be presented to the Board of Adjustment for approval at their next meeting. The motion passed with no objection.

### **Clerk's Checklist**

- Lianne Prentice moved, and George Plender seconded, that the Clerk's Checklist be reconfigured to coordinate with the town template. The motion passed with no objections.

### **Next Meeting**

- It was agreed that members will read the relevant ordinances and come to the May 11, 2010 meeting prepared to discuss them. Applications will then be drafted.
- John Mersfelder will seek legal advice regarding which appeals may come before the Board of Adjustment.
- Susan Ticehurst was asked to notify each member of the next meeting, which will be held on the second Tuesday of May, 2010, at 7:30 pm.

### **Adjournment**

Lianne Prentice moved, and George Plender seconded, to adjourn at 9:12 pm. The motion passed with no objection.

