

**Town of Lincoln**

**Zoning Board of Review**

**100 Old River Road, Lincoln, RI**

**Minutes of March 29, 2010 Meeting**

**Present: All Members present**

**Informational Session ;V No applications heard**

**1. Application needs to set forth the exact relief sought in order for the Zoning Board of Review to hear the application and render a decision.**

**„« Any changes to application form needs to go before Town Council for approval.**

**„« If applications are lacking information applicant will be notified and application will be continued to the next available agenda.**

**Exact measurements of setbacks need to be noted on submitted plans in order to render a Decision.**

**„« Applications need to meet all standards.**

**„« Zoning Official cannot require a survey be submitted with applications.**

**„« Pools are included when calculating lot coverage.**

**2. Reports submitted from expert witnesses.**

**„« Expert witnesses testifying on behalf of applicant should submit**

**reports with application to Zoning Official ten (10) days prior to meeting to afford members enough time to review.**

**„« Any reports submitted less than ten (10) days prior to meeting will not be considered before the night of the meeting.**

**„« Any applications/reports submitted to Zoning Official will be date stamped.**

### **3. Assistance with completing the applications.**

**„« It is the sole responsibility of the applicant to have all required applications/reports turned into the Zoning Official prior to application being listed on the agenda.**

### **4. Continuances of public hearings.**

**„« If an application is continued, the new hearing date will be advertised.**

### **5. Witnesses.**

**„« The Board may question and cross-examine any witness and determine if their testimony is relevant to the Board rendering a decision.**

## **APPLICATION CHANGES**

**Meeting Conducted by Russell Hervieux, Zoning Official**

**„« A Certificate of Completion is issued by the Zoning Official and application listed on the agenda if it is complete.**

**„« Insert possible wording in the newspaper notice that it is at the Board's discretion not to hear any applications past 11:00 pm.**

**„« Any plans submitted with applications will be no larger than 11"x17".**

**„« The Board shall limit number of applications per agenda to eight (8).**

## **APPLICATION FORMS**

### **Notice of Appeal**

**„« List which entity they are appealing (Planning Board, Administrative Decision, etc.)**

### **Notice of Appeal from Planning Board**

**„« Condense both appeal applications into one if possible**

### **Extension of Decision**

**„« OK as is**

### **Dimensional Variance**

**„« Change "Proposed use for site" to "Current use of site".**

**„« Add wording "State what variance relief is being sought".**

**„« Move standard wording on back of form above "State the reason for requesting relief".**

**„« Move "Current use of site" to front of the form.**

## **Use Variance**

**„« Same changes listed under Dimensional Variance.**

## **Special Use Permit**

**„« Same as Use Variance**

**„« Cite section of ordinance seeking relief from**

## **Member Application Data Sheet**

**„« Redesign form to provide larger writing spaces.**

## **Town Solicitor**

**Joelle informed members that every finding made by the Board needs to be support and documented in case of an appeal. Challenge the expert witnesses and their reports.**

**Motion made by Member Bart to adjourn the meeting. Motion seconded by Member Enander. Motion carried.**

**Respectfully submitted,**

**Ghislaine D. Therien**

**Zoning Secretary**