

# **BERLIN ZONING BOARD OF APPEALS MEETING ADMINISTRATIVE MINUTES**

**MEETING DATE/LOCATION:** Wednesday, July 15, 2020, via Zoom Webinar 200 541 019

## **TOWN OFFICIALS (& OTHERS) PRESENT:**

## **MEMBERS SITTING/PRESENT:**

R/A		Capes of Berlin	
R	Lynn Ryan, Chair	S	
R	Dennis Bartlett	S	
R	Pat Jackson	S	
R	Jim Royer	S	
R	Ginny Zukatynski	A	
A	Sue Roberts	A	
A	Keith Soucy	S	

Regular/Alternate

Sitting/Present/Absent

Dennis Minnich, Benedict Alberts, Peter Hoffman,  
Louise Janda, Conservation Commission

Chairman Ryan opened the meeting with a roll call of Board members in attendance (Ryan, Royer, Bartlett, Jackson, Soucy).

## **The Capes of Berlin – substantial modification to a comprehensive permit**

A motion was made by Board Member Royer to open the hearing. The motion was seconded by Associate Board Member Soucy, and the motion passed 5-0 by roll call vote (Ryan, Royer, Bartlett, Jackson, Soucy). The hearing was opened at 6:36pm.

A motion was made by Board Member Royer to continue the public hearing for a substantial change to a comprehensive permit in accordance with Chapter 53 of the Acts of 2020 until Wednesday, August 12, 2020 at 6:30pm at Town Offices. If the State of Emergency has not been lifted by August 12, 2020, the hearing will again be postponed. The motion was seconded by Board Member Jackson, and the motion passed 5-0 by roll call vote (Ryan, Royer, Bartlett, Jackson, Soucy).

## **Administrative**

Board Member Bartlett reported \$134.70 approved wages for the month of June for the Land-Use Boards Clerk, Liane Leahy, leaving a balance of \$394.27 in the budget line.

A motion was made by Board Member Royer to approve meeting minutes of June 10, 2020, as written. The motion was seconded by Board Member Bartlett, and the motion passed 5-0 by roll call vote (Ryan, Royer, Bartlett, Jackson, Soucy).

Motion made by Board Member Royer to authorize the payment of an invoice from Haley & Ward, Inc. dated December 18, 2019 in the amount of \$6,192.60 for peer review on The Capes of Berlin project. The motion was seconded by Board Member Jackson, and the motion passed 5-0 by roll call vote (Ryan, Royer, Bartlett, Jackson, Soucy).

Chairman Ryan informed the Board Louise Janda of the Conservation Commission has offered to be a liaison to the Board and would like to be informed of public hearings and receive any plans relating to the hearing. There were no objections by the Board.

Benedict Alberts of 157 Lyman Street asked the Board the process during the Covid pandemic for obtaining a Special Permit for an in-law apartment. Chairman Ryan explained under Chapter 53 of the Acts of 2020 the Board is not holding public hearings until 45 days beyond the State of Emergency being lifted. Mr. Alberts was encouraged to submit his application now to get in the queue.

It was explained to Mr. Alberts it would be up to the Building Inspector to determine the threshold for an apartment and how much he would allow to be built until a Special Permit from the Board is obtained.

The next meeting of the Board is scheduled for 6:30pm on Wednesday, August 12, 2020.

Motion was made by Board Member Royer to adjourn the meeting. The motion was seconded by Board Member Bartlett, and the motion passed by roll call vote 5-0 (Ryan, Royer, Bartlett, Jackson, Soucy). The meeting was adjourned at 7:02pm.

***Respectfully submitted by:*** \_\_\_\_\_

***Liane Leahy, Clerk for Berlin Zoning Board of Appeals***