

Board of Zoning Appeals

January 10, 2019

Meeting Minutes – Administrative Meeting to Discuss Permit Application Process

In attendance were Board of Zoning Appeals members: Mike Buscher (Chairman), Laura Clark, Chris Craig, Linda Rago, and David Simmons (Secretary).

Discussed issues preventing receipt of complete applications and how the application is processed by the Town. Ordinance requires that all exterior changes visible from public rights of way be reviewed by BZA. BZA members are not to discuss potential or existing applications that will be considered by the BZA.

Members considered the following processes to facilitate completion of applications:

- Ordinance Compliance Officer (OCO) with applicants along with Planning Commission (PC) member to review applications and answer questions.
- OCO sets a time each week or month for walk-in questions from potential applicants. PC member could also be available at that time.

Members expressed concern about the lack of applications for the Fleming property (addition on East Ridge) and the Caniford property (new house on Cliff Street). Demolition of structure on Cliff Street (old Pendleton house) also was not presented to BZA.

Discussed oversight of OCO in an attempt to determine how applications are not reaching BZA for above processes. Ordinance indicates that OCO is hired by Town Council and reports to the Mayor or his designee. Members agreed to meet with Mayor and OCO to discuss the best process to ensure applications are submitted to BZA appropriately and that each is complete. Members agreed that OCO should get training. Mike to set up a meeting with Mayor and OCO. Two (2) issues can be topics of the meeting – 1) Hilltop Process (see discussion below); 2) Application Process, including complete applications and approvals without submittals to BZA.

Members discussed the status of the Hilltop Hotel redevelopment. Street issues needs to be resolved before an application will be submitted to BZA. Members discussed the role of experts/consultants during the application review process and the BZA's role in selecting the experts/consultants. Town planning consultant has developed a list of consultants and a budget.

Members asked to have Town Council advertise for alternates again. Members want to know when individual terms expire.