

**TOWN OF NORTHFIELD
ZONING BOARD OF ADJUSTMENTS
MEETING MINUTES OF JULY 22, 2019**

Members Present: David Curdie, Brian Brown, Scott Haskins, Cathy Keyser, Kaitlin Lounsbury, Kevin Waldron

Others Present: Dennis & Elizabeth Chase, Charlene Stryker

Meeting was called to order by Brian Brown at 7:00 PM.

1. **Minutes**

Curdie/Keyser moved to approve minutes from April 22, 2019 as written as presented. **Motion Passed.**

2. **Christopher & Judith Milner – Application for a Special Exception** to add an accessory dwelling within the existing single family residence on 6.5 acres located at 142 South Road, Belmont (Map R15-Lot 52-7) in the R-1 Zone. C. Milner & J. Milner were not in attendance. Brown opened discussion of the application to the board at this time. **Curdie/Keyser** moved for a continuation on Special Exception application for 142 South Road, (Map R15-Lot 52-7) until the next Zoning Board meeting on August 26, 2019. **Motion Passed.**

3. **Other Business:** Curdie asked to review standard application procedures for Special Exceptions, ADU's and Variances at the August 26, 2019 meeting. Curdie stated he would like to see more detailed information when resident's fill out these applications such as: Property lines, maps, set-backs, graph paper to scale with dimensions, assessment cards and any permits that pertain to this application. Curdie also brought up that a possible handout to give to applicant may be helpful when filling out application to make sure all information is included.

Brown mentioned to Stryker that on all minutes where approval of Variances and Special Exceptions are approved, the wording should always reference the 6.3 ADU rules to ensure documentation.

There being no other business the board moved to adjourn the meeting at 7:37pm.

Minutes approved September 23, 2019