

# **TOWN OF SUNAPEE ZONING BOARD OF ADJUSTMENT**

**A PUBLIC HEARING WILL BE HELD AT THE TOWN  
MEETING ROOM LOCATED AT 23 EDMONT ROAD  
ROOM ON THURSDAY, FEBRUARY 20, 2020 AT 7:00 PM ON  
THE FOLLOWING CASES:**

**Rescheduled from Thursday, February 6<sup>th</sup>**

**ZBA20-01**

**Parcel ID: 0148-0037-0000**

**Special Exception, per Article III  
Section 3.50(i). Existing structure is  
a 2-bedroom house, 13-feet 5-inches  
at the highest point. Proposed  
structure will be no greater than  
23-feet 5-inches, within the height  
requirements of the zoning  
ordinance, and will be 2 bedrooms  
per Article VII.**

**Location: 16 Sunnyside Dr.**

**Zone: RR w/ Shoreline & Aquifer  
Overlay**

**Owner: Bradford & Sarah Lassey**

**Applicant: Doug Gamsby, Greenline  
Property Services LLC**

**MISC.**

**Review Minutes from Previous  
Meeting(s); Rules of Procedure**

**NOTE:**

In the event the meeting is cancelled, the Agenda will be continued to the next scheduled Zoning Board meeting.



**TOWN OF SUNAPEE**  
23 Edgemont Road  
Sunapee, New Hampshire 03782-0717  
[www.town.sunapee.nh.us](http://www.town.sunapee.nh.us)

DATE: January 16, 2020 (for hearing on Feb. 6, 2020)  
TO: Zoning Board of Adjustment  
FROM: Nicole Gage, Zoning Administrator  
CASE: **Case #ZBA20-01 – Special Exception**  
**Location: 16 Sunnyside Dr.**  
**Zone: RR w/ Aquifer & Shorelines Overlay**  
**Owner: Bradford & Sarah Lassey**  
**Applicant: Doug Gamsby, Greenline Property Services LLC**

**Summary of Case:** The applicant is applying for a Special Exception per Article III Section 3.50(i) to tear down the existing single-story 1950's camp, located 100% within the 50-foot waterfront, and replace it with a new 2-story house in the same footprint.

Although the current lot coverage exceeds the 20% maximum allowed in the Aquifer Overlay (per Sunapee Zoning Ordinance Article IV Section 4.32), the proposal will decrease the impervious coverage from 29.2% to 26.3% of total lot.

A new 2-bedroom septic system was approved and installed in 2019 (state approval #eCA2019010401).

**References to the Zoning Ordinance:**

Page	Article	Section	
14*	III*	3.50 (g) *	
	Dimensional Controls	Special Exceptions	

\*Appeal for Current Application

**Description of Property:**

- Frontage on Mountain View Lake
- Zoned RR w/ Aquifer Overlay & Shorelines Overlay
- Approximately 0.28 acres.
- Single-story built around 1950
- Located 100% within 50-foot waterfront buffer
- Served by its own private sewer and well
- New 2-bedroom septic installed in 2019
- Frontage on Sunnyside Drive (a private road, considered a side setback, per definition of "Front Setback" in Article XI)

**Land Use History:** (may be incomplete)

12/16/2019 Demolition permit issued – *We received a survey and documentation of the building, to preserve the right to rebuild within 2-years per the "Grandfather Policy" Article 6.32.*

Site visit conducted 1/9/2020 – the structure was still standing, not yet demo'd.

pd\$150.00  
CK#1437

RECEIVED

JAN 07 2019

TOWN OF  
SUNAPEE

Hearing  
Feb. 6, 2020

CASE# 20-01

Town of Sunapee  
Zoning Board of Adjustment

Special Exception

1. Landowner(s) Name(s): BRAD & SARAH WISLEY 2. Parcel ID# TM 148 LOT 37
3. Zoning District: RR - RURAL RESIDENTIAL
4. Project Location (Street & #): 16 SUNNYSIDE DRIVE
5. Mailing Address: 40 DWIGHT ST., APT 1 BOSTON, MA 02118
6. Phone Number \_\_\_\_\_
7. Reason the Special Exception is necessary: EXISTING STRUCTURE DAMAGED BY FALLEN TREE. WOULD LIKE TO EXPAND STRUCTURE VERTICALLY IN SAME FOOTPRINT. ALSO ADD STORMWATER FEATURES TO SITE.

•All applications seeking relief from setback requirements on lakefront properties must be accompanied with a professional recorded survey of the property and building location(s).

•Important-Your property has to be identified with your street number or name-without this identification your hearing may be continued to a later date.

•Please use the abutter list form, which is attached, for your abutters' mailing list.

•IMPORTANT: Review application deadline dates for a timely submission.

•Base Fee-See Zoning Administrator for Fee Schedule.

Please sign the following statement: I understand that the public hearing will be held at the scheduled date and time unless a request is made by me for a new hearing. Any rehearing will require a new public notice and notification to abutters, the cost of which will be borne by the applicant. Further, I hereby give permission to the ZBA members to visit the subject property prior to the public hearing. To the best of my knowledge, the above is true and correct.

Landowner(s) Signature(s)

Date

Description of proposed use, showing justification for a Special Exception as specified in the Zoning Ordinance, Article 3.50 Section I.

EXISTING STRUCTURE IS A 2 BEDROOM HOUSE;  
EXISTING STRUCTURE IS 13'-5" AT THE HIGHEST POINT  
PROPOSED STRUCTURE WILL BE NO GREATER THAN 23'-5"  
PROPOSED STRUCTURE IS WITHIN HEIGHT REQUIREMENTS OF  
ZONING ORDINANCE  
PROPOSED STRUCTURE WILL BE 2 BEDROOMS,  
PER ARTICLE VII



Photos retrieved 12/13/2019 from town GIS site for Parcel ID 0148-0037-0000 (16 Sunnyside Drive)

[https://www.axisgis.com/node/axisapi/document-view/Tri\\_TownNH?path=Docs/Batch/BuildingPhoto/Sunapee\00\00\20\87.jpg](https://www.axisgis.com/node/axisapi/document-view/Tri_TownNH?path=Docs/Batch/BuildingPhoto/Sunapee\00\00\20\87.jpg)





Photos retrieved 12/13/2019 from town GIS site for Parcel ID 0148-0037-0000 (16 Sunnyside Drive)

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# Greenline Property Services, LLC

54 North Road, Sunapee, NH 03782  
[greenline@myfairpoint.net](mailto:greenline@myfairpoint.net) Cell: 603-304-8338

## Photo Sheet

Tax Map 148 Lot 47 (16 Sunnyside Drive)

Sunapee, NH



Photo 1 Road side of house (taken 12-12-19)



Photo 2 Lake side of house (taken 12-12-19)



# Greenline Property Services, LLC

54 North Road, Sunapee, NH 03782

[greenline@myfairpoint.net](mailto:greenline@myfairpoint.net) Cell: 603-304-8338



Photo 3 new septic leach field (taken 12-12-19)



Photo 4 existing gravel parking (taken 12-12-19)



# Greenline Property Services, LLC

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[greenline@myfairpoint.net](mailto:greenline@myfairpoint.net) Cell: 603-304-8338



Photo 5 gravel parking & septic tanks (taken 12-12-19)



Photo 6 tree fall on house (taken 12-12-19)

# Greenline Property Services, LLC

54 North Road, Sunapee, NH 03782

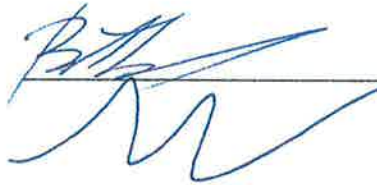
[greenline@myfairpoint.net](mailto:greenline@myfairpoint.net) Cell: 603-304-8338

## LETTER OF AUTHORIZATION

Jan. 6, 2020

To whom it may concern:

We, Brad & Sarah Lassey, owners of #16 Sunnyside Drive (aka Tax Map 148, Lot 37), Sunapee, N.H., grant to Douglas Gamsby of Greenline Property Services, LLC to represent us concerning a Special Exception of the Sunapee Zoning Ordinance before the Zoning Board of Adjustment in Sunapee, New Hampshire. Such authorization will cease when a decision has been made by the Town of Sunapee Zoning Board of Adjustment.



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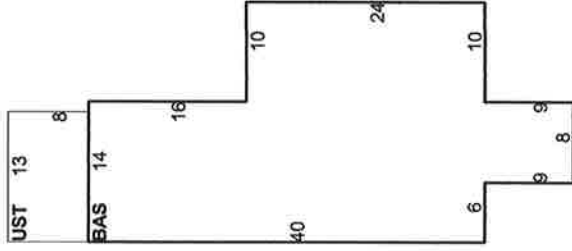

1/6/20





CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	36		Camp				
Model	01		Residential				
DESIGN/APPEAL	03		Average				
Stories	1						
Occupancy	1						
Exterior Wall 1	11		Clapboard				
Exterior Wall 2	25		Vinyl Siding				
Roof Structure	03		Gable/Hip				
Roof Cover	03		Asph/F Gls/Cmp				
Interior Wall 1	07		K PINE/A WD				
Interior Wall 2							
Interior Flr 1	14		Carpet				
Interior Flr 2							
Heat Fuel	01		Coal or Wood				
Heat Type	01		None				
A/C	01		None				
Total Bedrooms	01		1 Bedroom				
Total Bthrms	1						
Total Half Baths							
Total Xtra Fixtrs							
Total Rooms	5						
Bath Style	02		Average				
Kitchen Style	02		Average				
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)							
Code	Description	Sub	Sub Descript	L/B Units	Unit Price	Yr	Gde Dp Rt Cnd %Cnd Apr Value
SHD1	SHED FRAME			L 120	20.00	2005	0 0 50 1,200
PATIO	PATIO-AVG			L 160	5.00	2005	0 0 25 200
DOCKS-RES T				L 168	75.00	2005	0 0 10 1,300
RES PAV SMA				L 1	1,000.00	2005	0 0 100 1,000
HEARTH				B 1	1,000.00	1984	1 1 100 700
BUILDING SUB-AREA SUMMARY SECTION							
Code	Description	Living Area		Gross Area	Eff. Area	Unit Cost	Unit Cost Undeprec. Value
BAS	First Floor	872		872	872	872	55,093
UST	Utility, Storage, Unfinished	0		104	16	16	1,011
Ttl. Gross Liv/Lease Area:				872	976	888	61,104

UST	13	8
BAS	14	16
	40	10
	6	9
	9	8
	10	24
	10	10



# LEGEND

- APPROX. PROPERTY LINE
- BUILDING SETBACK
- LAKE REFERENCE LINE
- REFERENCE SETBACK LINE
- PROPOSED SILT FENCE
- 25'x50' TREE CELL LIMIT
- PHOTO LOCATION & ORIENTATION



EXISTING IMPERVIOUS AREAS

EXISTING CONIFEROUS TREE

EXISTING DECIDUOUS TREE

PROPOSED SAPLING TO BE PLANTED

EXISTING BOULDER OR LEDGE OUTCROP

## EXISTING IMPERVIOUS AREA CALCULATION

TOTAL LOT AREA:	±8500 S.F.
EXISTING IMPERVIOUS AREA:	
HOUSE	±1175 S.F.
SHED	± 175 S.F.
GRAVEL PARKING	± 965 S.F.
CONCRETE PAD	± 170 S.F.
TOTAL	±2485 S.F.
2485 S.F./8500 S.F.=	29.2%

- NOTES:
- OWNER OF RECORD:  
BRAD & SARAH LASSEY  
40 DWIGHT ST., APT. 1  
BOSTON, MA. 02118
  - TAX MAP 148 LOT 37, SUNAPEE, NH  
LOT AREA: ±0.28 ACRES  
MCRD BK. 2062 PG. 676
  - BOUNDARY LINES SHOWN ON THIS PLAN ARE APPROXIMATE AND ARE BASED ON CURRENT DEED AND EXISTING MONUMENTATION.
  - PROPERTY IS IN THE RR RURAL RESIDENTIAL, AQUIFER & SHORELAND OVERLAY DISTRICTS  
FRONT SETBACK: 50'  
SIDE SETBACK: 15'  
LAKE SETBACK: 50'

TAX MAP 149  
LOT 20  
BRUCE & NANCY BISSETT  
23 HARRIS AVE.  
NORTHBORO, MA. 01532

TAX MAP 148  
LOT 34  
MYSTIC RIVER WGMNT, LLC  
487 LOCUST ST.  
DANVERS, MA. 01923

EXISTING SEPTIC TANK  
CA#2006083354



DIRECTIONS TO SITE:  
FROM SUNAPEE TRAFFIC CIRCLE, FOLLOW ROUTE 103 WESTERLY APPROX. 0.3 MILES AND TURN RIGHT ONTO SUNNYSIDE DRIVE. HOUSE IS THE SECOND ON THE RIGHT.

REVISION	

TAX MAP 148 LOT 37  
16 SUNNYSIDE DRIVE  
SUNAPEE, NH

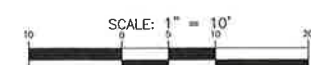
EXISTING CONDITIONS PLAN  
BRAD & SARAH LASSEY  
40 DWIGHT ST., APT. 1  
BOSTON, MA. 02118

SCALE: 1" = 10' DATE: 1-9-2020 PROJ. NO. 19-194 SHEET 1 of 1

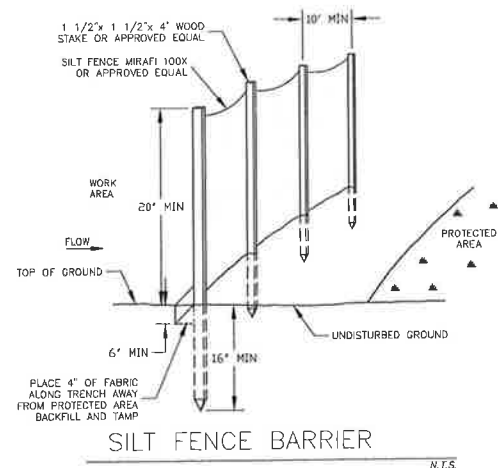
GREENLINE PROPERTY SERVICES, LLC  
54 NORTH ROAD SUNAPEE, NH  
greenline@myfairpoint.net  
603-304-8338

## TREE COUNTS 25' x 50' GRID

CELL #	1-3"	3-6"	6-12"	>12"	Total Points
CELL 1	0	0	1	3	55 Points
CELL 2	1	2	0	0	11 Points*
CELL 3	0	0	0	2	30 Points
CELL 4	0	3	0	0	15 Points*
CELL 5	11	2	1	2	51 Points
CELL 6	0	0	1	1	25 Points

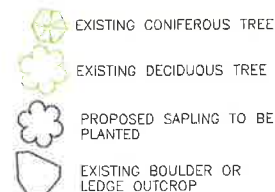






# LEGEND

- APPROX. PROPERTY LINE
- BUILDING SETBACK
- LAKE REFERENCE LINE
- REFERENCE SETBACK LINE
- PROPOSED SILT FENCE
- 25'x50' TREE CELL LIMIT
- STONE DRIP EDGE WITH COLLECTOR PIPE
- STONE DRIP EDGE



## TREE COUNTS 25' x 50' GRID

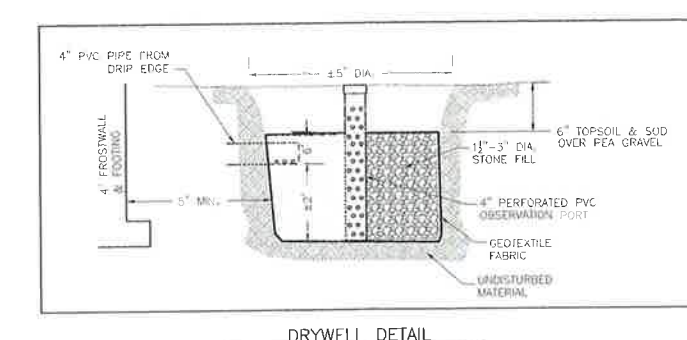
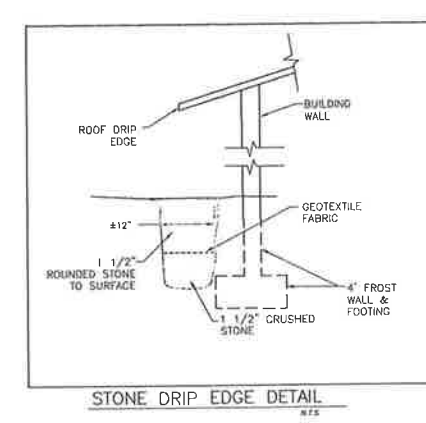
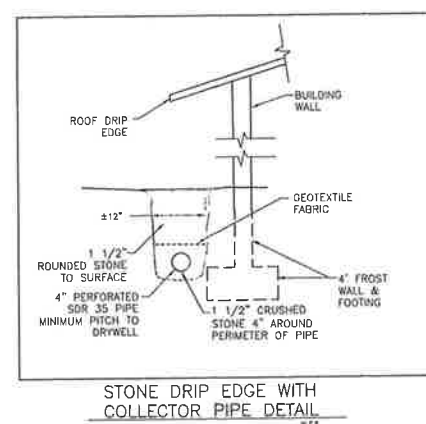
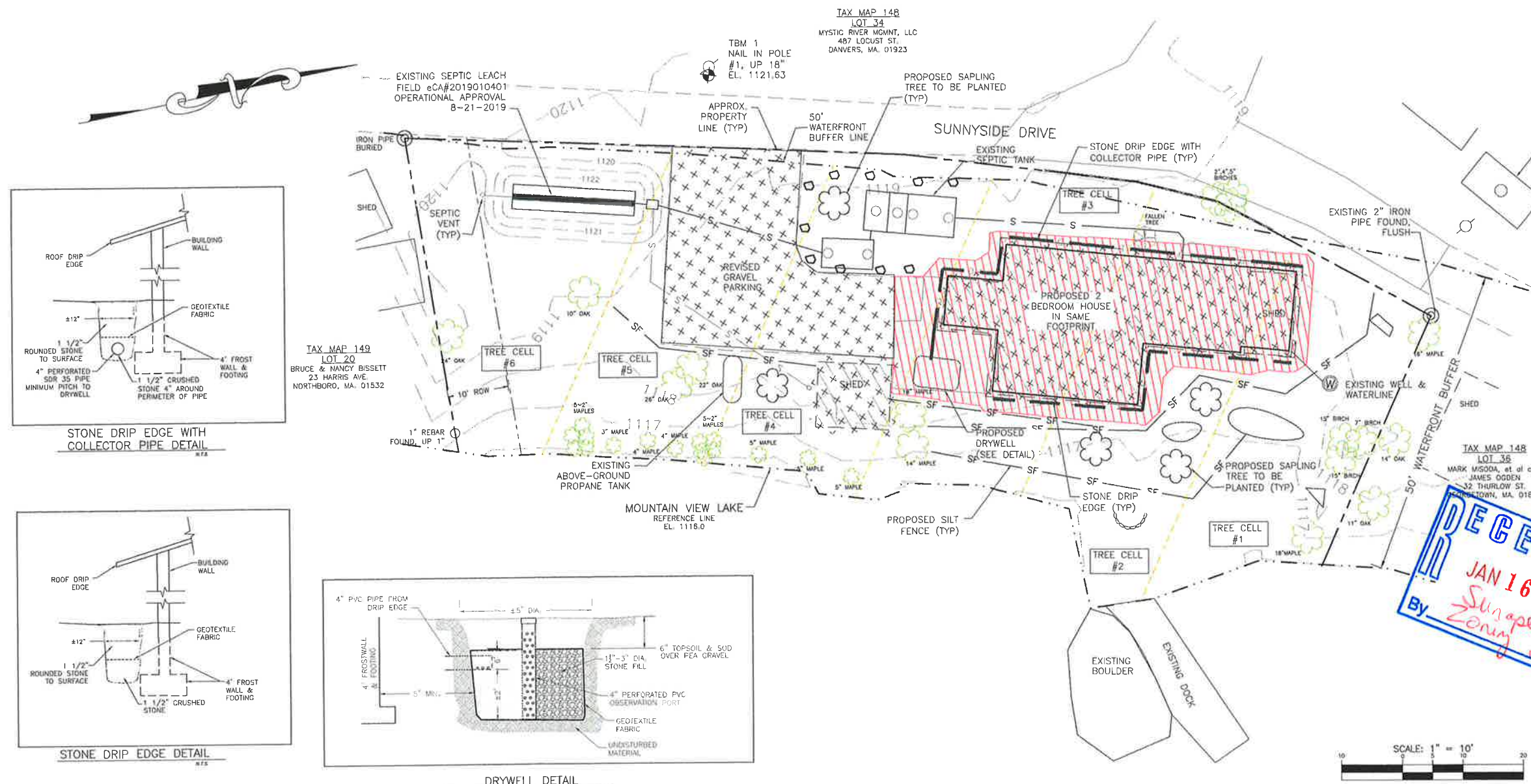
CELL #	1-3"	3-6"	6-12"	>12"	Total
	1 Pt. ea.	5 Pts. ea.	10 Pts. ea.	15 Pts. ea.	Points
CELL 1	0	0	1	3	55 Points
CELL 2	1	2	0	0	11 Points*
CELL 3	0	0	0	2	30 Points
CELL 4	0	3	0	0	15 Points*
CELL 5	11	2	1	2	51 Points
CELL 6	0	0	1	1	25 Points

\*3~ 4" SAPLINGS TO BE PLANTED =26 POINTS  
\*2~ 4" SAPLINGS TO BE PLANTED =25 POINTS

## PROPOSED IMPERVIOUS AREA CALCULATION

TOTAL LOT AREA:	±8500 S.F.
EXISTING IMPERVIOUS AREA:	
HOUSE	±1145 S.F.
SHED	± 175 S.F.
GRAVEL PARKING	± 915 S.F.
TOTAL	±2235 S.F.
2235 S.F./8500 S.F.=	26.3%

- NOTES:
- OWNER OF RECORD:  
BRAD & SARAH LASSEY  
40 DWIGHT ST., APT. 1  
BOSTON, MA. 02118
  - TAX MAP 148 LOT 37, SUNAPEE, NH  
LOT AREA: ±0.28 ACRES  
MCRD BK. 2082 PG. 676
  - BOUNDARY LINES SHOWN ON THIS PLAN ARE APPROXIMATE AND ARE BASED ON CURRENT DEED AND EXISTING MONUMENTATION.
  - PROPERTY IS IN THE RR RURAL RESIDENTIAL, AQUIFER & SHORELAND OVERLAY DISTRICTS  
FRONT SETBACK: 50'  
SIDE SETBACK: 15'  
LAKE SETBACK: 50'
  - THE INTENT OF THIS PLAN IS TO DEMOLISH EXISTING DAMAGED SINGLE STORY RESIDENCE WHICH WAS HIT BY A TREE AND RECONSTRUCT WITH A 2 STORY RESIDENCE IN SAME FOOTPRINT. ADDITIONALLY, IMPROVE STORMWATER MANAGEMENT WITH STONE DRIP EDGES & DRYWELL.
  - ALL EXCAVATION FOR NEW FOOTING & FOUNDATION TO BE FROM INSIDE EXISTING BUILDING FOOTPRINT



EXISTING SEPTIC TANK  
CA#2006083354

DIRECTIONS TO SITE:  
FROM SUNAPEE TRAFFIC CIRCLE, FOLLOW ROUTE 103 WESTERLY APPROX. 0.3 MILES AND TURN RIGHT ONTO SUNNYSIDE DRIVE. HOUSE IS THE SECOND ON THE RIGHT.

1-9-2020	REVISE IMPERV CALCULATION, ADD DETAILS
DATE	REVISION

**TAX MAP 148 LOT 37**  
**16 SUNNYSIDE DRIVE**  
**SUNAPEE, NH**

**ZONING SPECIAL EXCEPTION HEARING PLAN**

BRAD & SARAH LASSEY  
40 DWIGHT ST., APT. 1  
BOSTON, MA. 02118

SCALE: 1" = 10' DATE: 12-30-2019 PROJ. NO. 19-194 SHEET 1 of 1

**GREENLINE PROPERTY SERVICES, LLC**  
54 NORTH ROAD SUNAPEE, NH  
greenline@myfairpoint.net  
603-304-8338



PROJECT TITLE  
**LASSEY LAKE HOUSE**

SHEET INFORMATION  
**BUILDING SECTIONS**

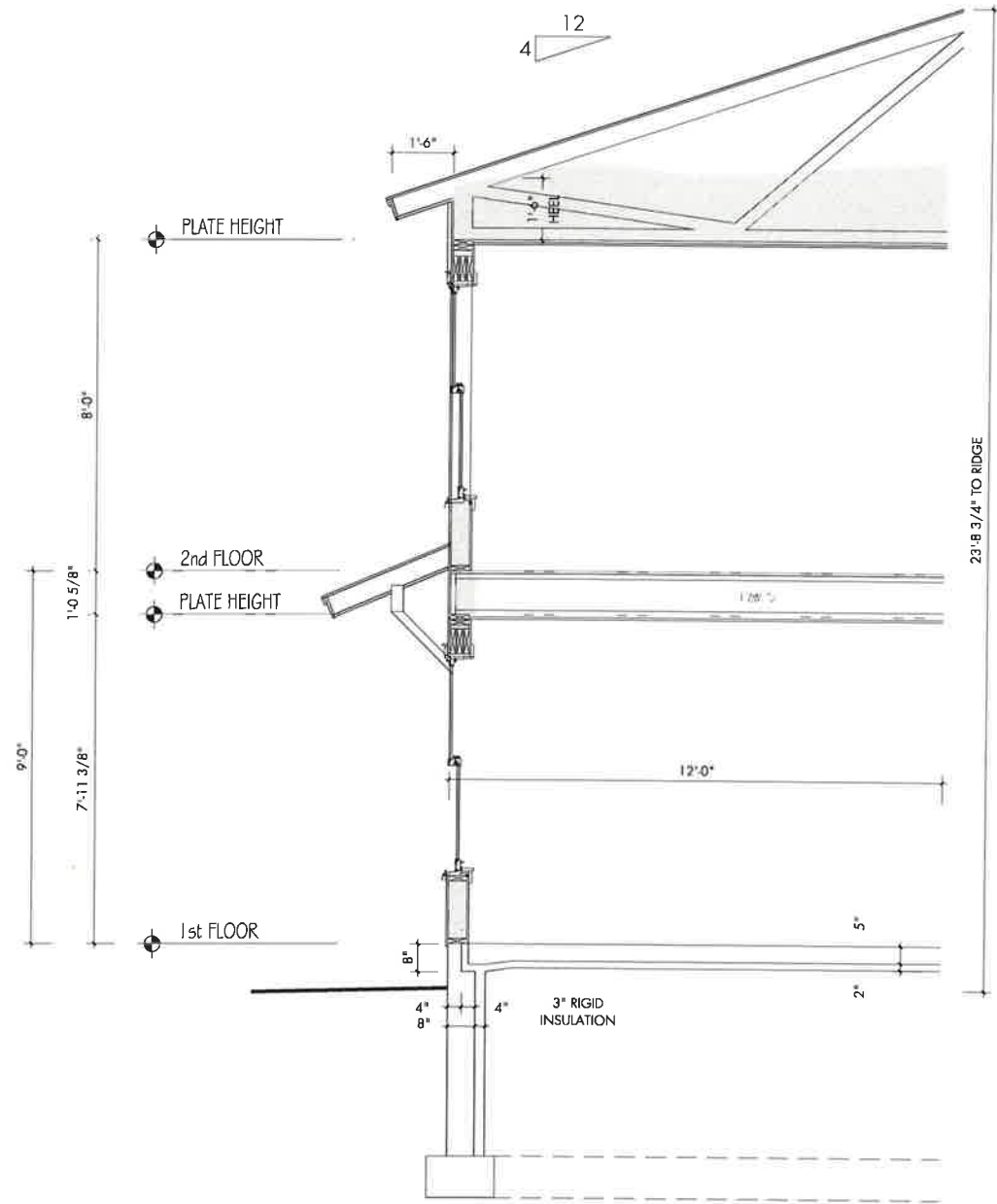
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Revisions:

Sheet:

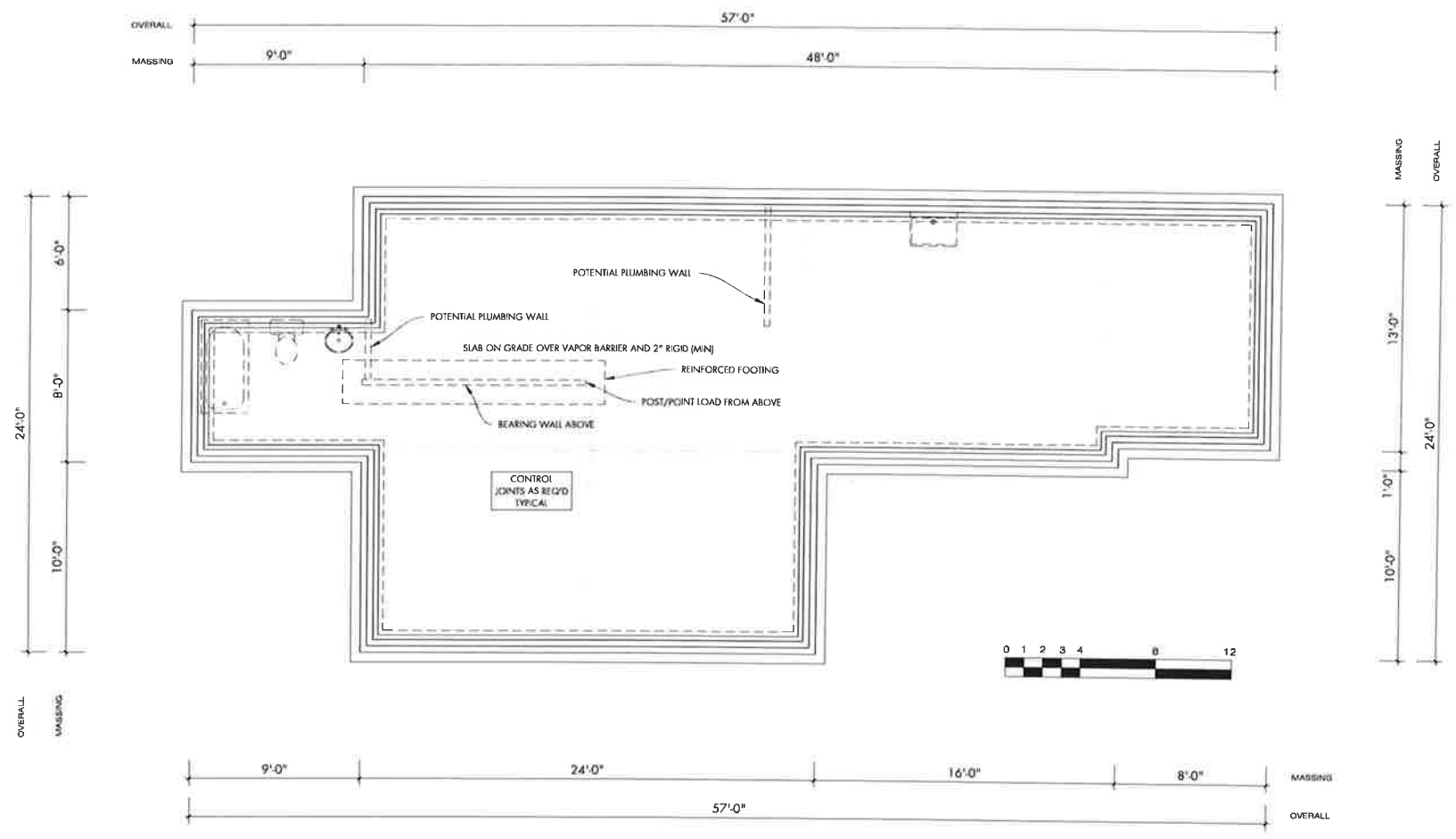
**A4**

Date:  
16 JAN 2020



1 TYPICAL SECTION

Scale: 1/2" = 1'-0"



1 FOUNDATION DIAGRAM Scale: 1/4" = 1'-0"

2 ROOF DIAGRAM Scale: 1/4" = 1'-0"



5 AIRPORT ROAD  
WEST LEBANON, NH  
(603) 298 5641

PROJECT TITLE  
**LASSEY LAKE HOUSE**

SHEET INFORMATION  
**FOUNDATION DIAGRAM  
ROOF DIAGRAM**

Revisions:

Sheet:

**A1**

Date:  
16 JAN 2020

Drawn By: MTM  
Checked By: TPO

**LASSEY LAKE HOUSE**

**FIRST FLOOR PLAN  
SECOND FLOOR PLAN**

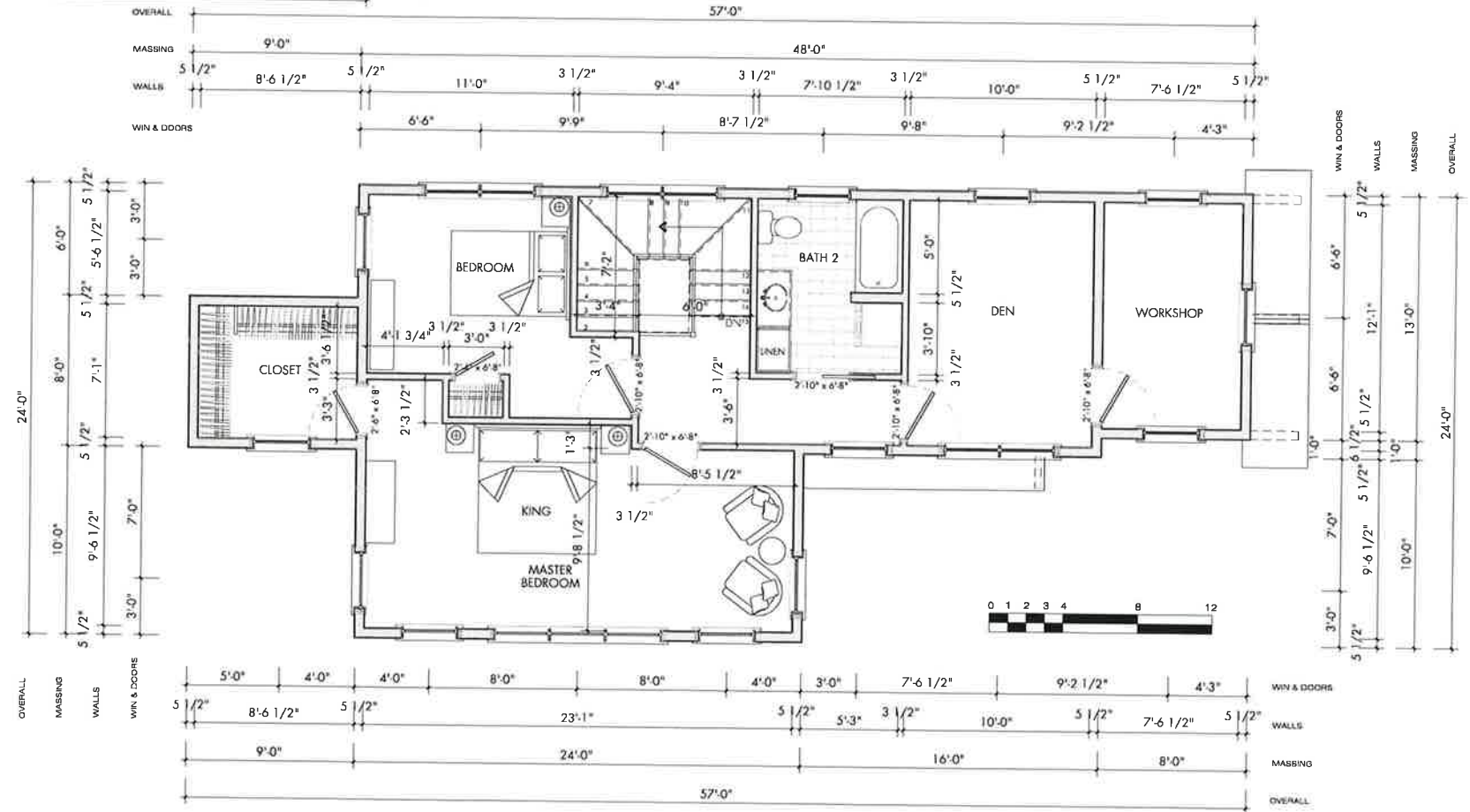
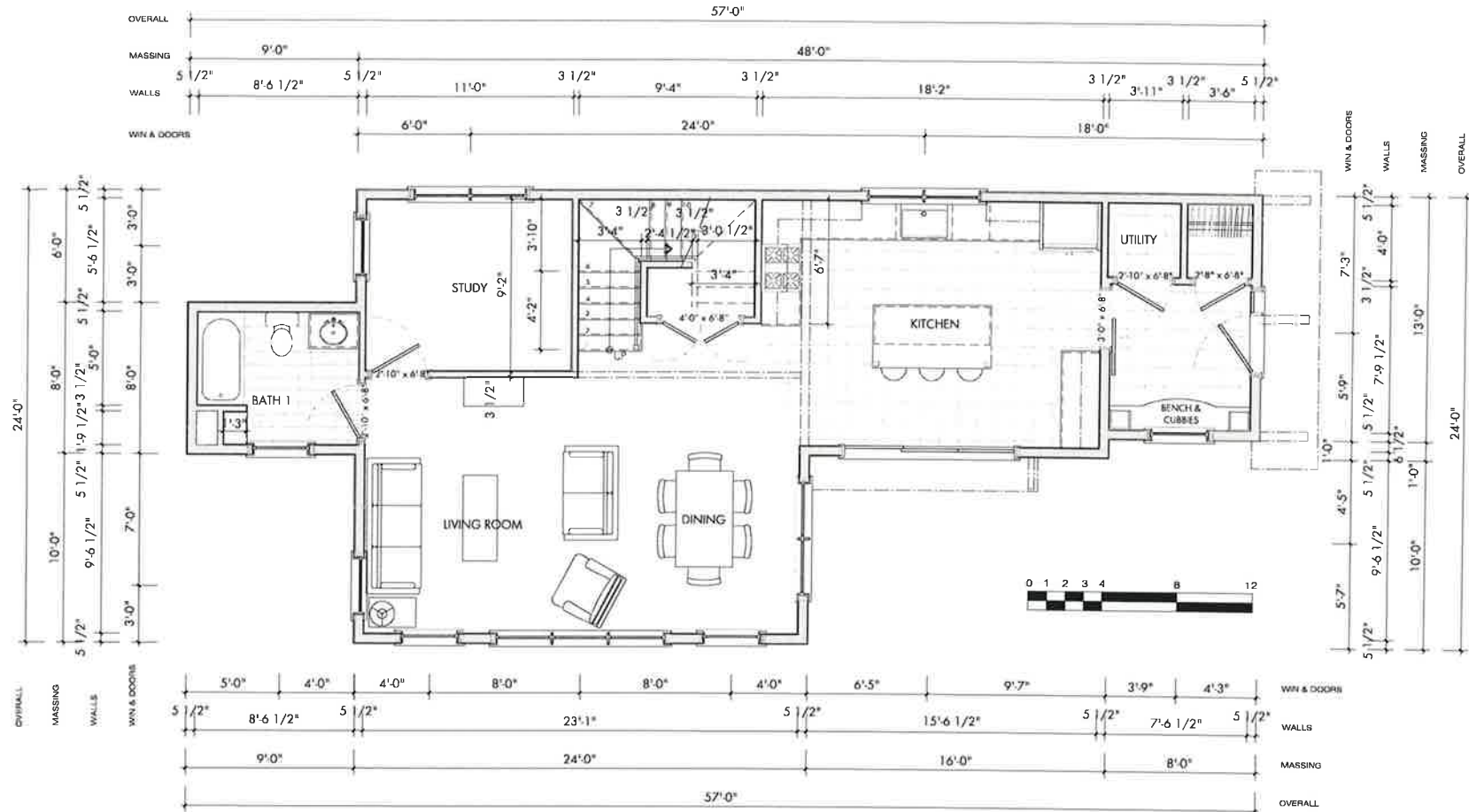
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**A2**

Date:  
16 JAN 2020





**LASSEY LAKE HOUSE**

**ELEVATIONS**

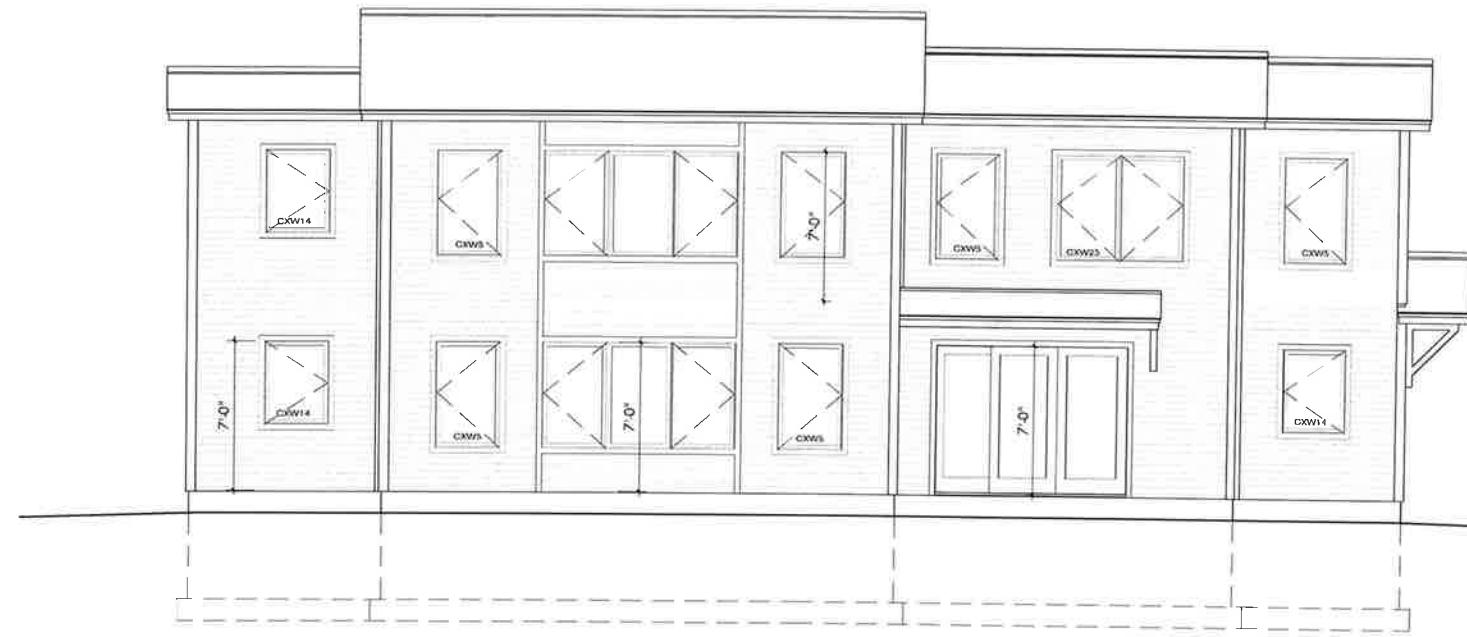
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Revisions:

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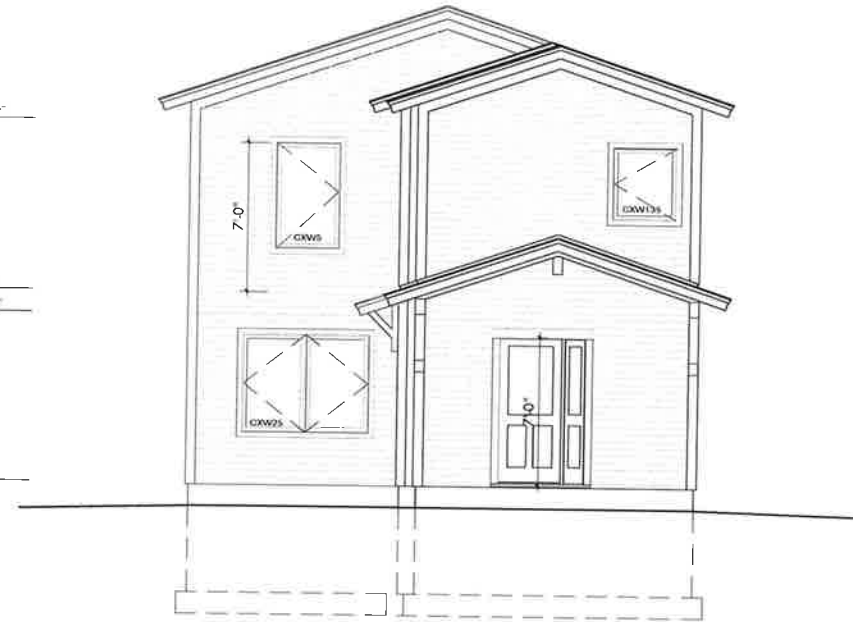
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Date:  
16 JAN 2020

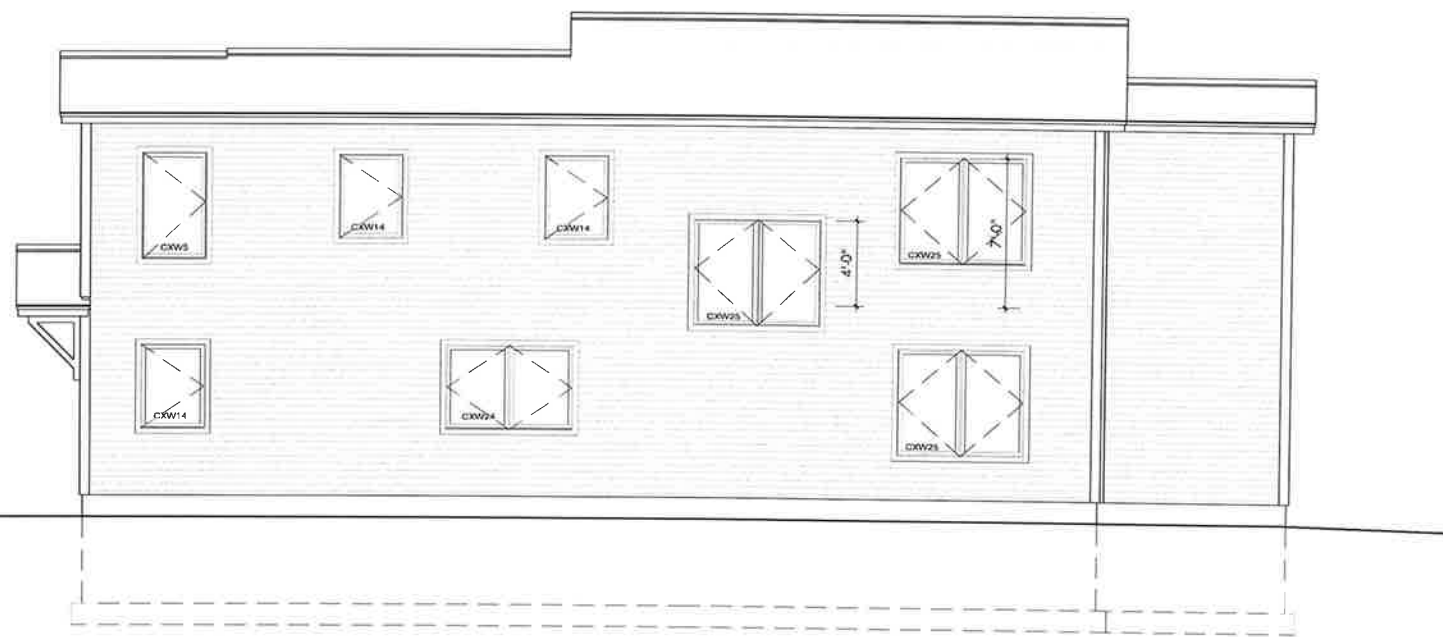


1 FRONT ELEVATION  
Scale: 1/4" = 1'-0"

9'-0"  
7'-11 3/8"  
1'-0 5/8"  
8'-0"  
2nd FLOOR  
1st FLOOR  
FIN. FLOOR

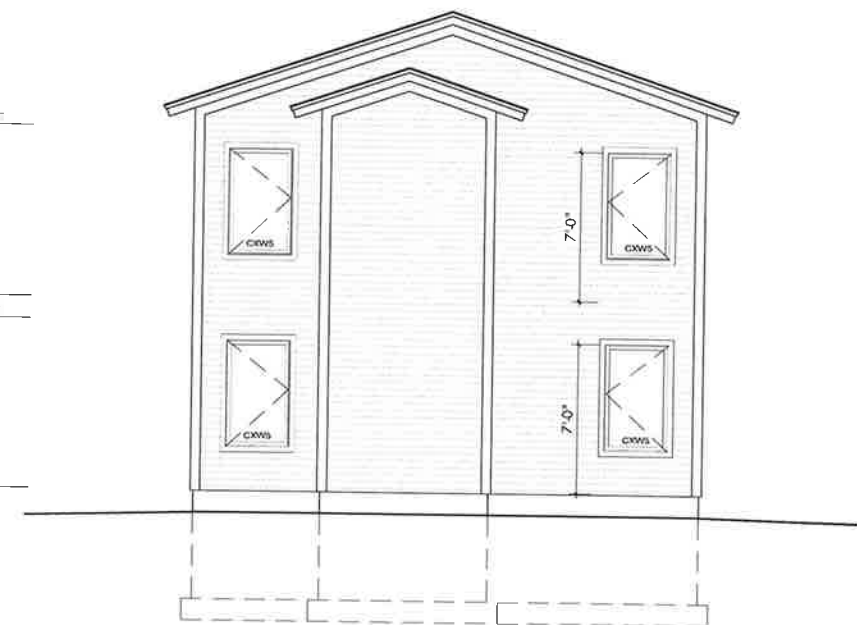


2 LEFT ELEVATION  
Scale: 1/4" = 1'-0"



3 REAR ELEVATION  
Scale: 1/4" = 1'-0"

9'-0"  
7'-11 3/8"  
1'-0 5/8"  
8'-0"  
2nd FLOOR  
1st FLOOR  
FIN. FLOOR



4 RIGHT ELEVATION  
Scale: 1/4" = 1'-0"



Feb. 6, 2020

FINAL DRAFT for ~~January 20, 2020~~ ZBA Meeting  
(REVIEWED BY TOWN ATTORNEY, ZBA CHAIR & ZONING ADMIN.)

**Zoning Board of Adjustment  
Sunapee, New Hampshire  
Rules of Procedure**

- I. **Zoning Ordinance:** The Zoning Ordinance (“the Ordinance”) is incorporated by reference into these Rules of Procedure (“the Rules”). In the case of a discrepancy between the Ordinance and the Rules, the Ordinance shall take precedence.
- II. **Zoning Administrator:** The Zoning Administrator shall:
  - A. Act as the agent to the Board of Selectmen in the administration of the Ordinance as per Article VIII of the Ordinance.
  - B. Receive applications for a Certificate of Zoning Compliance and determine which applications require action by the Zoning Board of Adjustment (“the Board”).
  - C. Receive applications for action by the Board.
  - D. Prepare and distribute to Board members information on cases to be heard by the Board.
  - E. Act as the liaison between the Board and town administration.
  - F. Be responsible for compliance with New Hampshire statutes relating to the Board, including scheduling of meetings, public notice of meetings, minutes of meetings, and notice of decisions.
- III. **Applications**
  - A. Applications for Board action must be made by the owner of record of the applicable property, except that the holder of a valid purchase and sale agreement or valid option to purchase may make such application with the written approval of the owner of record. If the applicant wishes to designate an agent to present the case to the Board, such agent must be designated to the Board either in person or through signed written communication.
  - B. Adequate plans and exhibits must accompany all applications. It is the obligation of the applicant to supply all relevant information to the Board. Such information includes, but is not limited to, lot dimensions, dimensions of proposed and existing structures, identification of abutting properties and roads, locations of water bodies, wetlands, septic systems, etc.
  - C. A recent survey is strongly recommended for applications that concern setbacks, and may be required by the Zoning Administrator and/or the Board.
  - D. The Zoning Administrator is authorized to delay submission of an application to the Board until such time as adequate plans and exhibits are supplied.
  - E. The Board may vote to continue a case to a future specified meeting date pending receipt of additional relevant information.
  - F. Completed applications with accompanying plans and exhibits shall be made available to Board members not less than five days prior to a scheduled meeting.
  - G. An application for an action by the Board regarding a property for which a previous application was denied, may be submitted only if the application materially differs from the previous application that was denied.
- IV. **Appeals of an Administrative Decision:** Appeals from an administrative decision related to the Zoning Ordinance, taken under RSA 676:5, must be filed within thirty (30) days of the decision. Appeals of an Administrative Decision shall be governed as per Section 10.20 of the Zoning Ordinance.



- V. Officers:** A Chairperson and a Vice-Chairperson shall each be an elected member of the Board and shall be elected annually by elected members at the first Board meeting following the town voting day in March. An affirmative vote of at least three elected members of the Board shall be required for election. In the event that there are not at least three elected Board members voting affirmatively, the full Board present (members and alternative members) shall elect an acting Chairperson and Vice-Chairperson to serve until such time as the required number of elected members voting affirmatively is obtained. The Vice-Chairperson shall act as Chair in the absence of the Chairperson. If the Chairperson and Vice-Chairperson are both absent, the longest serving elected Board member shall be the acting Chair.
- VI. Alternate Members:** Alternate members will have all the rights, privileges and responsibilities of regular members except for voting at a public hearing and serving as an officer of the Board. Alternate members may participate and deliberate at a public hearing, but they may not vote unless they are replacing a regular Board member.
- VII. Attendance:** Board members are expected to diligently discharge their responsibilities, including attending meetings of the Board. Members unable to attend a Board meeting should give prior notice to the Zoning Administrator and the Chair as much in advance as possible. Members who fail to diligently discharge their responsibilities may be removed as per Section 10.12 of the Ordinance.
- VIII. Board of Fewer than Five Members:** If the Board has a Quorum (as defined by Section 10.14 of the Ordinance) but fewer than five total voting members (elected and alternate) are present at a meeting, prior to the hearing of each case the Chair shall ask the applicant whether the applicant wishes the case to be heard with fewer than 5 voting members, or to be deferred until the next subsequent meeting. The applicant's decision shall be binding and may not be changed once the case has commenced to be heard.
- IX. Public Hearings:**
- A. All public proceedings shall be open to the public, except that the Board may call a non-public session pursuant to RSA 91-A:3, II.
  - B. The Chair has the authority to order the removal of any person who acts in a manner that disrupts the orderly proceedings of the Board.
  - C. Any person shall be permitted to use recording devices. However, the Chair has the jurisdiction to determine that the recording devices do not impair the proceedings for the applicant, the Board, and others present.
  - D. The order of public hearings shall be as follows:
    - 1. The Chair shall call the hearing in session and call the first case.
    - 2. The Zoning Administrator should present a summary of the case.
    - 3. The applicant or agent shall present the merits of the case.
    - 4. Members of the Board may ask questions of the applicant.

5. The Chair shall ask for any comments or questions from others present. Those wishing to speak must identify themselves by name and address.
6. The Chair will allow the applicant to make a further statement regarding the merits of the case.
7. The Chair will ask the Board members if they have further questions for the applicant.
8. Following all questions from the Board, the Chair will close the meeting to further testimony. At the request of a Board member, the Chair may subsequently re-open the meeting for outside questions or comments.
9. The Board members shall deliberate the case among themselves.
10. Following the Board member discussion, the Chair will request motions on the case. Each motion shall have a seconder. Motions may be amended by a like motion and second.
11. Following discussions among Board members, the Chair will call for a vote on the most recent motion on the table. All votes must be public by a show of hands, and each member's vote will be announced by the Chair.
12. The Chair may place reasonable time limits on all proceedings.
13. Following the last case on the agenda, the Board shall review, amend, and approve the minutes of the prior meeting,
14. The Chair will request any further items to be brought to the attention of the Board.
15. The Board may vote to adjourn the meeting prior to the conclusion of the agenda. In this case, remaining items on the agenda will be continued to a specific date determined and announced by the Board.

**X. Continued Cases:** If a case is continued to a subsequent meeting, the voting (elected and alternate) members originally present for that case shall continue to be voting members for the continuation. If not all of the original voting members for that case are present at the continuation, the Chair shall appoint other Board members as voting members to constitute a full Board to hear the case.

**XI. Communications with Legal Counsel:** The Board may vote to instruct the Zoning Administrator to request legal advice from Town Counsel, either in the form of a written opinion or a "non-meeting" conference call. The Board may either pose specific questions or indicate areas of concern. Without prior approval by the Board, the Chairperson may also request the Zoning Administrator to obtain legal advice on matters such as governance, legal risks, or to provide information to the Board when expediency is necessary. In addition, the Zoning Administrator may request legal advice on matters involving the Board. The Zoning Administrator shall provide Board members with all relevant information as soon as is

practicable. In accordance with Town policy, the Zoning Administrator shall direct all communications to counsel through the Town Manager.

**XII. Joint Meetings with the Planning Board**

- A. The Board may request the Planning Board to hold a joint meeting regarding an application. A joint meeting may facilitate the decision on an application and eliminate possible misunderstanding of the application. Each land use board may decide whether or not to hold such a joint meeting. The Planning Board Chairperson shall act as the Chair for such a joint meeting. When a joint meeting is held, each Board is responsible for keeping its own minutes and rendering a decision on matters within the respective jurisdictions.
- B. The Board shall meet at least annually with the Planning Board to propose and discuss changes to the Ordinance.

**XIII. Amendments:** These Rules may be amended by majority vote of the Board in a meeting at which there is a quorum. Proposed changes to the Rules must be submitted to the Zoning Administrator in writing and distributed to the Board at least five days prior to the meeting at which a vote will be taken.