

**TOWN OF LYNDEBOROUGH
ZONING BOARD OF ADJUSTMENT
MEETING MINUTES
February 7, 2013**

MEMBERS PRESENT: Chairman Tom Christenton, Lee Mayhew, Richard Roy, Karen Grybko, Alternates Scott Roper and Gary LeBlanc

GUESTS: Karen and Duane Forleo; Dan Holt

T. Christenton began the meeting at 7:00 p.m.

ALTERNATE POSITIONS:

T. Christenton explained that the Board had approved Scott Roper as an Alternate at the January 3rd meeting. He asked the Board for affirmation of Gary LeBlanc's appointment as another Alternate. Lee Mayhew made a **motion to approve the appointment of Gary LeBlanc, as a new Alternate to the ZBA.** Karen Grybko seconded the motion and the vote in favor was unanimous.

PUBLIC HEARING:

Duane and Karen Forleo; 74 Baldwin Hill Road; Map 247 Lot 033; Special Exception under Section 703:00 (c) of the Zoning Ordinance for a proposed Bed and Breakfast service; Rural Lands I.

Present: Karen and Duane Forleo

Tom Christenton asked Karen Forleo to explain her request for a Special Exception. Ms. Forleo said according to the Zoning Ordinance and the Planning Board, a Special Exception granted by the ZBA was needed before she and her husband could go forward with their proposed Bed and Breakfast. She mentioned that the Building Inspector had been to the location at 74 Baldwin Hill Road and confirmed, after inspection, that there was sufficient parking and a dedicated septic system, in good condition. **(copy of the Building Inspector's letter in the town file)**

Ms. Forleo explained that she and her husband enjoy sharing their residence with its mountain views and peaceful setting. The separate 700 sq. ft. guest house will be used as a one unit rental for a day, weekend or a week at a time. The guest house has two bedrooms, a kitchen, heating and security system and a separate septic system.

T. Christenton referred to Section 703.00 (c) Special Exceptions and the following criteria:

- 1) The B& B is operated by the resident owner.....**Ms. Forleo replied “yes.”**
- 2) Two (2) non family employees are permitted on the premises.....**Ms. Forleo replied that there may be a non family employee sometime in the future.**
- 3) No additions or changes shall be made to the residence that would make it impractical to revert the building to purely residential.....**Ms. Forleo replied that there would not be any changes or additions made.**
- 4) Two (2) off-street parking spaces shall be provided for the residents of the B& B and one (1) off-street space shall be provided for each rental unit.....**Ms. Forleo replied that parking was not a problem. There is a separate private entrance in the back, visible from the residence.**
- 5) Certification from the applicant and the Health/Code Enforcement Officer that any existing septic system is designed to support the increased load.....**Ms. Forleo replied that a septic design is on file in the town office and had been inspected by the Building Inspector/Code Enforcement Officer.**
- 6) The Business shall be operated in accordance with all Town regulations, state laws and licensing requirements.....**Ms. Forleo agreed.**

T. Chrisenton asked the Board for comments. K. Grybko suggested that the Fire Chief should schedule an inspection of the guest house for any safety issues regarding rental units. Ms. Forleo agreed with the request.

There were no comments from the one abutter, Dan Holt, present for this hearing.

Lee Mayhew made a **motion to accept the application subject to the Fire Chief’s inspection of life safety codes for rental units.** Karen Grybko seconded the motion and the VOTE in favor of acceptance was unanimous.

T. Chrisenton reminded the Karen and Duane Forleo that the next step was to meet with the Planning Board for a site plan review. A tentative meeting was scheduled for February 21st.

UPDATED LANGUAGE FOR ZBA APPLICATION:

T. Chrisenton distributed copies of the City of Dover’s ZBA application packet and said that items 5A and 5B of the Variance section were recently updated language. He asked the Board to review the packet and they made several changes to the format to fit the needs of the town of Lyndeborough:

Application.....TYPE OF APPEAL.....place all forms in packet in correct order

Application Checklist (B, C, E,).....7 copies instead of 10; **(D)** is to be eliminated; **(F)** one list of abutters is needed; **(G)** only two sets of mailing labels; **(H) (2)** fees.....certified letters (\$15.00 per abutter); eliminate **(3) & (4)**;

Variances.....5A and 5B have been updated

Special Exception Requirements (3).....make this paragraph more compatible to Lyndeborough’s needs.

Signature Page.....eliminate “Property Identification Sign” block

Authorization to Enter Subject Property.....make this language applicable to the town of Lyndeborough, such as “authorization by agents of the town”

Abutter List..... cite RSA for definition of “abutter”; eliminate “ two hundred (200) feet.”

Physical Disability Variance.....no language in packet to review.

T. Chrisenton said that he would make the necessary changes to the application for review at the next meeting.

ADJOURNMENT:

Lee Mayhew made a **motion to adjourn the meeting at 8:15 p.m.** Richard Roy seconded the motion and the vote in favor of adjournment was unanimous.

Pauline Ball
Recorder