

Appeals Board Meeting Summary  
March 12, 2015

In attendance: Norman Casas, Dorothy Sainio, Thomas Potter, Lowell Freiman, Henry Chapman, and Bob Temple

Public in attendance: Henry Sainio

Norman Casas called the meeting to order at 7:10pm, called roll, a quorum was established with Thomas Potter a voting member for this meeting, sitting in for James Kearney.

**Henry Chapman made a motion to accept the summary from 1/8/2015 meeting, Lowell Freiman seconded, all in favor to accept the summary as written.**

Bob Temple passed out a copy of the By-Laws with the highlighted parts that were discussed at the last meeting that the board may change. 3. Prehearing Conference A. change may conduct a prehearing conference to shall conduct... **Dorothy Sainio made a motion to accept the change from may to shall, Thomas Potter seconded, all in favor.**

C. 1) an was added before Ordinance that gives.. 2) an Ordinance was added before gives the Board..  
2) b. Town Clerk, Code Enforcement Officer and Appeals Board Chairman was added after The appellant has filed the appeal application with the  
2) c. Except as provided by the Town of Washington, Maine Board of Appeals Ordinance adopted 29 March 2013. Lowell Freiman made a motion to accept the changes in section C, Henry Chapman seconded, all in favor.

4. Public Hearing A. and B and C. is changed to 3. D. and E. and F to be part of the Prehearing Conference.  
D. The names and addresses of all persons who must be notified of the public hearing shall be determined by the CEO. Bob will make changes that are agreed upon and vote on the changes at the next meeting.

Appeal Application – Bob made an application that includes all the choices of appeals. Would the board like to separate the applications? For each appeal the CEO will create a binder for easy access for the town and public. **Lowell Freiman made a motion to have separate applications for the different appeals, Dorothy Sainio seconded, all in favor.**

Bob explained the Notice of Violation has been changed. Ex: If someone has a lot of junk in their yard – The nine page Notice of Violation will be sent to the person violating an ordinance stating map and lot, 5x7 pictures numbered and dated with the resident's name and description of 'what should be 'removed'. The violation notice has a copy of the Land Use Ordinances, Washington Board of Appeals Ordinance and Appeal Application. Norman Casas suggested that any application, when it comes in, gets dated and signed by the clerk.

Norman Casas requested a special meeting to vote on the changes for April 9, 2015 at 7PM.

**Henry Chapman made a motion to adjourn the meeting at 8:03pm, Thomas Potter seconded, all in favor.**

Respectfully submitted,

Mary Anderson  
Recording Secretary