

**TOWN OF NEW DURHAM
ZONING BOARD of ADJUSTMENT
March 3, 2021
New Durham Town Hall – 7:00 PM**

In accordance with Governor’s Executive Order #12, pursuant to RSA 91-A: 2

Attendees log into: Join Zoom Meeting

<https://us02web.zoom.us/j/89966466845?pwd=SUprRSjNiRU9Qbm9nVWg1NmNqNGRVOT09>

Meeting ID: 899 6646 6845 Password: 712594

Or via telephone number: 1-646-558-8656; Meeting ID: 899 6646 6845 Password: 712594

Technical difficulties contact Town Administrator Scott Kinmond at skinmond@newdurhamnh.us or by phone at 603-556-1516. Assistance with Zoom application please contact Brian Cauler at ndlanduse@newdurhamnh.us or contact Zoning Board.

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PRESENT

Terry Jarvis, Chair– via Zoom

Wendy Anderson, Vice Chair– via Zoom

Stephanie Richard, member – via Zoom

Linda Callaway, member – via Zoom

ALSO PRESENT

Robin McClain, Land Use Administrative Assistant – via Zoom

Tom Varney, Varney Engineering, LLC – via Zoom

Joseph Reiss, applicant – via Zoom

Donna Reiss, applicant – via Zoom

Saphspencer Lessard, applicant – via Zoom

Samantha Lessard, applicant – via Zoom

Christopher Berry, Berry Engineering and Surveying Inc. – via Zoom

Dorothy Veisel, abutter– via Zoom

Tom Carleo, abutter – via Zoom

Veronica Carleo, abutter – via Zoom

CALL TO ORDER

Chair Jarvis called the meeting to order at 7:00PM.

Chair Jarvis stated that due to the State of Emergency declared by Governor Sununu and pursuant to Executive Order #12, pursuant to Executive Order 2020-004, the Town is authorized to meet electronically. She stated there is no physical location to observe this meeting. However, in accordance with the Order, it was confirmed that they are providing public access to the

meeting by telephone, with additional access possibilities by video (Zoom); all members of the Zoning Board of Adjustment and Town Administrator have the ability to communicate contemporaneously during this meeting; the public has access to contemporaneously listen and participate via links posted on the agenda. Chair Jarvis confirmed the meeting was posted appropriately with access numbers. She stated in the event the public is unable to access the meeting, it would be adjourned and rescheduled. Chair Jarvis stated in the event they need to go into non-public session, a separate phone number will be used for the Zoning Board of Adjustment members to use and they will then reenter nonpublic session.

Public Hearing for Case # 2021-004

Application submitted by Varney Engineering LLC, on behalf of Joseph and Donna Reiss.

They are requesting variances to the following:

Article VI Section C.3.a.i. General Provisions/Use Regulations for Town of New Durham. General Requirements. No privy, cesspool, septic tank, or sewage disposal area shall be constructed or reconstructed. Less than one hundred twenty five (125) feet from the edge of a public water body; or.

Article XIV Section C.1.b. Shorefront Conservation Overlay District. Dimensional Requirements. Development with Waterfront Access: All development with water frontage or with rights of access to water frontage shall meet the following requirements: Building Setback: Except for water related structures (see below), all buildings shall be set back a minimum of seventy-five (75) feet from the normal high water level.

Article XIV Section C.1.e. Shorefront Conservation Overlay District. Dimensional Requirements 1. Development with Waterfront Access: All development with water frontage or with rights of access to water frontage shall meet the following requirements. Lot Coverage: Buildings shall not cover more than 15% of the area of a lot. No more than a total of 20% of the lot area, including buildings, shall be covered by impervious surfaces.

Article XXI Section C.1. Non-Conforming Buildings, Land or Uses. New Buildings and Structures; Alteration and Expansion of Existing Non-Conforming Uses All non-conforming property may be used for new construction of buildings and/or structures (including septic and leach fields) and any non-conforming building may be altered and expanded provided: 1. They conform to Non-Conforming Setback and height requirements below; and, 2. Such expansion does not make any existing lot, structure, or use more non-conforming.

Article XXI Section C.2. Non-Conforming Buildings, Land or Uses. New Buildings and Structures; Alteration and Expansion of Existing Non-Conforming Uses All non-conforming property may be used for new construction of buildings and/or structures (including septic and leach fields) and any non-conforming building may be altered and expanded provided: 1. Such expansion does not make any existing lot, structure, or use more non-conforming within the terms of this Ordinance.

Article XXI Section G.2.b. Non-Conforming Buildings, Land or Uses. Non-Conforming Setbacks. Buildings: No new building, except for water related structures, shall be located in a flood hazard area, or less than seventy feet (75) feet from any water body or river course.

Article XXI Section G.2.c. Non-Conforming Buildings, Land or Uses. Non-Conforming Setbacks. Buildings: No more than a total of twenty (20) per cent of the lot area shall be covered by all impervious surfaces.

Article XXI Section G.2.d. Non-Conforming Buildings, Land or Uses. Non-Conforming Setbacks. Buildings: The total square footage of all buildings shall not exceed more than fifteen (15) percent of the area of a lot.

The property is located at Map 105, Lot 005, 29 Cedergren Road. If the application is deemed to be complete a Public Hearing may be held.

Chair Jarvis stated this application was previously reviewed and determined to be complete at the Zoning Board of Adjustment meeting of February 9, 2021. Due to a lack of time, the case was continued to February 18, 2021 however there were only three members of the Board present at that meeting and the applicants requested to move forward when there were four members of the Board present.

Chair Jarvis asked if any Board member has a real or perceived conflict of interest with hearing this case. None was indicated. Chair Jarvis asked if anyone in the public has a real or perceived conflict with any members of the board hearing the case. None was indicated.

Chair Jarvis opened the public hearing at 7:10 PM.

Chair Jarvis read the case into the record.

Chair Jarvis asked if the applicants and their representative agree to proceed with four members of the Board present. They confirmed they are.

Tom Varney, Varney Engineering, LLC, representative for the applicants, stated the Reiss' have owned the property since 2016; the proposed plan is to demolish the existing cottage which was constructed in 1948 and replace it with a new cottage further back from the lake. The driveway and patio areas are to be reduced; a new well and septic system will be installed along with storm water measures. Tree cover will remain as is. A New Hampshire DES Shoreline Permit and septic approval are required. Mr. Varney presented maps and descriptions of the proposed plans, noting the land was recently surveyed. Details of the construction plans were presented for review.

Chair Jarvis confirmed the impervious surface is 38% and would be reduced to 29.3%; the building coverage is currently 10.5% and would be increased to 15.6%; the house is currently 16.5' from the lake and would be moved back to 29' from the lake and the septic is currently 89' from the lake and the leach field will remain at 92' from the lake. She asked the purpose of the shed on the property, noting one is going to be removed. Mr. Reiss stated the shed is an outdoor covering for gathering, it is sitting on a concrete pad as part of the patio. He stated even if it was removed, the concrete pad would remain. It was confirmed the proposed plans are for a walk-out basement. The plans do not include a covering for the porch.

Vice Chair Anderson asked about the surfacing of the driveway. Mr. Varney stated the driveway is currently gravel and is proposed to remain gravel so will be impervious.

Ms. Richard asked if the septic tank and leach bed would be moving back more towards the road. Mr. Varney confirmed that is correct.

Ms. Callaway suggested the house be moved back to meet the 50' setback. Mr. Varney stated the land is steeper further back from the lake and they are trying to keep the most trees. Ms. Callaway stated the entire house could be turned and configured to be moved back behind the 50'. Mr. Varney noted it would then be closer to the well and septic and then it would not meet the 15' setback from the front. Chair Jarvis noted the property is on a private road; Mr. Varney replied the applicant would need to file a waiver of liability with the Board of Selectmen along with permission to build. Ms. Reiss noted the association members all pitch in to cover the costs of keeping the road clear during the winter.

Vice Chair Anderson asked for more explanation about the driveway and why they decided to keep it an impervious surface as opposed to pervious since they are still quite a bit over the impervious coverage limits. Mr. Varney explained there are some slopes and he did some reductions with reducing the patio.

Chair Jarvis opened the public hearing to input from abutters.

Tom Carleo, abutter, stated Cedergren is a unique part of the lake and the residents want to keep the area as environmentally sound as possible; he stated the proposed plans are much more esthetically pleasing and are also very environmentally sound.

Chair Jarvis closed the public hearing at 7:46 PM.

Findings of Fact

- Nine variances are being requested with five coming from Article XXI.
- The proposal is to tear down the existing house and build a new one.
- The property is in the Shorefront Conservation District.
- The lot is 0.34 acres.
- The current impervious surface is 38%; proposed is 29.3%, however, it is still over the 20% allowed by the ordinance.
- The current building coverage is 10.5%; proposed is 15.6%, which is over the allowable 15%.
- The house is currently 16.5' from the lake; proposed is 29.5', which is less than the required 75'.
- The septic is currently 70' from the lake; proposed is 89', which is less than the 125' required.
- The leach field is currently 80' from the lake; proposed is 92'.
- New stormwater management practices will be installed.
- The current 30+ year old septic system will be replaced.
- The impervious surface is reduced but still remains over the allowable amount
- One shed is going to be removed; one will remain which is on a patio which will remain.
- A majority of the lot is not 150' from the lake which makes compliance difficult.
- NH DES Shoreline Permit must be approved.

- NH DES septic must be approved.
- A waiver of liability acceptable to the New Durham Board of Selectmen must be filed with the Town.
- The applicants may need to request permission from the Board of Selectmen to build on a private road.
- Cedergren Road is maintained by the association and is maintained year-round.
- The driveway is current impervious and will remain impervious.
- The current cottage is a single story with a basement; the proposed is two-story with a walk-out basement.

The Board members deliberating the case are Vice Chair Anderson, Ms. Richard, Ms. Callaway and Chair Jarvis.

Discussion Article VI Section C.3.a.i.

Granting the variance would/would not be contrary to the public interest: Chair Jarvis stated moving a new septic system further from the lake is in the public interest; it is moved back as far as it can be. The Board concurred.

The spirit of the ordinance would/would not be observed because: Chair Jarvis stated it is observing the ordinance; it is a tiny lot and is hard to get things 125' back when most of the lot isn't 150' deep. Vice Chair Anderson stated the septic is being moved back the farthest possible and they are observing the ordinance the best they can. The Board concurred.

Granting the variance would/would not do substantial justice because: Chair Jarvis stated a 30 year old system is being replaced with a new and improved system, which will protect the lake. The Board concurred.

For the following reasons the values of surrounding properties would/would not be diminished: The Board agreed the values of surrounding properties would not be diminished.

Unnecessary Hardship: The Board agreed there would be a hardship if the variances were not granted.

Motion: *To approve the variance request to::*

Article VI Section C.3.a.i. General Provisions/Use Regulations for Town of New Durham. General Requirements. No privy, cesspool, septic tank, or sewage disposal area shall be constructed or reconstructed. Less than one hundred twenty five (125) feet from the edge of a public water body.

With the following conditions:

- Approval of New Hampshire Department of Environmental Services Shoreline Permit.
- Approval of New Hampshire Department of Environmental Services Septic Permit.
- A signed waiver of liability acceptable to the New Durham Board of Selectmen must be filed with the Town.
- The porch roof is to remain open and never be enclosed.

- The Maintenance Agreement for Cedergren Road will be filed with the Building Inspector/Code Enforcement Officer.

Motion made by Chair Jarvis. Seconded by Ms. Richard.

Discussion: Vice Chair Anderson questioned the condition regarding enclosure of the porch; she stated it already has a roof.

Amendment to the motion: *To withdraw the condition relative to the porch and replace it with a condition stating the building will remain as a two-bedroom house.* Motion by Ms. Richard.

Seconded by Ms. Callaway. **Roll Call Vote:** Vice Chair Anderson – aye; Ms. Richard – aye; Ms. Callaway – aye; Chair Jarvis – aye. **Amendment passed, 4-0-0.**

Motion as amended: Roll Call Vote: Vice Chair Anderson – aye; Ms. Richard – aye; Ms. Callaway – aye; Chair Jarvis – aye. **Motion passed, 4-0-0.**

Discussion Article XIV Section C.1.b., Article XXI Section G.2.b,

Granting the variance would/would not be contrary to the public interest: Chair Jarvis stated she doesn't see how the house could be moved back any further without impinging on other setbacks. Ms. Callaway stated the house is being made considerably larger and thinks it could be pushed further back; it's off the original footprint and is a new build.

The spirit of the ordinance would/would not be observed because: The Board agreed the spirit will be observed.

Granting the variance would/would not do substantial justice because: Vice Chair Anderson stated the house is being moved as far as it can; better drainage is being installed to take care of water off the roof, which they don't have now. The Board agreed.

For the following reasons the values of surrounding properties would/would not be diminished: The Board agreed the values of the surrounding properties would not be diminished.

Unnecessary Hardship: The Board agreed it would be a hardship to deny the variances.

Motion: To grant the request for variances to: Article XIV Section C.1.b. Shorefront Conservation Overlay District. Dimensional Requirements. Development with

Waterfront Access: All development with water frontage or with rights of access to water frontage shall meet the following requirements: Building Setback: Except for water related structures (see below), all buildings shall be set back a minimum of seventy-five (75) feet from the normal high water level.

Article XXI Section G.2.b. Non-Conforming Buildings, Land or Uses. Non-Conforming

Setbacks. Buildings: No new building, except for water related structures, shall be located in a flood hazard area, or less than seventy feet (75) feet from any water body or river course.

With the following conditions:

- Approval of New Hampshire Department of Environmental Services Shoreline Permit.
- Approval of New Hampshire Department of Environmental Services Septic Permit.
- A signed waiver of liability acceptable to the New Durham Board of Selectmen must be filed with the Town.
- The home is to remain a two-bedroom home.

- The Maintenance Agreement for Cedergren Road will be filed with the Building Inspector/Code Enforcement Officer.

Motion by Chair Jarvis. Seconded by Ms. Richard. **Roll Call Vote:** Vice Chair Anderson – aye; Ms. Richard – aye; Ms. Callaway – abstain; Chair Jarvis – aye. **Motion passed, 3-0-1.**

Discussion Article XXI Section G.2.c., Article XXI Section G.2.d., Article XIV Section C.1.e.

Granting the variance would/would not be contrary to the public interest: Vice Chair Anderson stated she believes it's contrary to the public interest; it is going from a one story cottage to a larger two-story house with a larger footprint. She stated she doesn't see that the best effort was made to remain within the parameters. Ms. Richard stated there is room for the existing house to expand within the ordinance. Chair Jarvis stated the building coverage could come down to 15% and she wouldn't be as concerned about the impervious coverage.

The spirit of the ordinance would/would not be observed because: Vice Chair Anderson stated the spirit would not be observed; the intent is to decrease the coverage overall to protect the lake and reduce water runoff. She stated she sees room for additional improvement and the percentages for building coverage could easily stay within the parameters. The Board agreed.

Granting the variance would/would not do substantial justice because: Vice Chair Anderson stated she doesn't believe the public is getting enough and more could be done within the ordinances. The Board agreed.

For the following reasons the values of surrounding properties would/would not be diminished: Vice Chair Anderson stated she is concerned about the size of the house and the appearance of crowding. Ms. Callaway stated she thinks there are overall improvements to the property and doesn't believe the values will be diminished.

Unnecessary Hardship: Chair Jarvis stated the lot is unable to meet most of the setback requirements due to its size. The Board agreed there is hardship in regards to the 20% impervious but not with the building size of 15%.

Motion: *To grant the request for variances to:*

Article XIV Section C.1.e. Shorefront Conservation Overlay District. Dimensional Requirements 1. Development with Waterfront Access: All development with water frontage or with rights of access to water frontage shall meet the following requirements. Lot Coverage: Buildings shall not cover more than 15% of the area of a lot. No more than a total of 20% of the lot area, including buildings, shall be covered by impervious surfaces.

Article XXI Section G.2.c. Non-Conforming Buildings, Land or Uses. Non-Conforming Setbacks. Buildings: No more than a total of twenty (20) per cent of the lot area shall be covered by all impervious surfaces.

Article XXI Section G.2.d. Non-Conforming Buildings, Land or Uses. Non-Conforming Setbacks. Buildings: The total square footage of all buildings shall not exceed more than fifteen (15) percent of the area of a lot.

With the following conditions:

- Approval of New Hampshire Department of Environmental Services Shoreline Permit.
- Approval of New Hampshire Department of Environmental Services Septic Permit.
- A signed waiver of liability acceptable to the New Durham Board of Selectmen must be filed with the Town.
- The home is to remain a two-bedroom home.
- The Maintenance Agreement for Cedergren Road will be filed with the Building Inspector/Code Enforcement Officer.

Motion by Chair Jarvis. Seconded by Vice Chair Anderson.

Discussion: Ms. Richard asked if there was a way to make a provision that if the building size is reduced to under 15%, they would not have to come back before the Board to get a variance for the 20% lot coverage. After discussion, the Board agreed they would have to come back with a new plan. **Roll Call Vote:** Vice Chair Anderson – no; Ms. Richard – no; Ms. Callaway – no; Chair Jarvis – no. **Motion failed, 0-4-0.**

Discussion Article XXI Section C.1., Article XXI Section C.2.

Chair Jarvis asked if the applicant wanted to proceed with the discussion of these articles in light of the denial of the previous variance requests. Mr. Varney stated these articles hinge on the previously denied articles and agreed to cease the process at this point.

Chair Jarvis asked the applicants if they concur with their representative to withdraw the requests for variances to Article XXI Section C.1., Article XXI Section C.2. , noting the variances granted previously, will stand in force for two years. Mr. and Mrs. Reiss concurred.

Public Hearing for Case # 2021-005

Application submitted by Berry Engineering LLC, on behalf of Saphspencer and Samantha Lessard.

They are requesting variances to the following:

Article VII Section A.1.(b) Special Exceptions. Uses Permitted by Special Exception. Uses Permitted by Special Exception. The following uses may be allowed by Special Exception through the Zoning Board of Adjustment which requires an application and a public hearing to be held in accordance with RSA 676:7. The conditions and requirements of the Special Exception contained in this Article are in addition to other applicable provisions of this Zoning and Land Use Ordinance. See Table 4 for a summary of uses and conditions which require a Special Exception.

Article VII Section A.1.(d): Special Exceptions. Uses Permitted by Special Exception. Uses Permitted by Special Exception. The following uses may be allowed by Special Exception through the Zoning Board of Adjustment which requires an application and a public hearing to be held in accordance with RSA 676:7. The conditions and requirements of the Special Exception contained in this Article are in addition to other applicable provisions of this Zoning and Land Use Ordinance. See Table 4 for a summary of uses and conditions which require a Special Exception.

Article VI Section C.3.(b)(iii) General Provisions/Use Regulations for Town of New Durham. General Requirements. Sewage Disposal and Leach field Setbacks. No part of a leach field shall be located less than: less than forty (40) feet from a property line on a one hundred fifty thousand (150,000) square feet lot.

Article XII Section F.2 Aquifer Protection Overlay District. Prohibited Uses. Automobile service stations junk or salvage yards.

Article XV Section C.2.(a) Table 8: Water Quality Protection Overlay District. Dimensional Requirements Riparian Buffer Zone Setback Requirements: Riparian areas are generally defined as those areas that influence or are influenced by aquatic systems. For the purposes of Article XV. Water Quality Protection Ordinance, a Riparian Buffer Zone shall be defined as an upland area that is contiguous, and within the buffer setback requirements outlined in Table 8: Buffer Setback Distances in Feet by Resource and Use Category, to a water resource that is considered jurisdictional by the NH Wetland Bureau as defined in RSA 482-A, the boundary of which has been delineated by a Certified Wetland Scientist, and the definition of which shall include vernal pools. a. Table 8: Buffer Setback Distances by Resource and Use Category below identifies the base buffer setback requirements for each identified resource type. Buffer setback distances in Table 8 refer to the total horizontal distance in one direction from a water resource Reference Line. In cases where an area qualifies under more than one resource category, the largest buffer/setback distance shall apply.

The property is located at 210 NH Route 11, Map 257, Lot 007-001. If the application is deemed to be complete a Public Hearing may be held.

Chair Jarvis stated the application was reviewed on February 9, 2021 and found to be complete. Due to the inability to consider the application that night, it was postponed to the meeting of February 18, 2021. Only three members of the ZBA were present at the February 18, 2021 and the applicants requested a continuance to the next meeting.

Chair Jarvis asked if any Board member has a real or perceived conflict of interest with hearing this case. None was indicated. Chair Jarvis asked if anyone in the public has a real or perceived conflict with any members of the board hearing the case. None was indicated.

Chair Jarvis opened the public hearing at 9:11PM.

Christopher Berry, Berry Surveying and Engineering, LLC, representative for the applicant, stated the applicants want to put up a small shop at their site on Route 11. He stated the applicants own the abutting residential parcel, where they reside. Plans and pictures of the lot were presented for review by the Board. Mr. Berry stated the parcel underwent a subdivision about ten years ago; the existing lot created two lots so the residence and former commercial use lot was subdivided to its own parcel. The commercial site is about 8 acres and abuts the Ella River. The rear of the site is largely within the flood zone and much of the rear portion it is also wet. There is an existing well and Mr. Berry outlined the former conditions plans of the property which included two green houses, other small structures on the site along with a gravel parking

lot. The small structures and greenhouses are now gone. The parcel was sold by the previous owner as a commercial piece.

Mr. Berry stated the proposed plan is to construct a 2,400 square feet, three-bay garage for Mr. Lessard to operate an automobile repair and inspection business. He stated this would not be a full service station repair shop and no junk yard; it will be a small operation with no bulk storage of items or materials. There will not be full oil service for vehicles. Mr. Berry stated this use would not be more substantial than a three bedroom home with relation to water usage and sewage disposal. He stated it would in fact be far less.

Mr. Berry stated they have tried to locate the structure as far from the flood zone as possible and the building is farther from the wetlands than previous development. Mr. Lessard will be the only employee. Because of the higher turnover of vehicles during the day, less parking spaces are needed although there would be the required ADA spaces.

Mr. Berry noted the lot is located in the aquifer protection zone, uses inside the structure is important and they addressed those concerns. He stated the frost walls would be above the floor for a complete barrier around the perimeter to avoid any product from flowing outside the structure. A Spill Prevention Plan was presented for review along with an outline of proposed storm water measures. Proposed vegetation planting was also presented.

Mr. Berry presented architectural designs of the interior and exterior of the building along with a site plan for review. He noted the overall height of the structure would not exceed 35'. He noted the site plan will need to go before the Planning Board for review and approval; an outline of the variances along with explanation and justification for those requests was presented.

Ms. Richard asked the distance from the wetland. Mr. Berry replied its over 75'; the State setback for that wetland is 50'.

Chair Jarvis asked about the status of the property as far as being developable, non-developable, etc. from the Planning Board and Building Inspector/Code Enforcement Officer. Mr. Berry stated in preliminary discussions, it was the decision by the Planning Board that imperial data on a site is used over GIS data; on those maps the whole site is purple and assumes its flood plane and steep slopes but it is not.

Ms. Callaway noted in the Planning Board meeting of August 4, 2020, it was looked at as minor commercial use; a special exception may be needed as well as an environmental study showing the impact with a single family dwelling. Also, a variance may be needed due to storage of petroleum products.

Mr. Berry explained the septic system would be a soil air system and how it works. He stated this system was chosen as one of the best products on the market because they are in an aquifer zone and asking for relief from that.

Chair Jarvis asked about the impervious areas on the lot. Mr. Berry explained the areas which would not be considered impermeable to low flow but would be with high rate of flow; he explained the cover number rating, which most of this area would be about 89, with pavement being 98, on which a building and impervious surface would be placed. He stated the cover type

would be changing from 89 to 98 and that is the reason for the storm water measures they have in place.

Ms. Callaway asked whether the dumpster would have a sealed bottom. Mr. Berry stated it would, it would be on a concrete pad with a screen around it.⁴

Chair Jarvis stated she is concerned that some changes may be made to the plans, such as indicating compliance will be with “Dover” requirements. Vice Chair Anderson agreed it could create huge confusion in the future. The Board agreed. Chair Jarvis stated she wants to be sure they are in compliance with their ordinances.

The Board agreed to continue the public hearing to April 13, 2021. Chair Jarvis outlined the additional information and edits needed for the next meeting: minutes of the Planning Board meeting, any other decisions from boards or committees relative to this issue, written documentation, all plans referencing New Durham as opposed to other community requirements. All materials or revised plans/information need to be submitted by March 22, 2021.

Motion: *To continue the public hearing for Case #2021-005, an application submitted by Berry Engineering LLC, on behalf of Saphspencer and Samantha Lessard to April 13, 2021.* Motion by Chair Jarvis. Seconded by Vice Chair Anderson. **Roll Call Vote:** Vice Chair Anderson – aye; Ms. Richard – aye; Ms. Callaway – aye; Chair Jarvis – aye. **Motion passed, 4-0-0.**

APPROVAL OF MINUTES

Meeting of February 9, 2021 – **Motion:** *To postpone the review and approval of the minutes.* Motion by Chair Jarvis Seconded by Vice Chair Anderson. **Roll Call Vote:** Vice Chair Anderson – aye; Ms. Richard – aye; Ms. Callaway – aye; Chair Jarvis – aye. **Amendment passed, 4-0-0.**

NEXT MEETING

March 11, 2021

ADJOURN

Motion: To adjourn. Motion by Vice Chair Anderson. Seconded by Ms. Callaway. **Roll Call Vote:** Vice Chair Anderson – aye; Ms. Richard – aye; Ms. Callaway – aye; Chair Jarvis – aye. **Amendment passed, 4-0-0.**

The meeting was adjourned at 10:10PM.

Respectfully Submitted,

Jennifer L. Riel

Jennifer Riel, Recording Secretary