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**Town of Grantham  
Zoning Board of Adjustment Minutes  
March 23, 2017**

Chairman Conrad Frey called the meeting to order at 7:00 p.m. on Thursday, March 23, 2017 in the Jerry Whitney Memorial Conference Room of the Grantham Town Hall located at 300 Route 10 South.

Present: Chair Conrad Frey; Richard (Dick) Mansfield; Tanya McIntire; Margery Bostrom; Alternates Peter Gardiner and Peter Guillette; Selectmen Representatives Constance Jones and Sheridan Brown; C. Peter James; Adam McLain.

Absent: ZBA Member Myron Cummings

Chair Frey stated with the absence of M. Cummings from the meeting this evening he would motion that Alternate Peter Guillette be a voting member.

***Unanimously Approved***

**Approval of Minutes**

Chair Frey asked the board if there were any corrections or additions required of the minutes from November 22, 2016. There being none, P. Guillette moved the minutes be accepted as written and seconded by R. Mansfield.

***Unanimously Approved***

**New Business**

Variance Application ZBA Case# 1 / 2017 – 3

Grace's Grantham Café, LLC – Paul Holzer and Adam McLain

Map 226 Lot 020 / 151 Route 10 North, Grantham, NH

Chair Frey asked Adam McLain to explain to the Board their request.

McLain introduced himself as co-owner with his brother Paul Holzer of Grace's Grantham Café and explained that his brother was not able to attend tonight's meeting due to a previous engagement, however he would be with us via the computer. McLain stated they had included in the cover letter with their application some items that would include a broad spectrum of where they would like to take the café here in 2017 and beyond that would also include planning board approvals.

Paul Holzer introduced himself and apologized for his absence and went on to explain that they were here this evening to ask for approval to serve wine and beer at their establishment per customers' requests. He continued that they had gone through the protocol and applied to the state and then learned they also would need to have zoning approval, and would like to be able to start serving beginning this summer. Chair Frey asked Holzer and McLain if there was anything else they would like to add. McLain said yes, the first and foremost pressing thing

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tonight is to be able to go forward with pursuing the liquor license and not a full liquor license, but for beer/wine only due to the many requests they have had by wives and moms so they can have a night out and still bring their children. McLain stated that if anyone has been to the café they could see that it is a kid friendly/safe atmosphere.

Holzer said this would be leaning towards summertime for people that come into town, and the café would then have the hours of being open until 9:00p.m. to coincide with the season to offer beer and wine as part of their menu in an outdoor seating area that will be fenced off. Frey said he thought they were only applying for beer/wine and no other items as listed on the cover letter or staying open beyond their original application which was 6:00a.m. – 6:00p.m. Frey stated that it would have them being open an additional three (3) hours and an outdoor café as well. Holzer said that pursuant to some requests and notification of the general concept of what has been expanded or deviated from and what was stated a year ago, with the original application (January 28, 2016 meeting of the ZBA) they really are just applying for the wine/beer approval from the board. Holzer said at this time, that the rest of the items are just being a good neighbor in letting the board know what they would like to do over the next few months and as they go forward with the concept of what they would like to do.

McIntire asked Frey if they needed to get a variance for the outdoor expansion of the café? Frey stated that if they plan on having the expansion of the café they would need to come back to zoning later on.

Bostrom asked Holzer and McLain how that would be different from what they have now? McLain stated they are scheduled to meet with the Planning Board in April to discuss having a fenced in area out back of the Café on the side that faces the interstate to have enclosed so when children are out there they don't risk running out into the road. McLain said the seating would be back in the new closed in space and they will discuss this with the Planning Board in April.

Guillette stated that the other items Graces Café is planning on are Planning Board items that would have to be approved by Planning Board and what they are dealing with tonight is strictly beer/wine permission from Zoning. Frey said he was wondering if Zoning has to act on the additional fenced in outdoor space and Guillette stated no. Guillette said as long as they meet the criteria of the zoning ordinance they would only need approval from Planning Board, should a variance be needed due to set back requirements, then they would need to go to Zoning. Frey asked McLain if the outdoor area is the same as they have now or is it greater? McLain said the current area is just open ground and that they were simply going to fence it in and move the tables from the current side where they were last summer to the new location this year. Frey said, so this is not a change? McLain stated no.

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Bostrom said that they refer (in the cover letter) they were going to put some kind of banner up to advertise so people will know what they are doing and is that something they will need to come to zoning for or is it a planning board issue? Holzer stated the issues had become confusing with other items that were in the cover letter and they were only here this evening for the consideration of the beer/wine licensing, other items were questions intended for Planning Board approval and felt they had offered too much information at this time that would be addressed at a later date.

Frey asked McLain and Holzer if the child care center was on the other side of their business. McLain stated yes, they were across from the adjacent parking lot. Frey asked if they would be serving beer/wine out front of their business across from the child care center. McLain stated no. Mansfield said that all they (zoning board) are deciding on tonight is the beer/wine request. Frey said yes. McIntire said her one concern was about them building a bar versus just selling it over the counter, because that comes into a whole other set of criteria especially if you have children involved. Holzer reiterated that he would like to just focus on the idea of selling just beer/wine respectfully and more detailed potential things and ideas are really not relevant at this time and he would re-address these items in the future. Frey said that in effect these things are incremental going from a children oriented theme to an adult atmosphere into the future. Frey stated that beer/wine affects all phases and approving it for the present also effects it for the future for all other concepts they (Grace's Café) would like to introduce.

Frey asked the members if there were any other questions (small pause) and next would they like to go to a vote.

Sheridan Brown stated that he was a resident of Grantham and on the Board of Selectman and asked Frey if he was going to take public comment. Frey said yes. Brown said that he had a couple of questions for the Zoning Board, one being why this application had occurred as a Variance rather than a Special Exception. Frey stated because this was a different use as far as he was concerned, and serving liquor is a different use than the other permitted uses in the ordinance (definition of "Restaurant") as well and a Special Exception has permitted uses so this is a permitted use that is being changed. Brown stated that he was under the impression that you couldn't grant a use via that way since they are operating a restaurant, so he (Brown) thought this was a change in the existing use. Frey said that the board was handling it as a Variance. Brown stated that he would respectfully recommend that this decision and/or opinion should be looked into by town council because his (Brown) reasoning of the ordinance might fall into the Special Exception area. McIntire asked Brown if he had a reference to this. Brown referred to the Business District on page eight (8) of the Zoning Ordinance permitted uses; section A. and proceeded to read aloud to McIntire and the Board.

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Brown said that some years back this was the same application and section of the ordinance that had been approved for business owner Bob MacNeil of Grantham Indoor for his business to serve beer/wine. Brown continued that obviously, there are different criteria for a Variance and Special Exception and that on the application for Grace's Café the information did not match up with what he was looking at in the ordinance. Clerk Norris stated that she was the one that had given them that information for the article and section numbers as it is stated in the ordinance starting on page 52 for a Variance.

McIntire said that the question is whether liquor services are part of a restaurant. Frey said this was a different use and this would be a variance. Mansfield said that he did not see anywhere in the ordinance that addresses liquor, Frey agreed. Frey stated when Bob MacNeil came in for his approval it was for everything at once and that was different then this case.

Brown said that he had a couple more questions for the Board and that he respectively disagreed with Frey's findings on this variance application, and stated once again that he suggested this should be checked out with town council before making a decision that relies on stricter variance criteria rather than open it up to a potential challenge. Brown said the other question/suggestion that was made was specificity in the decision of what exactly is being requested here and if the applicants are withdrawing all the other requests (that were in the cover letter) and is limited to beer/wine and any other items should be listed as explicit conditions such as there would be no taps, only bottled beer and wine at this point. Brown continued that other conditions that had been placed on Bob MacNeil when he received his Special Exception was that his advertising did not make any reference to alcohol, and this also should be a condition for applicants this evening if the Board decides to approve.

Brown also requested to have the applicants clarify with regards to the statement that was made (in their cover letter with their application) that "Governor Sununu's office and the DOT in Concord have expressed interest in modifications to the fence adjacent to the Park and Ride and the Grantham Greenway property." Brown stated he would like to know the nature of what that proposal was, what the parties have discussed and what the status is on that.

Brown asked Chair Frey to speak with the applicant. Brown addressed McLain with concerns about the adjustment with the fence and wanted to know what sort of conversation was going on and how it all started. McLain stated that his brother had been the one leading up the majority of that project and with the existing property it was very difficult for people to get into the Grantham Greenway, where Grace's Café is located. McLain said this was beside the point of alcohol, but that a lot of tourism that comes through every day to their Café from Montreal to Boston or Boston to Montreal and what they see happening is people see the building and a parking lot but they don't see the way to get in there. McLain said there now is an improved

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footpath that was allowed to be put in by the state for the children to get off the bus safely that attend the day care “Pearls Little Angels” and that Grace’s Café actually initiated the pursuit of that. McLain said the grander scale of that being a more opened footpath and also for vehicles to go through is still in discussion with the Department of Transportation (DOT) and the State and that basically they are not opposed to opening this up and realize there are other businesses back there, not just the café. McLain stated there needs to be more flow into the area and even if they didn’t pursue the alcohol what-so-ever for their business, it would be a huge benefit to all the other businesses in the area and a growth for their business in the future. McIntire asked McLain if what they are looking for is another access and McLain said yes, whether that is just improving the footpath or opening it up more for vehicles.

Brown asked McLain with follow up to his question if what he is asking for is changing the nature of the place by serving alcohol and now creating an access point for people to stop off the highway and have a coffee and/or get a drink, what sort of issues as a town are we (the Town of Grantham) going to get stuck with; parking issues the state doesn’t like and/or abutters there? Brown said that the alcohol is connected to some of these other things and if you think about the number of patrons as they come in, what is the impact on the abutting property owners going to be and/or the Park and Ride and felt there need to be some conditions that are mindful of that. Brown stated that we should not be looking at the Park and Ride as parking capacity when determining if there is enough parking for the occupants. Frey agreed and voiced his concern that the Park and Ride might become a parking lot for Grace’s Café. Frey stated that the Grantham Greenway has a large enough entrance that everyone else in there uses and people can find and there is a large enough sign at the entrance. Frey said that the board could approve the alcohol in terms of beer/wine, but they were not going to leave the door open for all the other items that were on the cover letter.

C. Peter James stated that a lot of the questions he wanted to ask had already been asked but he did have a couple of things that concerned him such as having tables outside and beverages served outside. McLain stated as far as beverages being served they would be contained into the fenced in area and they did not plan on having people playing beer pong outside, they want to keep it family oriented and do not want riff raff at their place if you will. McLain said that if the Board should ask them to not serve alcohol outside, he loved the idea, they are looking to grow their business and keep it a very family oriented environment. McLain continued that the reason they put so many things on their list (The cover letter that was included with this application) was so they could talk to the town and get their input and keep it conversational. James said that he thought these were very good questions and Frey had alluded him to something that had occurred to him (James) from last year’s approved minutes on January 28, 2016 and proceeded to read directly from those minutes: “McLain had stated that the restaurant is kid friendly and is also a place where students can come and study, and hold

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business meetings as well in a homey atmosphere. Holzer said they would like to accommodate hours when children are getting out of school, especially in the summer time to serve ice-cream in the afternoon.” James said it was also said: “they were not planning on going into competition with the Farmers Table”. James stated he is no way involved with Farmer’s Table and knows Sara Hastings in passing but it looks like to him what started out as a morning coffee shop where parents can come with their children for a muffin and a cup of coffee or tea that was proposed a year ago, has now turned into 16 hour a day restaurant serving whole meals and beverages in direct competition with the restaurant down the street. James said that he understands things change and cannot believe that anybody with normal contacts would go to the Department of Transportation (DOT) or contact the governor’s office directly to get a hole cut into the security fence around the Park and Ride to get access to their business. James said he would like to know how much political pull it takes to get that accomplished, he said talk about unfair competition. He said that he could see the next thing they request would be a sign that says “Grace’s Café” right through the Park and Ride parking lot. James said he could not believe he could go to the Park and Ride in New London and open a business on a vacant lot there and get them to carve a hole in their fence so he would have access to his business, and continued saying that would be like the state providing parking and access to a private business and felt that was a real stretch

Frey stated he felt the sign they had at the Park and Ride is illegal, there was nothing zoning could do about that. Frey said to McLain he didn’t know how many signs Grace’s Café had on their building and in the Zoning Ordinance you are allowed one sign on the building and the sign at the front entrance is allowed.

James asked if the next thing at the Café was going to be live music? James said where are they going with this, what is the nature of this and he said he enjoyed a beer as much as the next guy, but this has changed from a family friendly coffee shop to a Gin Mill! Frey stated they were not serving Gin yet, and James said the board knew what he was saying.

McLain asked the Board if he may address some of these questions and Frey said yes. McLain stated the signs that they have on the front of the building did go through the boards for approval and they also put temporary signs out that are allowed during the day and brought in at the close of the day. McLain said that when they initially opened the Café the hours were 6:00a.m. to 9:00p.m. James reiterated that in the minutes from January 28, 2016 states 6:00a.m. – 6:00p.m. McLain said that he would have to look back at that (referring to those minutes). McLain said regardless, they were not trying to turn their business into some crazy establishment, and that he would actually say that the other restaurants in this town maintain a family friendly environment and they are not trying to remove that what-so-ever and do not want to tarnish their namesake as becoming a family restaurant. McLain stated that as far as

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talking to our state government and getting the fence line opened up, it was not intended to become parking for the café, but intended for a straight through opening so vehicles could pass through to the existing parking that currently exists at Graces Café. McLain continued that the owners of the buildings and property have some very grand plans to grow in the next several years into a fantastic plaza with many businesses that would only enrich the economy and the town in general by providing services.

McLain said many of the concepts listed (in the cover letter) they would love to see in the future for Grace's Café. McLain said they would just like to be able to serve a person a beer, just like if you go to "Moe's" (as an example) you get some tacos and a beer and you don't hang out there to drink and drink. McLain said they (the café) are a quick service establishment and you can come in and get a meal and a beer or a glass of wine, they do not want to make this crazy.

McLain next stated that as far as political pull to get the fence opened up, all they did was ask and any one can ask just like he is here this evening to ask the board to expand their business.

Gardiner asked McLain without the beer/wine license would that restrict the growth in their business in his opinion. McLain stated that he believed without the beer/wine it would because there is only so much room for growth when you are trying to be open in the evenings and no one is coming because what do people want with dinner, they want a beer or a glass of wine. Gardiner said when he has driven by he sees more cars parked in the back then in the front. McLain stated those were employee vehicles. McLain said last summer when the café was open in the evenings they had great sales with ice cream and last winter ice cream sales dropped, now they need to find something to add to bring customers in so they can warrant staying open and expand and grow their business and be members of the community. Frey stated that they already had expanded their hours and it has gone from a specific approval (ZBA minutes of Jan. 28, 2016) to much, much more.

Frey asked Guillette had there been any approach to planning board yet. Guillette (who is also a member of the planning board) stated not yet and many of the items that had been listed in plans for their future growth will have to go to planning board and the conversation they were having here tonight is for the wrong board (referring to everything else except the approval to serve alcohol). Guillette continued even if Grace's Café wanted to increase their hours or anything else that would change, they would have to come back to the planning board to amend their original plan. McLain asked for hour changes they need to come back to the planning board? Guillette said yes. Frey asked Guillette if only zoning has a say to do with the alcohol part and if the café wanted to have an all-night thing the zoning board has no say? Guillette stated that unless it is out of compliance and approved by planning board it would then also need approval from zoning. Frey stated the original approved hours were 6:00a.m. –

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6:00p.m. as a child oriented business. Guillette said that if they wanted the hours from 6:00p.m. – 9:00p.m. they would have to go to planning board.

Bostrom stated that she could understand why a new business might guess wrong about what hours they work and other restaurants in Grantham have many days and/or nights they are closed in the winter. Bostrom said so sometimes if you get hungry, and not your own kind of kitchen you have to go outside of Grantham to eat and felt sympathetic to the idea the café might think that 6:00a.m. – 6:00p.m. might be good and then if you find that people are saying the early evening might be a popular time she could understand the café would have problems and would need time to work it out when you're trying to build a business.

Frey stated that they were a land use board and economic hardship is not considered just because they (the café) are not making enough profit, that was no concern of the zoning board. Frey asked Guillette if planning board would be the one to say if they could have a path from the park and ride to the back door? Guillette said that would be up to the property owners and not Grace's Café, they are just leasing the space. Frey said then they would have to go back to the original approval and Guillette said the whole site plan would have to be amended. Guillette stated that he thinks what has happened is things have gotten complicated by including their (the café) growth plan information with tonight's meeting. Guillette said they were not here tonight to talk about the growth plan, they simply are here tonight for their beer/wine license and that's that. Mansfield asked if all the other items should come first before the beer/wine and Guillette said not necessarily. Guillette said they may not get to these other things and decide not to do them, this is just a plan and asked McLain if he was right. McLain said yes. Guillette said these are just thoughts of what they may do in the future, but everything they do (at least of what he sees) will have the planning board involved.

Mansfield stated whichever way the board votes on the beer/wine application it has to be very, very specific. Guillette reiterated that the application is just for beer/wine and that was it. Frey said there is a suggestion that there is more and in his opinion they would have to come to zoning first then planning because zoning gave approval for a specific operation and now it is going beyond that and that would be another variance in his (Frey) book. Mansfield stated that would be a separate matter. Frey agreed, and that he was just looking at things down the road.

At this time, Clerk Norris stated that she would have to interrupt and inform the board that when McLain originally came in for a Variance application she had informed him to also include some sort of cover letter explaining their request as what is normally done per application. So, when McLain came back in with the Variance application she noticed that there were quite a few other items on the cover letter and informed McLain that the zoning board would only be looking at the request for beer/wine and not all the other items listed. At that time, McLain told

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Norris those were just items they were going to possibly plan for the future of Grace's Café and the list had also been copied for the planning board to view as well. Norris said she thought that was a great idea to be up front and honest with both boards and didn't realize all the controversy it would cause at tonight's meeting. The board members thought it had been a good idea.

McIntire asked if the request for the 2' x 6' removable and temporary banner to be placed on the south side of the building is a request for tonight's meeting? Guillette stated again that the only thing Grace's Café is requesting tonight is the beer/wine application and everything else is totally separate with the other items that are listed on the cover letter. Frey said that this list is causing concern, and Guillette asked what does that have to do with the request for beer/wine. Frey said the board can approve the beer/wine and if this is open-ended then it's open-ended. Mansfield stated there are things on the list that will have to come to the zoning board. Guillette stated that this is not open-ended and that for everything that is on that sheet of paper they will have to come to one of the boards, it's not open-ended. McIntire said that they are just asking the board to expand their current business to include beer/wine and the board cannot give them a license, that is something the state handles.

McLain stated the reason they did not come to zoning beforehand is they initially thought they just had to apply to the state for licensing and were under the impression through the state that's all they had to do. McLain said next they received a letter from the town stating that they would have to apply for a special exception and/or variance from zoning and that's why he was here this evening for a variance. McIntire asked if they had their license yet and McLain stated no, that he was here this evening to ask permission to apply for one.

Brown reiterated that is why this application should have been treated as a special exception and still felt this should be discussed with town council and referred to the zoning ordinance again and said there was nothing in the ordinance referring to serving alcohol. Brown stated the first they heard of Grace's Café applying for a license was a letter the town received from the State Liquor Commission informing they had applied for one. Brown said that he hoped it would be really clear what the zoning board is approving, because this is not just a general request to go get a license for beer/wine as part of the operation for the restaurant, and he is concerned what they will do next. Brown continued that the "cut through" through at the Park and Ride could cost Grantham dearly and he was very concerned that the town was not in the loop with that, and felt the town should have been. Brown further voiced his opinion on the subject and ended with stating that he personally was dead set against this changing into anything but the Park and Ride. Frey stated the "cut through" didn't sound good to him either, no offense to the planning board.

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Jones stated that it took the town a long time to get the Park and Ride and they had to jump through a lot of hoops and from the use that it gets if somebody wants to walk over before going home and get a cup of coffee she could understand that, but it has to be really clear that the Park and Ride cannot be used for patrons of their establishment. Jones said that she could see if the town gets the Dartmouth Coach to stop there it will be used more and more. McLain said that is why they are trying to get the area opened up so people can drive through because right now they are having people parking in the Park and Ride and walking over and felt that it would just not be favoring Grace's Café, but other businesses in the Grantham Greenway area too. Frey commented that he felt two entrances into the Grantham Greenway was not necessary.

Gardiner asked about the letter the town had received from the State Liquor Commission and Brown said that the state is statutorily required to contact municipalities when businesses are requesting liquor/beer/wine licenses. Brown stated that the Selectmen sent back a reply that the applicant had not yet sought approval on a local level and for that reason the select board opposed the granting of the license, and it was the select board's hope that the applicant would come before the zoning board with a somewhat clear vision of how the (Grace's Café) establishment was changing. Brown said obviously adding alcohol into the mix whether it's beer/wine or whatever changes the model of what the zoning board originally approved for the special exception for the operation of a restaurant and it was not the select boards stance to be giving approval for them to apply, but for the zoning board to say yes/no to an establishment that serves alcohol there and to impose appropriate conditions to mitigate those factors that the zoning board had evaluated while looking at a special exception or variance conditions. Brown continued that he felt that was what the select board was looking for as well, and that it seems like everything that has been happening there, the town has kind of been the last one to know about it and for a business that came in and told the town that they wanted to work with them it was a little bit frustrating.

Frey asked if the zoning board agreed for them to have their beer/wine and just compartmentalize it, would the select board have any conditions that they would want to tell the state? Brown stated that the select board does not have the authority to add conditions and that was a zoning/planning board issue to do so and that the select board would only relay to the state that their objection is now removed because they (Grace's Café) sought local approval.

Frey said it was now up to the zoning board to decide with the criteria being different if the zoning board could legitimately go from the terms of the variance or special exception. McIntire stated that a special exception is more difficult because you have to look at parking and traffic flow, intensity of operations and there was a whole list a lot longer and felt that if

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the board was going to look at this as a special exception they would have to give Grace's Café more time to prepare. McIntire said that the difficulty in a variance is more to do with hardship and she didn't know if they had hardship. Frey said he felt the only thing with the variance that he had looked at was the difference between public and private aspect with regards to affecting property values which is covered more in a special exception. Frey asked if they had an opinion whether this is a variance or a special exception. The Board was unanimous that this was a variance situation, not a special exception since McLain was asking to change a permitted use from that of the definitions of "restaurant" as described in the Ordinance.

Frey stated they would now vote on the variance just for Grace's Café to be able to serve beer/wine. Frey next read aloud from page 54 of the zoning ordinance to the zoning board members the criteria for which they would vote on this evening:

1. The variance will not be contrary to the public interest; four (4) out of five (5) members approved/ one (1) abstained.
2. The spirit of the ordinance is observed; four (4) out of five (5) approved/ one (1) disagreed.
3. Substantial justice is done; All five (5) members approved.
4. The value of surrounding properties are not diminished: and; four (4) out of five (5) approved/ one (1) abstained.
5. Literal enforcement of the provisions of the ordinance would result in an unnecessarily hardship.
  - A. For purposes of this subparagraph, "unnecessary hardship" means that owing to special conditions of the property that distinguishes it from other properties in the area:
    - i. No fair and substantial relationship exists between the general public purposes of this Ordinance provision and the specific application of that provision to the property; four (4) out of five (5) approved/ one (1) abstained.
    - ii. The proposed use is a reasonable one; All five (5) members approved.

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Frey at this time discussed with the zoning board members the conditions as follows:

Conditions:

1. Wine and beer only may be served at Grace's not from a bar or taps.
2. Wine and beer service is not permitted before 4:00 p.m. Mondays through Fridays.
3. Wine and beer service is limited to the facility and area of the café as approved January 28, 2016.

**Other Business**

Chairman Frey stated that there were three (3) items to be covered this evening:

The first was the mention of the New Hampshire Office of Energy and Planning 23rd Annual Spring Planning and Zoning Conference on April 29, 2017. These conferences are very informative both through the sessions but also through interaction with people on boards from other towns. Members are instructed to contact Martha Norris for details.

The second item was the list of terms or expiration dates for the various members of the board. All members were reminded to be sworn in a timely manner so there would not be any loss of continuity of availability.

The last item was the announcement that Richard (Dick) Mansfield was stepping down and retiring from the zoning board after having served since the adoption of zoning on March 13, 1990. Dick served as chair during this period as well. His sage advice, experience, knowledge and clear understating of zoning will be sorely missed.

**Adjournment**

Chair Frey stated there being no further business a motion was made by Tanya McIntire and second Richard (Dick) Mansfield to adjourn the meeting at 9:00p.m.

***Unanimously Approved***

The next meeting of the Zoning Board of Adjustment will take place on April 27, 2017 at 7:00p.m. in the Jerry Whitney Memorial Conference Room of the Grantham Town Hall. Application deadline for that meeting is April 7, 2017.

Respectfully Submitted,  
Martha Norris, ZBA Clerk