

Shutesbury Zoning Board of Appeals Minutes  
DRAFT Minutes – 07/13/2023  
(Approved – 11/02/2023)  
*Virtual Meeting*

**Meeting Start:** 5:00pm

**Members Present:** Jeff Lacy, Mary David, John Aierstuck

**Members Absent:** None

**Staff Members:** Carey Marshall (LUC)

**Other Present:** and all other unidentified individuals.

Chair's Call to Order at 5:00pm

Meeting is being recorded

**H-151/18 Leverett Rd Wightman Open Space Design Variance Permit Discussion**

Carey Marshall, LUC, shares the Variance Special Permit for H – 151 on Leverett Rd for ZBA to review via screenshare; edits are considered. Marshall provides the case number, 23.001, to Lacy. There are no other edits.

**David moves to approve the Variance Special Permit for H – 151 on Leverett Rd, Aierstuck seconds. Vote: David – Aye, Aierstuck – aye, and Lacy – Aye. *The motion carries.***

***ZBA grants Lacy permission to sign for them.***

**530 West Pelham Rd Site Plan Review Permit Discussion**

Aierstuck shares the Site Plan Review Permit for 530 West Pelham Rd for ZBA to review via screenshare; edits are considered. Marshall provides the case number, 23.002, to Aierstuck. Aierstuck asks what the 'complete date' and 'transmit date' mean. Lacy explains that the complete date is when the completed application was filed and the transmit date is the date it is signed as received by the Town Clerk, Grace Bannasch. Marshall states that the complete date would be May 9<sup>th</sup>, 2023. If Lacy were brought bring the permit signed to town hall on Tuesday, July 18<sup>th</sup>, 2023 when she is back in office then she could have Grace sign it. Aierstuck filled in these dates as discussed.

**David moves to approve the Site Plan Review Permit for 530 West Pelham Rd, Aierstuck seconds. Vote: David – Aye, Aierstuck – aye, and Lacy – Aye. *The motion carries.***

***ZBA grants Lacy permission to sign for them.***

**Unanticipated Business**

*None*

**Motion to Adjourn:** David moves to adjourn, Aierstuck seconds. Vote: David – Aye, Aierstuck – aye, and Lacy – Aye. *The motion carries.*

**Meeting Close:** 5:55pm

**Next Meeting:** TBA

**Documents Used**

- Variance Special Permit for H – 151 on Leverett Rd
- Site Plan Review Permit for 530 West Pelham Rd