



ZONING BOARD OF ADJUSTMENT
MEETING

Monday, January 16, 2017, 7:00 PM
Visitor Center, 14 North Street

MINUTES
Approved 2/6/2017

I. Call to Order by the Chair

Mr. Hurd called the meeting to order at 7:00 PM.

II. Attendance/Roll Call

Present & Participating: Michael Hurd, Richard Collins, James Petrin, Abigail Carman, Patrick Howe

Absent: Carolyn Towle, Tracy Pope

City Staff: Michael McCrory, City Planner; Jane Taylor, City Solicitor

III. Election of Officers

Motion: To defer election of officers to February 6, 2017

Made by: Mr. Hurd Second: Ms. Carman

Vote: Unanimous in favor.

IV. Handbook Check-up

Mr. McCrory distributed copies of the current update to the NH OEP manual for ZBA members. He noted the review of the handbook would occur annually to keep members up to date on current practice.

V. Minutes of Previous Meetings

Motion: Defer review/approval of minutes to February 6, 2017

Made by: Mr. Hurd Second: Mr. Collins

Vote: Unanimous in favor.

VI. Other Business

A. Work Session: Rules of Procedure

Mr. McCrory reviewed the general document, based on feedback from the ZBA and City Attorney.

Article II: City Council member is not required to be a member of the ZBA, clarification to attendance requirements, member opinions and right to express a dissenting opinion, activities of the alternates.

Article III: Addition for provision of ‘acting chair’, clarification of ‘Secretary’ as a staff position.

Article IV: General rules – appointment of alternates by chair, details about a quorum, a point clarifying how a hearing can continue with different members (continuity, expectation that members must track minutes and applications if absent from a hearing), update definition of abutters, clarify language for member disqualification (Part C, 5&7 to be combined), further definition of a “Site Visit”.

Article V: Application and forms – completeness up to ZBA with staff advising applicant, new information (clarifying board stance on accepting new information at hearings),

Article VI: Notice – payment must be provided at the time of the application

Article VII: Public hearings – Insert new language about abutter roll call, revise language for projects of regional impact, status of abutters and handling testimony during public forum, standardizing procedures for joint meetings,

Article VIII: Decisions – simplified language for number of votes, no posting of written notices, they will be available upon request.

Article IX: Reconsideration – clarifying process, ZBA would consider rehearing request and hold rehearing within 30 days of the appeal (consideration within a week, rehearing within 30 days), ZBA members may opt to hold rehearing without appeal.

Article X: Records – no changes

Article XI: Amendment – Remove statement about suspension of the Rules

VII. Adjournment

Motion: To adjourn the meeting

Made by: Mr. Petrin Second: Mr. Collins

Vote: Unanimous in favor.

The meeting adjourned at 9:00 PM.

Respectfully submitted,

Michael Mc Crory