



Zoning Board of Adjustment Meeting  
Monday, April 2, 2018 7:00 PM  
Visitor Center, 14 North Street, Claremont NH

**MINUTES**  
**Approved 5/7/2018**

**I. Call to Order by the Chair**

Mr. Hurd called the meeting to order at 7:00 PM and asked for a roll call.

**II. Attendance/Roll Call**

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

**Absent:** Carolyn Towle, Tracy Pope

**City Staff:** Michael McCrory, City Planner

**III. Minutes of Previous Meetings**

**A. December 4, 2017**

**Motion:** To accept the minutes from December

**Made by:** Mr. Hurd      **Second:** Mr. Collins

**Vote:** Mrs. Kier abstained; all others voted in favor

**B. March 5, 2018**

**Motion:** To accept the minutes from March

**Made by:** Mrs. Kier      **Second:** Mr. Petrin

**Vote:** All voted in favor

**IV. Zoning Board Rules of Procedure**

Mr. McCrory asked the Board provide final comments on the Rules of Procedure. The Rules have been reviewed and discussed over the last couple meetings. There was some discussion about past comments made and the resulting changes to the Rules.

There was discussion about how the rules address electronic communications between Board members and other members or non-members during the meeting, also discovering information during a meeting. Mr. McCrory encouraged Board members to ask questions during the hearing and to call a brief recess during the meeting or continuance to another meeting to find that meeting. Mr. McCrory emphasized the question of what the Board intended during the hearing - the Rules are designed to promote clear, transparent communication among the Board, Applicant, and the public.

Mr. Hurd asked for a motion on the Rules of Procedure.

**Motion:** To accept the Rules of Procedure, Final Draft dated March 26, 2018

**Made by:** Mrs. Kier      **Second:** Mr. Collins

**Vote:** All voted in favor

Mr. McCrory explained these Rules will replace the existing Rules of Procedure in the City Code and will be posted on the ZBA web page. Hard copies will also be provided of the ZBA for their use.

## V. Communications

The latest issue of *Town and City* magazine was received.

## VI. Other Business

Mr. McCrory provided an overview of recent accomplishments by the Boards: Rules of Procedure, Master Plan, and other planning documents. The next step is to proceed with updates to the City land use regulations including the Zoning Ordinance with input from the ZBA and the Planning Board. Mr. McCrory reviewed the priority picks from City staff:

- Zoning House Cleaning - Map updates, revised definitions, purpose statements for Zoning Districts, simple updates and clarifications for the Zoning Ordinance.
  - Mr. Hurd suggested a training session for staff to review the different zoning maps with ZBA members.
- Agricultural Zoning - Need to clarify restrictions to chickens and livestock in certain zoning districts.
  - Mrs. Kier asked whether grandfathered status applies to agricultural uses.
  - There are Department of Agriculture guidelines, property maintenance, nuisance ordinances that can all apply to complaints about agricultural uses.
  - Agritourism also needs to be recognized in the ordinance.
- Sign Ordinance - Need to loosen some sign restrictions, make the sign regulations current to City's needs and preferences.
- Flood Regulations - Update rules for FEMA/NFIP-compliant regulations.

Mr. McCrory asked the ZBA for input on zoning changes:

- Parking Regulations - the number of parking spaces and parking space dimensions (with larger vehicles) and parking layout, downtown parking.
- Fence construction - protecting sight limitations on corners and high fences near roadways.
- Any permits that incorporate dimensional requirements should have precise information (e.g. specific measurements or surveys).
- Consistent enforcement policies and practices.

## VII. Adjournment

**Motion:** To adjourn the meeting.

**Made by:** Mrs. Petrin

**Second:** Mr. Howe

**Vote:** Unanimous in favor

Respectfully submitted,  
*Michael McCrory*