

MINUTES
ZONING BOARD OF ADJUSTMENT
TOWN OF PETERBOROUGH
Monday, March 4, 2019 – 7:00 p.m.
Peterborough, New Hampshire

Present: Dario Carrara, Seth Chatfield, Peggy Leedberg, Peter LaRoche and Loretta Laurenitis.

Also Present: Tim Herlihy, Code Officer and Laura Norton, Office of Community Development.

Chair Carrara called the Public Hearing to order at 7:00 p.m. “Thanks for coming” he said noting the Hearing was to review and vote on the Zoning Board of Adjustment’s Rules of Procedure.

Minutes:

A motion was made/seconded (Chatfield/Laurenitis) to approve the Minutes of February 4, 2019 as amended with all in favor.

Rules of Procedure:

Chair Carrara suggested while the Members had reviewed the Rules in earnest last month that they go through the document together.

Authority: No changes

Officers: No changes

Members and Alternates: No changes

Meetings: It was noted the Chair may call and schedule a meeting upon the request of three or more Members of the Board. It was also noted proper notice per Section E. 2. of the Rules of Procedure applied as applicable.

It was also noted that should a full member be absent or recuse themselves the Chair will designate an alternate member to sit in their place. It was emphasized that alternates shall participate only when seated on a case and *not* otherwise.

Lastly in this section, with regards to the Order of Business paragraph, the Members agreed to formally move *Minutes* to be addressed directly after the *Call to Order* by the Chairman.

Application Process: This section states all applications shall be filed at least 20 days prior to the scheduled meeting and must contain enough information and detail to enable both the Board and the Code Enforcement Officer to understand the proposal and make informed decisions about it. It was also noted that if the applicant intends to present additional supporting documentation the information *shall* be submitted to the Office of Community Development at the time the application is filed.

Public Notice: Section C of this section states “other meetings held by the Board require 48-hour notification” (changed from 24-hour notice, excluding weekends and legal Holidays) and must be posted in two public places (Town House and Library). The language for public notices for special meetings per the request of 3 or more members was struck as it is addressed in **Meetings**. “This goes back to *Meetings* and relieves any confusion of who is an alternate and who is not” said Mr. Herlihy.

Public Hearings: The Members reviewed the governing rules of public hearings.

Rehearings and Appeals: This section noted requests for rehearings shall be filed within 30 days of the date of decision (and) the ZBA must decide to grant or deny the request for a rehearing within 30 days of receiving that request. Emphasis was placed on the importance of having same Members from the original hearing attend if possible, with all appropriate notices to the public and abutters processed per state statute.

Records: No changes

Joint Meetings and Hearings: No Changes

Site Visits: The Members had a brief discussion about public attendance at a site visit. It was noted that the Town Attorney had confirmed the public has a right to attend. “It doesn’t matter what we think” said Mr. Chatfield with a smile. Ms. Leedberg noted “this makes it clear that visits are public meetings.”

Adoption/Amendments: No changes

A motion was made/seconded (LaRoche/Chatfield) to approve the amendments to the Rules of Procedure as amended March 4, 2019 with all in favor.

Ms. Laurenitis noted the New Hampshire Office of Strategic Initiatives had updated the ZBA Handbook and that she had bought a copy online. Copies of the Handbook will be distributed at the next meeting and Ms. Laurenitis will be reimbursed for her purchase.

The workshop adjourned at 8:35 p.m.

Respectfully submitted,

Laura Norton

Administrative Assistant.