

Board Members Present: Chair Doug Andrew, Vice Chair Todd O'Malley, Member Joshua Yokela, and Leanne Miner, Alternate ZBA Member and Land Use Administrative Assistant.

I. WELCOME

Mr. Andrew opened the meeting at 7:00 PM.

II. MINUTES

Meeting minutes were distributed for June 28 and July 13, 2022 for approval.

June 28, 2022 Meeting Minutes - Mr. Yokela noted several editorial corrections and Ms. Miner corrected some incomplete sentences on page 3. **Mr. Yokela made a motion to approve the meeting minutes of June 28, 2022 as amended. Mr. O'Malley seconded the motion and the motion passed 3-0.**

July 13, 2022 Meeting Minutes - Mr. Yokela noted editorial corrections to the RSA. **Mr. Yokela made a motion to approve the meeting minutes of July 13, 2022 as amended. Mr. O'Malley seconded the motion and the motion passed 3-0.**

III. CONTINUED BUSINESS - None

IV. NEW BUSINESS –

1. Board Membership – Two applications for the ZBA were presented. Neither applicant was present so the matter was tabled.
2. HB-1661 and HB-1021 – Updates to Planning and Zoning Laws in 2022: A Guide for Municipalities, dated July 2022 was distributed for discussion. Ms. Miner updated the Board on changes that have been made or are being made due to the new law. Most relevant to the Zoning Board of Adjustment were Section 73 (Written Findings) and Section 74 (ZBA Timeline). These changes were discussed as were ways proposed to efficiently and effectively provide additional details to meet expectations for 'specific written findings of fact that support an approval or disapproval'. Work sheets were distributed for consideration. The Board will continue discussion on these changes at the next meeting in October.
3. Procedural Updates – Ms. Miner distributed a working draft of the Board Procedures which included draft updates to address items including:
 - a. RSA allowance for verified mail and reference to the definition of what is considered verified.
 - b. Posting of legal notices on the Town's website.
 - c. ZBA Timeline for decisions – 90 days from receipt of the application.
 - d. Reference to written findings of fact.

The Board will continue their discussions and review of procedure updates at the October meeting.

4. **Application updates** – Ms. Miner made note that the ZBA Applications (Variance, Special Exception, Administrative Appeal) are being updated to reflect some of the procedural

updates discussed above (e.g., verified mailing). The Board will review these at a later date when drafted.

- V. ADMINISTRATION** – Ms. Miner reminded the Board that “Hard Road to Travel” training is coming up on October 6 if anyone is interested.

VI. ADJOURN

Mr. Yokela made a motion to adjourn the meeting at 7:50PM. Mr. O’Malley seconded the motion and the motion passed 3-0.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Leanne", written in dark ink.

Leanne Miner, Land Use Administrative Assistant