

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Zoning Board of Adjustment
August 1, 2018

Members Present: Dave Strauss, Tom Hart, Mike Cahalane (A), Jory Augenti, Chuck Fuller, Tim White

Members Absent: None

Others Present: Dianne Park

Meeting called to order at 7:00pm.

Minutes

A motion was made by Chuck, seconded by Dave, to approve the minutes from July 18, 2018 as written. All were in favor.

Zoning Enforcement Officer (ZEO) Information

Nothing to report.

Discuss the Zoning Board of Adjustment (ZBA) “bible” & files in ZEO office (Dave)
Dave explained the bible and files.

2019 Budget Worksheet

Dave passed out the 2019 Budget Worksheet pointing out the new category of “Office Support”.
The ZBA Budget Worksheet must be in by October 14, 2018.

Application Process Instructions

Dave passed out updated copies of page 2 and 3 of the Process Instructions. The board went through the rest of the document, making changes, starting with page 5.

The board decided to change ‘approve’ to ‘accept’, where applicable, through the entire document.

Page 5 Application Task List Received

Title, change ‘Application Task list Received’ to ‘Application Task List Received’

Paragraph #3: Change ‘approve’ to ‘accept’. Change ‘Approval’ to ‘Acceptance’. Change ‘approved’ to ‘accepted’.

Page 6 Task List for Application Approval

Title change ‘APPROVAL’ to ‘ACCEPTANCE’

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The two paragraphs at the bottom of the page were changed to read: 'If all above is initialed/addressed by chair/designated member, the application shall be accepted and the public hearing shall continue. Note: If a special ZBA meeting accepted the application prior to a public hearing then use ZBA "Application Task List Posting". Update master case list in the "Bible".

If an application is incomplete, sign and state "INCOMPLETE" in the signature line and provide details on back. Incomplete applications are sent back to applicant detailing why and any expected cost to resubmit before public hearing is closed. Note: If a special ZBA meeting is rejected prior to a public hearing then return application and check back to applicant. Update master case list in "Bible".

Page 7 30 Day Waiver

Move '30 Day Waiver' in the title from the top to the bottom fixing the spelling of 'Wavier' to 'Waiver'.

Change 'Applicant Address' to 'Applicant legal address (if different)'

Change 'Please be advised that I have agreed to waive the time constraints for the Effingham Zoning Board of Appeals to make a decision regarding the granting of an appeal finding. RSA 676:7 II.'

To 'Please be advised that I/We have agreed to waive the time 30 day constraints for the Effingham Zoning Board of Adjustment to make a decision regarding the scheduling of a hearing. RSA 676:7 II.'

Change 'Applicant (or representative)' To 'Agent or Representative' adding a signature and date line.

Mike left the meeting at 8:05pm.

Page 8 Application Task list Posting

Change title to 'Application Task List Posting'

Change the first sentence from 'Once board votes to approve application (application approval maybe at the Public hearing depending on time constraints) and set a Public hearing date:'

To 'Once board votes to accept an application, (application acceptance may be at the public hearing depending on time constraints) and set a public hearing date:'

Change #1 from 'Office/designated representative obtain acceptance application (or unapproved if being done in Public hearing) and land use file in ZBA mailbox (office/chair has key to mailbox).'

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To 'Office/designated representative obtains the application and the land use file and places all in the ZBA mailbox (office/chair has key to mailbox).'

Change #3 from 'ZBA public hearing notice Template' to ZBA 'Public Hearing Notice Template'

Change #4, #5 and #6 '(At least 10 work days before meeting) To '(at least 10 work days before meeting)'

Add to #4 'Note: (Newspaper may require acceptance of the advertisement prior to printing).'

Change #5 'Website' to 'website'

Change #7 Delete 'approved'

Page 10 and 11 Public Hearing Special Exception Task List

Change the title from 'Public Hearing Special Exemption Task list' To 'Public Hearing Special Exception Task List'

Page 14 Formal Motion Template

Change the first paragraph from 'I move to approve the applicant's request for a variance from section ____ of the zoning ordinance to permit the existing constructed deck that is located twenty feet from the northerly rear line of the land shown on Tax Map ____ Lot ____ when fifty feet is required, in accordance with the plot plan as drawn by _____, dated __???, and submitted by the applicant as part of this hearing, with the following conditions:'

To 'I move to approve the applicant's request for a variance from article ____ section ____ of the zoning ordinance to permit (example: the existing constructed deck that is located twenty feet from the northerly rear line) of the land shown on Tax Map ____ Lot ____ when (example: fifty) feet is required, in accordance with the plot plan as drawn by _____, dated __???, and submitted by the applicant as part of this hearing, with the following conditions:'

Change the second and third paragraph statements from '...a multi-family dwelling ...' To '...(example: a multi-family dwelling)...'

Page 15 Notice of Decision Task List

#2 change '7 copies' to '6 copies'

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#4 change 'Take applicant envelope and mail certification; and from case folder and send out certified mail with a copy of the full NOD not the posting.' To 'Using applicant's envelope and mail certification from the case folder, send the applicant the original by certified mail.'

#6 change 'Take all case material and place in folder and identify with case number and name.' To 'Take all case material and create case folder identified with case number and name.'

Page 16 Notice of Decision

Change title 'Board of Adjustment' to 'Zoning Board of Adjustment'

Change 'You are hereby notified that the Zoning Board of Adjustment has **APPROVED/DENIED** the application for a variance from Section III, District, F and J General Residence District of the Zoning Ordinance to permit a proposed self-storage facility use with associated site improvements, and relief from town building setback distances required in the zone.' To 'You are hereby notified that the Zoning Board of Adjustment has **APPROVED/DENIED** the application (example: for a variance from Section III, District, F and J General Residence District of the Zoning Ordinance to permit a proposed self-storage facility use with associated site improvements, and relief from town building setback distances required in the zone.)'

Change 'The Zoning Board of Adjustment has **APPROVED/DENIED** the Special Exception in the Wetland Conservation District.' To 'The Zoning Board of Adjustment has **APPROVED/DENIED** the Special Exception (example: in the Wetland Conservation District).'

Page 2 Table of Contents

The revision dates will change to 9/1/18 on all pages listed except page 9, page 17 and page 18. These have already been approved.

Change 'Application Task List Approval' To 'Application Task List Acceptance'

Change 'Public Hearing Special Exemption Task List' to 'Public Hearing Special Exception Task List'

The next scheduled ZBA Meeting is Wednesday, September 5, 2018 at 7:00pm.

A motion was made by Chuck, seconded by Tom, to adjourn the meeting.
Meeting adjourned at 9:15pm.

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