

ZBA Meeting Minutes October 7, 2025

ZBA members in attendance: Melissa Clark, Rob Christian, Reece Grano, Chris Clough, Joe MacGregor, Jeff Rose

Meeting called to order by Melissa at 18:30. Joe motioned to approve ZBA meeting minutes from 8/5/2025, adopted as read with five yays.

Application submission process:

Melissa reminded the board of the need to complete finding of facts worksheet going forward. She brought a copy of zoning application forms from the Town of Merrimack as Chris had suggested it may be helpful to review and use parts of this as a template. The board reviewed both the zoning board application forms from the Town of Merrimack as well as from the State of NH. It was decided at the 8/5 meeting that the finding of facts form from the State of NH will be used. Melissa brought an updated application checklist and the board members agreed it would be included as last page of zoning application.

Fee schedule:

The board began to explore the fee schedule for applications and agreed to a \$25 application fee.

New business:

Jeff reminded the board of the benefits of having full board attendance for applications. The board reviewed that three affirmative votes are required for each of the five questions for a variance to be passed. A discussion followed about the process of allowing applicants to postpone their hearing if full board is not present. Melissa and Rob clarified that if full board is not in attendance, the hearing will be opened and the applicant given the choice to postpone. The applicant will not bear cost of renotifying.

Jeff clarified that the initial draft of ZBA minutes is not posted but must be made available if requested.

Jeff proposed a question about Accessory Dwelling Units (ADUs) asking if HB 577 pertains to any conforming lot. Rob reviewed HB 577, clarifying that the maximum allowed living space for an ADU was increased from 750 to 950 square feet on any single family residential lot. Board members discussed other key aspects of HB 577 including mandated detached ADUs and the removal of the owner-occupancy rule. Joe explored the complexity of towns trying to balance rental properties, community investment, and population density.

Joe and Melissa clarified the meaning of unnecessary hardship in regards to variance applications, highlighting that it pertains to intrinsic restriction in property itself and topography.

With no further agenda items or business Joe proposed that the meeting be adjourned, seconded by Melissa at 19:12.

Respectfully submitted,

Jeannine Ouellette