The Zoning Board of Adjustment met at 7:02 PM in the main floor meeting room in the Town Hall for their regular monthly meeting. Susan Phillips-Hungerford opened the meeting. Present were Mary Langen, Susan Phillips-Hungerford, Paul Delphia, and alternate Susan Peters. Susan P-H appointed Susan Peters as a full member in Joan Griffin’s place for tonight’s meeting. Suzan Macy attended to answer questions concerning her application for a variance.

Minutes for January 28th Meeting
Paul moved and Mary seconded a motion to accept the January 28th minutes as written. The motion passed.

Variance Application from Suzan Macy, 523 Lower Jaffrey Rd., Map 4, Lot 1
Susan P-H shared with Suzan Macy the procedure for accepting the application as complete and setting a date for the public hearing. It was determined that because of board members schedules and the applicant’s verbal request for expediting the process, the public hearing will be on May 12th at 7:15 PM. She also explained the need for a site visit and that the members of the Planning Board and Conservation Commission would also be invited. The site visit was set for Tuesday, May 10 at 5:30 PM. Parking is in the driveway near to the road at 523 Lower Jaffrey Rd. The board reviewed the ordinance section to be sure that it was correct. Susan Peters asked about the directions on the plot map and Suzan Macy answered that it was on the east side of Route 137. Susan P-H pointed out that the abutters list is missing. Susan Peters moved and seconded by Mary to accept the application as complete once the abutter list is received. The motion passed.

Special Exception Routing Slip for David R. Godine, 42 Close Rd., Map 3, Lot 3
Susan P-H recused herself because the applicant is a present client of hers. Mary Langen chaired the meeting and explained that since there is no application presented yet. The board checked Section C.6, Article 10 to determine if the proposed use meets the special exception requirements. A “glamping” tent is an accessory use and separate building and use. This is not just an occasional use but a commercial enterprise in the mountain zone. Article 10, table of use E.C.6 seems to be more appropriate. Mary directed the secretary to send the routing slip back to the code enforcement to revise the ordinance sections. Dual use of a property may need to be considered along with the correct section. The board will determine if the correct section is sited when they determine if the application is complete, once an application is presented. The secretary will encourage the code enforcement officer to talk with Bruce Simpson, the planning board chair. Since this application is a change of use the code enforcement officer needs to advise the applicant what is needed with the Planning Board.
Susan P-H reported on a presentation by SWRPC on two ordinances that have to be addressed by all the towns in NH. The sign ordinance and the accessory apartment requirements are both things that the Planning Board needs to address next year.

**Distribution of updates to the Zoning and Land Use Regulations and Sub-division Regulations**

Board members noted that the additions to the loose leaf books are confusing in some instances. They discussed the possibility of having the whole book printed at Staples. Susan Peters expressed the need to have a correct version when attorneys are looking over the ZBA’s shoulders. The secretary will get a quote from Staples and pass the information to the selectmen and Planning Board since there is not a budget line for this kind of expenditure.

**Second Reading for Rules of Procedure Changes**

Election of officers in April rather than July.
Application time period be reduced from 14 to 7 days.
Public notice time period be reduced from 7 to 5 days.
Authority paragraph on the second page be eliminated.
The secretary read these changes and the chair determined that it met the requirement for a second reading. At the next meeting the board needs to do a third reading and vote to adopt these new rules of procedure.

The chairperson discussed the future membership. The secretary will send a notice to the regular members and alternates about the site walk (will also include the Planning Board and Conservation Commission) on May 10 at 5:30 PM and the public hearing on May 12th at 7:15. Also note, the regular May meeting will not be cancelled – the ZBA shall meet May 26th at 7 PM for a work shop meeting.

At 8:40 PM Susan Peters moved and Mary seconded a motion for adjournment. The motion passed.

Respectfully submitted,

Neil R. Sandford
Secretary