

TOWN OF THORNTON

Zoning Board of Adjustment

Approved on: 27 July 2023
ZBA Initials: JMM
Rec'd by Town Clerk on: 8/10/23
Town Clerk Initials: ACE

ZONING BOARD OF ADJUSTMENT MEETING MINUTES

May 25, 2023

WELCOME:

Chairman Joe Monti welcomed the members.

CALL TO ORDER BY CHAIR:

Mr. Monti called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

ROLL CALL BY CHAIRMAN:

Mr. Monti completed the roll call.

The following members were present: Chairman Joseph Monti, Vice-Chairman Maureen Patti, Alan Rawson, Joan Marshall, Jerry Sobolewski, Roger Robidoux, Alternate, John Maher, Alternate, Kerrin Randall, Board Assistant

Others Present: Shawn Magoon, Alan Uhlman

Others Present on Zoom (names are as they appeared): None

REVIEW/APPROVAL OF MINUTES:

Upon distribution and review of the meeting minutes of May 4, 2023 the members took the following action:

MOTION: "To accept the Minutes of the May 4, 2023 meeting as presented."

Motion: M. Patti

Second: J. Marshall

Discussion: None

Vote: 5 - YES, 0 - NO, 0 - ABSTAIN

Motion passes.

COMMUNICATIONS AND MISCELLANEOUS:

Training Materials

Mr. Monti stated that he and Ms. Patti attended a virtual training for 'Hard Road to Travel' from NHMA. He commented that it was very informative and asked Ms. Patti to send the materials received at the workshop to Ms. Randall for distribution to the Board.

PRELIMINARY BUSINESS:

Review of Rules of Procedure

Board members review the Rules of Procedure (ROP) with comments submitted since the last meeting. The document was reviewed section by section and suggested changes were made.

MOTION: "To adopt the 2023 Rules of Procedure."

Motion: J. Marshall

Second: A. Rawson

Discussion: Mr. Monti asked for a roll call vote.

Roll Call Vote: J. Monti – yes, M. Patti – yes, A. Rawson – yes, J. Marshall – yes,

J. Sobolewski – yes

5 - YES, 0 - NO, 0 - ABSTAIN

Motion passes.

TOWN OF THORNTON

Zoning Board of Adjustment

51 **OTHER BUSINESS:**

52 Fee Schedule Review

53 Mr. Monti stated the BOS has asked for comment on if the ZBA needs to update their portion of the fee
54 schedule. The Board agreed that the fees were changed last year, and no monetary amounts need to be
55 changed this year.

56
57 Mr. Monti stated that counsel has advised that language regarding third-party review needs to be added to
58 the fee schedule indicating that applicants are responsible for costs of a third-party review if it requested
59 from the Board.

60 **MOTION: "To amend the Fee Schedule for the Zoning Board to include the following language:**

61 Third party review and consultation may be required during the application process, including,
62 but not limited to, environmental assessments, legal review of documents, and other items
63 necessary to make an informed decision. Fees for such review(s) shall be the responsibility of the
64 applicant. [RSA 673:16 Staff; Finance]."

65 **Motion:** J. Monti

66 **Second:** M. Patti

67 **Discussion:** None

68 **5 - YES, 0 - NO, 0 - ABSTAIN**

69 **Motion passes.**

70
71 Mr. Monti asked Ms. Randall to prepare a memo with the motion and send it to the Planning Board Chair
72 and the BOS.

73
74 Preliminary Discussion – Alan Uhlman

75 Mr. Monti informed Mr. Uhlman that anything discussed at this time is non-binding and Mr. Uhlman
76 acknowledged that.

77
78 Mr. Uhlman stated he is looking to create a two (2) lot subdivision, but in doing so one of the lots will not
79 have the road frontage required. He explained that his lot has access off Upper Mad River Road and NH
80 Route 49, and he has driveway permits off both roads that will provide each lot with their own driveway.

81
82 Mr. Uhlman reviewed two (2) possible plans that would allow for the subdivision. He stated he spoke
83 with the Planning Board, and they recommended he speak to the ZBA to see if any variances or waivers
84 may be needed; hence his meeting with the ZBA tonight.

85
86 Mr. Uhlman presented multiple scenarios in which he felt he could achieve his end goal of having two (2)
87 lots with their own driveways. Discussion on the current lot having two (2) driveway permits occurred,
88 and Mr. Monti asked that Ms. Randall obtain copies of the permits for clarification.

89
90 Mr. Monti reviewed that the ZBA cannot grant waivers and/or variances on a parcel that does not exist
91 yet; once a subdivision is established and it requires a waiver/variance, then the ZBA can review the
92 request if there is one.

93
94 Discussion on possible scenarios for subdividing the lots continued and Mr. Monti stated that both the
95 Planning Board and Zoning Board can grant approvals of applications with conditions if that is something
96 that may help move the process forward. Mr. Monti stated that this project sounds like it needs to go
97 before the Planning Board for a subdivision before the ZBA gets involved, if necessary.

98
99 Mr. Uhlman thanked the Board and exited the meeting.

100

TOWN OF THORNTON

Zoning Board of Adjustment

101 iPads

102 Mr. Monti stated the iPads will be ready for use within the next month and asked that two (2) more be
103 ordered for the alternates on the Board. Ms. Randall stated she will check the budget and update Mr.
104 Monti if more can be ordered at this time.

105

106 **ADJOURNMENT:**

107 **MOTION: "To adjourn at 7:18 p.m."**

108 **Motion:** M. Patti

109 **Second:** J. Marshall

110 **Discussion:** None

111 **Vote:** 5 - YES, 0 - NO, 0 - ABSTAIN

112 **Motion Passes.**

113

114 Respectfully submitted,

115

116 Kerrin Randall

117 Zoning Board Assistant