

ZONING BOARD OF ADJUSTMENT, TOWN OF GOFFSTOWN
RULES OF PROCEDURE

AUTHORITY

1. These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, 1983, Chapter 676:1, and the zoning ordinance and map of the Town of Goffstown, New Hampshire.

OFFICERS

1. A **chairman** shall be elected annually by a majority vote of the board in the month of April. The chairman shall preside over all meetings and hearings, appoint such committees as directed by the board and shall affix his/her signature in the name of the board.
2. A **vice-chairman** shall be elected annually by a majority vote of the board in the month of April. The vice-chairman shall preside in the absence of the chairman and shall have the full powers of the chairman on matters which come before the board during the absence of the chairman.
3. A **clerk** shall be elected annually by a majority vote of the board in the month of April. The clerk shall maintain a record of all meetings, transactions and decisions of the board, and perform such other duties as the board may direct by resolution.
4. All officers shall serve for one year and shall be eligible for re-election.

MEMBERS AND ALTERNATES

1. Up to **five alternate members** shall be appointed, as provided for by the local legislative body, and should attend all meetings to familiarize themselves with the workings of the board to stand ready to serve whenever a regular member of the board is unable to fulfill his/her responsibilities.
2. At the meetings of the ZBA, alternate members may participate with the board. During the public hearing, alternate members may sit at the table with the regular members and may view documents, listen to testimony, ask questions and interact with other board members, the applicant, abutters and the public. Alternate members not designated to vote may participate during the deliberations by the board, but shall not be allowed to make or second motions. During work sessions or portions of meetings that do not include a public hearing, alternates may fully participate, exclusive of any motions or votes that may be made. At all times, the chair shall fully inform the public of the status of any alternate present and identify the members who shall be voting on the application.
3. Members must reside in the community and are expected to attend each meeting of the board to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify the chairman as soon as possible. Members, including the chairman and all officers, shall participate in the decision-making process and vote to approve or disapprove all motions under consideration.

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MEETINGS

1. **Regular meetings** shall be held at the Mildred Stark Room, Town Hall, at 7:00 p.m. on the first Tuesday of each month, or as scheduled by the Board. Other meetings may be held on the call of the chairman provided public notice and notice to each member is given in accordance with RSA 91-A:2, II.

2. **Quorum.** A quorum for all meetings of the board shall be three members, including alternates sitting in place of members.

The board will make every effort to ensure that a full five-member board is present for the consideration of any appeal.

If any regular board member is absent from any meeting or hearing, or disqualifies himself from sitting on a particular case, the chairman shall designate one of the alternate members to sit in place of the absent or disqualified member, and such alternate shall be in all respects a full member of the board while so sitting.

3. **Disqualification.** If any member finds it necessary to disqualify himself from sitting in a particular case, as provided in RSA 673:14, he shall notify the chairman as soon as possible so that an alternate may be requested to sit in his place. When there is uncertainty as to whether a member should be disqualified to act on a particular application, that member or another member of the board may request the board to vote on the question of disqualification. Any such request shall be made before the public hearing gets underway. The vote shall be advisory and non-binding.

Either the chairman or the member disqualifying himself before the beginning of the public hearing on the case shall announce the disqualification. The disqualified member shall absent himself from the board table during the public hearing and during all deliberation on the case.

4. **Order of Business.** The order of business for regular meetings shall be as follows:

- a. Call to order by the chairman
- b. Roll call by the clerk
- c. Minutes of previous meeting
- d. Unfinished business
- e. Public hearing (Deliberations will follow each hearing)
- f. New business
- g. Communications and miscellaneous
- h. Other business
- i. Adjournment

(Note: Although this is the usual order of business, the board may wish to hold the hearings immediately after the roll call in order to accommodate the public or otherwise change the order of proceedings.)

5. **Meeting Duration.** Meetings of the ZBA shall not go later than 11 pm without a vote from the Board to do so.

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APPLICATION/DECISION

1. Applications.

a. Each application for a hearing before the board shall be made on forms provided by the board and shall be presented to the Zoning Department, who shall record the date of receipt over his or her signature.

Appeals from an administrative decision taken under RSA 676:5 shall be filed no later than 30 days of the decision.

At each meeting, the clerk shall present to the board all applications received by the Zoning Department submitted in accordance with the provisions and deadline mandated by the Goffstown Zoning Ordinance.

b. All forms and revisions prescribed shall be adopted by resolution of the board and shall become part of these rules of procedure.

c. Scale drawings with accurate measurements and dimensions of the subject area must be submitted with the application. The ZBA or staff may request additional plot plans or surveys.

d. Applicant must submit a list of parties to be notified of the public hearing. The list will include the applicant, every abutting property owner, and holders of conservation, preservation, or agricultural preservation restrictions. The list shall include the Tax Map & Lot identification numbers of the abutting lots to be notified.

e. Applicants, abutters, and other interested parties must submit all written information relating to a ZBA application no later than noon, four (4) business days prior to the date of the public hearing. If the applicant submits additional written testimony at the public hearing, a decision of the application may be continued until the next regularly scheduled meeting to allow the Board time to fully consider the information presented.

2. Public Notice.

a. Public notice of public hearings on each application shall be given in the Goffstown News and shall be posted at Town Hall not less than five days (5) before the date fixed for the hearing. Notice shall include the name of the applicant, description of property to include tax map identification, action desired by the applicant, provisions of the zoning ordinance concerned, the type of appeal being made and the date, time and place of the hearing.

b. Personal notice shall be made by certified mail to the applicant and all abutters not less than five (5) days before the date of the hearing. Notice shall also be given to the planning board, city/town clerk and other parties deemed by the board to have special interest. Said notice shall contain the same information as the public notice and shall be made on forms provided for this purpose.

c. The applicant shall pay for all required notices costs in advance.

3. Public Hearing. The conduct of public hearings shall be governed by the following rules:

a. The chairman shall call the hearing in session and ask for the clerk's report on the first case.

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- b. The clerk shall read the application and report on how public notice and personal notice were given.
- c. Members of the board may ask questions at any point during testimony.
- d. Each person who appears shall be required to state his name and address and indicate whether he is a party to the case or an agent or counsel of a party to the case.
- e. Any member of the board, through the chairman, may request any party to the case to speak a second time.
- f. Any party to the case who wants to ask a question of another party to the case must do so through the chairman.
- g. The applicant shall be called to present his appeal.
- h. Those appearing in favor of the appeal shall be allowed to speak.
- i. Those in opposition to the appeal shall be allowed to speak.
- j. The applicant and those in favor shall be allowed to speak in rebuttal.
- k. Those in opposition to the appeal shall be allowed to speak in rebuttal.
- l. Any person who wants the board to compel the attendance of a witness shall present his request in writing to the chairman not later than 3 days prior to the public hearing.
- m. The board of adjustment will hear with interest any evidence that pertains to the facts of the case or how the facts relate to the provisions of the zoning ordinance and state zoning law.
- n. The chairman shall present a summary setting forth the facts of the case and the claims made for each side (see Findings of Facts form). Opportunity shall be given for correction from the floor.
- o. The hearing on the appeal shall be declared closed and the next case called up.

4. Deliberations. The conduct of deliberations shall be governed by the following rules:

- a. At the beginning of the deliberative session the chairman shall designate which members will vote on the appeal(s).
- b. Any member(s) of the board, elected or alternate, not designated by the chairman to vote on the appeal(s) shall be able to fully participate in the deliberations. RSA 676:1

5. Decisions. The board shall decide all cases prior to the opening of public hearings at the next regularly scheduled meeting and shall approve, approve with conditions, or deny the appeal. Notice of the decision will be made available for public inspection within 5 business days of such vote, as required by RSA 676:3, and will be sent to the applicant by mail. If the appeal is denied, the notice shall include the reasons therefore. The notice shall also be given to the planning board, the board of selectmen, property tax assessor and other town officials as determined by the board.

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RECORDS

1. The records of the board shall be kept by the clerk and made available for public inspection at the Zoning Department at Town Hall in accordance with RSA 673:17.
2. Final written decisions will be placed on file and available for public inspection within 5 business days of the vote. RSA 676:3.
3. Minutes of all meetings including names of board members, persons appearing before the board, and a brief description of the subject matter shall be open to public inspection not more than 5 business days after the public meeting. RSA 91-A:2 II.

AMENDMENTS

These rules of procedure may be amended by a majority vote of the members of the board provided that such amendment is read at two successive meetings immediately preceding the meeting at which the vote is to be taken.

WAIVERS

Any portion of these rules of procedure may be waived in such cases where, in the opinion of the board, strict conformity would pose a practical difficulty to the applicant and waiver would not be contrary to the spirit and intent of the rules.

JOINT MEETINGS AND HEARINGS

1. RSA 676:2 provides that the board of adjustment may hold joint meetings or hearings with other land use boards, including the planning board, the historic district commission, the building code board of appeals, and the inspector of buildings, and that each board shall have discretion as to whether or not to hold a joint meeting with any other land use board.
2. Joint business meetings with any other land use board may be held at any time when called jointly by the chairman of the two boards.
3. A public hearing on any appeal to the board of adjustment will be held jointly with another board **only** under the following conditions:
 - a. The joint public hearing must be a formal public hearing on appeals to both boards regarding the same subject matter; and
 - b. If the other board is the planning board, RSA 676:2 requires that the planning board chairman shall chair the joint hearing. If the other board is not the planning board, then the board of adjustment chairman shall chair the joint hearing; and
 - c. The provisions covering the conduct of public hearings, set forth in these rules, together with such additional provisions as may be required by the other board, shall be followed; and
 - d. The other board shall concur in these conditions.