



**TOWN OF GILMANTON
ZONING BOARD OF ADJUSTMENT
THURSDAY, MAY 19, 2022 – 7 PM
ACADEMY BUILDING, 503 PROVINCE ROAD
603-267-6700 ext. 122
www.gilmantonnh.org**

MINUTES APPROVED

Those present included Chair Elizabeth Hackett, Vice Chair Nate Abbott, Members Mike Teunessen, Perry Onion, and Zannah Richards, along with staff Bre Daigneault.

NEW BUSINESS

- Review of Rules & Procedures
Members reviewed application templates provided by the Office of Strategic Initiatives. Chair Hackett felt the main differences between the Town's form and the State's form is the section for the abutters' list, or section four, on the Town form which requests the road frontage, structure height, etc. Member Teunessen inquired if those items could be added to the template. VC Abbott inquired if the applicant brought in their abutters' list or if the Town prints it. Ms. Daigneault stated the applicant does. It can easily be printed from the online tax maps. Member Onion felt the form needed to explain what it was about. They could add a statement in plain English as to what the form is for. Ms. Daigneault stated the instruction sheet does explain what the applications are for. Member Onion would like to see the explanation right on the application. He would like to ensure that anyone filling out the application can understand what is needed. Members discussed better ways to relate to the public what is expected on the application. Members were in agreement to start utilizing the new forms and work on drafting better written procedures for both applicants and board members.

OLD BUSINESS- None

APPROVAL OF MINUTES – April 21, 2022

VC Abbott made the motion to accept the minutes as grammatically amended. Member Richards seconded. Member Onion abstained as he was not present. **Motion passed 4-0**

VC Abbott made the motion to adjourn. Member Teunessen seconded. **Motion passed 5-0**

Elizabeth Hackett, Chair