

Town of Chesterfield, New Hampshire  
**Chesterfield Zoning Board of Adjustment (ZBA)**  
Meeting Minutes –May 19, 2022  
Town Offices, Chesterfield, NH

**CALL TO ORDER:**

The meeting of the Chesterfield Zoning Board of Adjustment (ZBA) was called to order at 6:30 p.m. by Kristin McKeon. Members present: Kristin McKeon, Joe Hanzalik, John Zannotti, Alternate Joseph Brodbine, Alternate Deb Livernois, and Selectboard Representative Gary Winn. Also present was ZBA Secretary Jennifer Keating. Ralph Petti was present via Zoom.

**ABSENT:** Nate Lachance.

The resignation of Ralph Petti was discussed. His service was appreciated by the board.

Alternates Joseph Brodbine and Deb Livernois were seated tonight.

**OTHERS PRESENT:**

**MINUTES:**

The meeting Minutes of April 21, 2022 were considered. **Motion** was made by Hanzalik to approve the meeting Minutes of April 21, 2022, as amended. There was a second to the motion by Zannotti and no further discussion. All were in favor by roll call. ***Motion passed.***

**PUBLIC HEARINGS**

**Public Hearing opened at 6:35**

**Change of Non-Conforming Use of a Building  
Continuance of Application from April 21, 2022**

**MTG Holdings, LLC and River Realty, LLC** are requesting a change of non-conforming use of a building pursuant to Article V, Section 502.2 of the Chesterfield Zoning Ordinance. The properties are located at 182 Mountain Road and 214 Mountain Road, Spofford. (Tax Map 25A, Lots A1 and A2)

**Motion** made by McKeon to deny the application because it was an incorrect application that did not address the right articles and they did not apply for a variance. Zannotti seconded the motion. Brodbine confirmed that the applicant could reapply. Zannotti asked how the applicant would be notified. Applicant has been in touch and knows that they need to reapply. All were in favor by roll call. ***Motion passed.***

**Public Hearing Closed at 6:55**

**FOR DISCUSSION**

**Motion for Reconsideration – Clarkson Variance**

Zannotti submitted a motion for reconsideration, adding clarification to the Notice of Decision. This would add that the garage will not become living space in the future and will not have stairs leading to the parking bay floor. The applicant had already agreed to these terms, but they were not included in motion.

Hanzalik asked what the purpose of stating a no stairs leading to the parking bay garage.

McKeon thinks that this would be appropriate to add for future owners and does not hurt the conditions. Zannotti also asked for the name of the documents, date, and revision, to also be included going forward. The Board agreed that this is good practice.

**Motion** made by Zannotti to include in the Notice of Decision that the garage will never have living space anytime in the future, that there will be no stairs leading to the parking bay floor, and that it was based on the drawings submitted and signed. Hanzalik seconded the motion. There was no further discussion. All were in favor by roll call. **Motion passed.**

### **Green Card Returns**

Discussion was had regarding the Green Card returns from the application. The board was asked what amount of time was appropriate for the Secretary to spend tracking down the abutters of the property. McKeon explained that historically we have sent certified mail, and she believes the state has given us some leeway. She asked what needs to be done to notify.

Zannotti clarified that we will continue to send via certified mail but thinks that we should call the abutters if needed. Secretary asked where she should locate the phone numbers. McKeon asked Winn if the Selectboard has access to phone numbers via the Reverse 911 system, Winn did not know if this has this information.

Livernois stated that she thought that searching for the numbers via Google seems ambiguous and she would like more formal sourcing. She also noted that notes should be taken regarding the attempts of contact.

Zannotti thinks that if we have the phone number, we should try once. McKeon asked about email addresses. The Board stated that reaching out one or two times is sufficient. McKeon asked the board if they think spending five minutes per abutter seems like an appropriate amount of time. Board reached consensus.

### **OTHER BUSINESS**

#### **Acceptance of Rules of Procedure**

Board reviewed the updated rules of procedure.

**Motion** made by McKeon to accept the updated rules of procedure with the date of May 19, Livernois seconded the motion. All were in favor by roll call. **Motion passed.**

McKeon and Hanzalik signed the updated rules of procedure.

#### **Chesterfield Zoning Board Adjustment Building Coverage Calculation Sheet**

Zannotti created new Zoning Board Adjustment Building Coverage Calculation Sheet. The Board reviewed the calculation sheet which now includes cubic volumes of structures.

Zannotti explained how he created the file, and a few questions that he had moving forward regarding changes to the document. He believed that the AC Units and Driveway should be listed

under structures, not listed twice; the members of the board agreed. Zannotti noted which categories should be addressed for change in volume. He asked what an acceptable change in volume should be. Brodbine pointed out that this is a recording document that collects the data, and it did not need to have "acceptable" or "unacceptable" amounts of change listed. Zannotti will reformat the document for board approval.

Brodbine asked if the existing form has a column for a change in area, McKeon reviewed the older form and stated that it did, but not outright. Zannotti thought that this is an essential document for future applications, with the calculation of cubic footage. McKeon pointed out that we will need instructions on how to calculate cubic footage in the application for the ease of the applicants.

McKeon asked the board if they would like Zannotti to continue his work on the document and make several formatting changes. The board agreed by consensus. Zannotti said he will do so.

**Next Meeting:** June 16, 2022

**Motion** to adjourn was made by Brodbine. Hanzalik was a second to the motion and no further discussion. All were in favor by roll call. ***Motion passed.*** Adjournment occurred at 7:18pm.

Respectfully Submitted,

Jennifer Keating  
ZBA Secretary

Approved By:

Chair 

Date 7/1/22