

Town of Lee, NH
Zoning Board of Adjustment
249 Calef Highway
Lee, NH 03861

RULES OF PROCEDURE

AUTHORITY

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 Lee NH.

OFFICERS

1. **A chair** shall be elected annually by a majority vote of the board in the month of May. The chair 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. In the event of the Chairman's absence the present Board members will appoint an Acting Chairman.
2. **A clerk** shall be chosen at each meeting by the Chairman.
3. **The Zoning Administrator** 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.

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 meetings of the ZBA, alternates who are not activated to fill the seat of an absent or recused member or who have not been appointed by the chair to temporarily fill the unexpired term of a vacancy may participate with the board in a limited capacity. During a public hearing, alternates 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. Alternates shall not be allowed to make or second motions. Once the board moves into deliberations, alternates shall no longer participate in any discussion on the application. 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 chair or zoning administrator as soon as possible. Members, including the chair and all officers, shall participate in the decision-making process and vote to approve or disapprove all motions under consideration.

MEETINGS

1. **Regular meetings** shall be held at the Town Office Building 249 Calef Highway, Lee NH at 7:00PM on the third Wednesday of each month. Other meetings may be held on the call of the chair provided public notice and notice to each member is given in accordance with [RSA 91-A:2, II](#). Additionally, the Board may, at any time, consult with their attorney; such consultation is not subject to the requirements of RSA 91-A.
2. **Quorum.** A quorum for all meetings of the board shall be three members, including alternates sitting in place of members.
 - a. The chair shall make every effort to ensure that all five members, and one or two alternates, are present for the consideration of any appeal or application.
 - b. If any regular board member is absent from any meeting or hearing, or disqualifies himself from sitting on a particular case, the chair 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.
 - c. Alternates shall be activated on a rotating basis from those present at a particular meeting. When an alternate is needed, the chair shall select the alternate who has not been activated for the longest time and if there are two or more alternates who meet that criteria, the alternate who has served the longest shall be activated. If two or more

alternates still both meet that criterion, the selection shall be made by the flip of a coin.

- d. If there are less than five members (including alternates) present, the chair shall give the option to whether or not to proceed to the applicant. Should the applicant choose to proceed with less than five members present, that shall not solely constitute grounds for a rehearing should the application fail.
3. **Disqualification.** If any member finds it necessary to disqualify himself from sitting in a particular case, as provided in [RSA 673:14](#), s/he shall notify the chair or zoning administrator as soon as possible so that an alternate may be requested to sit in his/her 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.
- a. Either the chair or the member disqualifying himself/herself before the beginning of the public hearing on the case shall announce the disqualification. The disqualified member shall absent himself/herself 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 chair.
- b. Roll call by the clerk.
- c. Public hearing.
- d. New business.
- e. Minutes of previous meeting.¹
- f. Unfinished business.
- g. Communications and miscellaneous.
- h. Other business.
- i. Adjournment.

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 administrator, who shall record the date of receipt.

Appeals from an administrative decision taken under [RSA 676:5](#) shall be filed within 30 days of the decision or when such decision becomes known or reasonably could have been known by the petitioner as determined by the board.

At each meeting, the zoning administrator shall present to the board all applications received at least 7 days before the date of the meeting.

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

2. Public Notice

- a. Public notice of public hearings on each application shall be given in the Fosters Daily Democrat and shall be posted at the Town Clerk/Tax Collectors Office, The Towns website and the Office of Planning & Zoning not less than five (5) days 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, postmarked, not less than five (5) days before the date of the hearing. Courtesy notice may also be given via regular mail to 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. All certified mailing shall be received by the US Postal Service not less than five (5) days before the date of the hearing.
- c. The applicant shall pay for all required notice costs in advance.
- d. Public hearing shall be held no later than 45 days of the receipt of an application, unless agreed to by the applicant.

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

- a. The chair shall call the hearing in session and ask for the zoning administrator report on the first case.
 - 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/her name and address and indicate whether s/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 chair, 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 chair.
 - g. The applicant shall be called to present his/her 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 chair 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 chair shall present a summary setting forth the facts of the case and the claims made for each side. 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. In some instance, discussion will be made during the public meeting.
4. **Decisions.** The board may render their decision during the original hearing, if not, they shall decide within 90 days of the close of the public hearing 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,

as required by [RSA 676:3](#). If the appeal is denied, the notice shall include the reasons, therefore.

5. **Voting.** The chair may assign the task of drafting a motion to a board member who shall bring a draft motion to the board at the continuation of the deliberative portion of the meeting for the consideration of the board. Should a motion result in a tie vote or not receive the necessary 3 votes to decide in favor of the applicant, the opposite of the failed motion does not automatically prevail. The board must put forth a new motion to affirmatively set forth a decision.
6. **Reconsideration by the Board.** The board may reconsider a decision to grant or deny an application or grant or deny a motion for rehearing provided such reconsideration is within the appeal period of the original decision. Motions for Rehearing can only be received in the office of the board during normal business hours.
7. **Motions for Rehearing.** If the board grants a motion for rehearing, the new public hearing shall be held within 30 days of the decision to grant the rehearing provided all notice fees are paid and an updated abutters list is submitted by the party requesting the rehearing. Notification of the rehearing shall follow the procedures set forth in RSA 676:7.
8. **Approval Expiration and Extension.** Variances and special exceptions issued by the board shall be valid if exercised within two years from the date of final approval, provided that no variance or special exception shall expire within six months after the resolution of a planning applications filed in reliance of the variance or special exception. The board may grant one year extensions for good cause, as determined by the board, and the applicant applies for an extension no later than thirty (30) days prior to the expiration of the variance or special exception. The application for extension shall identify the owner of the parcel, the map and lot number, the date of the approval, a brief summary of the approval and a statement of the good cause as to why the approval has not yet been exercised. For the purposes of this section, "good cause" shall include, but shall not be limited to:
 - (a) financial hardship of the applicant;
 - (b) involuntary physical change to the property, for example a building damaged by fire, making exercise of the variance or special exception

impracticable;

(c) inability to acquire necessary approvals from local, state or federal authorities;

(d) inability to acquire necessary financing to exercise the variance or special exception;

(e) inability to exercise the variance or special exception in a timely manner, in whole or in part, due to the phased nature of approvals from the Planning Board; or

(e) other good cause as the board, in its discretion, may determine.

RECORDS

1. The records of the board shall be kept by the clerk and made available for public inspection at the Office of Planning and Zoning in accordance with [RSA 673:17](#).
2. Final written decisions will be placed on file and available for public inspection within 5 business days after the decision is made. [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 within 5 business days of the public meeting. [RSA 91-A:2 II](#)

AMENDMENTS

1. Rules of procedure shall be adopted or amended by a majority vote at a regular meeting of the board provided that such new rules or amendments are proposed and discussed prior to the meeting at which the vote is to be taken and shall be placed on file with the city or town clerk and be available for public inspection pursuant to RSA 676:1.

WAIVERS

1. 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 chairs 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 chair shall chair the joint hearing. If the other board is not the planning board, then the board of adjustment chair 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.

Adopted on: March 15, 2017 & amended on August 30, 2023