

**LANCASTER ZONING BOARD OF ADJUSTMENT**  
**May 30, 2018**  
**6:30 PM**

**CALL TO ORDER:**

The meeting was called to order at 6:30 PM by Vice Chair, Tricia Frenette.

**ROLL CALL:**

**Regular Members Present:** Steve Young, Tricia Frenette, and Les Hilton.

**Regular Members Absent:** Chris McVetty and Chairman Rick Bernier.

**Alternate Members Present:** Chris Foss.

**Others Attending:** Ben Oleson, Zoning Advisor and Nate Kenison (interested in being appointed to the Zoning Board).

**PUBLIC HEARINGS:**

None.

**OTHER BUSINESS:**

**ZBA Procedural Training:**

Ben Oleson explained the basic concept of Zoning and the locations of the different zoning districts in Lancaster. He then presented the various reasons an applicant would face the Zoning Board of Adjustment and explained each process while also presenting the different applications. The various reasons are:

- **Special Exception:** A request for something listed on the Zoning Ordinance that is only allowed by Special Exception from the Zoning Board.
- **Sign Special Exception:** Same as Special Exception but only pertaining to signs and with some different considerations.
- **Appeal of an Administrative Decision:** An appeal to the Zoning Board to review the correctness of a decision made by a Code Enforcement Official (Town Manager or Planning/Zoning Coordinator).
- **Variance:** A request to the Zoning Board to allow something that is not permitted per the Zoning Ordinance. It can either be concerning area (lot size, setback) or use issues.
- **Equitable Waiver of Dimensional Requirements:** An area variance after the fact when something is identified as not complying with the Zoning Ordinance after being built.

Mr. Oleson stated the applications also have corresponding worksheets for the Board to use when evaluating the request. He explained the Board should make their decisions based on the evidence presented and their interpretation of the ordinance and knowledge of the Town and not based on the fact there are people either opposed or supportive of the request.

Mr. Oleson then explained the difference between a Public Meeting and Public Hearing. He stated the Public Hearing gives allowance for the public to speak on the matter

before the Board while the Public Meeting only gives the public the opportunity to be present during the meeting of the Board. The Board does not need to allow the public to speak during a Public Meeting. He then listed the steps for a Public Hearing:

- Chair or acting Chair reads the case.
- Chair asks if there is anyone on the board who needs to recuse themselves because of personal or financial benefit to the case.
- Must be a quorum of voting members. Chair can appoint alternates to sit in place of regular members and decide on the case.
- Chair notes that all abutters have been notified of the hearing via certified mail.
- Chair opens up hearing to applicant to explain their request.
- Abutters can speak.
- Members of public can offer input.
- Applicant has a final chance to speak.
- Public Hearing to allow Zoning Board to discuss and ask questions.
- ZBA makes a decision and votes on the case.

**APPROVAL OF MINUTES:**

**Moved by L. Hilton and seconded by S. Young to accept the minutes of the March 28, 2018 meeting as written. Motion carried.**

**Moved by S. Young and seconded by L. Hilton to adjourn the meeting. Motion carried.**

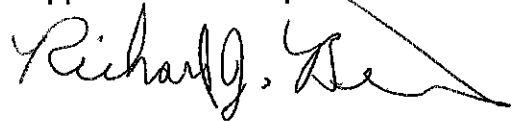
**Meeting adjourned at 7:30 PM.**

Respectfully submitted,



Jean E Oleson  
Clerk

Approved: 7/25/18



Rick Bernier  
Chairman