

**LYMAN ZONING BOARD of ADJUSTMENT MINUTES**  
**April 12, 2023**

**Call to Order:** Vice-Chairman Greg Harville called the meeting to order at 6:20 pm.

**Roll Call:**

Members –Greg Harville, Mark Draper, Larry Schieman, Diana McGrath (ZBA Coordinator)

Absent – Richard Hubbard

Public – Tim Carignan

**Seating of full board:**

Chairman Stephen Moscicki did not seek another term for Board of Adjustment which left a seat open on the board. We thank the chairman for all his years of service to the board. Mark Draper was elected to another three year term- thank you Mark! Tim Carignan was introduced to the board as possible new member. Vice-chairman Harville handed each board member a copy of RSA 673:12 – Filling Vacancies in Membership for Local Land Use Boards which explains the procedures the board should follow in seating a full board. A brief discussion took place. Draper made a motion to appoint Tim Carignan to a one year term for Board of Adjustment, 2<sup>nd</sup> by Schieman, all voted in favor.

**Election of Officers:**

Annual election of officers took place for Chairman, vice-chairman, and clerk. Draper made a motion to elect Greg Harville as chairman, 2<sup>nd</sup> by Carignan, all voted in favor. Harville made a motion to elect Larry Schieman as vice-chairman, 2<sup>nd</sup> by Draper, all voted in favor. Harville made a motion to elect Mark Draper as clerk, 2<sup>nd</sup> by Schieman, all voted in favor.

**Meeting Minutes:**

The minutes for the October 12, 2022 meeting were reviewed. Carignan made a motion to accept the minutes as written, 2<sup>nd</sup> by Schieman, all voted in favor.

**Unfinished Business:**

A brief discussion on alternate candidates to the ZBA took place, as of now, the board may have one interested candidate. Harville will reach out to see if there are more interested candidates.

**New Business:**

The application for variance flat rate was discussed. A breakdown of the expenses was provided and a brief discussion of a rate adjustment took place. The board determined that the flat rate of \$150 was sufficient. McGrath explained that a clerical error occurred in 2022 and 2021 where three residents in 2022 and two residents in 2021, who applied for a variance, had been charged the same fee as a Subdivision or Lot- line Adjustment

Application of \$361. Harville made a motion to issue a refund to these residents, 2<sup>nd</sup> by Draper, all voted in favor.

The 2023 Planning and Zoning online conference will be held Saturday April 29 from 8:45am to 3:30. The board expressed some interest in meeting at the town hall for the online conference for Land Use Board Training. McGrath will send a reminder to confirm who is still interested in attending.

**Correspondence and Miscellaneous:**

Every board member received a copy of the New Hampshire Planning and Zoning Land Use Regulation 2021-2022 book. Absent board member will receive their copy at the next meeting. Board members also received a packet of handouts, these handouts include:

1. *Rules of Procedure for Board of Adjustment – last amended October 12, 2022*
2. *Lyman Zoning Ordinance – last amended March 8, 2022*
3. *Subdivision Regulations – last amended February 1, 2023*

New board member also received:

4. *Right to Know Guide*
5. *Zoning Board of Adjustment (Attorney Kevin M Baum)*

A full color copy of The Zoning Board of Adjustment in New Hampshire, a handbook for local officials updated: 2022 will be on file at the Town Hall. All board members preferred to review this handbook online at visitnh.gov.

Tim Carignan took home the Town and City Magazine March/April 2023. He will share pertinent information in regards to Board of Adjustment at the next meeting.

Chairman Harville presented a draft letter of special “thanks” to a dedicated public servant for the Town of Lyman to the board that will be presented to the Selectman Board for their thoughts.

**Next Regular Meeting Date**

May 9, 2023 – if needed

**Adjourn:**

Draper made a motion to adjourn the meeting at 7:20PM, 2<sup>nd</sup> by Schieman, all voted in favor.

**Approved Date:** \_\_\_\_\_

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