

**DRAFT – NO LEGAL VALUE**

**Minutes**

**Zoning Board of Adjustment Meeting & Work Session**

**Location:** Strafford Town Hall Conference Room

**Date & Time:** August 17, 2023 7:00PM

**Voting Board Members Present:**

Ashley Rowe – Chairman  
Aaron Leff  
Scott Hodgdon

**Non-Voting Board Members Present:**

Jean Chartrand-Ewen  
Charlie Burnham

**Others Present:**

Robert Fletcher, Minutes Recorder

The Chairman called the meeting to order at 7:01PM and indicated the closing date for new applications to be filed for the agenda for the regular September 21, 2023 meeting is August 31, 2023. The deadline for new material supporting continuing applications to be added to the September 21, 2023 agenda is September 15, 2023.

The Chairman indicated that the first item on the agenda was Mackey application, Case #23-007, for a Special Exception to construct an Accessory Dwelling Unit (ADU). The Mackey's requested a continuance to the September meeting via email to the Board. The Chairman asked for a motion to approve the continuance request, which was so moved by Aaron Leff and seconded by Jean Ewen. All members of the Board voted verbally in the affirmative and the motion carried.

The Chairman asked the Board members if they had reviewed the minutes of the July 20, 2023 meeting, and all indicated they had. Aaron Leff made a motion to accept the minutes as written, which was seconded by Jen Ewen and voted upon verbally in the affirmative by all Board members.

**Work Session**

There being no further business before the Board, at 7:04PM, the Chairman indicated that the Board would begin a Work Session. The Board discussed a variety of topics as indicated below:

- Blair Haney, Regional Planner for the Strafford Regional Planning Commission, is replacing Autumn Scott as a Board consultant. Blair is also a consultant for the Strafford Planning Board, and having one consultant for both Boards will provide more consistent communication.
- Addition of ADU to existing home septic system increases system capacity requirement by one and one-half bedrooms, which factors in additional kitchen and clothes washer loads for the ADU.

- The Board would like to see the following changes to subdivision/zoning regulations:
  - 1). Change reference that an application for septic system approval to be filed with a state agency that no longer exists. Applications must still be filed, but to an agency with a different title.
  - 2). Confirm requirement to obtain a building permit prior to installing, altering, or repairing any sewage system. Should be enforced or removed from the ordinance.
  - 3). Change requirement for business and commercial or industrial venture (other than home produce or product sales, use of office by a professional, renting of rooms, or customary home occupations by resident) to obtain approval of site plan prior to requesting a special exception for zoning. Special exception should be granted before developing a site plan to reduce cost to applicant should a special exception not be granted.
- Training for Board members to enhance their understanding of ordinance requirements and consideration during the approval process.

The Chairman called for a motion to adjourn. Aaron Leff moved to adjourn, which was seconded by Jean Ewen, and voted on in the affirmative by all Board members. The meeting was adjourned at 7:57PM.