

TOWN OF HEBRON ZONING BOARD OF ADJUSTMENT

RULES OF PROCEDURE

I. AUTHORITY

These rules of procedure are adopted by the Town of Hebron Zoning Board of Adjustment under the authority of New Hampshire Revised Statutes Annotated (RSA) Section 676:1 and the Zoning Ordinance and Map of the Town of Hebron.

II. OFFICERS

1. A Chairman shall be elected annually by a majority vote of the Board at the first meeting scheduled after the March Town Meeting. The Chairman shall preside over all meetings and hearings, appoint such committees as directed by the Board, and shall affix his or her signature in the name of the Board.

2. A Vice-Chairman shall be elected annually by a majority vote of the Board at the first meeting scheduled after the March Town Meeting. The Vice-Chairman shall preside in the absence of the Chairman and shall have the full powers of the Chairman on matters that come before the Board during the absence of the Chairman.

3. A Clerk shall be elected annually by a majority vote of the Board at the first meeting scheduled after the March Town Meeting. The Clerk 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.

4. All officers shall serve for one year and shall be eligible for re-election.

III. 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. 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 Chairman as soon as possible. Regular and alternate members, including the Chairman and all officers, shall participate in the decision making process, and regular members, or alternate members acting in place of absent regular members, shall vote to approve or disapprove all motions under consideration.

IV. MEETINGS

1. Regular meetings shall be held, as needed, in the Land Use Room of the Hebron Town Offices, at 7:00 PM on the first Tuesday evening of each month. Other meetings may be held on the call of the Chairman provided public notice and notice to each member is given in accordance with RSA 91-A:2, II.

2. Quorum. A quorum for all meetings of the Board shall be three members, including alternate members sitting in place of regular members. The Board will make every effort to ensure that a full

five-member Board is present for the consideration of any appeal. If any regular Board member is absent from any meeting or hearing, or disqualifies himself or herself from sitting on a particular case, the Chairman shall designate one of the alternate members to sit in place of the absent or disqualified member, and such alternate member shall be in all respects a full member of the Board while so sitting.

3. Disqualification. If any member finds it necessary to disqualify himself or herself from sitting in a particular case, as provided in RSA 673:14, he or she shall notify the Chairman as soon as possible so that an alternate member may be requested to sit in his or 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 under way. The vote shall be advisory and non-binding. Either the Chairman or the member disqualifying himself or herself before the beginning of the public hearing on the case shall announce the disqualification. The disqualified member shall absent himself or herself from the Board table during the public hearing and during all deliberation on the case.

4. Order of Business. The usual order of business for regular meetings shall be as follows:

- a. Call to order by the Chairman
- b. Roll call by the Clerk
- c. Minutes of previous meeting
- d. Unfinished business
- e. Public hearing
- f. New business
- g. Other business
- h. Adjournment

Although this is the usual order of business, the Board may hold hearings immediately after the roll call in order to accommodate the public.

V. 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 Clerk of the Board who shall record the date of receipt over his or her signature. Appeals from an administrative decision taken under RSA 676:5 shall be filed within 30 days of the decision. At each meeting, the Clerk shall present to the Board all applications received by him or her 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 *Laconia Citizen* and shall be posted at the Hebron Town Office, Hebron Town Clerk's Office, and Hebron Village Store not less than five 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 not less than five days before the date of the hearing. Notice shall also be given to the Planning Board, Town Clerk and 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.

c. The applicant shall pay for all required notice costs in advance.

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

a. The Chairman shall call the hearing in session and ask for the Clerk's 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 or her name and address and indicate whether he or she 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 Chairman, 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 Chairman.

g. The applicant shall be called to present his appeal.

h. Those appearing in favor of the appeal shall be allowed to speak and present evidence.

i. Those in opposition to the appeal shall be allowed to speak and present evidence.

j. The applicant and those in favor shall be allowed to speak and present evidence in rebuttal.

k. Those in opposition to the appeal shall be allowed to speak and present evidence in rebuttal.

l. Any person who wants the Board to compel the attendance of a witness shall present his or her request in writing to the Chairman not later than three days prior to the public hearing.

m. The Board will consider any evidence that pertains to the facts of the case or how the

facts relate to the provisions of the Hebron Zoning Ordinance and applicable state zoning laws.

n. The Chairman may present a summary setting forth the facts of the case and the claims made for each side, and then grant each side opportunity to make appropriate corrections from the floor.

o. The hearing on the appeal shall be declared closed and the next case called.

4. Decisions. The Board shall decide all cases within 30 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 144 hours (as required by RSA 676:3), and will be sent to the applicant by certified mail. If the appeal is denied, the notice shall include the reasons therefor. The notice shall also be given to the Planning Board, the Board of Selectmen, Town Clerk, property tax assessor, or other town boards or officials as determined by the Board. Notice shall be posted at the Hebron Town Office, Hebron Town Clerk's Office, and Hebron Village Store.

5. 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.

VI. RECORDS

1. The records of the Board shall be kept by the Clerk and made available for public inspection at the Land Use Room in the Hebron Town Office in accordance with RSA 91-A:4 and 673:17.

2. Final written decisions will be placed on file and available for public inspection within 144 hours after the decision is made, in accordance with RSA 676:3.

3. Minutes of all meetings and hearings, including names of Board members, persons appearing before the Board, and others in attendance, as well as a brief description of the subject matter, shall be open to public inspection within 144 hours (as required by RSA 676:3) or 5 business days (as required by RSA 91-A:2, II), whichever is less.

VII. AMENDMENTS

These rules of procedure may be amended by a majority vote of the members of the Board, provided that such amendment is read at two successive meetings immediately preceding the meeting at which the vote is to be taken.

VIII. WAIVERS

Any portion of these rules of procedure may be waived in such cases where, in the sole discretion of the Board, strict conformity would pose undue burden to the applicant and waiver would not be contrary to the spirit and intent of the rules.

IX. JOINT MEETINGS AND HEARINGS

1. RSA 676:2, I provides that the Zoning Board of Adjustment may hold joint meetings or hearings with other land use boards, including the Planning Board, the Historic District Commission, and the Heritage Commission, 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 chairpersons of the two boards.
3. A public hearing on any appeal to the Zoning 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 appeal 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 Chairman shall chair the joint hearing; and
 - c. If the other board is not the Planning Board, then the Zoning Board of Adjustment Chairman shall chair the joint hearing; and
 - d. 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
 - e. The other board shall concur in these conditions.

Adopted by the Zoning Board of Adjustment on September 2, 2008.