



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Zoning Board of Adjustment

ZONING BOARD OF ADJUSTMENT

Meeting

March 18, 2025 6:30 p.m.

Middleton Old Town Hall

200 Kings Highway

Middleton, NH 03887

These minutes serve as the legal record of the meeting and are in the form of an overview. It is neither intended nor is it represented that this is a full transcription. A recording of the meeting is available online at <https://www.youtube.com/@Townofmiddleton9741/streams> for a limited time for reference purposes.

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. This draft is available for public review and the approved copy will be posted on the Town of Middleton website.

Meeting Called to Order by Chair Therriault at 6:31 p.m.

Roll Call

Members Present: Charles Therriault (Chair)
Jim Keegan (Vice-Chair)
Linda Adamo
Lorri Gunnison
Tim Cremen (BOS Liaison)

Members Absent: None

Public Present: C. Roy, CEO

Pledge of Allegiance

Invocation

Attachments

Building Permit 2024 w/suggested changes
Sign in Sheet

Review of Minutes

D. Saliga made a motion to approve the minutes of the February 18, 2025 meeting.

J. Keegan seconded the motion.

Motion passed.

D. Saliga made a motion to approve the minutes of the January 21, 2025 meeting.

L. Adamo seconded the motion.

Motion carried.

Election of Officers

L. Adamo made a motion to elect **J. Keegan** as Chair of the ZBA.

D. Saliga seconded the motion.

Motion carried.

L. Adamo made a motion to elect **L. Gunnison** as Vice Chair of the ZBA.

D. Saliga seconded the motion.

Motion carried.

Building Permit Application Review

J. Keegan asked if there should be a caveat saying the list of "Examples of projects requiring a permit" is not all inclusive.

C. Roy suggested it may be better to include a list of things that *don't* need a permit.

J. Keegan said it may be proactive to add something like "if you're going to build something you need to come in and ask whether a building permit is needed. Do not build unless you are certain you don't need a permit."

C. Roy said it has always been anything over 120 square feet (10 x 12) for a new structure needs a permit.

J. Keegan said it's important to cover as many situations as possible to protect the town. He gave a hypothetical example of unexpected results occurring on a property built under the Family Compound Article, the individual suing the Town, and the Town incurring substantial legal costs defending the claim.

J. Keegan said it's not the ZBA's job to write the Zoning Ordinance or change the Building Permit, but they can offer suggestions to make them as easy and as "bullet-proof" as possible.

C. Roy said our form and process is on par with other towns in the area. The form is easily available on the website. One thing that would make it easier is to have online processing. People are trying to do things themselves and avoid steps; no reputable builder will say you don't need a permit for something.

L. Gunnison commended **C. Roy** on the improvements to the Building Permit Application form. She suggested adding a paragraph titled "Pulling Permits Importance" and showed an example (attached). **L. Adamo** read the paragraph aloud and agreed it would be a good addition. She also made some suggestions to improve the grammar.

There was discussion about the reasoning and need for the wording "expected fees".

L. Gunnison suggested adding a line to the warning about work stoppage for lack of ongoing inspections, saying there may also be penalties or fees.

J. Keegan asked how our we compare with surrounding towns.

C. Roy said he thinks we are "ahead of the curve", especially considering we don't have a full-time person monitoring inspections. Many towns are shorthanded. Pricing is on par.

L. Gunnison said it's important the reason is clearly stated if a building permit is denied so the ZBA knows the basis for an appeal.

There was discussion about outstanding applications. One recent application was withdrawn because the applicant no-showed for two hearings. The applicant was advised to re-apply and be specific about what they are requesting.

C. Roy said a resident can leave an unoccupied camper on a lot for an indefinite amount of time. Since the campsite article was rescinded, there are no days allowed that someone can live in a camper unless there is a building permit.

There was discussion about people currently staying in campers, the need to enforce the Zoning Ordinance consistently and the challenges to monitoring violations.

R. Willis will update the Bookkeeper/Secretary, who typed the new Building Permit, on the agreed upon changes.

C. Therriault made a motion that the ZBA will not meet in the future unless there is an application submitted or there is some other item that needs to be discussed.

D. Saliga seconded the motion.

Motion carried.

Motion to Adjourn

D. Saliga made a motion to adjourn at 7:11 p.m.

C. Therriault seconded the motion.

Motion passed.

Respectfully submitted,

Robin Willis
Administrative Clerk