

**TOWN OF BARTLETT**  
**ZONING BOARD OF ADJUSTMENT**  
**56 TOWN HALL ROAD**  
**INTERVALE, NH 03845**  
**603-356-2226**

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**DRAFT MINUTES**

**ZBA MEETING**

**August 12, 2024**

**6 p.m.**

**PRESENT:** Julia King (Chair) Steve Hempel (Vice Chair) Peter Gagne, Scott Grant, Peter Pelletier

**Absent:** Richard Plusch (alternate)

1. **Call to Order-** by Julia King (Chair) at 6:00 PM
2. **Pledge of Allegiance-** Led by Steve Hempel (Vice Chair)
3. **Minutes of last meeting July 8, 2024-** Motion made by Peter Pelletier seconded by Scott Grant to approve the July 8, 2024 minutes as written Vote: Unanimously to accept
4. **Unfinished Business**
  - a. Review By-laws- Julia King (Chair) stated that the latest bylaws were sent just prior to the meeting. She did incorporate the comments and suggestions from the last meeting into the latest draft. She suggested that everyone take time to read the draft and let her know if they are acceptable. If the board agrees she will then file the approved copy with the Town Clerk (Cheryl Nealley) and ZBA clerk (Louise B. Burns). Members took the time to read the updated Rules and Procedures at the meeting. Motion made by Scott Grant seconded by Peter Gagne to adopt the Rules of Procedure. Voted: Steve Hempel (Vice Chair) stated he was not ready to vote on the updated Rules and Procedure. He then reviewed the updated draft and commented under section H bullet 3 (stated as Members shall not discuss the appeal with the applicant or between themselves while at the site). His concern was what about members discussing the appeal off the site? Should we not have something stating that this is also not appropriate as there have been issues in the past. Section H bullet 3 was amended to read "Members shall not discuss the appeal with the applicant or between themselves while at the site. Members also shall not discuss the application among themselves." Scott Grant withdrew his original motion to

adopt the Rules of Procedure. Motion made by Peter Pelletier seconded by Steve Hempel (Vice Chair) to accept the amended Rules of Procedure Vote: Unanimously accepted.



ZBA Rules Final  
Draft 08-13-2024.do

5. **New Business-** Julia King (Chair) asked if there were any applications pending. Clerk stated there was an application from Mr. Robert L. Carper at 531 Glen Ledge Road Glen, NG 03838 regarding an appeal of an Administrative decision on his driveway. Board asked clerk to get the following information and send to all board members: Application packet; history of appeal; driveway regulations as per the Town of Bartlett; and how the Town of Bartlett issues a driveway permit.

**Communications-** Julia King (Chair) encouraged all board members to listen to the upcoming NH office of Planning and Development webinar on Thursday August 15, 2024 from 12 to 1 PM. Session is online and need to register before attending as there needs to be a link sent to your email. (Information regarding the webinar is included. If you hit shift while clicking in the “Register here” it will bring you to the registration page.)

### **August 15: Overview of 2023 Municipal Land Use Regulation Survey Results**

OPD Principal Planner Noah Hodgetts will present the results of the 2023 Municipal Land Use Regulation (MLUR) Survey. The 2023 MLUR survey conducted by OPD includes information for all 234 of the state’s municipalities on land use regulations including housing-related ordinances and water/shoreland regulations, local land use boards, master plans, economic development tools, and planning/development techniques. This webinar will also provide a tutorial on how to use the survey result’s interactive map and highlight housing-friendly zoning changes municipalities enacted in 2023 and to-date in 2024. **Register here.**

6. **Other Business-** Board members thanked the Chair (Julia King) for updating the Rules of Procedure. Steve Hempel (Vice Chair) thanked clerk (Louise B. Burns) regarding timely emails, minutes and information- Board members concurred.
7. **Adjournment-** Motion made by Peter Gagne seconded by Scott Grant to adjourn. Vote unanimously to adjourn at 6:20 PM.

**Next meeting September 9, 2024 at 6PM**



ZBA Sign in  
08-12-2024.docx

APPROVED