

**CANDIA ZONING BOARD OF ADJUSTMENT  
MEETING MINUTES OF  
June 3rd, 2025  
UNAPPROVED MINUTES**

ZBA Members Present: Judith Szot, Chair; Boyd Chivers, Vice-Chair; Ron Howe; Tony Steinmetz; Gale Pellegrino, Alt.; Bill Keena (via Zoom)

ZBA Members Absent: None.

\*Judith Szot, Chair, called the ZBA meeting to order at 6:30PM, followed immediately by the Pledge of Allegiance

The primary purpose of the meeting is to discuss changes to the board's rules of procedure and fee schedule, necessitated by a change in the union leader's public notice fee. The board had consulted New Hampshire Municipal Association, receiving confirmation of their right to modify bylaws and simply notify the town clerk of any changes. The discussion includes the possibility of eliminating the newspaper publication requirement for meeting notices, opting instead for posting on the town webpage and two other locations, which is already procedure. Now that newspaper publication is no longer required, this opens the possibility of restructuring application fees. Concerns are raised about the effectiveness of this change, questioning how many people rely on the newspaper for such notices. It is noted that abutters are the most important when a case is being heard and they receive letters via certified mail. Additionally, the notices are already published on the town website and posted outside the town hall and at the post office.

The discussion then transitions into comparing the current fee schedule with surrounding towns. It is apparent that Candia's fees are significantly lower than neighboring and similar towns, and this prompts a discussion of increasing the current application fee. The board considers implementing tiered fee schedules based on application type, acknowledging the disparity between the current flat fee and the workload involved in complex cases which require multiple meetings and extensive minutes. Conversely, simpler cases are noted as requiring less time and effort.

Eliminating the newspaper notice requirement would save applicants \$150. One proposal suggests increasing the application fee by \$75, resulting in a \$150 application fee for all applicants. This would maintain the applicant's overall investment while recouping the \$75 previously spent on newspaper notices. However, concerns are raised regarding the time commitment for commercial applications, which typically exceeds that of residential applications. An alternative approach, involving a flat fee for homeowners and an hourly rate for commercial accounts, is considered. Concerns are raised about the difficulty of accurately tracking time spent on multiple projects

simultaneously for hourly billing. A counterproposal suggests a tiered system with a higher fee for commercial applications to better reflect the increased workload, specifically \$150 for residential and \$250 for commercial applications. Opposition to a differentiated fee structure is voiced, citing the lack of such a system in other comparable towns. The rationale for the higher commercial fee is explicitly stated as being due to the increased complexity and time commitment.

Discussion ensues regarding the definition of "commercial/industrial," clarifying that it encompasses anything beyond a single-family residential dwelling. Examples are given, including a car dealership being considered commercial. Further discussion clarifies that multiple single-family residences on one property would also fall under the commercial/industrial category. Additionally, it is decided that subdivisions would also fall under the commercial/industrial category.

G. Pellegrino: **Motion** to have separate fees for residential and commercial applications. B. Chivers: **Amend Motion** to delete the requirement for newspaper notice and increase the fees to \$150 for residential and \$250 for commercial/industrial/subdivisions. T. Steinmetz: **Second**. B. Chivers opposed. All others in favor. **Motion passed.**

Other minor changes in the ZBA By-Laws are discussed and voted upon. These changes are as follows:

B. Chivers: **Motion** to change the word secretary to assistant. B. Keena: **Second**. All in favor. **Motion passed.**

B. Keena: **Motion** to change the word Chairman to Chair. G. Pellegrino: **Second**. All in favor. **Motion passed.**

B. Chivers: **Motion** to change the word clerk to assistant. B. Keena: **Second**. All in favor. **Motion passed.**

B. Chivers: **Motion** to delete the newspaper notice in Section 7 and add the town website in its place. R. Howe: **Second**. All in favor. **Motion passed.**

B. Keena: **Motion** to remove all references to the newspaper and replace them with the town website. T. Steinmetz: **Second**. All in favor. **Motion passed.**

B. Chivers: **Motion** to change Section 5.1 to reflect 6:30 meeting time. T. Steinmetz: **Second**. All in favor. **Motion passed.**

### **Other Business:**

- Review of Minutes 5.6.25

R. Howe mentions that his re-entry to the quorum must be added to the minutes to clarify that he only abstained from the first case. All agree.

B. Chivers: **Motion** to approve the minutes as amended. B. Keena: **Second**. All in favor. **Motion passed**.

- Any other matter to come before the Board.

**Public Comments:**

B. Chivers: **Motion** to adjourn. R. Howe: **Second**. All in favor. **Motion passed**.

Meeting adjourned at approximately 7:15pm.

Respectfully submitted,

Megan Ross

Land Use Coordinator

cc: file