

MEETING NOTICE AND AGENDA
ROCKINGHAM PLANNING COMMISSION
Wednesday, February 10th, 2010
7:00 P.M.
Kingston Town hall
163 Main Street, Kingston, NH
 (map/directions on reverse)

7:00 I. Welcome/Introductions – *Peter Griffin, Chair, Rockingham Planning Commission*

7:05 II. **GUIDELINES FOR THE REVIEW OF
 DEVELOPMENTS WITH REGIONAL IMPACT IN THE RPC REGION**
Glenn Greenwood, Assistant Director

- A. Introduction & Review of RSA 36:54-57
- B. Presentation of Proposed RPC Regional Impact Guidelines [Attachment 1]
- C. Recommended Amendments to Local Regulations
- D. Regional Impact Review from a Planning Board's Perspective *Glenn Coppelman, Kingston Planning Board*
- E. QUESTIONS / COMMENTS / DISCUSSION

-- B R E A K --

8:30 III. Minutes from the January 13th Commission meeting
MOTIONS TO APPROVE [Attachment 2]

8:35 IV. Communications – *Commissioners & Staff*

8:45 V. Proposed Bylaw Amendments: Establishing Rules of Procedure for Standing Committees
 (for review and discussion – bylaw amendments must be presented at least 30 days prior to vote) – *Cliff Sinnott* [Attachment 3]

9:00 VI. FY 2011 Coastal Zone Applications: Final Scope and Cost
 – *Glenn Greenwood* **MOTIONS TO AUTHORIZE**

- A. RPC Local Technical Assistance Application
- B. Joint RPC/SRPC Application to help Towns fund aerial photography buy-up

9:10 VII. Update : Southeast Watershed Alliance (SB168) – *C. Sinnott*

9:15 VIII. Legislative Update: RPC and NHARPC bills of interest - *A. Stoller; C. Sinnott; [Attachment 4]*

9:20 IX. Appointment of RPC Representatives: B. Kravits, Hampton, for REDC CEDS Committee;
 S. Bogle, Sen Transp. Planner, for Alliance or Community Transportation (ACT) **MOTIONS**

9:20 X. Other Business

- A. RPC Meeting Calendar update– January-June 2010 [to be distributed]
- B. Other

IX. Adjourn

**DIRECTIONS TO
KINSTON TOWN HALL
Kingston, NH**

From Route 125: From north or southbound on Route 125, turn south/west onto Main Street at the intersection with NH 111/Exeter Road and proceed approximately .5 miles to the Town Hall. The building is located on the left (east) side of the road, just past the intersection with Depot Road (NH 107) (flashing light at intersection).



Determination of Developments with Regional Impact - How to Make the Call

**Rockingham Planning Commission
April, 2007**

Introduction

In New Hampshire communities, the local land use board (Planning Board, Zoning Board of Adjustment, Historic District Commission) is charged with determining when a local development project may have the potential for creating regional impacts as outlined in N.H. RSA 36:54-58. The purpose of this statute is to establish the framework to be followed by a community that is reviewing a development proposal with potential impacts beyond its municipal boundaries. As RSA 36:54-58 explains, a determination of regional impact affords the abutting communities and the regional planning commission the status of abutter. It is also an opportunity to broaden the scope of review, and in doing so, gain additional input and technical support in the review of large, complex development proposals.

The Rockingham Planning Commission has developed this Guidance Document to aid our communities in evaluating whether or not a development should be determined to have regional impact. The document summarizes the statutory process that must be followed under New Hampshire state law and suggests a number of triggering factors that should be considered for making this determination. Bear in mind that these factors are only recommendations and have no regulatory force. The statute says that if there is doubt about a project's regional effect the land use board involved should determine the project to have regional impact. Communities should seriously consider declaring projects to have regional impact as a way of maximizing the thoroughness of municipal project review. In doing so, a community can gain insight from the professional planning staff of the regional planning agency as well as planning board members and profession planners in abutting communities. The RPC has professional staff planners with specialized training in the fields of transportation, municipal land use and natural resource management. In addition, the Planning Commission has several years experience reviewing these kinds of developments (both large-scale retail and residential) and communities should not hesitate to incorporate this planning expertise in their local review.

The statutorily guided process for a local land use board to follow when making a determination of regional impact involves three steps and they are as outlined below:

- At the earliest point possible after a local land use board has accepted a proposal as complete for review, the board should determine if the project has the potential to create impacts beyond the municipality's boundaries. **If such impacts are possible, the statute says that a local board shall formally determine the project to be one of regional significance.** This vote should include a determination of the communities that are found to be affected by the proposal.
- Within 144 hours of a local land use board making this determination the affected communities and the appropriate regional planning commission shall, by certified mail, be made aware of this decision. At this same time the local land use board shall send to each affected municipality and the appropriate regional planning commission a copy of the minutes of the meeting at which the determination was made as well as one copy of the initial development plan set.

- All affected municipalities and the appropriate regional planning commission shall be notified by certified mail at least 14 days prior to the public hearing for which public comment will be taken that they are afforded the right to testify as an abutter to the subject development proposal.

The Planning Commission recommends the following language be included in your community's subdivision and site plan review regulations as a way of ensuring that the potential for an application to result in regional impacts gets addressed with each development proposal:

Subdivision Regulations:

In accordance with state law any proposed subdivisions which are likely to have impacts beyond the boundaries of the town of _____ shall be processed by the planning board according to the procedures established in **RSA 36:54-58, *Review of Developments of Regional Impact***.

Site Plan Review Regulations:

In accordance with state law any proposed multi-family or non-residential developments which are likely to have impacts beyond the boundaries of the town of _____ shall be processed by the planning board according to the procedures established in **RSA 36:54-58, *Review of Developments of Regional Impact***.

The Rockingham Planning Commission recommends that a project shall be determined to have a substantial regional impact when it meets one or more of the following criteria:

1. It may affect the economic structure of neighboring communities by:
 - a. increasing the cost of providing energy or other utility services to other towns;
 - b. adversely affecting the availability of affordable housing in adjacent towns; or
 - c. increasing the need for housing in an adjacent community or region.
 - d. the construction of 50 or more residential units where any portion of the development is within 1,000 feet of a municipal boundary
 - e. the construction of a non-residential development that exceeds 50,000 square feet where the proposed development is within 1,000 feet of a municipal boundary.
2. It may affect the infrastructure capacity of neighboring communities by:
 - a. substantially affecting the traffic-carrying capacity of regionally significant highways and other transportation facilities within other towns;
 - b. producing excessive solid waste;
 - c. generating student populations that will adversely affect school capacities in one or more neighboring communities; or
 - d. requiring capital outlay beyond town borders for the expansion or development of additional utility transmission lines or other public services.
 - e. generating demand for emergency response personnel.
3. It may affect the settlement patterns or regionally significant features of the Region by:
 - a. requiring the alteration, degradation or destruction of designated regionally significant historic, cultural, natural or scenic features;
 - b. being located in geographic areas that have not supported that type of proposed development in the past; or

- c. being incompatible with the architectural or design features of nearby existing structures.
4. It may affect the natural resources of the Region by:
- a. producing excessive pollutants or substantially degrading air quality or water quality or quantity beyond town borders or within the watershed (for purposes of quantity the trigger could be either 20,000 gallons per day or 57,600 gallons per day);
 - b. altering, degrading or destroying the habitat and natural communities of plants and animals that have been identified as worthy of protection;
 - c. substantially reducing the area or productive capacity of regionally significant forested and agricultural lands;(impact to contiguous conservation areas and greenways would be trigger thresholds).
5. If a project is proposed on land that directly abuts a municipal boundary the local land use board should consider making a determination of regional impact.

The Rockingham Planning Commission advocates early communication between abutting communities' planning departments whenever regional impacts may occur. The more abutting communities utilize this process the easier it will become to address projects across municipal boundaries.

The Planning Commission recommends that planning offices amend their development checklists by adding an item that calls out the potential regional impact of a proposed development.

Projects of Regional Impact Checklist

Statutory authority: refer to RSA 36:54-58.

Findings of YES on one or more of the items below indicates the need for a local land use board to make a determination that the development proposal results in regional impact assessment.

1. **Economic impacts:** does the development propose the creation of business or industry that would impact regional economic development? YES NO
2. **School impacts:** does the development create significant new student populations? Should the local or regional school district be notified? YES No
3. **Traffic generation:** will the project generate traffic above the threshold level of 500 trips per day? YES NO
4. **Road networks:** does the development provide the opportunity to create a more efficient road network for the regional area? YES NO
5. **Building size:** is the proposed building greater than 50,000 square feet? YES NO
6. **Visual impacts:** will the development create visual impacts to neighboring municipalities such as light pollution, glare, or structures visible from neighboring municipalities? YES NO
7. **Pollution:** does the development propose the operation of a facility or business which would generate air pollution, excessive noise or hazardous waste transport? YES NO
8. **Water supply impacts:** will the development impact wetlands? Will negative impacts to known aquifers occur? Does the project involve permitting for a large ground water withdrawal? Will the development cause negative impacts to any municipal water supply? YES NO
9. **Conservation lands:** does the development abut existing conservation lands, greenways, or existing farmland such that coordination between municipalities could lead to the creation or preservation of greenways or wildlife habitat areas or prevent fragmentation of forests, farms, or other conservation lands? YES NO
10. **Proximity:** is the development at or crossing or within one thousand feet of the border of two municipalities? YES NO
11. **Emergency response:** does the proposal create demand for emergency services response from abutting communities.
12. **Other:** does the development create other regional impacts not listed in items 1-10 above? YES NO

Minutes
Rockingham Planning Commission
January 13, 2010
Exeter Town Office, Exeter NH

Members Present: P.Griffin, Chairman, A. Stoller (Windham); B. Brown (Rye); B. Goodrich, L. Ham (Stratham); F. McMahon, M.Friedman, B. Kravitz, W. Bambury (Hampton); G. English (Exeter); D. Green (Sandown); C. Cross (Newington); D. French, T. Tocci (Hampton Falls); J.Whitney (Kensington); K. Weyler, G. Coppelman, L. Hume-Alternate (Kingston); T.Moore (Plaistow); J. LaRose (COAST); C.Skoglund (NHDES); G. Davison (NHDOT)

Guests: D. Woodward (Exeter)

Staff: C. Sinnott (Executive Director); D.Walker, S. Bogle (Sr. Transportation Planners); G. Greenwood (Assistant Director); A. Pettengill (Business Manager)

The RPC meeting followed adjournment of the RPC-MPO meeting. Chairman Griffin called the meeting to order at 9:25 p.m.

I. Minutes of October 14, 2009

Stoller moved to approve the Minutes of October 14, 2009 as presented; Moore seconded. SO VOTED.

II. Coastal Program Technical Assistance Proposal for FY 2011

Greenwood stated that he wanted to update the Commissioners on what this years Coastal Program Technical Assistance application will include. He noted that circuit rider contracts within the coastal watershed would continue, also, support of regional water programs such as staff's participation in the legislative regional groundwater subcommittee and participation with the seacoast alliance to look at stormwater in the coastal area. We would also continue the conservation commission circuit rider. The overall funding request is for \$50,000 from the Coastal Program and that is their threshold for a non-competitive grant. Previous years have been higher but NOAA has cut back the threshold. Application must be submitted by February 1st and the public hearing for the application will be January 28th.

Greenwood noted that staff is working with Strafford Regional Planning and Southern NH Planning on a competitive grant request for Lamprey River nitrogen level study. He noted that anyone that would like to see the application may contact him.

Coppelman moved to authorize the Executive Director to apply for and execute the Coastal Program Technical Assistance grant, not to exceed \$50,000; English seconded. SO VOTED.

Greenwood also explained that the RPC and SRPC are working together to apply for a competitive grant through the Coastal Program to supply half the cost of purchase of the new aerial photography, which would be a \$50,000 grant. Discussion followed on the stimulus funds Davison had discussed earlier and how that affects this application.

III. NHARPC Legislative Update

Sinnott noted that the State Association has combed through legislative bills in this session and Attachment 7 is a compilation of the ones they want to track, oppose, or keep their eye on. Sinnott noted a few that he felt were important for the Commission to watch. HB 1138: corrects local option tax legislation to allow towns to incorporate those funds into their budget as was intended; HB1272: historic structures; HB1375: study of regional planning commissions operations, funding, etc.; unsure what the intent is on this one; HB 1395: Workforce Housing; restore the definition of multi-family back to three units, deletes the 51% requirement that allows workforce housing in the majority of a town's residential zoned district; HB 1457: Urban compact study bill; HB 1521: rail transit authority, regarding funding. Discussion followed.

IV. Other Business

Griffin congratulated Weyler on his re-election to the House of Representatives.

February Meeting agenda: Regional Impact Committee must have Process Guidelines in place and provide public notice and allow public input to review them. To comply w/ the law, this will be an agenda item in February. Planning Boards are also invited.

Sinnott stated that the RPC Directors were invited to address a recent breakfast meeting of the Governor and Council and it was very well received.

Sinnott also informed everyone that a long serving, commissioner, Nancy Haberstroh, passed away recently and a service will be held at the Exeter Unitarian Church at 2 p.m. on Saturday.

Hume asked about the Jobs for Main Street Act, and Sinnott explained that it's a second stimulus bill working its way through congress and the general sense is that it will pass however, the timeline will be extremely short. NH expects to receive \$200 million and \$65 million of that would have to be obligated in 90 days. Green asked what types of projects would qualify and Sinnott explained that the projects would have to already be in the TIP and would include the same kinds of projects that occurred previously, such as paving, etc.

Meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Annette Pettengill
Recording Secretary

PROPOSED AMENDMENTS TO RPC BYLAWS
ARTICLE IX: STANDING COMMITTEES

October 28, 2009; revised as of: 01-28-10

1 **ARTICLE IX** **Standing Committees**

2

3 *The Commission shall maintain the following standing committees: Executive Committee,*
 4 *Nominating Committee, Personnel Committee, Regional Master Plan Committee, Developments*
 5 *of Regional Impact Review Committee, and the Transportation Technical Advisory Committee.*
 6 *Committee Rules of Procedure are established herein as needed and shall govern the scope*
 7 *and function of the Standing Committees. The Rules of Procedure of the Standing Committees*
 8 *shall be considered as a component of the Rockingham Planning Commission Bylaws.*

9

10 A. General Procedures

11

12 1. Public Notice and Access: *Standings Committees are subcommittees of the*
 13 *Rockingham Planning Commission, a political subdivision of the State. As such*
 14 *RPC subcommittees are defined as public bodies under RSA 91-A 1-a VI(d) and*
 15 *therefore subject to applicable provisions of RSA 91-A "Access to Governmental*
 16 *Records and Meetings." The following standards regarding public notice shall be*
 17 *in effect for RPC Standing Committees:*

18

19 a. *All meeting shall be open to the public, except as provided for in RSA*
 20 *91-A:2; Meeting notice requirements shall be as specified in the Rules*
 21 *of Procedure for each committee;*

22

23 b. *RPC Standing Committees shall deliberate on matters over which they*
 24 *have oversight only in public meetings held in compliance with the*
provisions of RSA 91-A:2, II or III;

25

26 c. *RPC Standing Committees shall not meet in nonpublic session, except*
for one of the purposes set out in RSA 91-A:3. II.

27

28 d. *Each Standing Committee shall keep and maintain minutes and other*
 29 *records of its activities in paper or electric form at the RPC office in an*
accessible place.

30

31 e. *Minutes all Standing Committee meetings including names of members,*
 32 *persons attending or appearing before the Committee, a brief description*
 33 *of the subject matter discussed and record of decisions, shall be taken*
 34 *and made available in Draft form for public inspection not more than 5*
business days after the meeting, except as provided in RSA 91-A.

35

36 2. Amendments. *Amendments to Committee Rules of Procedure shall be made in*
 37 *the same manner as other Bylaw Amendments as specified in Article VI herein.*

37

38 B. Executive Committee

39

40 *The Executive Committee shall consist of the officers of the Commission, four at-large*
 41 *members, each from a different town/city, and the immediate past Chairman. The*
 42 *Commission may elect up to four alternate members for the at-large positions.*

43

44 *The members shall be elected annually. (Amended 5/13/98) A quorum shall consist of a*
 45 *majority of the members.*

46

1 The Executive Committee shall be responsible for acting for the Commission in the
2 interim between regular meetings and shall be at the call of the Chairman. Its authority
3 shall be limited to that granted by the Commission, carrying out the policies of the
4 Commission, acting on personnel problems and changes, taking action on routine
5 monthly financial statements and executing contracts. The Executive Committee shall
6 report all its activities to the Commission at the next regular Commission meeting.
7

8 C. Nominating Committee

9
10 See Article V, Section I.
11

12 D. Personnel Committee

13
14 A Personnel Committee shall be established and include the following members of the
15 Commission: the Chairman, Vice-Chairman and Immediate Past Chairman. If one or
16 more of these members is unable or unwilling to serve, the Executive Committee shall
17 appoint a representative to fill the position for the present term. The duties of the
18 Committee shall be to conduct the annual review and make salary recommendations of
19 the Executive Director; to establish and maintain the Personnel policies of the
20 Commission, and to serve as an appeals body for Personnel Policies of the
21 Commission, and to serve as an appeals body for personnel matters that involve
22 appeals by staff to a decision or action taken by the Executive Director.
23

24 E. Regional Master Plan Committee

25
26 The Master Plan Committee shall be a standing committee of the Commission
27 responsible for overseeing the development and updating of the regional comprehensive
28 master plan, as defined by RSA 36:47. The Committee shall consist of at least three
29 members and be appointed by the Executive Committee. It shall report annually to the
30 Commission.
31

32 F. Regional Impact Committee

33
34 SECTION 1 - ESTABLISHMENT & AUTHORITY

35
36 *The Development of Regional Impact Committee (DRI Committee) shall be a standing*
37 *committee of the Rockingham Planning Commission to assist in carrying out the*
38 *requirements of RSA 36:54-58 – Developments of Regional Impact. The DRIC is*
39 *established as an advisory committee to the Commission. These rules of procedure are*
40 *established to govern the scope and function of the DRI Committee and incorporated*
41 *into these Bylaws under the Commission's authority in RSA 36:48 to establish such*
42 *Bylaws.*
43

44 SECTION 2 - PURPOSE AND RESPONSIBILITIES

45
46 *The purposes of the DRI Committee are (1) to fulfill the Commission's responsibilities*
47 *and obligations under the DRI Statute (RSA 36:54-58); (2) provide timely notice to*
48 *potentially affected municipalities concerning proposed developments which are likely to*
49 *have impacts beyond the boundaries of a single municipality; (3) provide opportunities*

1 for the Commission and the potentially affected municipalities to furnish timely input to
2 the municipality having jurisdiction, and (4) to encourage the interests of neighboring
3 municipalities and the region to be considered during deliberations and decision-making.
4 Specific responsibilities include:
5

6 As part of its general responsibilities the Committee shall establish and publicize
7 guidelines to assist local land use boards in its member communities for determining
8 regional impact and participating the regional DRI process. These guidelines shall be
9 consistent with regional impact criteria specified in RSA 35:55 and developed in
10 accordance with RSA 36:56 II. The guidelines shall be periodically reviewed and
11 updated to account for changes in law and best practice.
12

13 The DRI Committee's specific responsibilities with respect to a proposed development
14 are further specified in Sections 6 & 7 and shall commence upon notification from a
15 community that a development has been declared as having regional impact and that
16 the RPC has been granted abutter status in connection with a proposed development.
17

18 SECTION 3 - MEMBERS
19

20 A. The DRI Committee shall consist of five (5) members and up to three (3)
21 alternate members appointed by the RPC Executive Committee. Membership on
22 the DRI Committee shall run concurrently with a Member's Commission term.
23

24 B. Vacant positions shall be filled by vote of the RPC Executive Committee not less
25 than 14 days following a solicitation of interest to the general membership.
26

27 C. A Member may participate in any discussion before the DRI Committee even if
28 the Proposed Development is taking place within that Member's municipality.
29 Members shall follow the standard for conflict of interest that guides land use
30 board members as set forth in RSA 673:14.
31

32 D. All RPC Commissioners shall be notified of DRI Committee meetings. Only
33 appointed members or alternates serving in a member's place, shall vote to
34 determine the findings. Commissioners who are not members or alternatives
35 may participate in committee discussions if recognized by the Chair.
36

37 SECTION 4 - ORGANIZATION
38

39 The DRI Committee shall elect a Chair and a Vice-Chair from among its membership at
40 the first meeting called in any given fiscal year. In the event the Chair is unavailable for a
41 meeting of the DRI Committee, the Vice Chair shall serve as Chair. The Chair and Vice-
42 Chair shall serve until the first DRI Committee meeting of the next fiscal year.
43

44 SECTION 5 - MEETINGS
45

46 A. Meetings shall be held at the call of the Chair after notification from a local land
47 use board of an RPC municipality (i) that it has received an application for a
48 development which it deems likely to have impacts beyond that municipality's

1 boundaries, and (ii) recognizing RPC as an abutter for the purpose of giving
2 notice and testimony, in accordance with RSA 36:54 and 57.

- 3
4 B. Any meeting of the DRI Committee is a public meeting subject to the provisions
5 of RSA 91A (Access to Public Records and Meetings), and shall be governed by
6 the rules and procedures set forth below.

7
8 SECTION 6 - IMPLEMENTATION PROCEDURES AND NOTICES

- 9
10 A. Upon notification that the RPC has been granted abutter status, RPC Staff will
11 contact the appropriate officials in the municipality having jurisdiction to secure
12 copies of such documentation submitted by the Proposed Development's
13 Applicant as is necessary to facilitate the DRI Committee discussions.
14 Documentation provided to the RPC shall be requested to be received by email
15 or on disc in PDF reader compatible format to allow prompt distribution to the
16 DRI Committee. For documentation that is not available in PDF format or cannot
17 be transmitted electronically, 6 paper sets should be requested..

- 18
19 B. RPC Staff will schedule a meeting of the DRI Committee and provide written
20 notice and documentation at least five (5) business days in advance of the
21 meeting, as set forth below:

- 22
23 1. Provide written notice of the time, place and agenda for the DRI
24 Committee meeting together with relevant documentation to all Members
25 of the DRI Committee;
- 26
27 2. Notification of the time, place and agenda of the DRI Committee meeting
28 will be sent to the Chair of the local land use board who made the DRI
29 declaration, to any other local land use board having jurisdiction, and the
30 Clerk of the municipality where the proposed development is located, as
31 well as to the Clerk and Planning Board Chair of municipalities that have
32 been granted abutter status by the municipality having jurisdiction;
- 33
34 3. The Notice shall also request that a representative of the municipality
35 having jurisdiction present their perspective on the Proposed
36 Development to the DRI Committee at the meeting;
- 37
38 4. Notification shall be provided to the proposed development's applicant
39 requesting that a representative present their proposal to the DRI
40 Committee at the meeting;
- 41
42 5. Notification shall also be provided to all RPC Commissioners.
- 43
44 6. The meeting notice and agenda shall be posted in at least two public
45 places including the site of the Committee meeting and in the municipality
46 where the development in question is proposed to occur.

47
48 SECTION 7 - DRI COMMITTEE MEETING PROCEDURES

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

A. Quorum

1. The Chair shall call the meeting to order and determine that a quorum is present.
2. A quorum for a DRI Committee meeting shall require that at least three (3) members and/or alternates be in attendance. In the event that at a DRI Committee Member is (i) absent or (ii) declares a conflict relating to a particular Proposed Development on the Agenda, prior to any discussion the Chair shall appoint an Alternate Member to sit as a voting member for the entire meeting, or for the part of the meeting discussing the Proposed Development relating to the Member's conflict, as the case may be.

B. Presentation Procedures

For each Proposed Development scheduled on the Agenda the following general order will be followed. The Chair shall have discretion to change the order as necessary under the circumstances of the meeting.

1. The Chair or designated Commission staff shall (i) present a brief review of the Committee's statutory responsibilities for hearing testimony and reviewing developments of regional impact, including, but not limited to, a summary of the criteria set forth in RSA 36:55, and (ii) review the Agenda for the meeting.
2. The Applicant's Representative shall be provided the opportunity to make a brief presentation describing the Proposed Development.
3. The Representative of the municipality having jurisdiction shall be provided the opportunity to present their perspective.
4. If additional abutting communities are party to the DRI process in the particular case, a representative of the abutting community or communities will be provided the opportunity to present their perspective(s).
5. In the event an applicant's representative or the municipality's representative is not present, an RPC staff member will summarize his/her understanding of the Proposed Development from that entity's perspective.
6. An RPC Staff Representative will be asked to comment on the degree of likely regional impact and to offer their evaluation of the Proposed Development in this regard.
7. After questions from DRI Committee Members have been answered, the Chair may ask for comments regarding the Proposed Development from abutters, other RPC Commissioners, and interested members of the public.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

- 8. *Written testimony received by the Committee may be read by the Chair into the public record, or made a part of the public record.*
- 9. *Should the DRI Committee deem it necessary, follow-up meetings shall be scheduled and called by the Chair.*

SECTION 8 - FINDINGS

- A. *At the conclusion of a presentation, the DRI Committee shall discuss the Proposed Development's potential for regional impact in light of the documentation and testimony provided to the DRI Committee, and in accordance with its statutory responsibilities (RSA 36:54-58)*
- B. *The DRI Committee's findings and positions concerning the Proposed Development shall be determined and stated as a motion to be voted upon at the meeting and recorded in the Minutes.*
- C. *RPC Staff shall prepare an advisory letter detailing the findings of the DRI Committee with respect to the Proposed Development and, after approval of the Chair and the Executive Director, forward this correspondence over the signature of the Chair to the appropriate land use board Chair and the Clerk of the municipality having jurisdiction for approving or denying the Proposed Development. In addition, the letter of findings will be provided to all parties notified in Section VI 2 above.*
- D. *As warranted by the nature, scale or complexity of the regional impacts found during the review of a Proposed Development, the Chair, other members of the DRI Committee and/or designated RPC staff shall be encouraged to attend public hearing(s) held by the relevant municipal land use board(s) to assist by voicing the RPC's perspective concerning the Proposed Development's regional impact(s), and to urge that municipality to take into consideration the interests of the region. RPC Staff shall provide such additional analysis as may from time to time be appropriate.*

SECTION IX - RESIGNATION OR REMOVAL OF MEMBERS

In the event a DRI Committee Member should resign or be unable to continue to serve, the Chair shall promptly notify the Executive Committee so that the vacancy can be filled in a timely manner. In the event the Executive Director recommends the removal of a DRI Committee Member, such consideration shall be discussed in a non-public session of the RPC Executive Committee, provided that before any such removal vote, that Member shall be offered the opportunity to meet with the RPC Executive Committee to respond to the situation.

G. Transportation Advisory Committee

1 1. ESTABLISHMENT

2
3 The Transportation Advisory Committee (herein after referenced as TAC) is established
4 as a standing committee of the Rockingham Planning Commission functioning in its
5 capacity of Metropolitan Planning Organization for the region (RPC-MPO) as authorized
6 by RSA 36:45-48, and by designation as MPO by Governor John Lynch on July 21,
7 2007.
8

9 2. AUTHORITY AND PURPOSE

10
11 The TAC is an advisory committee to the MPO Policy Committee who's purpose is to
12 provide technical guidance and recommendations to the RPC-MPO Policy Committee
13 and Commission staff concerning transportation issues that affect the MPO continued,
14 comprehensive, and coordinated transportation planning process. Additional purposes of
15 the TAC are (1) to review, approve and monitor progress on the Unified Planning Work
16 Program (UPWP); (2) to review major work products prepared by staff as part of the
17 transportation planning program; (3) to provide a forum for individual members to bring
18 transportation related issues and concerns to the attention of the MPO staff and Policy
19 Committee; (4) to advise the staff and Policy Committee on major transportation issues
20 in the region.
21

22 The TAC shall not establish policies or make decisions for the MPO, but shall make
23 recommendations to the regarding policies, programs, projects and such other matters
24 at may me directed by the MPO.
25

26 2. MEMBERSHIP

27
28 The TAC shall be comprised of the membership as defined in the MPO Prospectus, as
29 amended, and shall include representatives from the RPC region member and non-
30 member communities plus NHDOT, NHDES, COAST, CART, Pease Development
31 Authority, and other state and federal transportation officials as defined therein. The
32 Committee may authorize additional non-voting members.
33

34 3. APPOINTMENTS, TERMS & RESIGNATIONS

35
36 Members shall be appointed by the Governing bodies of their respective appointing
37 authorities. The appointing authority may designate one alternate for each voting
38 representative. The appointment of each representative shall be a period of **three (3)**
39 **years**. Appointments shall be certified in writing by the appointing authority prior to the
40 first meeting of the fiscal year (July-June).
41

42 A member whose term has lapsed may continue to serve until reappointed, removed or
43 replaced by their appointing authority. In the event that a member of the TAC resigns, a
44 copy of the resignation shall be filed with the Chairman. The Commission staff shall
45 notify the member's appointing authority that the resignation has occurred and of the
46 need to make a new appointment to complete the remainder of the term.
47

48 4. QUORUM AND VOTING

1 A quorum shall be deemed to be representation from a one-third of voting members of
2 the Committee. For the purpose of defining quorum, a written proxy may serve to
3 establish quorum only for the specific agenda items for which a proxy vote is indicated.
4

5 Voting and non-voting status of members shall be as defined in the Prospectus.
6 Alternates of voting members may vote if the appointed member is not present at the
7 meeting.
8

9 5. OFFICERS

10 The Offices of the Committee shall consist of Chair and Vice-Chair, who shall be chosen
11 by the voting membership by majority vote at the first meeting Committee in the fiscal
12 year (July-June). Vacancies that occur during the year shall be filled in the same
13 manner.
14

15
16 Chair: The Chairman shall preside at all meetings of the TTAC shall call meetings and
17 set the agendas of meeting in consultation with staff, and have such other the duties
18 normally conferred by parliamentary usage on the Chair.
19

20 Vice-Chair: The Vice-Chair shall be acting Chair in the event the Chairman is not
21 present or not able to serve a Chair, and shall have the duties normally conferred by
22 parliamentary usage on such officers.
23

24 Duties normally assigned to the secretary shall be performed by Commission staff. This
25 shall include keeping the minutes and records of the TTAC, assisting the Chair in
26 preparing the agenda of regular and special meetings, providing the notice of all
27 meetings, arranging proper and legal notice of hearings, attending to correspondence,
28 and such other duties as are customary to the position.
29

30 6. MEETINGS

31 TTAC meetings shall ordinarily occur on a bi-monthly basis at the RPC Commission
32 Offices in Exeter. Both the frequency and the location may be modified as needed by
33 the Chair and in consultation with Commission staff.
34

35
36 Notices: Meeting notices, including agendas and related materials, shall be made by
37 email to the membership except to member who request notice by regular mail. Meeting
38 notices shall be distributed at least five (5) business days in advance of the meeting.
39 Meeting notices shall be posted in at least two public places in the community in which
40 the meeting is scheduled to occur
41

42 Order of Business: The normal order of business at regularly scheduled meetings of the
43 Committee shall be as follows, and may be changed at the discretion of the Chair:
44

- 45 1. Introductions
- 46 2. Action on the minutes of the previous meeting
- 47 3. Communications & Public Comment
- 48 4. Staff Reports
- 49 5. Committee Member Reports

- 1 6. Other Business
- 2 7. Adjournment
- 3
- 4
- 5

6 7. PUBLIC ACCESS AND PARTICIPATION

7
8 The TTAC shall carryout it functions and duties in a manner that is consistent with the
9 Public Participation policies established in Section 7 of the MPO Prospectus. All
10 meetings shall be held in publically and handicapped accessible locations. Reasonable
11 accommodations shall be made for the hearing and vision impaired, provided that at
12 least 48 hours notice of the need for such accommodations is made. The Committee
13 shall operate in accordance with all applicable provisions of RSA 91-A as specified in
14 Section A. of this Article.

15
16 8. SUBCOMMITTEES

17
18 The Transportation Advisory Committee may establish sub-committees, such as corridor
19 committees and special study committees, as is deemed necessary by the Committee to
20 fulfill its purposes as articulated in sub-section A. Such sub-committees shall be
21 advisory to the TAC and may include members outside TAC membership. The
22 membership of subcommittees shall be subject to approval by the TAC. The chair of
23 sub-committees shall be appointed by the TAC Chair. Staff support for such committees
24 shall be provided subject to the availability of uncommitted staff time and support for
25 expenditures in the adopted or amended Unified Planning Work Program.
26

NHARPC Legislation 2010										ATTACHMENT 4
Bill Number	Title	Sponsor	Committee	Hearing Date	Time/ Room	NHARPC Position	Status/Disposition			
<u>HB0222</u>	Relative to dredge permits in wetlands	Rep. Kepner, Rock 15; Rep. Hubbard, Straf 1; Sen. Janeway, Dist 7	House Resources, Recreation And Development			Watch	Refer to Interim Study (Rep Spang): VV			
<u>HB0607</u>	Relative to residential pharmaceutical waste	Harris	Commerce and Consumer Affairs		LOB 302	Watch KK	Refer to Interim Study			
<u>HB1138</u>	Relative to the authority to expend municipal transportation improvement funds	Donna Schlachman	Local and Regulated Revenues	Wednesday 1/20/10	10:00 LOB 303	Watch				
<u>HB1148</u>	Establishing the New Hampshire great ponds study commission	Steven Lindsey	Resources, Recreation and Development			Watch				
<u>HB1179</u>	Relative to municipal access to the enhanced 911 data base	David Kidder	Judiciary	Tuesday 1/12/10	10:00 LOB 208	Watch; look for an opportunity to amend				
<u>HB1227</u>	Relative to laying pipes for pressurized hot water transmission and distribution	Laurance Rappaport	Science, Technology and Energy	Thursday 1/14/10	11:00 LOB 304	Watch	Committee recommendation: OTP			
<u>HB1242</u>	Relative to broadband infrastructure	Robert Foose, David Pierce	Municipal and County Government	Tuesday 1/19/10	2:00 LOB 304	Watch	Full Committee Work Session: 2/4/2010 1:00 PM LOB 304			
<u>HB1272</u>	Relative to expanding the community revitalization tax relief program to provide incentives for	David Watters, Susan Price, Sandra Keans, Bob Odell, David Borden	Local and Regulated Revenues	Thursday 1/14/10	11:00 LOB 303	Support with letter	Subcommittee Work Session: 2/4/2010 2:00 PM LOB 303			
<u>HB1287</u>	Relative to set back requirements on private rights-of ways	Chandler, Patten, Knox, Stevens, Campbell	Municipal and County Government	Tuesday 1/12/10	1:00 LOB 301	Watch	Subcommittee Work Session: 2/9/2010 11:00 AM LOB 301			
<u>HB1288</u>	Relative to the term of office of an appointed member of a local land use board	Christine Hamm	Municipal and County Government	Tuesday 1/12/10	10:30 LOB 301	Watch	Inexpedient to Legislate: VV			
<u>HB1295</u>	Establishing a committee to study the effects of milfoil and methods of eradication	Richard Drisko	Resources, Recreation and Development			Watch				
<u>HB1299</u>	Establishing a committee to study enacting a moratorium on the sale and use of fertilizers containing	Jane Beaulieu	Environment and Agriculture	Thursday 2/11/10	10:00 LOB 308	Watch	Ought to Pass with Amendment #0193h: VV			
<u>HB1305</u>	Relative to designating uses for surface waters	Marcia Moody	Resources, Recreation and Development	Wednesday 1/20/10	09:30 AM LOB 308	Watch	Subcommittee Work Session: 1/27/2010 10:00 AM LOB 305			

Bill Number	Title	Sponsor	Committee	Hearing Date	Time/Room	NHARPC Position	Status/Disposition
<u>HB1332</u>	Relative to planning board members	Amy Perkins	Municipal and County Government	Tuesday 1/12/10	11:00 LOB 301	Watch	OTPA 17-1
<u>HB1348</u>	Relative to enforcement of surface water classification	Judith Spang, L. Mike Kappler, Martha Fuller Clark, Jacalyn Cilley, Amanda Merrill, Bob Odell, Dennis Abbott, Naida Kaen, Gary Richardson	Resources, Recreation and Development			Watch	
<u>HB1375</u>	Establishing a committee to study regional planning commissions	John Cloutier, Thomas Donovan, Larry Brown, Rick Watrous	Municipal and County Government	Thursday 1/7/10	10:00 LOB 301	Watch	Subcommittee: ITL 5-0
<u>HB1377</u>	Permitting utilities to establish loan programs for owners of residential and business property engaging in renewable energy and energy efficiency projects	Jacqueline Cali-Pitts, David Borden, Martha Fuller Clark	Science, Technology and Energy	Tuesday 01/26/10	1:30 LOB	Watch	Full Committee Work Session: 2/2/2010 9:30 AM LOB 304
<u>HB1380</u>	Relative to assessing fees by zoning boards of adjustment	Laura Gandia	Local and Regulated Revenues	Thursday 1/14/10	1:30 LOB 303	Support with letter	Subcommittee: OTPA 4-0
<u>HB1382</u>	Relative to Workforce Housing	William O'Brien, Stephen Shurtleff, John Hikel, Warren Groen	Municipal and County Government	Tuesday 1/19/10	10:00 LOB B 301	Watch	
<u>HB1395</u>	Relative to Workforce Housing	David Hess	Municipal and County Government	Tuesday 1/19/10	10:30 LOB 301	Watch	
<u>HB1421</u>	Establishing regional advisory councils in the state park system	Patricia McMahon	Resources, Recreation and Development	Tuesday 1/26/10	03:00 LOB 305	Watch	Executive Session: 2/2/2010 10:00 AM LOB 305
<u>HB1451</u>	Relative to the expiration of certain committees	L. Mike Kappler	Legislative Administration	Monday 1/25/10	11:00 LOB 104	Watch	
<u>HB1457</u>	Establishing a commission to study urban compacts	Susan Kepner	Public Works and Highways	Tuesday 1/19/10	2:30 LOB B 201	Support	Committee Recommendation ITL 16-0
<u>HB1521</u>	Relative to funding of the New Hampshire rail transit authority	Neal Kurk, Peter Bergin	Public Works and Highways	Tuesday 1/19/10	10:15 LOB 201	Oppose	Committee Report: Inexpedient to Legislate for Feb 3 CC (vote 14-0)
<u>HB1573</u>	Relative to the greenhouse gas emissions reduction fund and the renewable energy fund	Jacqueline Cali-Pitts, Martha Fuller Clark	Science, Technology and Energy	Wednesday 1/20/10	10:00 LOB 304	Watch	Committee Recommendation: Interim Study
<u>HB1659</u>	AN ACT including solar hot water heating systems in electric renewable energy class 1.	Jacqueline Cali-Pitts, Martha Fuller Clark, David Borden	Science, Technology and Energy	Tuesday 1/26/10	10:00 LOB 304	Watch	Subcommittee Work Session: 2/2/2010 10:15 AM LOB 304

Bill Number	Title	Sponsor	Committee	Hearing Date	Time/Room	NHARPC Position	Status/Disposition
<u>HB1685</u>	Relative to users of private water supply wells	Judith Spang	Commerce and Consumer Affairs	Thursday 1/21/10	1:15 LOB	Support	Subcommittee Work Session: 2/2/2010 9:00 AM LOB 302
<u>SB316</u>	Establishing a statewide transportation policy	Kelly, Janeway, Fuller Clark, Gilmour, Reynolds, Cilley	Senate Transportation And Interstate Cooperation	Wednesday 1/20/10	10:30 AM LOB 101	Support with RPCs amendment	Ought to Pass with Amendment 0231s, VV
<u>SB321</u>	Relative to the state coordinating council for community transportation in New Hampshire.	Sen. D'Allesandro, Dist 20; Sen. Odell, Dist 8; Sen. Fuller Clark, Dist 24; Rep. Skinder, Sull 1; Rep. Schlachman, Rock 13	Senate Transportation And Interstate Cooperation	Wednesday 1/20/10	12:00 LOB 101		
<u>SB328</u>	Relative to approval procedures on plats	Betsi DeVries, Mary Cooney	Public and Municipal Affairs		LOB 103		
<u>SB369</u>	Relative to the expiration of large groundwater withdrawal permits	John Barnes, Jr, Frank Case, Martha Fuller Clark, L. Mike Kappler	Senate Energy, Environment And Economic Development	Thursday 2/4/10	8:50 LOB 102		
<u>SB411</u>	Relative to permitting of large groundwater withdrawals	Jacalyn Cilley , John Barnes, Jr., Martha Fuller Clark, Amanda Merrill, Bette Lasky, Marcia Moody, Frank Tupper, Maureen Mann, Susi Nord	Senate Energy, Environment And Economic Development	Thursday 2/4/10	8:30 LOB 102		
<u>SB448</u>	Relative to alternate members of land use boards.	Sheila Roberge , Anne Grassie, Bette Lasky, John Graham, Ken Hawkins, Amanda Merrill, John Barnes, Jr., Jeb Bradley, Bob Odell, Robert Theberge	Senate Public And Municipal Affairs	Thursday 1/28/10	8:30 LOB 103		Committee Report: Ought to Pass 2/3/10
<u>SB456</u>	Relative to energy conservation in new building construction	Amanda Merrill , Martha Fuller Clark, Laurie Harding, David Borden, Robin Read, Suzanne Harvey	Senate Public And Municipal Affairs		LOB 103		