

Webster Planning Board Meeting Procedures

1. **Purpose** This document establishes the procedures to be followed at meetings conducted by the Webster Planning Board (WPB). These procedures are intended for adoption and recording in accordance with the requirements of RSA 676:1.
2. **Applicability** The procedures defined herein are to be followed at the regularly scheduled monthly WPB meetings required by RSA 637:10, and at any additional WPB meetings conducted for special purposes or to deal with workload beyond what can be addressed in the regular monthly meetings. In the case of such additional meetings, the agenda may be abbreviated if appropriate for the specific purposes of such meetings.
3. **Requirements**
 - 3.1. Except when entering a non-public session in accordance with RSA 91-A:3, all WPB meetings shall be open to the public. Advance notice of said meetings shall be posted in accordance with RSA 91-A:2.
 - 3.2. One week prior to each regularly scheduled meeting, the Town Secretary shall supply to each member and alternate member a copy of the draft minutes from the previous meeting, an agenda for the scheduled meeting, and any other documents deemed by the Chairperson to warrant member review prior to the meeting. At the discretion of the Chairperson, items may be added to the agenda subsequent to this advance distribution.
 - 3.3. At least 3 of the 5 WPB members, or properly delegated alternate members, must be present in order to transact any business.
 - 3.4. Each WPB meeting shall be conducted by the Chairperson or, in the absence of the Chairperson, a member to whom that role has been delegated by the Chairperson.
 - 3.5. The Chairman shall designate the person to be responsible for properly recording any actions taken by the WPB and for subsequently preparing and submitting minutes of the meeting.
 - 3.6. At the Regularly scheduled WPB meeting in April of each year, the members of the WPB shall elect a Chairperson and a Secretary from the membership. Such elections shall be for a term of one year. The incumbents shall be eligible for reelection.
4. **Meeting Agenda** WPB meetings shall generally be conducted in the following sequence, although departures from this sequence may be made if circumstances are deemed by the Chairperson to so warrant.
 - 4.1. Opening of the meeting by the Chairperson.
 - 4.2. Recording of the attendance.
 - 4.3. Designation by the Chairperson of an alternate to serve as a voting member in lieu of each absent WPB member.
 - 4.3.1. During the course of the meeting, the Chairperson may make additional such delegations for specific business matters if individual members must be excused from participation in those matters because of conflicts of interest or otherwise.
 - 4.4. Review of the minutes from any prior meetings for which minutes have not yet been approved. Following such review, upon appropriate motion, said minutes may be approved either as written or with any changes deemed appropriate by the WPB. If changes have been approved, two (2) sets of minutes will be maintained. The original will be marked as “draft” and the approved minutes marked as “final”. Written Board meeting minutes must be kept permanently.
 - 4.5. Conduct of any previously scheduled public hearings on subdivision applications.
 - 4.5.1. Public hearings shall be scheduled for specific times as part of the posted agenda for the meeting, and must not begin earlier than the scheduled times.

- 4.5.2. Public hearings shall be recorded. Tapes will be destroyed when the meeting minutes have been approved.
- 4.5.3. The Chairperson shall formally open each public hearing and shall state the purpose of the hearing, describe the ground rules to be observed during the hearing, and state that the proceedings will be recorded.
- 4.5.4. The Chairperson shall formally close each public hearing after all interested parties have been given adequate opportunity to comment on the proposed subdivision.
- 4.6. Consideration of subdivision proposals following public hearings.
 - 4.6.1. Following the required public hearing, the WPB shall consider the merits of the proposed subdivision and vote to approve, approve with conditions, or disapprove the proposed subdivision.
 - 4.6.2. Approval will typically be conditional on setting of boundary markers, submission of Mylar drawings of the subdivision, and walking of the bounds by *one or more* WPB members.
 - 4.6.3. Written notice of the WPB decision will be provided to the applicant, using *Attachment 3* or *Attachment 4* to the *Subdivision Regulations* as appropriate.
- 4.7. Consideration of subdivision applications submitted to the Town Secretary for consideration by the WPB.
 - 4.7.1. If the WPB considers an application to be complete and in proper form, and if all required fees have been paid, the WPB may, upon proper motion, vote to accept the application. Such an acceptance vote shall be accompanied by the generation *and provision to the applicant* of a Receipt of Completed Application, per *Attachment 2* to the *Webster Subdivision Regulations*, and the scheduling of a public hearing on the proposed subdivision, typically in conjunction with the next regularly scheduled WPB meeting.
 - 4.7.2. The number of public hearings to be scheduled at any one WPB meeting shall normally be limited to a maximum of 2. However, the WPB at its sole discretion may alter this limit as it deems appropriate in order to keep the estimated duration of each meeting within practical bounds. Required hearings in excess of the number deemed manageable by the WPB shall be deferred to a later WPB meeting.
- 4.8. Consideration of voluntary merger or lot line adjustment applications submitted to the Town Secretary for consideration by the WPB.
 - 4.8.1. If the WPB considers an application to be complete and in proper form, and if all required fees have been paid, the WPB may, upon proper motion, vote to accept the application.
 - 4.8.2. Per RSA 674:39-a, voluntary mergers require neither public hearings nor notice to abutters, and shall be approved except where such merger would create a violation of then-current ordinances or regulations. A notice of the merger, endorsed by the WPB, shall be filed for recording in the registry of deeds, with a copy provided to the Town's assessing officials.
 - 4.8.3. Lot line adjustments do not require public hearings but do require notice to abutters, and any such abutter may be heard on the proposed action. A notice of the adjustment, endorsed by the WPB, shall be filed for recording in the registry of deeds, with a copy provided to the Town's assessing officials.
 - 4.8.4. Consideration of actions proposed in any accepted application shall be scheduled.
 - 4.8.4.1. In most cases, consideration of actions proposed in an accepted application will be scheduled for the next regularly scheduled WPB meeting.
 - 4.8.4.2. If the application is deemed by the WPB to be sufficiently straightforward, and if circumstances are deemed to so warrant, the WPB may elect to move directly to expedited consideration of the proposed action.

4.9. Conceptual Discussions

- 4.9.1 A property owner contemplating a possible application to the WPB may, upon request, make a conceptual presentation of a proposed action to the WPB and seek from the WPB a preliminary indication of whether or not approval of said action is probable.
- 4.9.2 The role of the WPB in a conceptual discussion is to comment on the probable acceptability of a proposed application and to answer procedural and policy questions. In general, unless it is clearly in the best interests of the Town to do so, the WPB will not participate in the development or modification of proposed applications.
- 4.9.3 A formal plot survey is not required for a conceptual discussion, but the presentation to the WPB should include a dimensioned sketch and any other documentation needed to adequately describe the proposed action.
- 4.9.4 Any such conceptual discussion shall be informal and non-binding on either the property owner or the WPB.

4.10. Site Plan Reviews - Applications for site plan review shall be considered by the WPB in accordance with the *Town of Webster Site Plan Review Regulations*. "

4.11. Any other New Business

4.12. Adjournment

5. **Joint Meetings or Hearings**

- 5.1. In accordance with RSA 676:2, the WPB may elect to participate in a joint meeting or hearing with the ZBA and/or the Planning Commission. Such a joint meeting or hearing shall be chaired by the WPB chair unless the WPB is not involved in the subject matter of the requested permit.
- 5.2. Joint meetings or hearings shall be conducted in accordance with relevant portions of the procedures described herein and any similar procedures adopted by the other participating board(s). Any required coordination or procedural conflict resolution shall be the responsibility of the chairs of the participating boards.
- 5.3. Any such joint meeting or hearing shall be limited to hearing testimony by an applicant, Q & A exchanges with the applicant by the members of the participating boards, and the hearing of comments from the public.
- 5.4. At the discretion of the WPB chairperson, WPB deliberations and decision-making relevant to matters discussed in joint session may be deferred to a separate WPB meeting, i.e. not in the joint session.

6. **Alternate Member Participation** Alternate members of the Planning Board shall participate fully in Planning Board activities but shall vote only when designated to act as voting members by the Chairman.

7. **Revisions** This document may be revised by majority vote of the WPB whenever deemed appropriate by the WPB.

Adopted December 19, 2002

Amended April 17, 2008

Amended February 17, 2011