

HAMPTON FALLS PLANNING BOARD

ORGANIZATION, RULES AND PROCEDURES

1. Authority

The Planning Board of the Town of Hampton Falls is an elected board established by the Town of Hampton Falls in accordance with and subject to the Statutes of the State of New Hampshire.

2. Membership

The Board shall consist of seven voting members as established by the Town, six elected members and one selectmen (ex-officio member). Three alternates shall be appointed by vote of the Planning Board. The Selectmen member and his/her alternate shall be appointed by the Selectmen. (Amended 05/26/09)

3. Officers and Employees

- A. The officers of the Board shall be a Chairman and Vice-Chairman. They shall be elected annually from the elected board members. The election for Chairman and Vice-Chairman shall be held at the April meeting of the Board. Election is by a majority vote.
- B. Recording Secretary: The Board shall appoint a Recording Secretary by a majority vote. The term of the Recording Secretary shall be indefinite. The Recording Secretary shall be employed subject to the same employment rules as other town employees.
- C. Temporary Officer: In the event of the absence and/or disqualification of both the Chairman and Vice-Chairman, a temporary chairman may be elected. The election shall be by a majority vote of those present and the temporary chairman shall serve only until the return of the regular Chairman or Vice-Chairman.
- D. Vacancies: In the event of a vacancy in either office, the Board shall elect a new officer by majority vote, to serve the remainder of the unfilled term.

4. Duties

A. Chairman shall:

- 1) conduct and preside at all Regular and Special meetings, all Public Hearings and Work Sessions;
- 2) appoint all committees and sub-committees;
- 3) designate voting alternates, if needed, to replace absent or disqualified elected members;
- 4) be empowered to sign all plats, other documents and correspondence approved by the Board, except documents requiring signatures of all members;
- 5) be the official spokesman for the Board unless another spokesman is appointed by the Chairman of the Board;
- 6) be responsible for the preparation of the budget, and approval and monitoring of expenses. These duties may be delegated. No expense shall be incurred by a member of the Board on behalf of the Board unless approved by the Chairman or a vote of the Board;

- 7) appoint a temporary Recording Secretary if the regular Recording Secretary is absent; and
- 8) with the assistance of the Recording Secretary, prepare a meeting agenda and the annual report of the Board.
- B. Vice-Chairman: The Vice-Chairman shall assume the duties of the Chairman whenever the Chairman is absent, disqualified, or in the event of a vacancy until a new Chairman is elected.
- C. Recording Secretary: The Recording Secretary shall keep the minutes; arrange proper notices to abutters, the public applicants and other parties as required; record and transcribe the minutes of each meeting, including recording of votes; perform such other duties as the Board of Chairman may require.

5. Meetings

- A. Regular Meetings: shall be held monthly in the Town Hall at 7:00 p.m., on the fourth Tuesday of the month. If this date is a holiday or in the event of inclement weather, the meeting shall be held on a date to be determined by the Planning Board. (Amended 10/25/94)
- B. Special Meetings: may be called by the Chairman or in his/her absence, by the Vice-Chairman, or at the request of three members of the Board provided, public notice and notice to each member is given at least 48 hours in advance of the time of such meeting. The notice shall specify the purpose of the meeting.
- C. Executive Sessions: shall be held only in accordance with RSA 91-A:3.
- D. Quorum: A majority of the Board – four members – shall constitute a quorum. Not more than two alternates shall sit in fulfillment of a quorum. The alternate appointed by the Selectmen can sit only in place of the ex-officio member and no other alternate can sit for the ex-officio member.
- E. Order of Business:
 - 1) Call to Order
 - 2) Roll Call
 - 3) Minutes
 - 4) Unfinished business
 - 5) Hearings on subdivision/site plans
 - 6) Communications directed to the Board
 - 7) Reports of Officers and Committees
 - 8) Other Business
 - 9) Adjournment

Note: This order may be changed at the discretion of the Chairman.
- F. Agenda Deadlines: All requests to be placed on the agenda must be submitted to the Planning Board at least four (4) business days before the meeting date. This will allow time for the agenda to be prepared, mailed and posted. (Amended 10/25/94)

6. Application for Subdivision and Site Plan Review

- A. Optional
 - 1) Conceptual Consultations with the Board prior to formal application; this is not binding upon the applicant or the Board, but affords the opportunity for general review of concept, desirability, requirements and relatively to the Master Plan. Prior notice to

- abutters and the public is not required.
- 2) Design Review: The Board or its designee may engage in a non-binding discussion beyond the conceptual and general discussions with the applicant. However, notice to abutters and the public is required.

B. Required

- 1) Applications for hearings before the Board shall be made on forms provided by the Board and shall be presented to the Town Clerk, who shall sign and record the date of receipt. The application shall be accompanied by any required fees.
- 2) Applications must be filed at least 15 days prior to the meeting at which the application will be considered for acceptance.
- 3) Notice to applicant, abutters and public must be mailed at least 10 days prior to submission. All mailing and notice costs are the responsibility of the applicant and must be prepaid.
- 4) Completed applications shall be accepted by a majority vote of the Board and shall be scheduled for consideration at the next monthly meeting of the Board.
- 5) The Board shall reject all applications if not properly completed or if the applicant is not present or properly represented or if fees have not been paid.

7. Notice

- A. Public notice of the submission of, and public hearings on, each application shall be given in the Hampton Union newspaper and by posting at the Town Hall and Post Office in Hampton Falls not less than ten (10) days prior to the date fixed for submission and consideration of the application.
- B. Personal notice shall be made by certified mail to the applicant and all abutters not less than ten (10) days prior to the date fixed for submission of the application to the Board.

8. Public Hearing

- A. The Chairman shall call the hearing into session, identify the applicant or applicant's agent. Unless the applicant is present, the agent must give written acknowledgement from the applicant to the Board to act as agent.
- B. The Chairman or the Recording Secretary shall read the application and state that public and personal notices have been made as required.
- C. The applicant (or agent) will be allowed to make a presentation. During the presentation, only Board members with permission of the Chairman will be allowed to ask questions.
- D. When the presentation is complete, the Board will hear from any sub-committee of the Board and allow any questions from members of the Board.
Note: At this point, the Chairman may allow up to 10 minutes for examination of the plat by Board members and the public.
- E. The Chairman will then recognize any abutter who wishes to testify. All abutters recognized must identify themselves by name and address for the record. Any questions to be asked of the applicant must be directed through the Chairman. Abutters may also submit written testimony. The Chairman shall determine if it shall be read in full, summarized or only made part of the record.

- F. Any member of the public may testify after proper identification. There must be a statement of their interest, if any, in the matter under consideration. If the Chairman deems necessary, he may decide the order of testimony.
- G. The Chairman shall indicate whether the hearing is closed or adjourned pending the submission of additional material or information or correction of noted deficiencies. In the case of an adjournment, additional notice is not required if the date, time and place of continuation is made known at the adjournment.

9. Decisions

- A. The Board shall render a written decision within 90 days of the date of acceptance of a completed application, subject to extension of waiver as provided in RSA 676:4.
- B. The Board shall act to approve, conditionally approve or disapprove.
- C. Notice of the decision will be made available for public inspection at the Town Hall within 72 hours after the decision is made, as required in RSA 676:3. If the application is disapproved, the Board shall provide the applicant with written reasons for the disapproval.

10. Amendments

These rules may be amended by a majority vote of the Board provided that such amendment is read at two meetings including the meeting at which the vote is to be taken. The amended procedures shall be filed with the Town Clerk.

11. Approval

This Statement of Organization, Rules and Procedures has been approved by the Planning Board of the Town of Hampton Falls at its meeting of June 3, 1991, to be effective as of July 1, 1991.