

RULES OF PROCEDURES FOR THE FARMINGTON PLANNING BOARD

Adopted December 23, 1986

Amended April 23, 1991

Amended October 7, 2003

Amended June 15, 2004

1. **NAME:** The name of the Board shall be "Farmington Planning Board" as established at the Town Meeting held on March 10, 1963.
2. **AUTHORITY:** These Rules of Procedures are under the authority of New Hampshire Revised Statutes Annotated, 1983, Chapter 676:1, and the meetings shall be conducted under "Roberts Rules of Order".
3. **PERSONNEL:**
 - A. The Planning Board shall consist of seven (7) members, appointed by The Board of Selectmen and shall include one (1) Selectman, to act as ex-officio member, with power to vote. Selection, qualification, term, removal of members and filling of vacancies shall conform with Sections 2 through 14 inclusive, Chapter 673, New Hampshire Revised Statutes Annotated, 1983. The provisions of RSA 41:3 shall apply.
 - B. The Board of Selectmen may provide for the appointment of not more than five (5) Alternate Members to the Planning Board. The terms of Alternate Members shall be for three (3) years.
4. **ORGANIZATION:** The Board shall meet each year within two (2) weeks after the annual town meeting and shall be called to order by the oldest member in years of service present. At this meeting the Board shall organize for the election of a Chairperson, Vice Chairperson and Secretary.
 - A. The Chairperson shall serve for one year and be eligible for re-election, Said Chairman shall preside over meetings and hearings, appoint such committees as voted by the Board and shall affix his signature in the name of the Board. Subcommittee members shall be appointed by the Chairman through vote of the Planning Board.
 - B. The Vice Chairperson shall serve for one year and be eligible for re-election. Said Vice Chairperson shall preside in the absence of the Chairperson and shall have powers of the Chairperson on matters which come before the Board during the absence of the Chairperson.
 - C. The Secretary shall be elected to serve for one year and be eligible for re-election. Said Secretary or his/her designee, shall maintain a record of all meetings, transactions and findings of the Board and perform other such duties as the Board may deem necessary. All records are subject to the right to know law.
 - D. A clerk may be hired by the Board, through the Board of Selectmen, to perform the secretarial duties such as taking of the minutes, mailing and posting all notices.

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5. MEETINGS:

- A. **Regular Meetings** shall be held at the Municipal Office Building, 356 Main Street, from 7:00 p.m. to 10:00 p.m. on the first and third Tuesdays of each month. The second meeting of each month shall be designated as a "Work Session."
- B. **Special Meetings** at the request of three (3) members of the Planning Board, shall be called by the Chairperson or, in his absence, by the Secretary, within seven (7) days. No business shall be acted upon at the special meeting unless four (4) members are present.
- C. **Quorum:** A quorum for all business shall consist of four (4) members. A quorum for all hearings shall consist of four (4) members. If a member disqualifies himself or cannot act in a particular case, he shall so notify the Chairperson, who shall appoint an alternate member who shall have all the powers and duties of a regular member in regard to the application under consideration. Alternates shall be appointed by a Chairperson on a rotating basis.
- D. **Chairperson:** The Chairperson shall preside over all meetings. In the absence of the Chairperson, the Vice Chairperson, Secretary or the most senior person on the board in years of service shall preside.
- E. **Order of Business:**
1. The order of business for regular meetings shall be as follows:
 - a. Roll Call by presiding chairperson
 - b. Minutes of previous meeting
 - c. Announcement of Zoning Board of Adjustment Notices of Decisions
 - d. Reading of communications directed to the Board
 - e. New Business
 - f. Hearings
 - g. Unfinished business
 - h. Adjournment

(NOTE: Although this is the usual order of business, the Board may wish to hold consideration of new business after the roll call in order to accommodate the public.)

2. The order of business for a Public Hearing shall be as follows:
 - a. The Chairperson shall call the meeting to order and call for a report on the application.
 - b. The Clerk shall report on the manner in which the public notice and the personal notice was given. The Chair shall explain the rules of the hearing.
 - c. The Chairperson shall ask board members in conflict to recuse themselves under RSA 673:14.
 - d. The applicant or designated representative shall be called to present his subdivision or site plan or other type of application.

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- e. Review and discuss Technical Review Committee (TRC) report, if applicable.
- f. The application will either be accepted or rejected due to the lack of sufficient information as required by the Subdivision/Site Review Regulations.
- g. Those appearing in favor of the plan shall be allowed to speak..
- h. Those appearing in opposition to the plan shall be allowed to speak..
- i. The applicant and those in favor shall be allowed to speak in rebuttal.
- j. Those in opposition to the plan shall be allowed to speak in rebuttal.
- k. The Chairperson shall present a summary setting forth the facts on the plan and claims for each side. Opportunity shall be given for correction from the floor.
- l. The public input on the plan shall be declared ended unless reopened by the Chairperson.
- m. Members of the Board including alternates may ask questions at any point during testimony or during the Public Hearing.
- n. Any member of the Board, through the Chairperson, may request any party to the case to reappear.
- o. Each person who appears shall be required to state his name and address and indicate whether he is a party to the case or an agent or counsel of a party to the case.
- p. Any party to the case who desires to ask a question of another party to the case must do so through the Chairperson.
- q. Any person who desires the Board to request the attendance of a witness shall present his request in writing to the Code Enforcement Office no later than three (3) days prior to the Public Hearing.
- r. Public Hearings will be closed by vote of the Board.

6. GENERAL RULES:

A. Application

1. A completed application and supporting documentation shall be submitted to the Farmington Planning and Code Enforcement Office at least thirty (30) days prior to the meeting upon which the application is to be considered by the Planning Board for formal acceptance (these meetings will always take place during the first session of the month or at a specially scheduled Planning Board Meeting). Notification of said meeting shall be provided in accordance with RSA 676:4(I)(d) and may include notice of a public hearing to be held on said application at the next regular meeting occurring on the first Tuesday of the month (non-workshop meeting).
2. Applications for Site Review and Subdivisions are subject to review from the Technical Review Committee. The TRC shall make recommendation to the Planning Board and the applicant prior to formal submission to the Planning Board. The Technical Review Committee is comprised of the Town Planner, the Town Administrator, the Code Enforcement Officer, the Director of Water and Waste Management, the Supervisor of Highways and Vehicle Maintenance, the Chief of Police, and the Fire Chief. Any regular member may appoint a qualified designee to serve in his/her place.
3. The Technical Review Committee will be responsible for making recommendation to applicants in the preparation of site review, subdivision and other applications prior to presentation to the Planning Board for consideration of formal acceptance of jurisdiction

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over the application. In order for an application to be scheduled for consideration of jurisdictional acceptance by the Planning Board, the Technical Review Committee (TRC) may review and make recommendations on the application. The TRC shall develop its own rules of procedure for approval by the Planning Board.

- 4. Applications are available at the Planning and Code Enforcement Office.
- 5. Applications shall be placed on the agenda by the Planning Secretary only after review and recommendation by designated personnel.
- 6. All applications shall be completed as prescribed in the Subdivision and Site Plan Review Regulations. The Board shall reject any application not properly filled out or lacking necessary information.

B. Joint Meetings (Reference Chapter 676: 2, 3 NHRSA 1983)

- 1. Joint Meetings of the Planning and Zoning Board of Adjustment may be held at the request of either Board or by petition of an applicant.
- 2. The Planning Board Chairperson shall preside at all the joint meetings unless the Planning Board is acting in a consulting capacity only.
- 3. A quorum of each Board is necessary to hold a joint meeting.
- 4. Each Board is responsible for rendering a decision on the subject matter within its jurisdiction.
- 5. Each Board shall be responsible for communicating its decision within its jurisdiction.

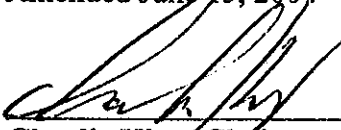
7. AMENDMENT: These Rules of Procedures may be amended by the majority vote of the members, provided that such amendment is read at two (2) successive meetings.

Adopted by the Farmington Planning Board on December 23, 1986.

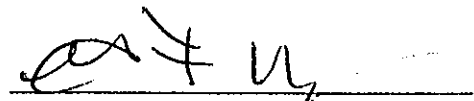
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 Charlie King, Chairman



 Gerald White, Vice Chairman

Troy M. Robidas, Secretary



 J. Hiram Watson



 Norman Russell



 Robert Talon



 Paul Parker, Selectmen's Representative



 Donald MacVane