

BARRINGTON
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NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

MINUTES
Strafford Regional Planning Commission
Regional Impact Committee
150 Wakefield Street, Suite 12, Conference Room 1A
Rochester NH 03867
January 03, 2017

FINAL

RIC Members Present: Chair Wesley Merritt (Durham), Elena Piekut (Dover), Fred Kaen (Lee - Alternate) William Connor (Somersworth - Alternate)

RIC Members Absent: Sandra Keans (Rochester), Victoria Parmele (Northwood – Alternate)

Staff Present: Cynthia Copeland, AICP, Executive Director, Shayna Sylvia, Communications and Outreach Specialist, James Burdin, Regional Economic Development Planner

Others Present: David Przybylski (New Durham), John Buell (New Durham), Carolyn Buell (New Durham) Steven Lagner (BCM Environmental)

1. Welcome/Introductions

Cynthia Copeland welcomed the committee. The meeting began at 3:30 pm. She explained that the committee needed to appoint a chair and that once they did, she would relinquish the running of the meeting to the chairperson. C. Copeland asked for introductions. Introductions were made around the room.

C. Copeland noted that this meeting was purely organizational and that the project of Regional Impact in New Durham would not be discussed until the January 10, 2017 meeting. C. Copeland introduced agenda item 1b. as there were only two members present.

b. Appointment of alternates, if needed

B. Connor volunteered to act as a member for the duration of the meeting.

a. Appointment of Regional Impact Committee Chair

Bill Connor nominated Wes Merritt to be Chair of the Regional Impact Committee. B. Connor **MOVED** to appoint W. Merritt. Elena Piekut **SECONDED** the motion, of which all were **IN FAVOR**. C. Copeland thanked W. Merritt and explained that in this role he will be running this meeting and the meeting next week. She turned the meeting over to the Chair.

2. Regional Impact Review

a. Review of Regional Impact Review Process

C. Copeland stated that the organization's authority to complete Regional Impact studies is laid out in RSA 36:54-58. C. Copeland reviewed the RSAs, including the definition of a project of regional impact. She explained the process by which any land use board can declare a project as a project of regional impact.

C. Copeland noted that a project of regional impact is a proposal before a local land use board that could reasonably be expected to affect neighboring municipalities, and is therefore declared as such. Factors examined would include the relative size or number of dwelling units compared to existing stock in the municipality, proximity to the borders, transportation, anticipated emissions, proximity to aquifers and surface waters that transcend municipal borders, and shared facilities.

C. Copeland noted that RSA 672:7 defines a local land use board as a planning board, historic district commission, inspector of buildings, building code board of appeals, zoning board of adjustment, or heritage, agricultural, or housing commission.

C. Copeland explained that Regional Planning Commissions (RPCs) are allowed to offer guidance to communities in terms of deciding if a project will be of regional impact. C. Copeland added that the Regional Impact Committee adopted bylaws in 2011, and that these bylaws can be changed by a majority vote of the Regional Impact Committee at a regular meeting. C. Copeland reviewed the bylaws including the notification process that occurs once a project is deemed to be of regional impact. B. Connor asked if materials are still forwarded if the plans are not complete. C. Copeland elaborated on the process for supplying relative materials to Regional Impact Committee (RIC) members and other interested members of the public.

C. Copeland explained the process by which the RIC reviews the supplied materials, completes their review, and converses with the project applicant and other attending members of the public before supplying an opinion. She explained that the number of meeting guests can vary. SRPC staff are responsible for providing their feedback to the community where the project has been proposed in addition to the abutting community(ies) and the applicant. Minutes from the meeting are also provided. B. Connor asked about providing further comments and whether it would include comments from the committee. C. Copeland responded that the minutes would include the information.

C. Copeland shared some sample maps to exemplify the types of maps SRPC provides relative to the project area for a project of regional impact. C. Copeland added that SRPC staff and the Committee utilize a Development of Regional Impact (DRI) Checklist when reviewing a project of regional impact.

b. Review of DRI Checklist

C. Copeland explained that a past RIC Committee requested the creation of the Developments of Regional Impact (DRI) checklist to help with the review. The categories on the checklist include traffic, access, and parking; conflict with policies and programs; noise; hazardous materials or substances; ecology and resources; hazards, public health, and safety; facilities; scenic and visual character; population growth; and the GIS mapping and data layers.

C. Copeland noted to members that they had an example of a past project report in their meeting materials and explained that this exemplifies the use of the DRI checklist and the responses. She added that often times when SRPC staff members are not able to answer a checklist question they will note that more information is needed, and suggest that be provided by the applicant, if the town believes it necessary. SRPC does not make judgements but asks for clarification. W. Merritt asked for clarification on what the regional impact was in the example that C. Copeland gave, and

how the process works. The project was on the town line and there was housing next to the proposed project site. This project was declared as a regional impact by the municipality in which the proposed project was located. B. Connor asked about agro-tourism and agricultural zones in relation to new state law. C. Copeland explained that this could be covered on the DRI checklist, which addresses agricultural uses.

C. Copeland reviewed the DRI checklist in depth. C. Copeland added that all materials used in the review are available to the public and that the source of these materials is provided. B. Connor asked about special studies. C. Copeland responded that the RIC's role is advisory only. Sometime these are conducted and the sources would be provided.

3. Other Business

a. Minutes Approval Process

C. Copeland noted that minutes from previous meetings have gone unapproved as RIC meetings are not held on a consistent schedule, but as needed. A discussion ensued concerning the best way to solve this issue. B. Connor explained that this process could be discussed by the Executive Committee.

b. Review of Meeting Minutes

B. Connor **MOVED** to approve the following set of minutes. E. Piekut **SECONDED** the motion. B. Connor gave an update on the Tara Fields and Villages at Sunningdale projects. All were **IN FAVOR**, the motion **CARRIED**.

- i. Therriault's Landing, LLC-Middleton (3/13/2008)
- ii. Durham Cottages (1/28/2011)
- iii. Villages at Sunningdale –Somersworth (2/7/2014)
- iv. Wakefield Dunkin Donuts (7/14/2014)
- v. Tara Fields-Somersworth (1/16/2015)

C. Copeland suggested that the chair declare a citizen's forum in the event that present guests had any questions. Casey Buell asked if the applicant was the town or the person proposing the project. C. Copeland explained that the applicant is the person proposing the project. Steven Lagner said he had no comments but thanked the Chair for the opportunity to speak. John Buell explained that himself and his wife Casey are abutters and have many concerns about the project.

C. Copeland shared that the meeting next week would be held on January 10, 2017 at 3:30 pm.

E. Piekut **MOVED** to adjourn the meeting. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 4:15 pm.

Respectfully submitted,

Shayna Sylvia

SRPC Communications and Outreach Specialist

Minutes approved on 2/23/17

By: 

Wesley Merritt, Chair-
SRPC Regional Impact Committee

