

Strafford Regional Planning Commission Regional Impact Committee

BY-LAWS

July 19, 2007
Amended February 23, 2017

SECTION I - AUTHORITY

These By-Laws are designed to assist the Strafford Regional Planning Commission (SRPC) Regional Impact Committee (RIC) fulfill the statutory requirements of RSA 36:54 – 36:58, as amended.

SECTION II - MEMBERS

- A. The RIC shall consist of three (3) SRPC members appointed by the Executive Committee (EC) and up to three (3) SRPC members as alternates. Membership on the RIC shall run concurrent with a member's Commission term. At no time, shall there be two regular or alternate members on the RIC representing the same community.
- B. Filling of vacant positions and removal of RIC members shall be by vote of the EC.
- C. A RIC member or alternate may participate in discussion before the RIC, even if the project is taking place within the RIC member's municipality. RIC members shall follow the standard for conflict of interest that guides land use board members in RSA 673:14, as amended.
- D. If there are less than three RIC members present, up to two alternates shall be appointed to act as a voting members for the duration of the meeting.

SECTION III - ORGANIZATION

The RIC shall elect a Chair from among its membership at the first meeting called in any given fiscal year. In the event the Chair is unavailable for a meeting of the RIC, the members in attendance for that meeting shall appoint an Acting Chair from their ranks to oversee the RIC's actions. An alternate may be an Acting Chair.

SECTION IV - MEETINGS

Meetings shall be held at the call of the Chair after notification has been received by SRPC that a community has determined an application reasonably may be construed to have the potential for regional impact in accordance with RSA 36:54 - 36:58.

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SECTION V - APPLICATION PROCEDURES AND NOTICES

- A. Upon notification that SRPC has been granted abutter status, staff shall contact the appropriate municipal officials to secure copies of the proposal in order to facilitate RIC's discussions.

- B. Staff shall notice the date and time of the RIC meeting as follows:
 - 1. Notification to members of the RIC.
 - 2. Notification to SRPC Commissioners.
 - 3. Notification to the Local Land Use Board Designee where the project is located.
 - 4. Notification to abutter status municipality(ies):
 - (a) Local Land Use Board Chair
 - (b) Board of Selectmen/Council
 - (c) Town/City Clerk

 - 5. Notification to the property owner and/or applicant's agent.
 - 6. Any other affected party as determined by SRPC staff.

SECTION VI - PUBLIC MEETING PROCEDURES

- A. Public meetings shall be governed by the following rules:
 - 1. The Chair shall call the meeting to order.
 - 2. RIC Business:
 - (a) A quorum shall consist of three RIC members which may include the appointment of up to two (2) alternates, if necessary.
 - (b) Brief overview of the process by the Chair to detail RIC's statutory authority and responsibilities for review of projects of regional impact under RSA 36:54 – 36:58.
 - (c) Agenda items, as prepared by SRPC staff for the meeting.

 - 3. SRPC staff will give a report as necessary. In the event that representatives of the applicant are in attendance, the Chair may grant such representatives time to present an overview of the application to the RIC.
 - 4. After questions from the RIC members have been answered, the Chair may ask for comments from abutters and other interested members of the public in attendance.
 - 5. Written testimony received by the RIC shall be read by the Chair into the public record or made a part of the public record.

SECTION VII – RIC RECOMMENDATIONS

- A. The RIC shall discuss its position relative to its statutory authority and responsibilities (RSA 36:54 - 36:58, as amended) as these relate to the application. At the conclusion of the RIC meeting, the RIC shall restate its authority and statutory responsibilities under RSA 36:54 - 36:58. The RIC shall summarize its recommendations relative to the application and request SRPC staff to draft such summary and forward it to those parties noted under Section V - B.
- B. SRPC staff shall prepare a letter detailing the outcomes of the RIC process with respect to the application pending and forward this correspondence under signature of the RIC Chair to the municipality originally making the determination of potential regional impact, and to other municipalities with abutter status for the application.
- C. RIC draft minutes shall be made available for public inspection at the SRPC Office during office hours. Copies of the minutes shall be supplied to those parties noted under Section V - B. The draft RIC minutes shall be posted on the SRPC website. The draft minutes shall be presented at the next Commission meeting following a RIC meeting for special vote by the present RIC members only.

SECTION VIII- AMENDMENT

These By-Laws may be amended by a majority vote at a regular meeting of the RIC provided it is in writing and presented before the meeting.

Adopted: July 19th 2007

Amended: February 23, 2017 – Section II, C and D; Section IV; Section V, B; Section VI A; Section VII, A, B and C and Section VIII



Wesley Merritt, Chair

2/23/17

Date

