

ROCKINGHAM PLANNING COMMISSION
Regional Impact Committee

RULES OF PROCEDURE

SECTION I - AUTHORITY

These rules of procedure are designed to assist the Rockingham Planning Commission's Regional Impact Committee fulfill the statutory requirements of RSA 36:54 - 58.

SECTION II - MEMBERS

1. The *Developments* of Regional Impact (***DRI***) Committee shall consist of five (5) members appointed by the Executive Committee and up to three (3) alternates. Membership on the committee shall run concurrent with a member's Commission term.
2. Filling of vacant positions and removal of members shall be by vote of the Executive Committee.
3. A Committee member may participate in any discussion before the committee even if the project is taking place within the committee member's Town. Members shall follow the standard for conflict of interest that guides land use board members in 673:14.
4. RPC commissioners are invited to attend and participate in any Regional Impact Committee meeting but only members shall vote upon committee findings.

SECTION III - ORGANIZATION

1. The Committee shall elect a Chair and Vice-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 Committee, the Vice Chair shall serve as Chair.

SECTION IV - MEETINGS

Meetings shall be held at the call of the Chair after notification that the Commission has received an application for a project to be evaluated as a Development of Regional Impact in accordance with RSA 36:57.

SECTION V - APPLICATION PROCEDURES AND NOTICES

1. Upon notification that the Planning Commission has been granted a butter status staff will contact the appropriate town officials to secure copies of such documentation submitted by the applicant as is required to facilitate the committee's discussions. Documentation is requested to be in pdf format to allow distribution to the DRI Committee. If pdf is not available, 4 sets should be submitted.

2. Staff will notice a meeting of the Regional Impact Committee in the following manner:
 - a. Notification with documentation to members and alternates of the **DRI** Committee;
 - b. Notification of the time, place and agenda of the Committee meeting will be sent to the Planning Board chairmen and Clerks of the Town/City where the project is located as well as those Towns/Cities that have been granted abutter status by the primary community. The Town will be asked to present their perspective on the project to the Committee.
 - c. Notification to RPC commissioners from the communities involved.
 - d. Notification to applicants requesting that they present their proposal to the Committee.

SECTION VI - PUBLIC MEETING PROCEDURES

Public meetings shall be governed by the following rules and are subject to the RSA 91A (Access to Public Records and Meetings):

1. The meeting Chair shall call the meeting to order.
2. Committee Business
 - A. Quorum Call - For the Regional Impact Committee a quorum shall require that at least three members or alternates be in attendance. Alternates shall sit as voting members whenever a full member is absent. If there are more alternates than member seats to fill, the chairman shall choose the alternate to be seated.
 - B. Brief review of the process by the Chair to detail the Committee's statutory responsibilities for review of projects of regional impact.
3. Agenda items, in order of the schedule prepared by RPC staff for the meeting.
4. Staff will present the subject proposal(s) to the Committee. In the event that representatives of the applicant or members of the reviewing local land use board(s) are in attendance, the Chair may grant such representatives the time to comment on the application for the Committee.
5. After questions from Committee members have been answered, the Chair may ask for questions regarding the proposal from abutters and other interested members of the public in attendance.
6. Written testimony received by the Committee may be read by the Chair into the public record or made a part of the public record.

SECTION VII - FINDINGS

1. The Committee shall discuss its findings and positions relative to its statutory responsibilities (RSA 36:54-58) as these relate to the application.
2. Staff shall prepare a letter detailing the findings of the Committee with respect to the application pending and forward this correspondence under signature of the Committee Chair to the community making the determination of regional impact. In addition, the letter of findings will be provided to all parties notified in section V., 2 above.

3. As warranted by the nature, scale or complexity of the regional impacts found in the review of a development, the Chair, other members of the Committee or designated staff may attend a public hearing of the relevant land use board in the subject community to voice the RPC's input on regional impacts.

SECTION VIII- AMENDMENT

1. These rules of procedure may be amended by a majority vote of the Committee at a regular meeting of the Committee, provided the amendment is in writing and presented before the meeting.