Exeter Planning Board DRAFT MINUTES May 28, 2015

1. Chair Woman Kelly Bergeron called the meeting to order at 7:05 pm
2. BOARD MEMBERS PRESENT: Don Clement (BOS Rep), Pete Cameron (Clerk), Kelly Bergeron(Chair), Ken Knowles, Langdon Plumer, Gwen English and Kathy Corson and Robert Mike-Mayer (entered at 7:30)
   STAFF PRESENT: Sylvia von Aulock (Town Planner), Sarah McGraw (Recording Secretary)

3. OTHER BUSINESS

Ms. Bergeron said there was ad DES Coastal Risks and Hazards workshop on the first draft report on June 12, 2015. Mr. Plumer agreed to attend as a representative from the Planning Board.

Discussion of " Planning Board Procedures"

Comments from Planning Board

Ms. English noted that Chapter 6 "Committees" was taken out.

Ms. Bergeron said that after discussions with Town Council and the Town Manager having Committees in the procedures would commit the Planning Boarding to hold committees.

Several Planning Board members did not agree with taking out "Committees" but change the language so that the Planning Board may have committees if need be.

Ms. von Aulock said that Town Council had looked at the procedures. In section 2.1 it states : " The Planning Board: develops and oversees the process of adoption of the town's zoning ordinances" Ms. von Aulock read from the RSA that the Planning Board may from time to time recommend zoning ordinance.

Mr. Knowles made confirmed, that the he current discussion on the procedures would not be voted on and would need public hearing to do so.

Mr. Clement commented on part d of "Members." He noted that Zoning Board alternates cannot participate in deliberations. Ms. von Aulcok said that the Zoning Board was quasi- judicial and was different from the Planning Board. Mr. Clement was concerned that an applicant may notice a non-voting member participating in deliberations. Ms. von Aulcok said that alternates may participate as non-voting members. Mr. Mike-Mayer recommended allowing alternates to participate. Ms. von Aulcok said she could not recall this issue becoming a problem in the past.

Mr. Cameron asked if minutes were official minutes if not yet approved. Ms. von Aulock said that draft minutes are the official minutes until they are approved.

Ms. von Aulock went back to section 2.1 where it says the Board can recommend zoning regulations but in RSA 673:3 the Board can prepare and amend zoning regulations.

K. Bergeron recommended changing 2.2 c to say a week rather than a day before a meeting to receive meeting packets.

Mr. Clement recommended changing 3.1 b to say up to five members.

Mr. Knowles recommended changing 3.1 c from "voting member" to "regular member." He also added changing the terms of service in 3.1 e to be decided on by a member of the Board of Selectmen.

Ms. English asked about the section removed from "Members" for Filling Vacancies. Ms von Aulock said it was 3.2 a in the 2001 version. Mr. Clement said that the Planning Board can make recommendations and the Board of Selectmen can appoint members.

Ms. Bergeron said that the word "senior" will be taken out as directed by the Town Council.

Ms. von Aulock cited RSA 673: 12 III about filling vacancies.
There was discussion of the Planning Board recommending appointments for vacancies and Board of Selectmen voting on new Planning Board members.

Ms. English said there should be a section on filling vacancies in the procedures.

Ms. von Aulock noted under 3.2 of the procedures that training is mainly done by the State Office of Energy and Planning. Mr. Clement said the New Hampshire Municipal Association also is a good resource.

Ms. von Aulock noted that in the RSA, a Chairman must be a full member of the board to serve as Chair. Mr. Knowles added the RSA doesn't say the Vice Chair has to be a full member. Ms. von Aulcok said the Town Council recommends that all officers are full board members. Ms. Corson asked if an alternate can act as the Vice Chair or Clerk.

Ms. von Aulcok said there would be a June 4th meeting because of her vacation.

There was discussion on the new schedule. Ms. von Aulock noted to make sure 5.2 coincides with the new schedule.

Ms. von Aulcok also touched on the work to be done on the Exeter Master Plan. Rockingham Planning Commission will help with Land use, Facilities and Public Utilities chapters.

The minutes from May 14 , 2015 were tabled until the next meeting.

Ms. Bergeron said she was going to incorporate the comments made to the procedures.

Ms. von Aulcok announced her official resignation as Exeter Town Planner. Ms. von Aulock gave thank you to multiple people from throughout the years. Mr. Plumer thanked Ms. von Aulock for her expertise and help.

Mr. Plumer moved to adjourn the meeting, second by Mr. Knowles. ***VOTE:*** *Unanimous*

The meeting was adjourned at 9:15 pm.

Respectfully submitted

Sarah McGraw , Recording Secretary

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