



## MEETING MINUTES

### BARRINGTON PLANNING BOARD MEETING

**NEW LOCATION: EARLY CHILDHOOD LEARNING CENTER**

**77 RAMSDELL LANE**

**Barrington, NH 03825**

**(Approved April 4, 2017)**

**Tuesday March 7, 2017**

**6:30 p.m.**

**NOTE: THESE ARE SUMMARY ACTION MINUTES ONLY. A COMPLETE COPY OF THE MEETING AUDIO IS AVAILABLE AT THE LAND USE DEPARTMENT.**

#### **Members Present**

Fred Nichols, Chair

James Jennison, Vice Chair

Richard Spinale

Jeff Brann

#### **Members Absent**

Daniel Ayer-ex-officio

Paul Mausteller

#### **Alternate Member Absent:**

Andrew Knapp-ex-officio

Town Planner: Marcia Gasses

#### **MINUTES REVIEW AND APPROVAL**

1. Approval of the January 17, 2017 Meeting Minutes.

*A motion was made by R. Spinale and seconded by J. Jennison approved the January 17, 2017 meeting minutes with grammar corrections. The motion carried unanimously 4/0.*

#### **COMMUNICATIONS RECEIVED**

#### **REPORTS FROM OTHER COMMITTEES**

## **UNFINISHED BUSINESS**

### **OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**

#### **2. Planning Board goals for 2017.**

##### **2017 Barrington Planning Board Goals as proposed by Fred Nichols**

1. Finalize Vision Chapter of Master Plan.
2. Start Economic Chapter of the Master Plan.
3. Update Site Review Regulations to address screening concerns.
4. Revise zoning of Town Center.
5. Revise zoning of outlying areas of Village District.
6. Develop theme for signage, buildings, and landscape that distinguishes Barrington from other towns and adds value, cache, and pride that residents recognize and enjoy.
7. Promote a Town Center that has that has integrated two or more land uses, such as residential, commercial, and office with a strong pedestrian orientation, where people can walk from their homes to their jobs and to outlets that provide basic needs including groceries, pharmaceuticals, city services, recreation, entertainment, training, and childcare-- all within the Town Center.
8. Promote solar energy through workshops and hearings.
9. Expand population base in the center of Barrington to help support commercial development while protecting the rural nature of Barrington outside the center by changing the zoning as follows:
10. General Residential zoned areas stay at 80,000 square feet.
11. Neighborhood Residential zoned areas reduced from 80,000 to 50,000 square feet.
12. Village District Residential areas reduced from 80,000 to 30,000 square feet.
13. Revise zoning to discourage strip commercial development and instead promotes commercial parks that share parking and ingress and ingress points.

M. Gasses explained that some of these goals maybe too narrow and premature before updating the Land Use Chapter of the Master Plan. M. Gasses explained that revising certain areas from Town Center to Village District could be looked at because the zoning makes some of the outlying parcels almost worthless as it does not allow for single family homes unless they are part of a PUD. The Board should talk about rezoning some of this area. M. Gasses explained that under state law we cannot dictate what a sign can look like.

J. Brann asked if you can tell the applicant what the sign needed to be made of.

M. Gasses explained that the law on signs had changed. The Town could regulate materials, lighting, size, location and duration.

M. Gasses explained what she believed goals should include. She was looking for goals that the Board wanted to complete within the next year. M. Gasses explained to the Board that she would like to see the Board continue with the Master Plan updates and update the Site Regulations to address concerns that had been brought up.

J. Brann explained that he would like the Board to go through the Vision Chapter of the Master Plan and see what other departments want.

R. Spinale asked about setting the goals.

M. Gasses explained that she would like to see the Board set short term and long term goals.

### **Discussion of Rules of Procedures and "The Riggins Rules".**

The Board discussed the Rules of Procedure and suggested the following changes:

## **PLANNING BOARD RULES OF PROCEDURE TOWN OF BARRINGTON, NEW HAMPSHIRE**

### **2.6** Members are expected to dress appropriately.

*Members act in a quasi-judicial capacity when considering applications. Therefore, they may not discuss anticipated or pending cases with an applicant, abutter or other member of the public outside of a public meeting. If someone approaches a member to discuss a specific application, the member should inform that person that s/he cannot discuss the matter outside of a meeting. If the person nonetheless continues, the planning board member should listen, make no comments in response, and document the conversation in a memorandum to be shared with the entire board at its next meeting and which shall become part of the record of the applicable application.*

### **III. OFFICERS**

#### **2.** The officers of the Board shall be *as follows*:

- a) To be eligible for Chairman or Vice-Chairman, a member should have served on the board for at least six months. Officers shall be elected annually ~~within 30 days after the Board of Selectmen appoint(s) members to any vacancy and those appointments have been qualified. Election of Officers shall be by majority vote of the Planning Board.~~ with their election normally conducted in March.*

### **IV. MEETINGS**

- 1. Regular meetings shall be held at least monthly at the Town Offices at (6:30 PM) on the first Tuesday and most third Tuesdays of each month, or with proper notice of date and time at a place designated by the Chair.**

- a) All materials to be considered at a Board meeting in order to determine whether an application is complete pursuant to the Town's Subdivision and Site Plan Regulations, internal policies, and RSA 676:4, I (b), shall be furnished to the Land Use Office at least 21 days prior to the meeting at which the application will be reviewed for completeness. The Land Use Office shall provide these materials to the Board at least one week prior to that meeting.

#### 5. Alternates:

- a) **Absent Voting Member:** If the Board's consideration of action on the application at issue extends to a subsequent Board meeting or hearing, the voting member may resume his/her role as a full voting member provided the voting member has reviewed the minutes and any materials submitted at any prior meetings at which the voting member was not present *and states having done so on the record.*

#### 6. Disqualification

- a) If any member finds it necessary to be disqualified from sitting on a particular case, as provided in **RSA 673:14**, they shall notify the Chairman as soon as possible so an alternate may be appointed to fill the vacancy. The disqualification shall be announced by either the Chairman or the member before discussion or public hearing on the application begins. The member disqualified shall leave the Board table during all *discussion, public hearings and deliberations* on the application. *If the member does not determine disqualification may be necessary until the Board's procedures on the application have commenced, such member shall immediately notify the Chairman so an alternate may be appointed to fill the vacancy. The continuation of the discussion or public hearing shall await the outcome of the possible disqualification.*
- b) If uncertainty arises as to whether a Board member should disqualify themselves, on the request of that member or the request of another member of the Board, the Board shall vote on the question of whether that member should be disqualified. Such request and vote shall be made prior to or at the commencement of *the Board's procedures on the application* if possible. A vote on a question of disqualification shall be advisory and non-binding, and may not be requested by persons other than Board members.

#### 7. Order of Business shall be as follows:

- a) **Call to Order:** At the time appointed for any meeting of the Board, the Chairman or, in his/her absence, a designated presiding officer shall be determined and take the Chair and call the meeting to order. If a quorum is present, as defined in this section, the presiding officer shall proceed with the order of business prescribed for the meeting. *The order of business may be amended by majority vote of the Board.*
- b) **Roll Call:** The roll of members shall be called and their presence or absence recorded.
- c) **Minutes of Previous meeting (s)** received, reviewed, approved.  
Minutes shall record the vote on each agenda item and summarize concerns, recommendations, and explanations of votes made by Board Members and Alternate Board Members. Except as noted for recused Members, all Members present when Minutes are being discussed are eligible to participate. Voting Members and Alternate Members that were recused from an agenda item are not eligible to participate in the discussion of that item during review and approval of minutes but are eligible to

participate on all other items. Changes to minutes may be suggested by eligible members and the minutes shall be changed or not changed based on the consensus of eligible members. After all items of the Minutes have been discussed and modified as agreed, the Chair shall approve the minutes as a whole *if there are no objections* or with unanimous consent.

**8. Motions:** Such motions as will facilitate the process of the Board may be allowed by the Chair. A motion, duly seconded, shall be carried by an affirmative vote of a majority of the members voting. On all matters concerning an application before the Board, voting shall be recorded by roll call. On process and procedural matters the manner of voting shall be at the discretion of the chair. As part of any motion to disapprove an application, the motion shall include the reason(s) for the denial. *As part of any motion to approve or disapprove a waiver, the motion shall include the reason(s) for the approval or denial. While staff recommendations are not binding on the Board, these recommendations may provide guidance and assist members in making motions.*

## **V. APPLICATIONS FOR SUBDIVISION AND SITE PLAN REVIEW**

1. Applications for hearings before the Board shall be made on forms provided for that purpose and shall be presented to the Board's designee who shall sign and record the date of receipt. The applicant shall file the application with the Land Use Office or as designated at least 21 days prior to the meeting at which the application will be accepted.

**VIII. PUBLIC HEARINGS:** The conduct of public hearings shall be governed by the following rules:

2. Members of the Board may ask questions at any point during the presentation, *though it is preferred that members hold most questions until the applicant has completed the initial presentation.*
3. Any party to the matter who desires to ask a question of another party must go through the Chairman, *who will identify the person to answer the question.*
7. The Chairman shall ask for public comment. *In order that all comments can be heard and recorded in the minutes, all comments shall be made from the podium, and all speakers shall begin by stating their names and address. Members should refrain from debate with those making public comment.*
9. The Chairman shall indicate when the Board is no longer taking public comment and whether the hearing is closed or adjourned pending submission of additional material or information or the correction of noted deficiencies. *Once a final vote has been taken and the decision has been announced, no further input from wither the public or Board shall be taken.*

## **SETTING OF DATE, TIME AND PLACE OF NEXT MEETING AND ADJOURNMENT**

The next meeting will be on April 4, 2017 at 6:30 p.m. at the ECLC 77 Ramsdell Lane.

Without objection the meeting was adjourned at 9:10 p.m.

Respectfully Submitted,

Barbara Irvine