



**TOWN OF DURHAM**  
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**Town Planner's Project Review**  
**Wednesday, March 27, 2019**

XI. **Rules of Procedure.** Review of proposed new set of Planning Board Rules of Procedure.

- I recommend that the board review the proposed new draft and make any desired changes. Once the document is acceptable we will need to schedule a public hearing.

Planning Board member Barbara Dill and I rewrote the rules of procedure. Here are the substantive items that are different in the proposed new version from the current one.

- 1) Removed most items that pertain to the development review process that are contained in the regulations. These items should not be included in the board's Rules of Procedures except for particular procedures that are useful as quick reference for the board. Added references to Zoning Ordinance and Regulations. Sections 1.2 and 1.3
- 2) Include a separate section on Members. Section II
- 3) Clarified role of chair. Sections II.A. and 3.2
- 4) Notes that we follow parliamentary procedure. Section 4.2
- 5) Expanded comments about recusal. Sections III. C. and 4.5
- 6) Revised order of business. Changed board members comments to "Roundtable." Removed separate line for review of old minutes. Eliminated footnotes. Sections III. D. and 4.6
- 7) Revised attendance. Sections III. E. and 4.3
- 8) Expanded nonpublic sessions. Section III. F. and 4.10
- 9) Expanded public comments. Sections III. G. and 4.7
- 10) Revised Submission of Information and correspondence. Sections III. H. and VII. A. and 5.4 and 7.2
- 11) Consolidated various references to public hearings into one section. Sections III. I., IV. A. 6, IV. C., and VII. E. All new Section V.
- 12) Remote participation. Require that a quorum be physically present. Section III. J. and 4.9.
- 13) Alternates. Said that alternates cannot vote in straw polls. Sections III. K. and 2.2

- 14) Added preliminary review. Section 6.1
- 15) Revised the process a little for site walks. Sections IV. 5. and 6.4
- 16) Removed requirement that the Planning Board approve forms. Section IV. A. 7.
- 17) Removed provision about reconsideration. Section IV. A. 8.
- 18) Removed provision about conservation subdivisions. Section IV. A. 9.
- 19) Added line about review of conditional uses. Sections IV. A. 10 and 6.5
- 20) Revised procedure for public hearings. Sections IV. C. and 5.1, 5.2, and 5.3
- 21) Made minor changes to Changes to Approved Plans. Section IV. G. and 6.8
- 22) Shortened Joint Meetings. Section VI. and 9.1
- 23) Noted on annual report that it should be reviewed by the board. Sections VII. B. and 7.4
- 24) Revised Planning Workshops. Sections VII. C. and 4.12
- 25) Added minor site committee and agricultural commission to appointments to committees and revised the language a little. Sections VII. D. and 9.3
- 26) Eliminated reference to who sets the public hearing dates. Sections VII. E. and 5.5
- 27) Communications outside of meetings. Revised language a little. Sections VII. F. and 8.2
- 28) Amendments. Stated that a hearing is required but no notices are required (consistent with RSA). Sections VIII and X
- 29) Added terms and oath of office. Sections 2.3 and 2.4
- 30) Changes taking up new items of business after 10pm from 2/3 to majority vote. Sections III. D. and 4.8
- 31) Added annual meeting. Section 4.11
- 32) Stated that the board may hold other public hearings without sending notices if not otherwise required. Section 5.6
- 33) Added a line about standards of conduct. Section 8.1
- 34) Added Riggins Rules. Section 8.3
- 35) Added removal of members. Section 8.4
- 36) Added provision about representing the board. Section 9.2