

**PLANNING BOARD**  
**27 School Street**  
**HILLSBOROUGH, NH**  
**May 03, 2023**

**TIME:** 7:00 p.m. – 8:15 p.m.

**DATE APPROVED:** 03/17/23

**MEMBERS:** Susanne White- Chairperson, Nancy Egner -Vice Chairperson, Ed Sauer-Second Vice Chairperson, Adam Charrette, Steve Livingston, Bryant Wheeler

**EX-OFFICIO:** James Bailey III

**PLANNING DIRECTOR:** Robyn Payson

**ALTERNATES:** Kim Opperman, Dana Clow

**Excused:** Jim Bailey, Dana Clow

**Public:** None

**Call to Order:**

Chairperson Susanne White called the meeting to order at 7:00 PM. Susanne White called the roll. Jim Bailey and Dana Clow absent.

**Minutes**

**04/19/23** Adam Charrette made a motion to approve the minutes. Steve Livingston seconded the motion. The motion carried with Nancy Egner abstaining.

**WORK MEETING**


Planning Board Training  
Stephen Buckley, NH Municipal Association

Steven Buckley presented a seminar on Planning Board Roles and Responsibilities to the Board. (see attached)

There being no further discussion, Steve Livingston made a motion to adjourn. Adam Charrette seconded the motion.

**Meeting Adjourned 8:15 pm**

Respectfully Submitted,  
Robyn L. Payson, Planning Director



**PLANNING BOARD  
ROLES & RESPONSIBILITIES**

Presented to:  
Town of Hillsborough

Stephen C. Buckley, Legal Services Counsel

May 3, 2023

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### Today's Presentation

- ✓ Right-to-Know Law, public meetings, electronic communications
- ✓ Duty to assist, Conflicts of Interest
- ✓ Statutory Duties; Subdivisions & Site Plans, Master Plan, Workforce Housing, CIP, Zoning Amendments, Innovative Land Use, Streets, Driveways, Merged lots
- ✓ Preliminary review, Applications, Timeline for Review, 3rd Party consultants, Developments of Regional Impact HB 1661 statutory changes, Public Hearing, Deliberations, Making the decision, Conditional approvals, Vesting, Appeals

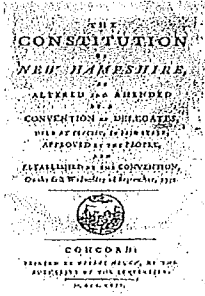
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## The Right-to-Know Law RSA Chapter 91-A

PART I, ARTICLE 8 OF THE NH  
Constitution: Government ...  
should be open, ....

SECTION 1 OF RSA 91-A:  
The purpose of this chapter is to  
ensure both the greatest possible  
public access to the actions,  
discussions and records of all  
public bodies, and their  
accountability to the people.



The image shows the title page of the New Hampshire Constitution. The text reads: 'THE CONSTITUTION OF THE STATE OF NEW-HAMPSHIRE, AS REVISED AND AMENDED BY THE CONVENTION OF DELEGATES, HELD AT FREEDEN, IN THE STATE OF NEW-HAMPSHIRE, APPROVED BY THE PEOPLE, AT A GENERAL ELECTION, HELD AT FREETOWN, IN THE STATE OF NEW-HAMPSHIRE, ON THE TWENTY-NINTH DAY OF SEPTEMBER, 1792. ESTABLISHED BY THE CONVENTION, HELD AT FREETOWN, IN THE STATE OF NEW-HAMPSHIRE, ON THE TWENTY-NINTH DAY OF SEPTEMBER, 1792. QUONIAM'.

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<b>What is a Public Meeting? RSA 91-A:2</b>	Quorum
	Public body
	Convenes so that they can communicate contemporaneously
	To discuss or act upon a something over which the public body has supervision, control, jurisdiction, or advisory power

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## “Public Body”

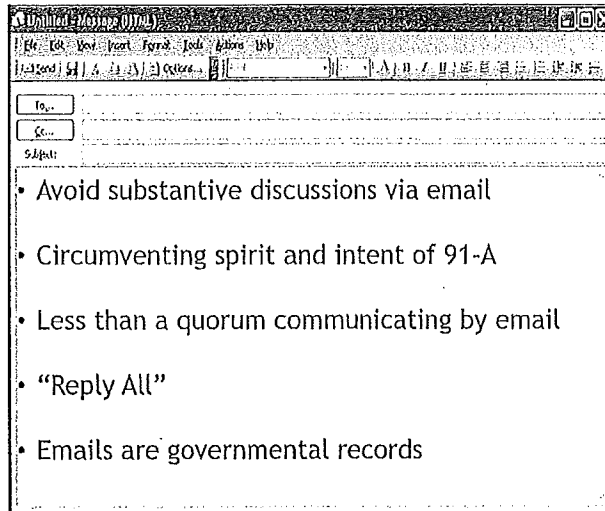


RSA 91-A:1-a, VI:

- Any legislative body, governing body, board, commission, committee of any county, town, municipal corporation, school district, SAU or other political subdivision
- Any committee, subcommittee, advisory committee thereto

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## “Electronic Communications”



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## Duty to Assist

- ▶ Planning boards have an obligation under the New Hampshire Constitution to provide assistance to all citizens. *Richmond Co. v. City of Concord*, 149 N.H. 312 (2003)
- ▶ The subdivision/site plan process is not a completely adversarial process.
- ▶ The planning board has a duty to advise applicants and otherwise work with them as they attempt to negotiate the permit process.

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## Conflicts of Interest

### RSA 673:14 Disqualification of Member.

1. No member of a zoning board of adjustment, building code board of appeals, planning board, heritage commission, historic district commission, agricultural commission, or housing commission shall participate in deciding or shall sit upon the hearing of any question which the board is to decide in a judicial capacity if that member has a direct personal or pecuniary interest in the outcome which differs from the interest of other citizens, or if that member would be disqualified for any cause to act as a juror upon the trial of the same matter in any action at law. Reasons for disqualification do not include exemption from service as a juror or knowledge of the facts involved gained in the performance of the member's official duties.

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## Juror Standard

- (a) Expects to gain or lose upon the disposition of the case;
- (b) Is related to either party;
- (c) Has advised or assisted either party;
- (d) Has directly or indirectly given his opinion or has formed an opinion;
- (e) Is employed by or employs any party in the case;
- (f) Is prejudiced to any degree regarding the case; or
- (g) Employs any of the counsel appearing in the case in any action then pending in the court.

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## Case Study: Z-1 Express v. Manchester (2019)

- ▶ CUP application before planning board.
- ▶ After the public hearing portion, but before deliberations, two members voiced opposition to the project on a social media site established by residents opposing the project.
- ▶ One of the members who voiced opposition on social media was asked to recuse himself, he refused and he later voted to deny the application.
- ▶ Superior Court remanded the case after finding that the member's failure to enter into and participate in deliberations with an open mind "threaten[ed] the integrity of the deliberative process" undermining public trust in the overall function of the planning board.

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### Conflicts of Interest

- ▶ Advisory Vote - RSA 673:14, II.
- ▶ Recuse (yes) vs. Abstain (no)
- ▶ Avoid Social Media Opinions on Pending Matters
- ▶ Disclose and Remove Yourself
- ▶ Err on the Side of Caution!

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### Planning Board - Statutory Duties

- ✓ Master Plan - RSA 674:2
- ✓ Capital Improvements Program 674:5
- ✓ Recommend Zoning Ordinance & Amendments RSA 675:3
- ✓ Subdivision Regulation 674:36
- ✓ Site Plan Regulation 674:44
- ✓ Excavation Regulation 155-E:1 (III) (a)
- ✓ Driveway Regulation - 236:13

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## Subdivision & Site Plan Approval

<b>SUBDIVISION:</b> <ul style="list-style-type: none"><li>✓ Require preliminary review of subdivisions.</li><li>✓ Approve plats and plans.</li><li>✓ Approval showing streets.</li><li>✓ Approval showing utility facilities &amp; services.</li></ul>	<b>SITE PLAN:</b> <ul style="list-style-type: none"><li>✓ Municipality must have zoning.</li><li>✓ Planning board has adopted subdivision regulations.</li><li>✓ Board may approve site plans for the <i>development or change or expansion of use</i> for nonresidential uses or for multi-family dwelling units (structures with &gt; 2 dwelling units).</li></ul>
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## Workforce Housing Statute RSA 674:58-:61

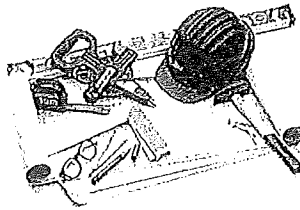
- ✓ Allow workforce housing in a majority of the land area zoned residential.
- ✓ Does municipality have its fair share of workforce housing?
- ✓ Housing for sale - affordable to a household with an income of no more than 100 percent of the median income for a 4-person household for County in which the housing is located.
- ✓ Rental housing - affordable to a household with an income of no more than 60 percent of the median income for a 3-person household for County in which the housing is located.

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## Capital Improvements Program

- ▶ Aid with budgeting decisions.
- ▶ Not a basis to deny subdivision application *Zukis v. Fitzwilliam*, 135 N.H. 384 (1992).
- ▶ Prerequisite for:
  - ▶ Impact fees
  - ▶ Growth Management



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## Zoning Amendments RSA 675:3

- ▶ Planning Board proposes zoning, historic district ordinance, or building code amendments are adopted by the town meeting.
- ▶ No zoning ordinance, historic district ordinance, or building code shall be established or amended until after a public hearing is held in accordance with the procedures required under RSA 675:7

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## **Innovative Land Use Controls RSA 674:21**

- ▶ Must be supported by the master plan.
- ▶ Administration of the ordinance can be granted to the PB, ZBA, or other such person or board according to the ordinance.
- ▶ If administration is not designated to the PB, any proposal under the regulation shall be reviewed by the PB prior to final consideration by the administrator.

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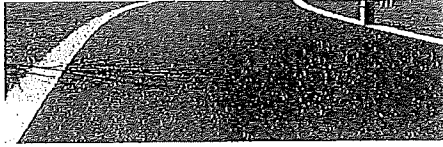
## **Planning Board & Public Streets**

- ▶ Approves Subdivision Roads 674:36, II (e)
- ▶ Approves Site Plan Roads RSA 674:44, II, (d) (e) (f)
- ▶ Establishes Road Construction Standards
- ▶ Establishes minimum completion before occupancy 676:12, V
- ▶ Imposes performance bonding, 674:36, III

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## Driveways - RSA 236:13



- Planning Board or Select Board authorized to approve driveway permits on town roads.
- Must adopt driveway regulations.
- Delegate permit issuance and enforcement to Public Works Director or other designee.
- Continuing authority over any driveway even if no permit issued.
- Property owner can be ordered to fix driveway that is hazard to traveling public or threat to road integrity.

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## Merged Lots - RSA 674:39-a

Merger of 2 or more *contiguous* preexisting approved or subdivided lots or parcels.

No public hearing or notice shall be required.

No new survey plat need be recorded.

Notice of the merger endorsed by the planning board recorded at registry of deeds.

If any lot is under a mortgage, lender must consent.

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## Off-site Exactions RSA 674:21, V (j)

- ▶ No impact fee ordinance adoption necessary to impose exactions as condition of Planning Board approval.
- ▶ Improvements that are necessitated by a development located outside the project boundaries.
- ▶ Subject to rational nexus test.
- ▶ Limited to highway, drainage, and sewer and water upgrades pertinent to that development.

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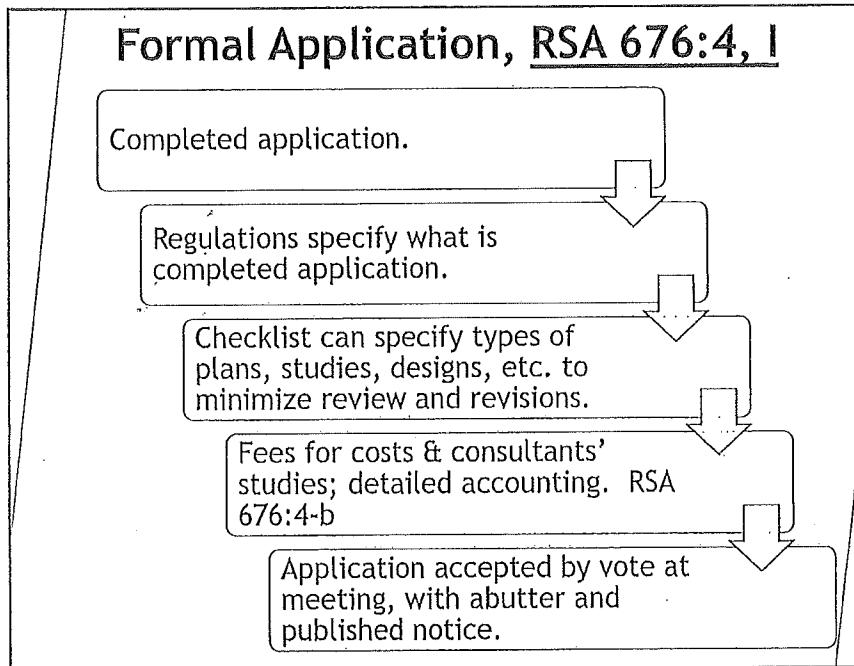
## Preliminary Review- Conceptual Consultation - Design Review

- ▶ Planning boards may mandate preliminary review, if authorized by town meeting. RSA 674:35, I
- ▶ Preliminary Conceptual Consultation, RSA 676:4, II (a): nonbinding, no abutter notification required - general discussion of type of development, relationship to the master plan, issues that will arise under local regulations, what particular procedure the board will follow, site visits, possible need for expert assistance, etc.
- ▶ Design Review, RSA 676:4, II (b): Still nonbinding, but abutter and published notice required, but no public hearing; identify special studies that may be required, neighborhood or environmental impacts, specific issues with the parcel rough layout of lots and roads, topo maps, soils information, etc.

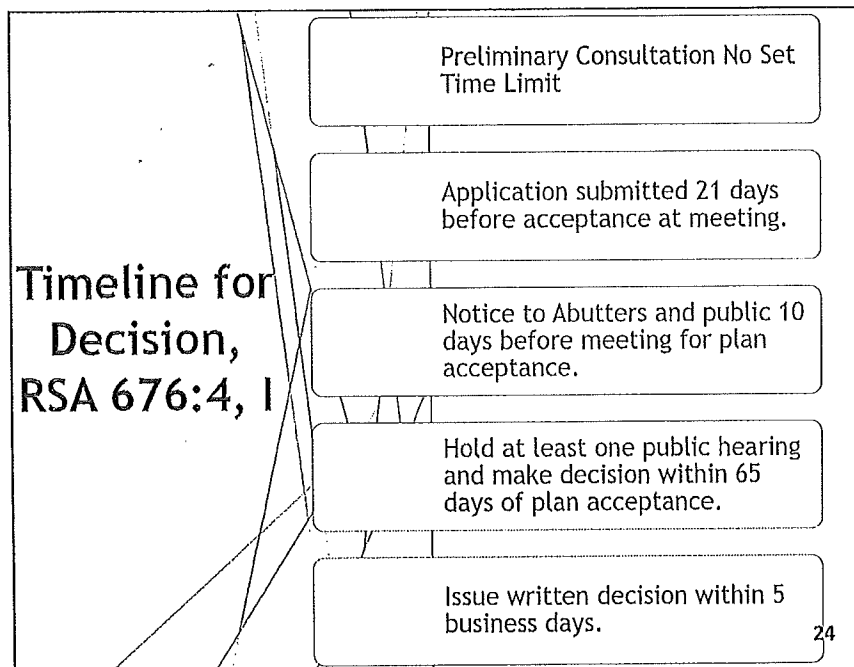
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## Alternative Site Plan Approval and Review Procedures

- ▶ The town meeting may authorize the planning board to delegate its site review powers for minor site plans to a committee of technically qualified administrators. RSA 674:43, III.
- ▶ Establish Technical Review Group to provide advice to planning board applicants on their proposed projects.
- ▶ Town Meeting or planning board may establish thresholds based on the size of a project or a tract below which site plan review shall not be required. RSA 674:43, IV

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## Acceptance Vesting RSA 676:12, VI

- Amendments to zoning or planning regulations do not apply to an application which has been the subject of legal notice of plan acceptance prior to the first legal notice of any such change or amendment.
- This also applies to proposals submitted to a planning board for design review pursuant to RSA 676:4, II(b), provided that a formal application is filed with the planning board within 12 months of the end of the design review process.

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## Developments of Regional Impact (RSA 36:54 - :58)

- ▶ DRI when development “could reasonably be expected to impact on a neighboring municipality.”
- ▶ Within five (5) days of the meeting at which the DRI determination was made, send copies of the minutes of that meeting, by certified mail, to the RPC and to the affected neighboring municipalities.
- ▶ At the same time, submit a set of initial development plans to the RPC. The applicant bears the cost of providing and sending such plans.
- ▶ At least 14 days before the public hearing, the board must notify, by certified mail, all affected municipalities and the RPC of the date, time, and place of the hearing and of their right to testify concerning the development.

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## Decisions Shall Include Written Findings of Fact

- New language in RSA 676:3, I expands on requirement that local land use boards provide specific written findings of fact that support an approval or disapproval:
 

*The decision shall include specific written findings of fact that support the decision. Failure of the board to make specific written findings of fact supporting a disapproval shall be grounds for automatic reversal and remand by the superior court upon appeal, in accordance with the time periods set forth in RSA 677:5 or RSA 677:15, unless the court determines that there are other factors warranting the disapproval.*
- This change went into effect on August 23, 2022.

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### The Planning Board shall approve or disapprove with 65 days

- If the planning board does not act on the application within the 65-day period, then the governing body is required to approve the application.
- If the planning board determines that it lacks sufficient information to make a final decision on an application and the applicant does not consent to an extension, the board may deny the application without prejudice, allowing the applicant to reapply.

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### Decision Timeline extended 30 days to consider developments of regional impact

- ▶ 2021's HB 332 extended the planning board's deadline to act by 30 days where the board determined that the development was one of regional impact.
- ▶ HB 1661 did not remove the additional 30 days for developments of regional impact considerations, and the statute should continue to be read to *include* the additional 30 days in the case of developments of regional impact.
- ▶ This change went into effect on January 1, 2023.

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## 90-Day Extension Eliminated

- HB 1661 eliminated the ability of the planning board to request an extension to act on an application from the governing body.
- (Prior law allowed the planning board to petition the governing body to extend the time to act on an application by 90 days.)
- This change went into effect August 23, 2022.

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## Public Hearing Procedures

▶ 676:4, I (e) hear from applicant, abutters, others with direct interest, and others as permitted by board.

▶ Impartially follow rules of procedure.

▶ Site visits are public meetings.

▶ Riggins Rules.



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### Deliberation & Weighing the Evidence

- ▶ Get all necessary information before closing public hearing.
- ▶ Board can deliberate and vote at later meeting.
- ▶ Avoid ex parte contacts with parties or deliberation among members outside meeting.
- ▶ Board may rely on personal knowledge of the area; and not bound to accept conclusions of experts, *Vannah v. Bedford*, 111 N.H. 105 (1971), only if some evidence and explained in written decision. *Malachy Glen Associates, Inc. v. Chichester*, 155 N.H. 102 (2007)
- ▶ Cannot ignore uncontradicted expert testimony, unless board can adequately explain in written decision. *Condos East Corp. v. Conway*, 132 N.H. 431 (1989)

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### Dartmouth v. Hanover New Hampshire Supreme Court November 6, 2018

- ▶ Planning Boards cannot rely upon lay opinions and anecdotes refuted by uncontroverted expert evidence.
- ▶ Planning Boards cannot supplant the specific regulations and ordinances that control the site plan review process with their own personal feelings.

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## Written Notice of Decision



- ✓ Written decision is required, and written reasons in event of disapproval. RSA 676:3, I.
- ✓ RSA 676:4, I (c) (1) also requires decision to approve, approve with conditions or disapprove.
- ✓ Decision and meeting minutes must be on file for public inspection within 5 business days of vote. RSA 676:3, II.
- ✓ A tie vote is not a decision.

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## Conditional Approval

- ▶ Representations by applicant are not binding unless clearly made a condition of approval.
- ▶ Conditions must reasonably relate to ensuring compliance with relevant criteria.
- ▶ Standard conditions.
- ▶ Conditions precedent.
- ▶ Conditions subsequent.
- ▶ Compliance hearing.

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