**RULES OF PROCEDURE**

**TOWN of ANDOVER N.H. PLANNING BOARD**

I. NAME. The name of the Board will be “Town of Andover N.H. Planning Board” (further referred to as “Planning Board”) as adopted at the Andover Town Meeting.

II. PERSONNEL. The Planning Board will consist of seven regular members including one Select Board member to act as ex-officio member with the power to vote and five alternate members, all appointed by the Select Board. Selection, qualification, term, removal of members and filling of vacancies will conform with the latest provisions of Chapter 673, New Hampshire Revised Statutes Annotated.

III. ORGANIZATION. The Planning Board will meet to organize on the second Tuesday in April and will be called to order by the member most senior in total years of service who is present. At this meeting the Planning Board will organize for the election by ballot of one of its members as Chair, one as Vice Chair, and one as Secretary. The Planning Board will also provide for a paid Recording Secretary who will not be a member of the Planning Board and whose pay will be included in regular annual Town budgets.

IV. MEETINGS.

A. Regular meetings will be held on the second and fourth Tuesdays of each month at the Andover Town Hall at 7:00 p.m. unless otherwise specified. The Planning Board will not meet on the fourth Tuesday of August. Several meetings may be set aside for Planning Board process, procedural matters and working meetings.

B. Special meetings at the request of three members of the Planning Board will be called by the Chair or, in their absence by the Vice Chair within seven days. No business will be acted upon at special meetings unless four members or alternates are present and any applicable public notice requirements have been met. The Chair or, in their absence the Vice Chair will select the date, time and place of the special meetings.

C. A regular meeting may be postponed by the Chair if requested by three voting members and all members are notified.

D. Four voting members will constitute a quorum for the transaction of business, but a lesser number may meet and adjourn.

E. The Chair will designate an alternate member to serve for a regular member who is absent or disqualified from participation.

F. When a member is in a position of conflict of interest, she/he will disqualify her/his self. If she/he believes to be in a position of conflict of interest, she/he will request a Chair’s ruling on whether to be disqualified from discussion and voting on that matter. The Chair will consider the request and grant or deny the request, and may act on their own authority. Grounds for disqualification will include but are not limited to interest, bias or prejudice or relationship to parties involved.

V. RULES OF ORDER.

A. At each regular meeting, the order of proceedings will be as follows:

1. call the meeting to order;

2. approval of the minutes of the previous meeting(s);

3. announcements and correspondence;

4. non-binding consultations, application reviews, public hearings;

 discussions, and decisions;

5. committee reports and other business; and

6. adjournment.

B. A motion will be carried by a majority of members present and voting in the affirmative.

C. Motions to grant or deny final approval of Site Plan Reviews, Minor and Major Subdivisions, and Lot Line Adjustment and Annexations will not ordinarily be made earlier than the meeting after the meetingat which it has been determined the application is complete and a public hearing has been held.

D. Any motion to grant final approval to any land use plan requiring the recording of a plat at the Merrimack County Registry of Deeds will be premised upon the submission of that plat in Mylar form to the Planning Board together with registry recording fees and signatures.

E. Non-binding Consultations are intended to assist both the Planning Board and applicants to better define information needed and procedures to be followed. Since they will often be based on incomplete or inaccurate data, neither the Planning Board nor any applicant is bound in any way by the content of such consultations.

VI. SUBMISSION OF DOCUMENTS

The submission of documents by the applicant will be as required by the Subdivision and Site Plan Regulations in effect at the time. All documents will be submitted at least 14 (fourteen) days before the meeting at which they are to be considered.

VII. OFFICERS

A. The Chair or Vice Chair will call the meeting to order, preside over the deliberations, and see that all proceedings are in accordance with the rules and regulations of the Town of Andover, the laws of the State of New Hampshire, and the Andover NH Planning Board Rules of Procedure.

1. The Chair, assisted by the Zoning Administrator will prepare an agenda

 for each meeting and send it to the Board members.

2. The Chair will:

a. communicate regularly with the town officials, the Budget

 Committee, Lakes Region Planning Commission, and the NH

 Municipal Association;

b. prepare the Planning Board budget for the upcoming year;

c. prepare a yearly report for the Annual Town Report;

d. attend the annual March Town Meeting; and

e. perform other duties incumbent upon the presiding officer.

3. The Chair may appoint committees of resident citizens including one

 member of the Planning Board who will act as chair.

B. The Chair and Secretary of the Planning Board will sign the Mylar to be recorded and sign any document to provide official verification of any Planning Board action.

VlIl. STAFF

A. The Recording Secretary will keep a full and accurate record of proceedings of all

meetings. If the Recording Secretary is not present a secretary pro tempore will be appointed by the Chair. The record will include:

1. names of members present;

2. names of members of the public present;

3. announcements to or correspondence received and reviewed by the

 Planning Board;

4. facts concerning any discussion and review of applications including

 map and lot numbers of any properties;

5. votes or decisions by the Planning Board, including the names of the

 members who so moved, seconded, abstained, or rescused; and

6. the time the meeting was adjourned, and the name of the Recording

 Secretary.

B. The Recording Secretary will:

1. send copies of approved minutes to all Planning Board members,

 Zoning Administrator, Town Clerk, Zoning Board of Adjustment,

 and *Andover Beacon*;

2. send notices of Public Hearings for publication in a paper of general

 circulation in the municipality and post at least 2 (two) notices in public

 places; and

3. mail Public Hearing Notices by Verified Mail to all abutting property owners.

C. The Zoning Administrator will:

1. maintain all Planning Board records;

2. provide and receive Applications for Building Permits, Subdivisions,

 and Site Plan Reviews;

3**.** collect fees as established by the regulations;

4 file signed Mylar copies with the Merrimack County Registry of Deeds; and

5. when an Application for a Special Exception is filed it will be forwarded to the

 Planning Board for a Site Suitability determination and signed by the Planning

 Board Chair prior to sending it to the Zoning Board of Adjustment.

IX. JOINT PUBLIC HEARINGS

By a majority vote of members present and voting, the Planning Board may request a joint meeting with other local land use boards. The Planning Board Chair will preside as provided in RSA 676:1. Each board and or commission will keep its own minutes and deliberate and vote on decisions as separate bodies in regular or special meetings. The recording secretaries of all boards taking part in joint meetings will compare their minutes as soon as is conveniently possible after such meetings and resolve any conflicts with the aid of their respective chairs.

X. PUBLIC’S RIGHT TO KNOW

The provisions of RSA 91: A will be adhered to by the Planning Board (including executive sessions, availability of meeting records, etc.)

XI. AMENDMENT

These rules may be amended by a majority vote of the members of the Planning Board provided that such amendment is read and discussed at two successive meetings immediately preceding the meeting at which the vote is to be taken.

Amended and adopted on December 8, 2020, by the Andover Planning Board.