

# TOWN OF STRATHAM

## Route 33 Neighborhood Heritage Advisory Committee Rules of Procedure

Adopted by the Route 33 Heritage Advisory Committee, June 2022

### **ARTICLE I. AUTHORITY AND ADOPTION:**

**Section 1.1. Authority.** In accordance with the provisions of New Hampshire Revised Statutes Annotated, Chapter 674 (specifically RSA 674:21), as amended, and the authority granted under Section 3.10 of the Stratham Zoning Ordinance, the Route 33 Neighborhood Heritage Advisory Committee has been established, hereafter referred to as the Heritage Advisory Committee.

### **ARTICLE 2. PURPOSE AND DUTIES:**

**Section 2.1. Duties and Powers.** Pursuant to Section 3.10.4 of the Stratham Zoning Ordinance, the Heritage Advisory Committee shall be empowered to carry out the following activities.

1. Establish these Rules of Procedure, in accordance with RSA 671:1.
2. Adopt guidelines, guidance documents or similar materials to assist applicants, the Heritage Advisory Committee, and the Planning Board in the composition, review, and efficient processing of Heritage District applications.
3. Advise the Planning Board to guide decision-making on all Heritage District applications, through the submission of written recommendations and comments, including on, but not limited to, the following matters:
  - i. To provide recommendations related to site design and architectural characteristics of applications.
  - ii. To provide recommendations related to requested waivers when applicable under the Zoning Ordinance.
  - iii. To advise the Planning Board, when applicable, if an application meets the Conditional Use Permit criteria required under the Zoning Ordinance.
  - iv. To recommend final action on applications, including approval, denial or conditional approval of applications. The Advisory Committee may provide recommended language for conditions of approval.

Comments provided by the Advisory Committee shall be advisory in nature and the Planning Board shall not be bound by such comments. The Planning Board shall make all final decisions on applications.

4. When infrastructure improvements are planned to the corridor by the Town or the NH Department of Transportation, the Advisory Committee may provide comments to guide the design and/or implementation of such improvements. Additionally, the Committee may publish recommend roadway design and/or cross-sections to help guide planning, design,

or engineering of transportation improvements, including to public transportation infrastructure.

5. The Advisory Committee may participate in any public planning or design processes directly affecting the Portsmouth Avenue/Route 33 corridor.

**Section 2.2. Preliminary Reviews and Discussions.** The Heritage Advisory Committee may engage applicants in Preliminary Reviews and Discussions prior to the submission of a formal application. Preliminary Reviews and Discussions shall be voluntary on the part of the applicant, but are recommended for larger projects.

**Section 2.3. Site Walks.** The Heritage Advisory Committee may, in coordination with an applicant, schedule a site walk of a property if the Committee believes it would be beneficial to its review of an application. Site Walks shall be public meetings.

**Section 2.3. Records.** The Heritage Advisory Committee shall comply with all requirements of RSA Chapter 91-A, including proper public notice of meetings, afford public access to meetings, and maintain minutes of all meetings. The Committee shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the annual Town Report.

### **ARTICLE 3. MEMBERSHIP:**

**Section 3.1. Heritage Advisory Committee Membership.** The Heritage Advisory Committee shall consist of the following members:

- a.) One appointee of the Planning Board
- b.) One appointee of the Heritage Commission
- c.) One appointee of the Select Board

In making appointments to the Heritage District Advisory Committee, reasonable efforts shall be made by the appointment body to stagger the terms of appointees and to appoint at least one member who lives in or owns property within the District. An appointee designee to the Advisory Committee may or may not be a member of the body they are appointed by.

**Section 3.2. Member Terms.** Terms of Advisory Committee members shall be for three years, unless the appointee is a member of the body they are appointed by in which case the length of the term shall coincide with their term on the respective Board or Commission.

**Section 3.3. Election and Duties of Chair and Vice Chair.** Members of the Advisory Committee shall appoint a Chairperson and Vice Chairperson on an annual basis. The Chair shall work with the Stratham Planning Department to set meeting agendas and preside over all meetings of the Heritage Advisory Committee. In the absence of the Chair, the Vice Chair shall preside over meetings and perform all other duties of the Chair. The Chair shall use Robert's Rules of Order in presiding over all public meetings

**Section 3.4. Vacancies.** Any member of the Advisory Committee may resign his or her membership on the Committee, provided that written notice is provided to the appointment body and the Stratham Planning Department. The appointment body may appoint a replacement to begin a term anytime after the vacancy takes effect.

#### **ARTICLE 4. MEETINGS:**

**Section 4.1. Meeting Schedule.** Regular meetings shall be held monthly, on the second Wednesday of the month beginning at 6:00 PM., unless no applications have been received, then the meeting may be cancelled with the approval of the Chair. If necessary, an additional regular meeting, site walk, or workshop may be held. Any additional meeting shall be scheduled at the discretion of the Chair.

**Section 4.2. Quorum.** A quorum of the Heritage Advisory Committee shall constitute two members.

**Section 4.3. Recusal.** Members shall recuse themselves from all discussion and consideration of any application or issue in which a conflict of interest, either personal or professional, may exist or for any other reason if the member does not believe he or she may act impartially.

#### **ARTICLE 5. APPLICATIONS:**

**Section 5.1. Application Forms.** The Heritage Advisory Committee may require an application form and checklist to aid its review of applications.

**Section 5.2. Application Deadlines.** Completed applications shall be submitted at least 10 days before the scheduled meeting of the Heritage Advisory Committee in which the application will be considered. The Heritage Advisory Committee shall publish a list of meeting dates and deadlines annually before the start of the new year.

**Section 5.3. Application Reviews.** The Heritage Advisory Committee shall provide its comments on an application a minimum of seven days before the Planning Board meeting at which the application will be considered. The comments of the Heritage Advisory Committee shall be provided either in the form of the meeting minutes or in a letter to the Planning Board. The Chair shall have discretion to determine how the comments are provided. In the event that only two members are able to participate in an application review and there is a disagreement between the members on the nature of the comments to be provided to the Planning Board, two sets of comments shall be provided to the Planning Board expressing the conflicting views. However, the Heritage Advisory Committee shall strive to reach agreement and unity on all applications.

**Section 5.4 Application Review Durations.** In all cases, the Heritage Advisory Committee shall strive to complete reviews expeditiously to avoid unnecessary delays on the part of applicants. However, the Heritage Advisory Committee may schedule up to two additional meetings to review an application. In no case shall the Heritage Advisory Committee take any longer than 30 days

from the date of the first meeting in consideration of the application to provide its comments on an application to the Planning Board unless the applicant expressly agrees to a longer duration review.

**ARTICLE 6. REVISIONS:**

The Committee may, from time to time, amend and revise its Rules of Procedure.

**Approval:**

We hereby approve adoption of the Route 33 Neighborhood Heritage Advisory Committee Rules of Procedure, this date of June 16, 2022, and amended August 13, 2025.