

Q. How does development in Exeter get proposed for review and approval?

A. The procedure for application for Site Plan/Subdivision review and approval is identified in Section 6 of the Town of Exeter's "Site Plan Review and Subdivision Regulations" as posted on the Town website:

[https://www.exeternh.gov/sites/default/files/fileattachments/planning\\_board/page/14051/2018.04.26\\_final\\_site\\_sub\\_regulations.pdf](https://www.exeternh.gov/sites/default/files/fileattachments/planning_board/page/14051/2018.04.26_final_site_sub_regulations.pdf)

Q. How does the town planning department review applications for development?

A. The planning board is expected to conduct its business in accordance with "Exeter Planning Board Rules of Procedure" as published on the town website:

[https://www.exeternh.gov/sites/default/files/fileattachments/planning/page/14051/planning\\_board\\_rules\\_of\\_procedure\\_adopted\\_oct-22-2015.pdf](https://www.exeternh.gov/sites/default/files/fileattachments/planning/page/14051/planning_board_rules_of_procedure_adopted_oct-22-2015.pdf)

The application and review process is identified in the Town of Exeter's "Site Plan Review and Subdivision Regulations" as posted on the Town website:

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Q. What is the difference between the Zoning Board of Adjustment (ZBA) and the Planning Board?

A. Every piece of land has a zoned or permitted usage and there are rules associated with each kind of usage. The ZBA is concerned with how parcels are zoned whereas the Planning Board is concerned with rules associated with each allowable uses. The Zoning Board of Adjustment is a quasi-judicial body which hears and decides four types of zoning adjustment applications including (Zoning) Variances, Special Exceptions, Appeals from Administrative Decisions, and Equitable Waivers of Dimensional Requirements. While some projects require an applicant to appear before both the ZBA and the Planning Board, the two boards operate independently and without any coordinated overlap.

Q. What is the difference between a waiver and a variance?

A. The ZBA grants variances to zoning restrictions where as the Planning Board grants waivers to Subdivision regulations.

Q. How often does the Planning Board meet?

A. The Town of Exeter Planning Board usually meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of every month at 7:00 p.m. in the Nowak Room on the second floor of the Town Offices Building at 10 Front Street. A schedule of meeting dates and agendas is posted on the Town of Exeter website at

<https://www.exeternh.gov/meetings>

Q. Are Planning Board meetings open to the public?

A. Yes. It is important for interested parties to attend Planning Board meetings in person for a number of reasons. Personal attendance offers the ability to observe the process, hear information that is presented by applicants, and the discussion of Planning Board members and the Town Planner. There is also an opportunity for public comment during the meetings. Public comment regarding any proposed development is an important part of the official record of information for any proposed development. Personal attendance also has the benefit of informing the Planning Board that

residents and taxpayers have an interest and major stake in the process and decisions the Planning Board eventually will make.

Q. What is the difference between preliminary concept review and design review during a pre-application review?

A. As stated in the Site Plan Review and Subdivision Regulations, Section 6, there are two levels of review. The first, Preliminary Conceptual Consultation is an informal process of discussion between an individual who anticipates submitting a formal application for development and the Planning Board, prior to formal submission of the application. The purpose of preliminary conceptual consultation is to familiarize the Board with the project concept and to help acquaint the applicant with application and review process and requirements. Preliminary concept consultations are conducted at regularly scheduled Board meetings and all discussion is non-binding on both parties.

The Design Review Phase is a process where the Board and its Technical Review Committee may engage in non-binding discussions with the applicant beyond conceptual and general issues related to the project. These discussions include more specific issues related to site design, engineering details and technical issues. The design review phase may only proceed after identification of and provision of notice to abutters.

Q. What is the Technical Review Committee (TRC)?

A. The Technical review committee is a group of individuals established to assist the Board in reviewing Site Plan/ Subdivision applications and plans. The TRC generally consists of representatives from the Planning Department, Department of Public Works, Fire Department, Conservation Commission, and may also include the Town's engineering consultant.

Q. Does the Planning Board use the Town of Exeter Master Plan as a resource during the application review process?

A. The Exeter Planning Board website states "The Board uses the Exeter Master Plan as a guide in making decisions as it serves as the blueprint for growth and development of the town". During the 3-plus years of EAC's engagement with the Rose Farm development project, we have witnessed that the website statement regarding the Master Plan is not altogether consistent with observed discussion, actions and public statements made by the Planning Board and Town Planner. In the end, while the Master Plan represents the community's values and vision for the future of the Town, it is not a regulatory document.

Q. Are the plans and documents that the Planning Board reviews available to the public?

A. Yes. Information submitted to the Town Planning Department associated with any application for site plan and/or subdivision review is public record, and is available to the public for review. You can always go to the office during business hours and ask to see any materials related to a particular project.

Q. How can the public obtain plans and documents that the Planning Board reviews?

A. Public record documents may be obtained for review by the public in a number of ways including:

- Call the Planning and Building Department (773-6112) for Planning Board related inquiries.
- View documents in the Planning Office at 10 Front Street (Town Offices).
- Send an email to the Planning Office requesting electronic (pdf format) files of any/all material associated with a given development application. It is generally most effective to

contact both Town Planner (Dave Sharples) email: [dsharples@exeter.nh.gov](mailto:dsharples@exeter.nh.gov). Deputy Code Enforcer (Barbara McEvoy) email: Barbara McEvoy, [bmcevoy@exeternh.gov](mailto:bmcevoy@exeternh.gov).

Q. What can I do to better understand how the town planning department and planning board review applications for development?

A. There are several ways that individual residents can become familiar with the process of development in the Town of Exeter. The following suggestions are offered to help residents become aware of the town process and also to become involved in the process.

- Read and become familiar with the official procedures of the Planning Board  
[https://www.exeternh.gov/sites/default/files/fileattachments/planning/page/14051/planning\\_board\\_rules\\_of\\_procedure\\_adopted\\_oct-22-\\_2015.pdf](https://www.exeternh.gov/sites/default/files/fileattachments/planning/page/14051/planning_board_rules_of_procedure_adopted_oct-22-_2015.pdf)
- Read and become familiar with the official Site Plan Review and Subdivision Regulations  
[https://www.exeternh.gov/sites/default/files/fileattachments/planning\\_board/page/14051/2018.04.26\\_final\\_site\\_sub\\_regulations.pdf](https://www.exeternh.gov/sites/default/files/fileattachments/planning_board/page/14051/2018.04.26_final_site_sub_regulations.pdf)
- Attend Planning Board meetings
- Become involved in the process by obtaining all of the materials that the applicant has provided to the Planning Board for review. Study plans and reports and compare what you see with the requirements of the published Regulations.
- Bring any and all concerns and comments to the Board during the public comment section of Planning Board meetings.