

# **LONG RANGE PLANNING COMMITTEE MEETING**

**Tuesday, February 1, 2022**

**1:00 p.m. – Rye Town Hall**

***Members Present:* Chair Steve Carter, Katy Sherman, and Rob Wright**

***Ad Hoc Members Present:* Patricia Losik**

***Also Present:* Julie LaBranche and Planning Administrator Kim Reed**

## **I. Call to Order**

Chair Carter called the meeting to order at 1:02 p.m. and led the pledge of allegiance.

## **II. Discussion about presentation to Planning Board – February 8, 2022**

Chair Carter turned the meeting over to Julie LaBranche to go through her draft master Plan Vision Framework.

Ms. LaBranche noted that Member Wright submitted some suggested word changes. She reviewed those changes with the committee starting with ‘Purpose’.

The Committee agreed to the following:

### **Purpose**

The Town of Rye Master Plan shall serve as an informative, guiding and enabling document for the purpose of governance and decision making, capital investments and budgeting, regulatory approaches, long range planning, and fostering a cohesive and connected community.

RSA 674:1-3 charges the Planning Board with updating the Master Plan from time to time, with revisions recommended every five to ten years. The Planning Board is responsible for maintaining and updating the Master Plan. This update process often includes the following activities in the community:

- conduct public input and community engagement activities
- evaluate town policies, practices, capital investments and staffing
- review zoning ordinances, land development regulations and resource protection practices
- explore emerging issues of local, regional/coastal and statewide importance

After reviewing ‘Purpose’ and agreeing with a few word changes, the committee moved on to review the ‘Vision Statement’ and agreed to the following:

### **Vision Statement**

The Town of Rye’s vision is to:

Maintain a semi-rural character while fostering community connections, supporting diverse housing choices, provision of equitable services, protecting the environment and natural resources, and striving toward a resilient and sustainable community.

‘Municipal Operations and Organization’ is a new section that the Committee added. A goal under this them is needed; however, it could remain blank for the time being, as there may be a need to go back to the municipal survey to see what topics come to the top.

After some discussion, the Committee agreed to:

**GOAL:** Inform citizenry about government functions.

The Committee was fine with the rest of the Vision Framework draft.

### **Presentation to the Planning Board on February 8<sup>th</sup>:**

It was suggested by Patricia Losik that the Committee should present as complete of a package as possible to the Planning Board because of the interest in the Master Plan process. This is the Committee’s opportunity to spring this off to the public.

The Committee discussed what information should be included in the presentation to the Planning Board. It was agreed to the following presentation layout:

- Committee’s task
- How it was approached
- What LRPC accomplished
- Vision Statement
- Next Steps

One of the questions that will be presented to the Planning Board is who will be leading the effort with regards to the path moving forward.

Planning Administrator Reed explained the process for the Planning Board and LRPC:

- The Town Elections are held in March
- In April, there will be new members on the Planning Board
  - Planning Board votes on a new chair, vice-chair and clerk
  - Members are assigned to committees (Long Range Planning, TRC, Rules & Regulations)
- The Long Range Planning Committee holds a meeting just after the Board’s meeting in April to review the work of the committee over the past year. The committee will also discuss their tasks and objectives for the upcoming year’s work.
- The dollar amount for the Master Plan update is needed for September when budget preparation begins for the Town.

Ms. LaBranche reviewed the Long Range Planning Committee Master Plan Project; what was completed and what the next steps should be:

The project of 2021:

Prepare a Visioning Framework to launch a complete Master Plan update

Steps in the Project:

- Decide on an approach(es) to conduct community outreach.
- Outline a framework for a future Master Plan update
- Identify how best to conduct community and municipal outreach

The Challenge:

- Conducting community and municipal outreach amidst Covid restrictions

What Did the LRPC Accomplish

- Developed and implemented surveys to gain input from the community and municipal staff, boards and committees (over 150 responses)
- Conducted a 2021 public Visioning Workshop with facilitation of groups and note taking
- Solicited additional community input through the Visioning Workshop handout line and through email distribution
- Drafted a framework for a future Vision Chapter approach
- Decided to recommend a Theme based

Next Steps to Advance the Master Plan Effort Forward

- Lead by the Planning Board and the LRPC
- Frame elements of what a Master Plan update will be and steps needed to achieve it
- Evaluate further the survey responses
- Prepare an RFP for a complete Master Plan update
- Prepare a budget for the complete Master Plan update
- Conduct follow up community outreach about the Master Plan update process

### **III. Next Steps**

- The Long Range Planning Committee will be presenting their work at the Planning Board meeting on February 8<sup>th</sup>.
- At that time, the work of the present LRP Committee will conclude.
- Town Election will be held in March.
- At the April, the Planning Board will vote on officers and assign members to committees.
- A LRPC meeting will be scheduled in April with the new committee members who will discuss:
  - 1.) What does the Long Range Planning Committee want to do with the responses from the surveys?
    - a. Hire a consultant to review; or

- b. Wait until a consultant is hired to do the complete rewrite and then review survey results.
- 2.) Decide how/where the funds are coming from
  - a. Request for quotes
  - b. Research other communities
- 3.) By Sept/Oct have a dollar amount for
  - a. Capital Improvements Plan (CIP)
  - b. 2023 Budget
- 4.) Dec/Jan write an RFP for consultant for a complete rewrite
- 5.) Feb/March recommend to the Planning Board a firm for the complete rewrite and start the hiring process
- 6.) 2023/2024 the consultant will give guidance on the Master Plan and the process
- 7.) November 2024 Legally noticed for a public hearing
- 8.) December 2024 Planning Board adopts the new Master Plan

**Motion by Rob Wright to deem this committee's work to be complete and request it be disbanded with reconsideration, as of the Planning Board meeting February 8, 2022. Seconded by Katy Sherman. All in favor.**

#### **Adjournment**

**Motion by Katy Sherman to adjourn at 2:53 p.m. Seconded by Rob Wright. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger