

Pinardville Ad Hoc Committee

CHARTER

Pursuant to the Board of Selectmen's Rules of Procedure Appendix A Section 2.4, this Charter shall regulate the Pinardville Ad Hoc Committee that will serve as the advisory committee to the Pinardville Sustainable Community Plan and Smart Code Project ("the Project"):

- I. **MISSION/OBJECTIVES:** The purpose of the Pinardville Ad Hoc Committee is to work collaboratively with the Consultant throughout the Project and be broadly representative of the stakeholders and community.
- II. **DELIVERABLES/DEADLINES:** Pinardville is in sore need of better regulations that will focus on creating the flexibility needed for the allowance of mixed use and compact development and more transportation options, while supporting more active, healthy, and socially engaged lifestyles. The Town has contracted with a Consultant to assist it with producing a Sustainable Community Plan and Smart Code for the Pinardville section of Goffstown that will address these issues. The Ad Hoc Committee will meet regularly with the Consultant to guide the project, review and provide edits to drafts of the Sustainable Community Plan and Smart Code, and present the Smart Code. The Draft Schedule for the Project is attached, which includes tentative dates for the Ad Hoc Committee meetings and the deadlines associated with the project.
- III. **OPERATIONAL CONSTRAINTS AND GUIDELINES:** At minimum meetings shall be publicly noticed 24 hours in advance; however, product presentations and public input sessions should be advertised with as much notice as possible. Summary minutes shall be kept for all meetings.
- IV. **COMMITTEE MEMBERSHIP:**
There shall be 14 members of the committee:
 - 6 Pinardville Community business owners, residents and professionals
 - 1 Community at Large Member
 - 1 Selectmen representative
 - 1 Planning Board representative
 - 1 Economic Development Council representative
 - 1 Goffstown Industrial Corporation representative
 - 1 Goffstown School District representative
 - 1 Bartlett School Representative
 - 1 Saint Anselm College representative

The Committee will be supported by staff and other participants, including but not limited to:

- Planning & Zoning Administrator
- Economic Development Coordinator
- Fire Department representative
- Police Department representative
- DPW representative
- Southern NH Planning Commission representative
- City of Manchester representative
- Town of Bedford representative

V. **PERIOD OF EXISTENCE:** until March 11, 2014.

VI. **BUDGET:** There is no specific budget for this committee, but the committee and the Project are supported by (a) the Planning and Zoning Office which will provide support as part of the Town's commitment to the Pinardville Sustainable Community Plan and Smart Code Project funded by a NH Community Planning Grant administered by the New Hampshire Housing Finance Authority (New Hampshire Housing) under a cooperative agreement with the U.S. Department of Housing and Urban Development (HUD), and (b) a \$3,000 cash matching grant made available by the Goffstown Industrial Corporation in connection with the NH Community Planning Grant.

Pinardville Sustainable Community Plan and Smart Code Project

DRAFT SCHEDULE

| Task | Description | Target Date | Deliverables/Tasks |
|-------------|---|--------------------|---|
| 1.1 | Project Kickoff, Advisory Committee Meeting #1 (via Skype) | 1/24/13 | Schedule refinement |
| 1.2 | Public Outreach & Engagement Plan Approval | 2/7/13 | Public Outreach Plan |
| 2.1 | Assessment of Relevant Planning Studies and Regulations | 2/28/13 | |
| 2.2 | Prepare Base Maps | 2/28/13 | Base Mapping |
| 2.3 | Project Branding | 2/28/13 | Must be available for March 12 Town Meeting |
| 3.1 | Print Material | March/April, 2013 | Efforts maximized in preparation for Charette |
| 3.2 | Media | March/April, 2013 | Efforts maximized in preparation for Charette |
| 3.3 | Advisory Committee Meeting #2 (via Skype) | 3/21/13 | Review Outreach Strategies |
| 3.4 | Policy-Maker Interviews | 4/11/13 | By phone or Skype |
| 4.1 | Advisory Committee Meeting #3 (In Person) - Charrette | 4/25/13 | Prior to Charrette meet w/AC |
| 4.2 | Charrette Week | April 25-29, 2013 | Phase 4.0 Documentation |

Pinardville Sustainable Community Plan and Smart Code Project

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| Task | Description | Target Date | Deliverables/Tasks |
|-------------|---|--------------------|--|
| 4.2A | Public Presentation | 4/26/13 | Charrette week |
| 4.2B | Citizen Workshop | 4/27/12 | Charrette week |
| 4.2G | Work-in-Progress Presentation | 4/29/13 | Charrette week |
| 4.3 | Advisory Committee Meeting #4 (In Person) | 4/29/13 | Finalize Charrette Week |
| 5.1 | Initial Sustainable Community Plan Draft | 5/23/13 | Illustrative Plan |
| 5.2 | Sustainable Community Plan Narrative | 5/23/13 | Narrative |
| 5.3 | Advisory Committee Meeting #5 (via Skype) | 5/30/13 | TPUDC to provide draft Plan presentation to AC |
| 5.4 | Staff/Advisory Committee Plan Review Period | 6/13/13 | Staff/AC to provide edits on Plan to TPUDC |
| 5.5 | Final Plan/2-Wk. Staff Proofread Period/30-day public review period | 7/9/13 | Final Plan submitted to Town by TPUDC |
| 5.6 | Advisory Committee Meeting #6 (via Skype) - Final Draft | 8/8/13 | Presentation of Final Draft of Plan to AC |
| 5.7 | Approval of Sustainable Community Plan by Planning Board | 9/12/13 | Presentation of Final Draft of Plan to PB |

Pinardville Sustainable Community Plan and Smart Code Project

DRAFT SCHEDULE

| Task | Description | Target Date | Deliverables/Tasks |
|-------------|---|------------------------|---|
| 6.1 | 1st Initial Full draft of the Smart Code | 7/12/12 | TPUDC submits plan to Town |
| 6.2 | Advisory Committee Meeting #7 (via Skype) - Initial Draft | 7/19/13 | Presentation of 1st draft to AC |
| 6.3 | Staff/Advisory Committee 14 Day Code Review Period | 8/2/13 | Staff/AC to provide edits on Code to TPUDC by this date |
| 6.4 | Final Code/2-Wk. Staff Proofread Period/30-day public review period | 10/2/13 | Final Code submitted to Town by TPUDC |
| 7.1 | Planning Board Workshop (in person) | 10/28/13 | Workshop Materials |
| 7.2 | Advisory Committee Meeting #8 (In Person) | 10/29/13 | Day after Planning Board Workshop (in person) |
| 7.3 | Staff Trainings | October 28, & 29, 2013 | Training Materials |
| | Public Review Ends | 11/1/13 | Last Day of 30 day public review period |
| 7.4 | First Planning Board Public Hearing | 12/12/13 | 1st of two hearings |
| 7.5 | Advisory Committee Meeting #9 (via Skype) | 12/13/13 | Review and discuss 1st Public Hearing |
| 7.6 | Planning Board Revisions | 12/16/13 | TPUDC will provide revisions based on PB input |

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| Task | Description | Target Date | Deliverables/Tasks |
|-------------|---|--------------------|--|
| 7.7 | Second Planning Board Public Hearing | 1/9/14 | No additions may be made at the second public hearing |
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| 7.8 | Client Meeting #10 - Staff and TPUDC to Close out the project | 1/10/14 | |
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| | Warrant Article Review | 1/14/14 | Staff to provide warrant language (1/27/14 – Last day for selectmen to post warrant and budget at all polling places and at clerk’s office or town hall) |
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| | Town Meeting Vote on Warrant Article | 3/11/14 | Town Vote |