

Town of Meredith - Administrative Regulation

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Revision Date:

Supersedes: N/A

Approved By: Phillip L. Warren, Jr.

SUBJECT: MUNICIPAL DEVELOPMENT PROJECTS

I. PURPOSE

This Administrative Regulation sets forth the policy and procedures for the review of municipal development projects including the determination of applicable permitting and approval requirements.

This regulation is intended to:

1. Establish an internal staff-level review process to determine specific permits, approvals, and other requirements prior to the implementation of a project.
2. Employ a team approach utilizing the Management Team framework, promoting communication, coordination, and accountability.
3. Clearly define the responsibilities and expectations of all Departments involved with the review and management of municipal development projects.
4. Ensure consistent application of policies established by the Town Manager or the Board of Selectmen to all municipal development projects.

II. POLICY

Although not legally required to do so, it is the policy of the Town of Meredith that all municipal development projects are treated in a manner similar to projects in the private sector. Accordingly, municipal development projects shall undergo a comprehensive internal review process and shall obtain all applicable local and state permits and approvals. Further, it is the policy of the Town of Meredith that municipal development projects shall be implemented in a coordinated and efficient manner.

III. APPLICABILITY

- A. This Administrative Regulation shall apply to all municipal development projects regardless of size.

Municipal development projects shall be defined as including the following:

- New or replacement accessory structures
- Interior or exterior building renovation
- Site work
- Road construction or reconstruction
- Utility infrastructure replacement or extension
- The expansion of or replacement of existing facilities
- The development of new facilities
- Demolition or discontinuance of a facility, building, or utility

B. Activities not subject to this regulation include:

1. Routine maintenance and ordinary repairs*
2. Events and activities subject to Facility Use Permits issued by the Parks and Recreation Department or the Department of Public Works
3. Equipment purchases are not subject to this regulation

* Note: Ordinary building repairs are identified in the zoning ordinance as those that are non-structural, do not include alteration or replacement of plumbing, heating or electrical systems, or do not change a means of egress. Some maintenance activities may be subject to state and or local permitting or compliance requirements depending on the nature of the activity.

IV. PROCEDURE

The procedure for determining whether permits and approvals are applicable to a municipal development project, and associated responsibilities shall be as follows:

A. It is the responsibility of all affected **Departments** to:

1. Identify municipal development projects and present a Project Summary/Checklist to the Management Team at a Management Team meeting. If there is any uncertainty as to the applicability of these administrative regulations to a specific project, then the Department shall raise the question at a Management Team Meeting for a determination. Projects shall be identified, and the review process initiated well in advance of project implementation. Sufficient time shall be provided for departmental coordination and for the review of the project by affected departments.

2. Provide initial guidance and feedback to the Project Manager as to possible requirements or concerns based on the information available at the time.
3. Advise the Project Manager of applicable permit and/or approval requirements. The written advisory shall be in the form of the attached Project Summary/ Checklist.
4. Continue to participate in the review of proposals as plans etc. are further developed and to advise the Project Manager accordingly. Requirements from the respective Departments may evolve as a project evolves, plans developed, modified etc.
5. Advise the Project Manager of any concerns or disagreements, and to seek resolution between the department and the Project Manager.

B. It is the responsibility of the **Project Manager** to:

1. Solicit input from all affected departments from project inception thru to the conclusion of the project.
2. Distribute plans, documents, etc. to all affected departments for review and comment.
3. Develop a realistic time frame for project implementation that can accommodate the permitting and approval processes.
4. Develop and manage a project budget including allowances for permitting and approvals.
5. Ensure that all required permits and approvals are applied for, and are in place prior to construction or implementation.
6. Advise any affected department of any concerns, and to seek resolution between the Project Manager and the department.
7. Advise the Town Manager periodically of the progress of the project and to bring forth to the Town Manager's attention any specific concerns or disagreements that have not been resolved at the department level.
8. Provide the Town Manager and the affected departments with a final, written signoff upon project completion demonstrating that all required permits and approvals have been obtained.
9. Maintain a project file that includes all compliance related documents.

C. It is the responsibility of the **Town Manager** to:

1. Designate a Project Manager for each project.

2. Reinforce the expectations of the Project Manager and the expectations of affected departments contributing to the review or implementation of a project.
3. Include on Management Team meeting agendas a standing item “Municipal Development Projects” for the purpose of identifying, discussing, reviewing, and tracking the progress of municipal projects and to resolve any issues that may arise during the course of a project.
4. Have included in Management Team minutes, outcomes of the review process and have the minutes distributed to the Management Team and the Board of Selectmen.
5. Resolve any concerns or disagreements between departments that have not been resolved at the department level. The Town Manager may share with the Management Team any disputes for input and recommendation.
6. Determine whether a proposal necessitates review by the Board of Selectmen and to coordinate any such review.
7. Make application for all applicable permits and approvals.

V. NON-COMPLIANCE IMPACT

Non-compliance with any section of the Administrative Regulation (unless authorized by the Town Manager in writing) may result in disciplinary action.

VI. PROJECT SUMMARY & CHECKLIST

The Municipal Development Project Summary and Checklist form shall be utilized (see Appendix A).

Phillip L. Warren, Jr.
Town Manager