

Town of Richmond
Joint Planning Board Zoning Board Public Meeting
Taylor-Van Brocklin Building

November 14, 2024, 7:00 PM

Final

Member Present	Member Absent
Doug Smith (Chairman) PB	
Lisa Traeger (Secretary) PB	William Daniels (Alt Selectman Rep) PB
Brad Grinstead PB	Joe Norman PB
Greg Butko (Alternate) PB	Nick Viselle (Alternate) PB
Kim DeMasco (Vice Chairman) PB	Jed Butterfield PB
Doug Bersaw (Selectman Rep) PB	
Lloyd Condon ZBA	
Tom Tague (Chairman) ZBA	
Bob Gow (Alternate) ZBA	
David Bryan ZBA	
Kim Gold ZBA	
Antoinette Cincotta ZBA	

Joint Public Meeting was called to order 7:00PM by Doug Smith (Chair) .
Alternate Greg Butko seated for Joe Norman.

Meeting is to discuss and come to a consensus for the Standard Operating Procedure (SOP) for the Land Use Assistant (LUA) The LUA serves both boards.
(Attached find the fully edited SOP as agreed to during the meeting.)

Also discussed was the LUA track time to verify if the current time allocated is sufficient. It was agreed that the LUA would track time for a while to verify but no timecard is required.

It was also agreed that the next scheduled ZBA meeting on December 12 at 7:00PM would also be used for an additional Joint Meeting to discuss the upcoming Master Plan.

Motion to adjourn the joint meeting by Bersaw, seconded by DeMasco, all in favor, motion carried.
Meeting adjourned 8:17 PM

Respectfully Submitted,

Lisa Traeger

Standard Operating Procedures for the Town of Richmond Land Use Assistant

1. Purpose

To define the role and responsibilities of the Land Use Assistant (LUA) and ensure consistency in the execution of land use planning tasks, including supporting zoning, permitting, and regulatory compliance processes.

2. Scope

This Standard Operating Procedures (SOP) applies to all land use-related tasks carried out by the Land Use Assistant (LUA), including communication with Planning Board (PB), Zoning Board of Adjustment (ZBA), managing documentation, and assisting with the preparation of land use applications.

3. Responsibilities

- Assist in reviewing and processing land use applications, ensuring all necessary documents and fees are collected.
- Coordinate and maintain Land Use Files (PB/ZBA) files, ensuring all records are up-to-date and organized.
- Communicate with applicants, property owners, and other interested parties regarding application status and requirements.
- Schedule and assist in preparing for public hearings, land use board meetings, and other land use-related events.
- Provide clerical support, including data entry, drafting correspondence, and filing documents.
- Prepare and distribute notifications and public notices as required by local and state regulations and *Rules of Procedure* using PB/ZBA approved forms.
- The Secretary/land use assistant shall forward to the Town Clerk for recording the appointment/election and expiration dates of the terms of each member of the Boards.
- Follow PB/ZBA *Rules of Procedures*
- Maintain the PB/BA Calendar for the following: meetings/hearings, annual report, Town Clerk notification for voting schedule, minute draft/final posting and other information as required by local and state regulations.

4. Procedures

4.1 Application Intake

- **Step 1:** Review application submissions for completeness (e.g., permits, plans, fees).
- **Step 2:** Record and track the application using the appropriate database or tracking system.
- **Step 3:** Coordinate with other boards as necessary or as directed by land use boards.

4.2 Public Notices

- **Step 1:** Prepare public notices for PB/ZBA meetings/hearings or land use changes using PB/ZBA approved forms.
- **Step 2:** Ensure notices meet legal requirements for format and content and publications.
- **Step 3:** Serve and post notices as required by law and *Rules of Procedure*.

4.3 Meeting/Hearing Preparation

- **Step 1:** Schedule zoning and land use meetings/hearings and communicate schedules to board members and the public according to PB/ZBA *Rules of Procedure*.
- **Step 2:** Compile and prepare application materials for review during meetings.
- **Step 3:** Assist in creating meeting agendas and distributing them to relevant parties.
- **Step 4:** Attend meetings to take minutes and ensure accurate documentation of decisions.

4.4 Zoning and Regulatory Research

- **Step 1:** Assist in research related to zoning ordinances, land use policies, and other regulatory frameworks as directed by the relevant Board.
- **Step 2:** Compile findings into summaries or reports for use by the Boards.

5. Record Keeping

- Maintain electronic and paper records for all land use and zoning applications.

- Archive closed files according to retention policies and make sure records are accessible for audits or legal purposes.

6. Communication Protocol

- Maintain timely and professional communication with applicants, the public, and the Boards.
- Provide status updates to applicants regularly via email, and if necessary, by phone or in-person meetings followed by written confirmation.
- Coordinate communication as directed by the Board for internal review.

7. Reporting

- Assist with generating monthly reports on the status of land use applications, zoning permits, and project completions.

8. Compliance and Ethics

- Ensure all actions comply with local, state, federal regulations and *Rules of Procedure*.
- Follow ethical standards and maintain confidentiality of sensitive land use and zoning matters.

9. Performance Review

- The Land Use Assistant will undergo periodic performance reviews to ensure compliance with the SOP.

10. Continuous Improvement

- Periodically review the SOP to ensure it remains up-to-date with changes in regulations or organizational procedures.

11. Other Duties

- Other duties, relative to the Land Use Assistance job description, which may be assigned by the Boards.