

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

February 18, 2025, 7:00 PM

Final

| Member Present | Member Absent |
|--------------------------|-------------------------------------|
| Doug Smith (Chairman) | Lloyd Condon (Alternate) |
| Lisa Traeger (Secretary) | William Daniels (Alt Selectman Rep) |
| Greg Butko (Alternate) | Nick Viselle (Alternate) |
| Brad Grinstead | Joe Norman |
| | Jed Butterfield |
| | Doug Bersaw (Selectman Rep) |
| | Kim DeMasco (Vice Chairman) |
| | |

Public Meeting called to order 7:05PM by Doug Smith (Chair) Greg Butko seated for Joe Norman.

- 1 Mail: No mail
- 2 New business
 - a. Lisa LaClair mentioned an application is under review for a Hertel subdivision on Old Turn Pike Road Lot 409 lot 66 but not ready to present to the board. This will be kept on the agenda as a placeholder.
4. Old Business:
 - a. Minutes
 - i. Minutes of Feb 4, 2024, Public Meeting Draft:
 - a. Motion made by Greg Butko to approve Feb 4, 2025 minutes as amended, Doug Smith seconded, All votes: yes. Motion carries: minutes approved.
 - b. Survey / Masterplan discussion:
 - i. Doug Smith contacted the SWRP Commission to verify Survey Monkey is “no cost” to host the Master Plan Survey. Reply from Sarah Bollinger affirmed. Lisa Traeger was instructed to send our Excel survey for input.
 - ii. Doug Smith presented a draft SOP for the Steering Committee as written/refined by Chat GPT. It is too early to set up a committee. Points of the draft SOP included: Planning Board always in charge. All members on the Steering Committee must be sworn in/one year term. 10 members, Advisory/assist only. Overall, the SOP was well received and works well. The Board will vote on this at the next meeting.
 - iii. Timing of Survey Monkey was set with an estimated release date of April 1 with reply time set as approximately 30 days once released. The survey will be “marketed” via:
 - a. Social Media
 - b. Richmond Rooster
 - c. Advertisement
 - d. Town Hall Meeting
 - e. Library.
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 - i. Doug Smith contacted the SWRP Commission to verify Survey Monkey is “no cost” to host the Master Plan Survey. Reply from Sarah Bollinger affirmed. Lisa Traeger was instructed to send our Excel survey for input.
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 - a. Social Media
 - b. Richmond Rooster
 - c. Advertisement
 - d. Town Hall Meeting
 - e. Library.
 - c. Planning Board Rules and Procedures
 - i. Updated Rules of Procedure were reviewed with minor changes (add two-minute limit) sever Master Plan approval from town vote to Planning Board approval. Revised procedures will be voted on at the next meeting.

d. Kim DeMasco drafted wording to create an election flyer, Smith added formatting via Chat GPT for discussion. Updates were discussed and motion to accept flyer draft as amended was made by Greg Butko, seconded by Brad Grinstead. All in favor, motion carried. Flyer will be sent to Gem Graphics for draft and printing.

e. Planning Subdivision Forms review (none this meeting)

4. Other

Motion to adjourn by Butko; seconded by Traeger, all in favor, motion carried. Meeting adjourned 8:25PM,

Respectfully Submitted,
Lisa Traeger

Standard Operating Procedure (SOP)

Master Plan Steering Committee

I. Purpose

The purpose of the **Master Plan Steering Committee (MPSC)** is to assist the **Richmond Planning Board (RPB)** in reviewing and analyzing public feedback from the town-wide survey and to provide recommendations for consideration in the Master Plan update. The **Planning Board retains full control and decision-making authority** over the Master Plan process, and the Steering Committee serves in an **advisory capacity only**.

II. Composition & Membership

1. The Steering Committee shall consist of **10 members**, appointed by the Planning Board.
2. Membership shall include a **diverse mix of stakeholders**, such as residents, business owners, and representatives from relevant town boards/commissions.
3. A **Planning Board liaison** will be designated to oversee and guide the Committee's work.
4. **All members will serve a one-year term**, after which they may be reappointed at the discretion of the Planning Board.
5. **All members must be sworn in at Town Hall** before participating in any official Committee activities.

III. Scope of Responsibilities

The Steering Committee's responsibilities shall include:

1. **Reviewing Public Survey Data** – Analyzing responses and identifying key themes, concerns, and priorities expressed by town residents.
2. **Providing Structured Feedback** – Summarizing public input into clear, actionable insights for the Planning Board's review.
3. **Researching Best Practices** – Investigating policies, trends, or strategies that align with the town's needs and Master Plan objectives.
4. **Assisting in Public Outreach** – Helping to engage residents and facilitate communication regarding the Master Plan update.
5. **Contributing Recommendations** – The Steering Committee will offer recommendations and insights based on public feedback and research to assist the Planning Board in shaping the Master Plan. While the Committee's input is valuable, final decisions will rest with the Planning Board.

IV. Planning Board Oversight & Authority

1. **The Planning Board retains full control** of the Master Plan process, including final decision-making on all recommendations.

2. **The Steering Committee does not have independent authority** to implement policies, draft official documents, or make public statements. ~~on behalf of the Planning Board.~~
3. **Meeting Coordination** – The Planning Board liaison will keep the Board informed of the Steering Committee’s meeting dates, times, and discussion topics. While direct coordination for each meeting is not required, the Planning Board should remain apprised of the Committee’s progress to ensure alignment with overall objectives.
4. **Final recommendations** will be presented to the Planning Board for review and potential integration into the Master Plan update.

V. Meeting Structure & Reporting

1. **Meeting Schedule** – The Steering Committee shall establish its own meeting schedule in accordance with the direction and expectations set by the Planning Board. The schedule should allow for timely progress while ensuring alignment with the overall Master Plan process.
2. **Meeting agendas and minutes** shall be recorded and shared with the Planning Board per RSA 91A.
3. The Committee shall provide periodic progress reports summarizing findings, key discussion points, and potential recommendations and included as an attachment to the minutes.
4. **All major decisions and deliverables must be approved by the Planning Board before any action is taken.**

VI. Code of Conduct & Expectations

1. Members must act with **respect, professionalism, and transparency** in all discussions and engagements.
2. Any attempts to override, undermine, or dictate Planning Board decisions may result in removal from the Committee.
3. The Committee must work collaboratively and maintain a **focus on constructive input** rather than personal agendas.

VII. Term & Dissolution

1. The Steering Committee members shall be appointed for a one-year term, beginning upon appointment and swearing-in at Town Hall.
2. At the conclusion of the term, members may be reappointed by the Planning Board at its discretion.
3. The Steering Committee will be dissolved upon completion of its advisory role, as determined by the Planning Board. The Planning Board may also terminate the Committee earlier if it is no longer needed or if members do not adhere to the SOP.

Adopted by the Richmond Planning Board

[Date]

Don't give away rights to your land.

Vote yes on amendments 1, 2 and 3.

Amendments 1 and 3: The purpose and intent of these ADU ordinances is to provide clear guidelines for the development of Accessory Dwelling Units (ADUs) in our rural residential town. This regulation aims to allow and encourage affordable/workforce housing options, support multi-generational living, and promote responsible land use, while preserving the rural character of our town.

Amendment 2: Brings our town in line with current NH State Building code, RSA 155A.

These amendments Are supported by the Planning Board.

Vote No on amendment 4 and 5!

Amendment 4: In the guise of a definition this was an attempt to legislate restrictive controls and remove normal landscaping in our wet land conservation district as voted in last year. Yet another attempt to limit what you can do on 75' of **Your** property.

Amendment 5: Imposes even stricter regulations control on the first 25' of the already 75' wetland conservation district, locking it down for virtually all use in this area of **Your** property. The State of NH and Federal EPA already have strict controls to protects all property from chemicals and pollution.

These amendments are Not supported by the Planning Board.

ChatGPT enhanced

Protect Your Property Rights – Vote Smart!

Vote YES on Amendments 1, 2, and 3

◇ **Amendments 1 & 3:** These ADU (Accessory Dwelling Unit) ordinances provide **clear guidelines** for responsible development in our **rural residential town**. They encourage **affordable housing**, support **multi-generational living**, and ensure **land use remains fair and sustainable**, all while **preserving the rural character** of our community.

◇ **Amendment 2:** Aligns our town's regulations with **current NH State Building Code (RSA 155A)**, ensuring consistency with statewide standards.

📌 **The Planning Board supports these amendments.**

🚫 **Vote NO on Amendments 4 and 5**

✘ **Amendment 4:** Disguised as a definition, this amendment seeks to **impose new restrictive controls** on normal landscaping within the **Wetland Conservation District**, limiting what you can do within **75 feet** of your own property—an attempt to undo last year’s voter-approved decision.

✘ **Amendment 5:** Further **tightens restrictions on the first 25 feet** of the already **75-foot Wetland Conservation District**, virtually eliminating any use of this portion of your land. **State and federal laws (NH & EPA) already enforce strict pollution and environmental protections**, making these additional restrictions unnecessary.

🗳️ **The Planning Board does NOT support these amendments.**

🗳️ **Protect your property rights. Vote YES on 1, 2, and 3 – Vote NO on 4 and 5!**

TAKE BACK OUR PROPERTY RIGHTS.... **VOTE SMART**



Vote **YES** on Amendments 1, 2, and 3

- ◆ **Amendment 1 and 3:** The purpose and intent of these ADU ordinances is to provide clear guidelines for the development of Accessory Dwelling Units (ADUs) in our rural residential town. This regulation aims to allow and encourage affordable/workforce housing options, support multi-generational living, and promote responsible land use, while preserving the rural character of our town.
- ◆ **Amendment 2:** Aligns our town's regulations with current **NH State Building Code (RSA 155A)**, ensuring consistency with statewide standards.
- ◆ **The Planning Board **DOES** support these Amendments.**

**Protect your property rights.
Vote YES on 1, 2, and 3
Vote NO on 4 and 5!**

DON'T GIVE AWAY YOUR PROPERTY RIGHTS.... **VOTE SMART**



Vote **NO** on Amendments 4 and 5

- ✘ **Amendment 4:** Disguised as a definition, this amendment seeks to impose new restrictive controls on normal landscaping within the Wetland Conservation District, limiting what you can do within 75 feet of your own property—an attempt to undo last year’s voter-approved decision.
- ✘ **Amendment 5:** Further tightens restrictions on the first 25 feet of the already 75-foot Wetland Conservation District, virtually eliminating any use of this portion of your land. State and federal laws (NH & EPA) already enforce strict pollution and environmental protections, making these additional restrictions unnecessary.

✘ The Planning Board **DOES NOT** support these amendments.

*****ECRWSS****

Local
Postal Customer

PRSR STD
ECRWSS
U.S. POSTAGE
PAID
EDDM Retail



RULES OF PROCEDURE FOR RICHMOND PLANNING BOARD

Town of Richmond, NH

AUTHORITY

1. These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated **(RSA) 676:1**.

MEMBERS AND ALTERNATES

1. The Planning Board shall consist of 7 members. The Selectmen shall designate one selectman as an ex-officio member with power to vote.
2. Selection, qualification, term, removal of members, and filling of vacancies shall conform to **RSA 673**.
3. Alternate members may serve on the Planning Board as authorized by **RSA 673:6** and participate as non-voting members.
4. Up to three alternate members shall be appointed, as provided for by the local legislative body, and should attend all meetings to familiarize themselves with the workings of the board to stand ready to serve whenever a regular member of the board is unable to fulfill his/her responsibilities.
5. At planning board meetings, alternates who are not activated to fill the seat of an absent or recused member or who have not been appointed by the chair to temporarily fill the unexpired term of a vacancy may participate with the board in a limited capacity. During a public hearing, alternates may sit at the table with the regular members and may view documents, listen to testimony, and actively participate and interact with other board members, the applicant, abutters and the public. However, they shall not be allowed to make or second motions and shall not participate in any way during the deliberations by the board. Upon the close of the public hearing alternates must remove themselves from the table and sit with the other members of the public unless they are sitting in place of another board member. During work sessions or portions of meetings that do not include a public hearing, alternates may fully participate, exclusive of any motions or votes that may be made. At all times, the chair shall fully inform the public of the status of any alternate present and identify the members who shall be voting on the application.
6. Members must reside in the community and are expected to attend each meeting of the board to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify the chairman/land use assistant as soon as possible. Members, including the chairman and all officers, shall participate in the decision-making process and vote to approve or disapprove all motions under consideration.
7. Each newly elected or appointed (including re-elected or re-appointed) member shall be sworn in and take an oath of office as required by **RSA 42:1**.
8. The Secretary/land use assistant shall forward to the municipal clerk for recording the appointment/election and expiration dates of the terms of each member of the Board.

OFFICERS

1. The officers of the Board shall be as follows:

- * Chairman: The Chairman shall preside over all meetings and hearings; shall prepare, with the assistance of the Secretary, an annual report; and shall perform other duties customary to the office.
 - * Vice-Chairman: The Vice-Chairman shall preside in the absence of the Chairman and shall have the full powers of the Chairman on matters that come before the Board in the absence of the Chairman.
 - * Secretary: Will Chair the meeting/hearing in the absence of the appointed Chairman or Vice Chairman. The Secretary shall keep a full and accurate record of the proceedings of each meeting; issue notices of all meetings; record the names of the members present; notify applicants and abutters of hearings; and prepare such correspondence and fulfill such duties as the Chairman may specify. The above responsibilities may be delegated to the Land Use Assistant. In the absence of the Secretary, the Chairman shall appoint a secretary pro tem to keep records of the meeting.
2. The officers of the Board shall be elected annually after the first regular scheduled meeting after Town Elections by a majority vote of the Board. If requested by a majority of those present, voting shall be done by written ballot.

MEETINGS

1. Regular meetings shall be held twice a month on the first and third Tuesday at the Taylor Van Brocklin Building. at 7:00 PM unless otherwise posted. Posting will be dated and posted at the Town Hall and on the Town Website.
2. Special meetings may be called by the Chairman or in her/his absence, by the Vice Chairman, or at the request of three members of the Board provided public notice and notice to each member is given at least 48 hours in advance of the time of such meeting. The notice shall specify the purpose of the meeting.
3. Nonpublic Sessions shall be held only in accordance with **RSA 91-A:3**.
4. Quorum: A majority of the membership of the Board shall constitute a quorum, including alternates sitting in place of regular members.

If any regular Board member is absent from a meeting or hearing or disqualifies her/himself from sitting on a particular application, the Chairman shall designate one of the alternate members to sit in place of the absent or disqualified member. Such alternates shall have all the powers and duties of a regular member in regard to any matter under consideration on which the regular member is unable to act. The alternate should continue until the matter is completed; the regular member does not vote on that matter.

5. Disqualification: If any member finds it necessary to be disqualified from sitting on a particular case, as provided in **RSA 673:14**, she/he shall notify the Chairman as soon as possible so that an alternate may be requested to fill the place. The disqualification shall be announced by either the Chairman or the member before the discussion or the public hearing on the application begins. The member disqualified shall leave the Board table during all deliberations and the public hearing on the matter.

If uncertainty arises as to whether a Board member should disqualify him/herself, on the request of that member or the request of another member of the Board, the Board shall vote on the question of whether that member should be disqualified. Such request and vote shall be made prior to or at the commencement of any required public hearing. A vote on a question of disqualification shall be advisory and nonbinding and may not be requested by persons other than board members.

(NOTE: Except as may otherwise be provided by local ordinance.)

6. Order of Business shall be as follows:
(Agenda subject to change due to content)

Roll Call by Chairman and introductions of the board.

- a. Public comment
 - b. Mail
 - c. New Business
 - d. Planning Board Minutes of previous meeting.
 - e. Old Business
 - f. Other
 - g. Attachments to the minutes
7. A motion, duly seconded, shall be carried by an affirmative vote of a majority of the members present. Voting shall be a roll call vote which shall be recorded in the minutes.
8. In order to give members notice that an amendment is on the agenda and the time to research and carefully consider the amendment before voting, proposed amendments to the Town of Richmond Rules of Procedure, Zoning Ordinances, Site Plan Review Regulations and Application Procedures, Subdivision Regulations, Excavation Regulations and Blasting and Heavy Construction Activities Regulations shall be presented to the Planning Board at an initial, regular meeting under new business and then read and discussed, amended, changed, and voted on at the next meeting at the discretion of the board.

PRELIMINARY CONSULTATION AND REVIEW:

1. Prior to the formal submission of a subdivision application, the proposed applicant, and/or his agent, may appear at a regularly scheduled meeting of the Board to discuss a proposal in conceptual form and in general terms. Such preliminary consultation shall be informal and directed toward:
 - a. Reviewing the basic concepts of the proposal.
 - b. Reviewing the proposal with regard to the Town Master Plan and Zoning Ordinance.
 - c. Reviewing the Town's Subdivision Regulations as they may apply to this proposal.
 - d. Guiding the Applicant relative to necessary state and local requirements.
2. Preliminary consultation shall not bind the applicant or the Board. Such discussion may occur without formal public notice as provided in Section 412. However, no discussions beyond the conceptual and general review shall take place without identification of and notice to abutters and the general public as described in Section 412.
3. Preliminary consultation shall be separate and apart from formal consideration under Section 409 and the time limits for acting under Section 409 shall not apply until a formal Completed Application is submitted.

APPLICATIONS FOR SUBDIVISION AND SITE PLAN REVIEW

1. Applications for hearings before the Board shall be made on forms provided by the Board and shall be presented to the Town Administrator or the Land Use Assistant who shall sign and record the date of receipt.
2. Notice shall be given as required in **RSA 676:4,1(d)(1)** 10 days before a completed application is submitted to the Board.

3. Completed applications shall be accepted by majority vote of the Board and shall be scheduled for consideration within 30 days of acceptance.
4. The board shall reject all applications not properly completed.

NOTICE

1. Public notice of the submission and of public hearings on each application shall be given in the Keene Sentinel and the town website and will be posted at both the Town Hall and Veterans Hall.
2. Town Hall not less than ten (10) days prior to the date fixed for submission and consideration of the application and public hearing. **RSA 676:4**
3. Notice must include date and location of submission and public hearing and may serve as both notice of submission and notice of public hearing.
4. If the application is accepted as complete and if stated in the initial notice, it remains on the agenda of each planning board meeting until a decision is made and a second notice is not required.
5. Personal notice shall be made by certified mail with returned receipt to the applicant, all abutters and any professional whose seal appears on any plat not less than ten (10) days prior to the date fixed for submission of the application to the Board. Mail will be sent to the mailing address of the local property tax bill.

PUBLIC HEARINGS Subdivision Land Use

The conduct of public hearings shall be governed by the following rules:

1. The Chairman shall call the meeting in session, identify the applicant or agent. The Secretary /Land Use Assistant shall read the application and report on the manner in which the public and personal notice was given.
2. The Board considers completeness, waivers (if any) and votes on acceptance. If the application is accepted as complete the chair opens the public hearing for the applicant to make the presentation. If the application is incomplete, the hearing will be continued to the next meeting.
3. Members of the Board and Alternates may ask questions at any point during the presentation.
4. Any party to the matter who desires to ask a question of another party must go through the Chairman.
5. Any applicant, abutter, or person with a direct interest in the matter may testify in person or in writing. Other persons may testify as permitted by the Board at each hearing.
6. Each person who speaks shall be required to come to the podium/microphone, state their name and address and indicate whether they are a party to the matter, an agent or counsel to a party to the matter.
7. The applicant or agent shall be called to present the proposal, and those appearing in favor of the proposal shall be allowed to speak.
8. Those in opposition to the proposal shall be allowed to speak.
9. Other members of the public may speak.
10. Other parties such as representatives of the town departments and other town boards and commissions who have an interest in the proposal shall be allowed to present their comments in person or in writing.
11. The Chairman shall indicate when the hearing is closed.

12. Once the hearing is closed, the board will deliberate and make a decision or continue the application pending the submission of additional material or information or the correction of noted deficiencies. In the case of a continuance, additional notice is not required if the date, time and place of the continuation is made known to the public at the adjournment.

DECISIONS

1. The Board shall render a written decision within 65 days of the date of acceptance of a completed application, subject to extension or waiver as provided in **RSA 676:4**. If the planning board does not act on the application within that 65-day time period (unless the board has determined that the application is a development of regional impact, which give the board an additional 30 days), then the governing body (selectmen) is required to approve the application.
2. The Board shall act to approve, conditionally approve, or disapprove.
3. Notice of decision will be made available for public inspection at Town Clerk's Office within 5 business days after the decision is made, as required in **RSA 676:3**.
4. The decision shall include specific written findings of fact that support the decision located at the Town Clerk's office. Failure of the board to make specific written findings of fact supporting a disapproval shall be grounds for automatic reversal and remand by the superior court upon appeal, in accordance with the time periods set forth in **RSA 766:5** and **RSA 677:15**, unless the court determines that there are other factors warranting the disapproval.

RECONSIDERATION

The Planning Board may reconsider any decision to approve or disapprove an application, for good cause, provided it is within the statutory appeal period. This may be done through a motion that specifies the reasons for reconsideration. Upon successful passage of the motion, the board shall schedule a public hearing, with notice as provided in **RSA 676:4, I(d)**, where they shall consider whether or not to revise or alter their original decision. Should the board reach a new decision, a new appeal period shall be considered to have begun pursuant to **RSA 677:15, et seq.**

RECORDS

MINUTE PROCEDURES

1. Minutes to include:
 - a Header: Specify "Meeting" or "Hearing" or limited "Non-Public", Location, Date, Time, status of minutes; (Draft, Final, Final as Revised).
 - b Follow the agenda, if possible, but may be changed at any time during the meeting.
 - c Include: Motion or suggestion of topic for discussion, brief bullet point of discussions items, final motion: by; seconded by; and vote.
 - d Add appropriate attachments and scan to PDF.
2. Draft Minutes
 1. PDF file of draft minutes and printed copy must be submitted to Town Clerk and Selectman's secretary within 5 business days. (RSA 91-A:2, H). (These will be water marked DRAFT).
 2. Do not post the Draft Minutes on Town of Richmond Planning Board Minutes Page.
 3. Email PDF copy of draft minutes to Planning Board members or they may obtain copy from Town Clerk.
 4. Comment posted on Minutes page: "Draft minutes may be found at the Town Clerk during Office Hours."
 5. File Format:
 - o Meeting

- Planning Board Minutes XX.XX.20XX Meeting Draft
- Planning Board Minutes XX.XX.20XX Meeting Final
- Hearing
 - Planning Board Minutes XX.XX.20XX Hearing Draft
 - Planning Board Minutes XX.XX.20XX Hearing Final
- Non-Public Session (Post Final on Web Page only if voted to be made public)
 - Planning Board Minutes XX.XX.20XX Non-Pub Draft
 - Planning Board Minutes XX.XX.20XX Non-Pub Final.
- Add attachments to PDF scan, if attachments are included, complete file name line with Attach.
Sample:
 - Planning Board Minutes XX.XX.20XX Meeting Final Attach

3. Final Minutes

- a Final Minutes must be submitted to include PDF file to Selectman Secretary and Town Clerk for posting on the Town of Richmond Planning Board Minutes page and a printed copy of final minutes for records to the Town Clerk. (No Watermark)
- b Email a PDF copy of the final minutes to Planning Board members or they may obtain a copy from the Town Clerk.

4. Town of Richmond Minutes Website

- a All documents should be printed out, then scanned to a PDF file for security.

5. The records of the Board shall be kept by the Secretary or Land Use Assistant and shall be made available for public inspection at the Town Clerk’s Office as required by **RSA 91A:4**.

JOINT MEETINGS AND HEARINGS

1. The Planning Board may hold joint meetings and hearings with other " land use boards" including but not limited to the Zoning Board of Adjustment (ZBA), the Zoning Compliance Office, Conservation Commission, and the Agricultural Commission. Each board shall have discretion whether or not to hold such joint meeting or hearing (**RSA 676:2**).
2. Joint business meetings with other local land use boards may be held at any time when called jointly by the chairmen of those boards.
3. A joint public hearing must be a formal public hearing when the subject matter of the hearing is within the responsibilities of the boards convened.
4. The Planning Board Chairman shall chair all joint meetings and public hearings when the subject matter involves the Planning Board.
5. The rules of procedure for joint meetings and hearings, the subject matter of which involves the Planning Board, shall be the same as these rules of procedure except that the order of business shall be as follows:
 - a. Call to order by Chairman.
 - b. Introduction of members of both boards by Chairman
 - c. Explanation of reason for joint meeting/hearing by Chairman

- d. In the case of a public hearing relative to a requested permit or an application. for a plat approval, or both, the applicant shall be called to present his proposal.
- e. Adjournment

6. Each board involved in a joint public hearing makes its own decision, based on its criteria for that particular matter.

“LETTER FROM THE PLANNING BOARD” TO THE ANNUAL TOWN REPORT

“Letter from the Planning Board” for publication in the Annual Town Report must be reviewed no later than the last Planning Board meeting in December with final approval no later than at the first meeting in January. The town administrator must receive the final, approved letter no later than January 15.

ADOPTION OF BOARD PROCEDURES

The Board's Rules of Procedure may be amended by a majority vote of its members. The amended procedures shall be filed with the Town Clerk’s Office RSA **676.1**

AMENDMENTS TO THE MASTER PLAN AND ZONING ORDINANCE

Zoning Ordinances or amendments must be enacted or amended by ballot vote of the majority of voters present and voting.

The Master Plan is approved by a majority of the Planning Board members.

Zoning Ordinances or Amendments may be initiated in three distinct ways:

1. The Planning Board may propose an amendment.
2. The Board of Selectman may propose an amendment.
3. 25 or more voters can petition for an amendment.

When an amendment is proposed by the Selectman **RSA 675:3** or by voter petition **RSA 675:4**, the Planning Board may not make any substantive changes; however, a notation must appear on the ballot stating whether the Planning Board approves or disapproves of the proposed amendment.

The Planning Board must hold a public hearing for Zoning Amendments or Ordinances or review of Master Plan revisions.

1. The board shall hold a public hearing on these matters pursuant to **RSA 675:7**, as follows:
 - a. The Notice shall be served 10 days prior to the hearing (day of posting and day of hearing not included).
 - b. Notice will be posted on the town website, Town Hall, Veteran’s Hall, and the Keene Sentinel.
 - c. Notice will be sent to anyone who owns property in Richmond and requests to be notified of zoning amendment hearings at no cost, notice may be electronic or first-class mail.
 - d. If the zoning amendment would change a boundary of a zoning district or change minimum lot sizes or permitted uses in the district and the notice will impact 100 or fewer properties, notice must be sent by first class mail to owners impacted by proposed amendment.
 - e. Any notice sent via first class mail will be sent to the address used for mailing local property tax bills.
2. If, after the public hearing, the board makes substantive changes to the proposed zoning amendment, a second hearing must be held not less than 14 days apart. Note: changes may be made to the Master Plan based on public comment but does not require a second hearing.

3. After the public hearing, the planning board must, by vote, determine the final form of the ordinance, amendment or amendments to be presented to the voters.
4. Final wording of the proposed zoning amendment must be provided to the Town Clerk no later than the fifth Tuesday before the annual or special meeting.

PUBLIC HEARINGS Master Plan or Zoning Ordinance

The conduct of public hearings shall be governed by the following rules:

1. The Chairman shall call the meeting in session, identify the reason for the hearing, give a short presentation on proposed updates or changes and discuss the hearing's rules of conduct. A copy of the hearing rules of conduct will be provided to the public.
2. Each person who speaks shall be required to come to the podium/microphone; state their name and address then address the chair with their comments/ideas/concerns.
3. Time is limited to two minutes.
4. Chair may address the comment at that time, have a member of the board address or redress may wait until the end of the meeting if many of the questions/comments are similar.,.
5. Only the member of the public at the podium shall address the board, there will be no cross talk among the public.
6. Public may return to the podium to address any additional comments/ideas/concerns after all comments are heard. An additional two minutes are allowed.
7. Any party to the matter who desires to ask a question of another party must go through the Chairman.
8. The Chair shall keep all comments to the matter at hand.
9. The Chair shall indicate when the hearing is closed