

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

April 21, 6:00 PM

Final

Member Present	Member Absent
Doug Smith (Chairman)	Joe Norman
Doug Bersaw (Selectman Rep)	William Daniels (Alt Selectman Rep)
Melissa Axtman (Alternate)	Brad Grinstead
Greg Butko (Vice Chairman)	Jackie Kensen (Alternate)
Thomas Glod	
Lisa Traeger (Secretary)	

Public Attendants: None

Public Meeting called to order at 6:05 PM By Doug Smith.

- 1) Mail:
- 2) Melissa Axtman seated for Brad Grinstead
- 3) New Business:
- 4) Old Business
 - a) Zoning Ordinance Corrections: As identified and discussed at earlier meetings; there are a number of clerical errors in the Richmond Zoning Ordinance. Discussion surrounded what authority is required to correct typographical, spelling, formatting and numbering errors before certification of final publication. If corrections do not substantially change the intended context and are clerical in nature only; a new town vote isn't required. State RSA 675:3 I allows such corrections without going through a full amendment process.
 - i) The Rules of Procedure should be updated to codify.
 - ii) While a public hearings isn't required to update the Rules of Procedure, in order to maintain transparency, a public hearing would be advantageous.
 - iii) A log of corrections should be integrated into the Ordinances before final publication and certification

Motion made by Doug Smith; After a public hearing on May 7, the Board may, by majority vote, add the following to the Rules of Procedure: The Board is authorized to make non-substantive, clerical corrections to the Zoning Ordinances and/or other Regulations, including typographical errors, formatting inconsistencies and renumbering provided such corrections do not alter eh intent or substance of the ordinance as adopted by the legislative body. Seconded by Melissa Axtman. Vote: Traeger, Yes; Axtman, Yes; Bersaw, Yes; Glod, Yes; Butko, Yes; Smith, Yes. Motion Carries

The Hearing set for May 5th.

- b) Meeting Time discussion: Public Hearings for Ordinance Amendments is currently set for 7:PM at Vet's Hall. Some confusion has surrounded all other public hearings such as; subdivision,

- site plan review and regulation revisions due to our standard meeting time is 6:00 PM. To clarify concerns and adjust meeting time for summer the Board will adjust meeting times.
- c) Motion made by Doug Bersaw to Move Planning Board all standard meeting time set as 6:30PM and all hearings set to open at 7:00PM. Seconded by Greg Butko. Vote: Traeger, Yes; Axtman, Yes; Bersaw, Yes; Glod, Yes; Butko, Yes; Smith, Yes. Motion Carries.
 - d) Doug Bersaw gave the Board of Selectman report:
 - a. An opinion was received from the town attorneys, Drumond and Woodson on the necessity of a site plan review of the new St. Benidict's Center Convent's Zoning Compliance Certificate due to the change in footprint from the originally approved structure. The attorney's first answer saw no reason for a new site plan review but gave no reasoning nor answered some of the specific questions. The Selectman requested more detail.
 - b. A ZCC was received and approved for the first DADU in town.
 - e) During the update of the Zoning Ordinance Book, The Land Use Assistant, Lisa LaClair, identified an issue not addressed by the Building Permit corrections to ZCC. The Occupancy Permit is no longer valid and should be removed; Ordinance 1204 Occupancy Permit. and 1204.1. This is covered by the ZCC; all buildings will be constructed per RSA by the builder and/or homeowner.
 - a. Motion made by Doug Smith, to remove Article 1204 Occupancy Permits and 1204.1 in its entirety as these permits are no longer applicable. Seconded by Traeger.
 - i. It was noted the State can issue a COO at the Home-owners expense.
 - ii. The town is not responsible.
 - iii. Vote: Traeger, Yes; Axtman, Yes; Bersaw, Yes; Glod, Yes; Butko, Yes; Smith, Yes. Motion Carries. This will be presented via Town Hearing during Ordinance
 - iv. Hearing in January.
 - v. Hold on minutes as a reminder.
 - vi. Add Site Plan Review Forms.
 - b. Minutes
 - i. Motion to accept minutes as amended for April 7, 2026, made by Doug Smith, seconded by Butko, all in favor, minutes accepted as revised
 - ii. Motion to accept minutes as amended for April 14, 2026, made by Doug Bersaw, seconded by Smith, all in favor, minutes accepted as revised
 - iii. During minutes discussion Melissa Axtman suggested an onboarding packet for new members.
 1. Handbook links or actual
 - a. All Regulation Handbooks
 - b. Ordinance Book.
 2. Rules of Procedure
 3. Master Plan
 4. Clarify Alternate vs Elected Member responsibilities. (this is in the Rules of Procedures.
 5. Folks were reminded about the Online Spring Orientation Conference.
 - f) Regulation Forms Review Checklist revision. On hold until the corrections are made with the Zoning Ordinances.
 - g) Defining the difference between a housing subdivision (development) vs a lot subdivision for the town Regulations
 - a. Subdivision Regulations. Article 404 Major vs Minor
 - i. Major is 4 or more lots, Minor 2-3 lots
 - ii. While related to Regulation Forms Review (d) from above, the discussions centered around have an abbreviated checklist with some automatic waivers based upon the size of the subdivision (major Minor) and/or relevance of the

checklist item to the subdivision such as town boundaries, septic greater than 5 acres.

- iii. Add a few, additional notes to regulation checklist.
- iv. Lot line adjustments do not need a public hearing if not creating a new buildable lot. We may need to adjust our regulations to reflect.

6. Other

Motion to adjourn by Traeger, seconded by Smith, all in favor, motion carried. Meeting adjourned 8:15 PM,

Respectfully Submitted,

Lisa Traeger