

**Town of Richmond**  
**Planning Board Public Meeting**  
**Taylor-Van Brocklin Building**  
**November 19, 2024, 7:00 PM**  
**Final**

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

Public Meeting called to order 7:00PM by Doug Smith (Chair)  
 Alternate Greg Butko seated for Brad Grinstead.

- 1 Mail: SWRP Letter circulated
- 2 New business.
  - a. Doug Smith introduced a definition for Normal Landscaping for discussion at the next meeting for possible inclusion in next year's ballot. This was met with some resistance.
  - b. Smith notified the board there is a roundtable discussion next month, Dec 5 in a Temple on house related issues.
- 3 Old Business:
  - a. Minutes
  - i. Minutes of Nov 12, 2024, Public Meeting Draft:
    - a. Motion made by Doug Bersaw to approve the November 12, 2024 minutes as amended, Kim DeMasco seconded, Norman, abstained, all others approved. Motion carries.
    - ii. Minutes of the November 14 Joint PB/ZBA
      - a. The minutes were reviewed, but Smith suggested that they be reviewed by the ZBA before a formal motion to accept.
      - b. The Standard Operating Procedures (SOP) for the Land Use Assistant were reviewed as revised post the Joint PB/ZBA meeting. A motion was made by Doug Bersaw to approve the Standard Operating Procedures for the Land Use Assistant as currently written, Traeger seconded. Joe Norman, all others approved. Motion carried.
      - c. Detached Accessory Dwelling Units (DADU) regulations/ordinance (Attached)
        - i. Bersaw presented the ADU/Foundations draft amendments. This was discussed with talking points including:
          - a, Separate the DADU amendment for one by right and one for the second by Special
          - b. Question was raised: how does the next purchaser know the owner must reside in one of the ADU's? Doug Bersaw will contact the attorney and report back next week.

- c. It was suggested a building inspection be required if the ordinance is changed to reflect State law for foundation standard and not a 4ft frost foundation.
- d. Condon relayed information he found about the possibility of a State Inspector available to the homeowner/builder at no town cost but at cost for the homeowner
- e. Additional discussion pointed out the homeowner/builder can hire an inspector at any time and should take personal responsibility for the results,
- f. The new ordinance doesn't forbid the 4ft frost foundation but allows any foundation in the building code as appropriate,
- g. Doug Bersaw will integrate changes as discussed and the amendments will be voted on at the next meeting.

d. A motion was made by Doug Bersaw to accept the Foundation Amendment as written to follow State Building Code without adding a building inspector. Seconded by DeMasco. Yes: Traeger, DeMasco, Bersaw, Norman, Butko, Smith. No, Butterfield. Motion Carriers.

- e. Survey / Masterplan discussion:
  - i. Bersaw requested a question be added to the Master Plan Survey to cover adding a Building Inspector to town.
  - ii. Survey questions will be reviewed at the next meeting
- f. Site Plan Forms review (none this meeting.)

4. Other

Motion to adjourn the meeting by Traeger, seconded by DeMasco, all in favor, motion carried. Meeting adjourned 8:55 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.

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

**11. Other Duties**

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

**10. Continuous Improvement**

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

**9. Performance Review**

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

**8. Compliance and Ethics**

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

**7. Reporting**

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

**6. Communication Protocol**

- 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.

**Record Keeping**

DB

Words in red are to be deleted.  
Words in black are to be retained.  
Words in BOLD black are to be added.

Planning Board Amendment #1  
Are you in favor of the adoption of Amendment #1 as proposed by the Richmond  
Planning Board for the Town of Richmond Zoning Ordinance as follows:

#### 404 Permitted Accessory Uses

The following uses are permitted as accessory to a principal use allowed in this District. By definition, accessory uses are secondary and incidental to the principal use and may not expand beyond that limitation or change the character of the property. [Adopted March 12, 2013]

404.1 Uses that are customarily associated with a principal permitted use (for example, garages, barns, sheds, swimming pools, **ADUs**) or one that is permitted

by Special Exception pursuant to Article 11. [Adopted March 12, 2013]

404.2 Cottage Industries. [Adopted March 12, 2013]

#### Purpose and Intent of ADU Ordinance

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.

404.3 Accessory dwelling units (ADU)

New

404.3.1 There shall be only one accessory dwelling unit permitted by right per single-family dwelling. A second ADU may be allowed by special exception on the lot, subject to Zoning Board of Adjustment (ZBA) approval, provided that the ADU meets all other current zoning and building regulations.

404.3.2 ~~The~~ Any accessory dwelling unit may be no larger than ~~750~~ the primary dwelling or 1000 square feet, whichever is less. [Rev-March 14, 2006] [Rev-March 11, 2011] [Rev-March 12, 2013] [Rev-March 7, 2017]

404.3.3 Either the primary dwelling unit or the any accessory dwelling unit shall be occupied by the property owner. [Rev-March 14, 2006] [Rev-March 12, 2013]

404.3.4 The Any accessory dwelling unit must be located in the primary dwelling or in an addition to the primary dwelling ~~or may be built as a separate detached unit.~~ [Rev-March 14, 2006] [Rev-March 12, 2024]

404.3.5 The Any accessory dwelling unit shall not necessitate the establishment of an additional access into the property. [Rev-March 14, 2006] [Rev-March 12, 2013]

404.3.6 Documentation shall be provided that the sewage system to be used by any ADU is adequate for the new use, ~~to accommodate the increased demands on the systems and will be~~ and approved in accordance with all applicable standards and requirements of the NH Department of Environmental Services. [Rev-March 14, 2006] [Rev-March 12, 2013]

404.3.7 The ADU shall be attached to or within the principal dwelling unit. In order to be considered an attached ADU there must be a common wall between the living space of the principal dwelling unit and the ADU. Detached accessory dwelling units are prohibited. [Rev-March 7, 2017]

#2



Planning Board Amendment #2  
Are you in favor of the adoption of Amendment #2 as proposed by the Richmond  
Planning  
Board for the Town of Richmond Zoning Ordinance as follows:

Definitions

1721 Foundations – Foundations for buildings for buildings **must be built in conformity with all current NH State building codes.** consist of footings and foundation walls.  
[Rev- March 12, 2013]

310 Dwellings on Foundations

310.1 All dwelling units and additions shall be built on a permanent foundation. Foundations will consist of footings and foundation walls. All footings must be constructed of concrete and placed below frost level. All foundations ~~walls~~ must be constructed in accordance with the applicable NH State Building Codes. [Adopted March 11, 1997] [Rev- March 14, 2006] [Rev- March 12, 2013]

310.2 Structures that are attached to a dwelling, such as decks, porches and barns, may be constructed on footings or piers provided they extend below the frost line. Any such structure that is converted to a dwelling unit must meet the foundation standards of 310.1. [Rev- March 14, 2006] [Rev. March 12, 2013]