

Town of Richmond
Planning Board Public Meeting
May 16, 2023, 7:00 PM Taylor Van Brocklin Building
Final Revised

Members Present:

Doug Smith (Chairman)
Jed Butterfield (Vice Chairman)
Lisa Traeger
Lloyd Condon (Alternate)
Doug Bersaw (Selectman's Rep)

Members Absent

Kathryn McWhirk (Secretary)
Karen O'Brien (Alternate)
Kim DeMasco
Stacie Maillet

Public: Antoinette Cincotta

1. Public:

No one from the public.

2. Mail:

SWRPC April Newsletter, not at the meeting will bring to next meeting.

3. Old Business

1. Subdivision Map 405- 24-1: Pending Planning Board signature.

There was a question regarding a public road dividing Map 405-24-1 as a contiguous lot. According to the Attorney General's Office and New Hampshire Municipal Association this lot would not pertain as it is grandfathered. According to the NHMA only newly subdivided parcels need follow the public road RSA. The final Mylar and Plot Plans were signed by the Chairman and the Vice Chairman in place of the Secretary.

2. Minutes May 2, 2023:

Corrections to the April 18, 2023, minutes did not reflect a part of the changes on the May 2, 2023, minutes under 2. Minutes April 18, 2023, corrections. The minutes of April 18, 2023 should have included striking out: **The members expressed that he should not be seated as an alternate. He ran for the position and lost the election so he should not be put on the board as an alternate.**

Discussion on how to improve the corrections to the minutes. It was suggested that a draft of the minutes be posted within the 5 business days following the RSA. Once the changes to the minutes have been made and approved by the board the final copy will be posted with the draft, or the draft will be removed, and the final copy will be posted.

At this time the Land Use Assistant will take the April 18, 2023 minutes and do the changes to the minutes. Once approved by the board the final copy will be submitted to the Town Clerk and posted on the Town Website.

May 2, 2023, minutes were tabled until the June 6, 2023, meeting.

3. Rules of Procedure: Update Rules of Procedure.

Starting on Page 3 of the Richmond Rules of Procedure. Starting under 7. Pull numbers 8 and 9.

Under the pulled number 9 add: **Preliminary Consultation**, Richmond Subdivision Regulations under 406 Preliminary Consultation and Review more specifically 406.1, 406.2 and 406.3. Full preliminary consultation will be added to the Rules of Procedure.

Under **Applications for Subdivisions and Site Plan Review**. Second line down, exchange Board's agent to Land Use Assistant.

Notice,

Under 1. third line down add website. (Local newspaper/town website)

Under 2. Second paragraph, pull the last full sentence. **Otherwise, separate notices must be given to the applicant and abutters by certified mail for submission, public hearing, and each time the application is on the agenda.**

At this time the Board decided to continue working on the Rules of Procedure until the June 6, 2023, meeting located at the Taylor Van Brocklin Building at 7:00 PM.

4. Master Plan: Copies for review by the board.

Tabled until the Rules of Procedure are finished.

5. Tax maps:

No update currently.

4. New Business

1. Other:

1. Definition of Structure:

The Planning Board was asked by the Zoning Compliance Office Richard Drew, to start working on a definition of Structure.

2. Crooked Creek Hollow Farm Hipcamp on Fish Hatchery Road:

There is an active camping area located on Fish Hatchery Road that has not be permitted. The board was notified that the Selectmen are aware of that.

3. Monument Road:

There will be an application coming before the board for a proposed 3-lot subdivision on Monument Road. The applicant has successfully received the approval's they applied for through the Zoning Board of Adjustment.

With no further business.

Motion made by Condon to adjourn. Seconded by Bersaw. All in favor. None opposed. Motion carries. Meeting adjourned at 8:50 PM.

Respectfully Submitted,

Kandace Mattson.