

Town of Richmond
Planning Board Public Hearing
September 5, 2023, 7:00 PM **Taylor Van Brocklin Building**

Members Present:

Doug Smith (Chairman)
Jed Butterfield (Vice Chairman)
Lisa Traeger
Kim DeMasco
Lloyd Condon (Alternate)
Joe Norman (Alternate)

Members Absent

Kathryn McWhirk (Secretary)
Stacie Maillet
Karen O'Brien (Alternate)
William Daniels (Alt. Selectman's Rep)
Doug Bersaw (Selectman's Rep)

Public Antoinette Cincotta, Richard Drew (Zoning Compliance Officer)

Meeting called to order at 7:00 PM.

Condon seated for McWhirk. Norman seated for Maillet.

1. Public:

No one from the public.

2. Mail:

Southwest Region Planning Commission August Newsletter.

3. New Business:

4. Old Business:

Chairman Smith moved d. Definitions of Structures to the beginning of Old Business and opened the floor to Richard Drew, Zoning Compliance Officer. (ZCO)

d. Definition of Structure: Requested by Zoning Compliance Officer.

The Board requested to have a list of some of the zoning violations that the ZCO has encountered that the present definition of structure has created an issue with enforcement. Drew created a handout that was circulated among the board members this evening. Drew had given the board some ideas for the definition, see August 1, 2023.

Drew asked what action the board would be taking? Drew explained that the definition was tabled in January 2023 and would be worked on for the 2024 ballot. Would they be working on the definition for the 2024 ballot? Drew said there are a few new members on the board, and the board should start at ground zero. The present definition of structure includes anything and everything.

No information or very little was included in the 2022-2023 minutes as to how the definition of structure was created.

Butterfield recalled that the board spent time working on a definition for the Wetland Conservation District. There was a process, and he recalls that it was a spin off from a question about a driveway in the Wetland

setbacks. Minutes did not reflect the detailed changes in the definition. Coming up a definition of structure was a tough one to satisfy all members of the board.

Chairman Smith suggested having a different definition for structure within the wetland setback. Technically the ZCO must stop all structures within the wetland setback. Chairman Smith would like to have a definition that is not too technical.

Chairman Smith acknowledged the Land Use Assistant who added that the definition of structure was started with a meeting called by the Selectmen. Chairs from the Zoning Board of Adjustment, Planning Board and the Zoning Compliance Officer met with the 3 Selectmen via phone conference with the town attorney to determine the need a different definition.

a. Minutes of August 1, 2023: Final Revision

Motion made by Vice Butterfield to approve the August 1, 2023, minutes with revisions. Seconded by Chairman Smith. Four in favor. Two abstentions. None opposed. Motion carries.

Minutes of August 15, 2023: Draft

Motion by Vice Butterfield to approve the minutes of August 15, 2023, with revisions. Seconded by Condon. Five in favor. One abstention. None opposed. Motion carries.

b. Rules of Procedure: Update Rules of Procedure.

The board reviewed the draft copy (8.1.23) for the changes to their Rules of Procedure. Board started on page one and reviewed changed through the entire document. Changes were made to update, add too, and reformat the present Rules of Procedure. All changes will be reflected in the September 9, 2023, draft.

c. Master Plan: Copies for review by the board. Tabled

5. Other:

Motion to adjourned by Condon. Second by Vice Butterfield. All in favor. None opposed. Motion carries. Meeting adjourned at 9:43 PM.

Respectfully submitted,

Kandace Mattson