

Town of Richmond
Planning Board Public Hearing
July 18, 2023, 7:00 PM **Richmond Veterans Hall**

Members Present:

Doug Smith (Chairman)
Lisa Traeger
Kim DeMasco
Lloyd Condon (Alternate)

Members Absent

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

Public: Antoinette Cincotta.

Condon seated for Kathy McWhirk.

1. Public:

No one from the public.

2. Mail:

SWRPC Highlights June 2023.

3. Old Business:

1. Minutes June 20, 2023: Final

Motion to accept the June 20, 2023, as revised. Seconded by Traeger. Three in favor. None opposed. One abstention. Motion carries.

2. Minutes June 30, 2023: Final

Motion to accept the June 30, 2023, minutes as revised. Seconded by Traeger. All in favor. None opposed. Motion carries.

3. Minutes July 6, 2023: Draft

Motion to accept the minutes of July 6, 2023, as amended. Seconded by DeMasco. All in favor. None opposed. Motion carries.

Discussion on why the board does a site walk to approve a subdivision. The question came up that if the board walked the property to be sure all pins are in place, then the board should have professional equipment to measure and make sure they are properly placed. Point was made that the applicant should have their surveyor present to make the walk go much smoother.

Discussion on having all boards do a site walk as one group.

The ZBA's only interested in the road frontage and the wetland crossings. The Conservation Commission only interest is the wetland crossings. The Planning Board's interest is to be sure all pins are in place to mark boundary lines.

Tabled for further discussion.

3. Rules of Procedure: Update Rules of Procedure.

Rules of Procedure draft printed July 18, 2023.

Page 1, fine.

Page 2, under meetings, 1. first line pull Richmond Veterans Hall. Last sentence at the bottom of page 2. Change the word recused to disqualified.

Page 3. Remove the heading, Preliminary Design Review. Move Preliminary Consultation and Review up to create the heading. Add numbers 1-3 under each section of the Preliminary Design Review.

Page 4. Under Notice, Bottom line of 2. Pull the last sentence. Otherwise, separate notices must be given to the applicant (continued to end of sentence). Under Public Hearings, section 2. Second line down, change the word complete to accepted.

Page 5. Under 5. Second line down at end change the word earing to hearing. Under 7. Second line down, change the word e to be. Under Decisions, remove all information and replace with eh 2022 NH OPD section on Decisions. Under Reconsideration add information from the 2022 OPD Handbook. Under records, last line add Office of the to the Town Clerk.

Page 6, under Records add 3. From the 2022 NH OPD. Under Joint Meetings and Hearings, first line, at the end add: but not limited to. Second line add Zoning to board of adjustment. End of this section, add e. adjournment and: 6. Each board involved in a joint public hearing makes its own decision, based on its criteria for the particular matter.

Discussion on Amendments and procedure for adopting changes in the Rules of Procedure. After a brief discussion it was decided to contact the NHMA (NH Municipal Association) for clarification.

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

5. Definition of Structure: Requested by Zoning Compliance Officer. Tabled

4. New Business

1. Other:

Motion made by Condon to end the meeting at 8:30 PM. Seconded by Chairman Smith. All in favor. None opposed. Motion carries.

Discussion on Amendments and procedure for adopting changes continued.

Motion made by Condon to adjourn the meeting. Seconded by DeMasco. All in favor.
Meeting adjourned at 8:37 PM

Respectfully submitted.

Kandace Mattson