

# Town of Randolph

## Planning Board Minutes

October 1, 2020

Due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

**Members Present:** John Scarinza, Tim Mather, Robert Ross (7:12 pm)

**Members Excused:** John Turner

**Public Present:** Richard Umiker

**Call to order:** The meeting was called to order at 7:04 pm by John Scarinza.

### **New Business**

Tara Bamford reviewed updates to the site plan regulations. Bamford asked the Board if they wanted to consider any exemptions from the site plan review or any changes that would make a more streamlined process. Bamford shared an example from Monroe which lists exemptions such as single and two-family dwellings, home businesses, and government land uses pursuant to state and federal law. John Scarinza asked if a home business would include Airbnb. Bamford stated that home businesses would need a special exception from the Board of Adjustment anyway. It was suggested that home businesses be included in a minor site plan review list rather than exemptions. Solar panels are allowed by special exception. It was decided that seasonal roadside farm stands should be on the exempt list. Changes in landscaping or screening and accessory structures no more than 200 square feet could be on the minor site plan review list. Tara will add these to the next draft. Under Preliminary Review, Bamford added that no discussion beyond a preliminary plan can take place without notifying abutters. Under Filing of Completed application, names of easement holders and any professional whose seal appears on the plan should also be included in the completed application packet. Bamford advised that she updated the regulations to follow state law, with notice being 21 days rather than 25, and a deadline of 65 days, not 90. Bamford advised that the registry of deeds will record the main page of the site plan, but not the whole document. A section was added under Board Action on Completed Application. Under the section Notices, Bamford advised that a letter should be send to DES and that neighboring communities should be notified if it will have a regional impact. In Article VI, Bamford noted that paragraph A repeats the purposes from Article 2, and makes it confusing. It was suggested that it could be removed as this information is in the Master Plan, however the Board requested that Bamford try to re-word it. Under Section C, Drainage Standards, it was suggested that they comply with the State's manual on storm water, as contractors would be familiar with the rules. John Scarinza asked if it should be updated to a 50-yr flood instead of 25-yr, and Bamford advised she will check with Waterville Valley to see what was recommended there, as they have a similar landscape to Randolph. Bamford advised that lot sizes and setbacks included are typically not in the site plan review, as they are in the zoning ordinances. Some of these rules may conflict with

the new overlay districts that were created. Bamford advised that zoning is adopted at a town meeting, and site plan review is just for the Planning Board. Bamford stated that including these would possibly create a conflict and she would worry about enforceability. Under Community Protection, Conservation, and Landscaping Standards, Bamford advised you could not enforce it with how it is written, you could only encourage. Bamford stated that they should have clear language that you can stand behind. Under Roads, Bamford advised this is a subdivision item, and roads cannot be deeded to the town, they would have to be accepted by the town. Bamford will include the process on accepting a road. In Article IX, you cannot hold onto a bond, just a portion of it to be sure requirements are met. On the bond for telecommunications, it reads that you renew the permit every 3 years, however you cannot require a new permit, just that the bond be kept up-to-date. Inspection fees should be escrowed separately. Bamford asked about the Certificate of Completion and when oversight would move from the Planning Board to the Selectboard. Bamford advised it usually moves the Selectboard when they have the bond, inspection fees, and a recorded plan. John Scarinza suggested leaving as much oversight to the Planning Board as possible, as they have more knowledge of the regulations. Scarinza stated that the town hired an engineer to review the last projects that have come to the town. Bamford asked about the 3-year timeframe and asked what the 3 years was being measured from. It was suggested it be from the time of approval. The Board should review the regulations before the next meeting and look at areas that should have more detail. Bamford will make the requested changes, but will wait until after the next meeting to do a second draft. The site plan will ultimately be approved by the Planning Board after a public hearing, it does not go to town meeting.

### **Other**

John Scarinza asked about setbacks for driveways, which would need to be voted on at town meeting. Tara Bamford will update the section for the next meeting and will bill this separately to the town.

**Minutes of March 5, 2020** – On a motion from Tim Mather, with a second from Robert Ross, the Board voted unanimously by roll call vote to accept the March 5, 2020 minutes as presented.

**Adjournment: On a motion by Robert Ross, the Board voted unanimously by roll call vote to adjourn the meeting at 8:13 pm.**

Respectfully submitted,

Shelli Fortin

October 2, 2020