

Town of Randolph

Planning Board Minutes

April 1, 2021

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, John Turner, Kevin Rousseau

Members Excused: None

Public Present: Tara Bamford

Call to order: The meeting was called to order at 7:08 pm by John Scarinza.

Subdivision Regulations

Tara Bamford reviewed proposed updates to the Subdivision Regulations. Bamford advised nothing needed to be changed in Authority and Purpose, and added that they should be referred to as "these regulations". Bamford advised she removed Community Wastewater Systems and Community Water Supply in definitions. Bamford also updated definitions to match the Land Use Ordinance. John Scarinza asked about the Lot Size definition, and Bamford explained that subdivisions would not be approved on a road that does not meet standards. Bamford updated the Seasonal High Water Table definition. Bamford removed the Street Category definitions, improved the definition of minor subdivision, and updated the definition of Wetlands to the DES definition. Under Section 4, General Provision, Bamford added a sentence from the statute. Section 4.2 was changed to read shared NHDES approved sewerage system, rather than community. Off-site improvements was updated to follow the statute, with highways and drainage listed. Bamford advised language in Subdivision Procedures was simplified, and the time frame updated to 21 days, instead of 25. Bamford asked the Board to consider application requirements and if applications can only be submitted at meetings. Bamford advised that she added both RSA's on fees that can be charged.

John Scarinza asked if Bamford had been working on a document that would let an applicant know they are responsible for costs to review. Bamford advised that she has been working on it, but does not have it yet. Bamford advised that costs are variable, depending on the application. However, a fee should be charged up front, as if the plan is not approved or withdrawn, the town would be left with the expense. Bamford advised this should be listed on the application form, and John Turner agreed.

Under Section B, Bamford advised that she repeated the information about another hearing within 9 weeks, rather than referring back to another section. Bamford also updated Section F.2. to read 30 days or the next meeting. Bamford also moved the 65-day review period, and added the public hearing requirement. Bamford advised that she re-named the section Minor Lot Line Adjustment

and Boundary Line Agreements as Expedited Review, and added Voluntary Mergers with it. Voluntary Mergers are not subdivisions, but do need to go in front of the Planning Board. Bamford suggested that a list of requirements should be available for lot line adjustments so that the applicant could come to the meeting with them completed. Bamford suggested the same for Minor Subdivisions, as a pre-application review is not legal. Conditional Approval was updated to say conditions precedent, along with the correct terminology for DES.

Bamford advised that she updated the Notices to include language from the state statute on regional planning. Notices were also updated to include the website, however John Scarinza advised the website has not been working. The Board removed the website from the notice requirements, along with Lowe's Service Station, and left the town hall and regular publications.

Bamford updated the Waiver section to include Waiver of Application Requirement and Waiver of Standards. The Waiver of Standards is governed by statute. Section 7 has been updated to include pdfs. Section 7.3 was updated to note that the application needs to be signed by all owners. It should also require the type of boundary markers, and it should be street frontage rather than a public right of way. Number 13 has been updated to 4,000 square feet rather than 5,000 per DES guidelines for a leach field. Bamford advised she would also like to add stormwater plan and fire protection. Bamford removed the approval from the State Attorney General, as this is a registration requirement that comes later. Bamford asked about number 25, requiring state septic approval, and asked if this should be state subdivision approval. John Scarinza advised that up until recently, Randolph required approval by the town for septic systems before being sent to the state for approval. This has been changed by the Board of Selectmen. Bamford advised that septic approval is usually not required before a subdivision. Bamford added a section for any additional information the Board deems necessary, and suggested that the checklist referred to should be a part of the application. Section 8 clarifies that the applicant pays the cost of any consultant.

Bamford advised the only change to Performance Guarantee was to move inspection fees to a separate section. Bamford questioned Section C, that the Planning Board shall retain authority for one year from Certificate of Completion. John Scarinza agreed that it may be related to keeping a portion of the Performance Bond. Bamford will add some language from Christine Gilmore that was used for another town.

Under Section 10, Design Standards, Bamford asked about lot sizes, which reference land use regulations of 80,000 square feet, but goes on to refer to soil-based lot size. John Scarinza advised that they used to have the surveyor look at the soil maps and run the calculations based on that. Bamford advised the 80,000 square feet is in the zoning, and asked if that is what they want to use. Bamford suggested 80,000 contiguous square feet of buildable land that is not wetlands or steep. Bamford advised they should add what they consider minimum soil requirements for buildable land, using a current soil table, and that they refer to DES requirements.

Bamford asked that Kevin Rousseau review road layout, as Randolph has its own road standards. Robert Ross shared concerns about DES standards, noting the culverts that were required for Durand Road. John Scarinza advised that they can be more stringent than DES, but not more relaxed. Bamford pointed out an inconsistency in the Right of Way, and John Scarinza advised they were trying to maintain a 25-foot setback for plowing and maintaining ditch lines. John

Scarizza will provide Bamford with a sketch of what is intended. Bamford also suggested reviewing number 7, which states 50-foot section of road, and noted that they may want to consider 100 feet. Bamford also suggested having the fire chief review the dead-end street section, but Kevin Rousseau advised that he and John Scarizza could review this. Bamford advised that she improved the language dealing with private roads. Bamford asked about the approval of street names, and Scarizza advised it is the Board of Selectmen that does this. Bamford noted a section on ditches longer than 300 feet, and advised there is no benefit to a culvert being required.

Bamford updated the section on bridges to include DOT standards as well as AASHTO, and added a Fire Protection section. Bamford updated the monument section to 42 inches, and iron pins to 36 inches. Stormwater Management references state guidelines. Bamford suggested that the section on the town taking over private roads be removed. Bamford added a brief appeals section, and added detail to the enforcement section.

Bamford noted that they were missing a Notice of Action. Bamford also suggested a checklist for the Board. Bamford sent out Rumney's regulations to review. Bamford also suggested either referring to state law for deadlines or adding them to the regulations. Scarizza noted that they need to define substantial completion.

Approve Minutes of February 11, 2021

On a motion by Robert Ross, seconded by John Turner, the Board voted unanimously to approve the minutes of February 11, 2021 as submitted. Mather – aye, Ross – aye, Rousseau – aye, Turner – aye, Scarizza – aye

Adjournment

On a motion by John Turner, seconded by Tim Mather, the Board voted unanimously by roll call vote to adjourn the meeting at 8:47 pm. Mather – yes, Ross – yes, Scarizza – yes, Turner – yes

Respectfully submitted,

Shelli Fortin

April 2, 2021