

# Town of Randolph

Planning Board Minutes - draft  
August 1, 2024

**Members Present:** June Hammond Rowan, Robert Ross, Tim Mather, Michele Cormier, William Demers, and Kevin Rousseau

**Members Excused:** None

**Public Present:** Todd Ross, Tara Bamford (via phone), and Shelli Fortin, Minutes Taker

1. Call to Order

June Hammond Rowan called the meeting to order at 7:03 pm.

2. Roll Call

3. Review of Minutes

**On a motion by Kevin Rousseau, seconded by Robert Ross, the Board voted to accept the minutes of the June 6, 2024, meeting as presented.**

4. Communications to the Board

There were no new communications to the Board.

5. Report of Officers and Committees

a. Selectboard

Michele Cormier advised that the only updates from the Selectboard will be discussed later in the meeting.

b. Randolph Forest Commission

Tim Mather advised that Forest Day is one week from Saturday. Mather also advised that there was some damage to the Pond of Safety Road in the last storm, which led to the gate being closed. They are repairing the damage as quickly as possible.

6. Applications

There were no new applications.

7. Public Hearings - none

8. Other Business

- a. NHDOT Ten Year Plan Process – Route 2/Raycrest and Route 2/Randolph Hill Road intersection improvements (project proposal submitted to North Country Council) - Letter of support

June Hammond Rowan advised that the project proposal has been submitted to North Country Council for the Route 2/Raycrest and Route 2/Randolph Hill Road intersection improvements. Hammond Rowan provided the Board with a draft copy of a letter of support for the project for the Planning Board to send if they agree. Hammond Rowan and Michele Cormier reviewed the past proposal from 2022 which was for the Randolph Hill Road intersection, and stated that the estimate when preliminary engineering was done by HEB was \$4.4 million. William Demers suggested that the project include the intersection with Cote's Road. Gorham Heights was also suggested. Hammond Rowan noted that considerations for the project include speed and sight distance. Hammond Rowan noted that pictures have been forwarded, and letters of support will be important.

**On a motion by Robert Ross, seconded by Tim Mather, the Board voted unanimously to approve sending the letter of support as presented to North Country Council for the Route 2/Raycrest and Route 2/Randolph Hill Road intersection improvements proposal.**

Michele Cormier advised that June Hammond Rowan will be appointed as an alternate representative to the Transportation Advisory Committee for the Town of Randolph.

b. Recent land use related questions/issues

i. Addition to non-conforming structure

June Hammond Rowan advised they recently had a question about adding on to a non-conforming structure on Durand Road. It would be allowed add on as long as it does not go further into the setback area. It was noted that the building in question existed before the Land Use Ordinance was in place. William Demers asked if it could be rebuilt if torn down, and was advised it could be as long as it was the same footprint. Michele Cormier noted that since the original question was asked, the project has been redesigned. Originally, the project would have gone further into the setback area for a handicapped entrance, which would have been required to be allowed due the need for accessibility.

ii. [RSA 674:39-a](#) Voluntary Merger and [674:39-aa](#) Restoration of Involuntarily Merged Lots

June Hammond Rowan advised that voluntary lot mergers can be done if adjacent lots are owned by the same party, and are usually done for tax purposes. Hammond Rowan noted that NH law allows for lots that were involuntarily merged to be unmerged with no notice required. Tara Bamford advised that she will provide a form that can be used for this. Hammond Rowan advised that the Woodruff property has two parcels on the same deed, with a cottage and a camp on the property. They would like to also build a house on the property. State law provides that they have the right to unmerge the lots. The Selectboard will handle this, and

new deeds will be needed. The shed that is in the middle of the property, which would be in the setback area, will be moved.

iii. Primary and accessory use

June Hammond Rowan advised that the Zoning Board of Adjustment recently heard a request for a variance for a property owner that wanted to build a storage shed, which is an accessory use, without a primary use established. Hammond Rowan advised that this is not allowed without a primary use. Tara Bamford advised that some towns do allow this, but it must be part of the Land Use Ordinance. Hammond Rowan suggested the Board consider an amendment to the Land Use Ordinance to make this section clearer.

iv. Short term rentals

June Hammond Rowan advised that several residents have shared concerns about short term rentals. Tara Bamford suggested that the Board have a work session to discuss what kinds of rentals should be allowed and for how long. A Board member suggested looking at what other towns have adopted, however Bamford cautioned against this, as it needs to fit Randolph. It was suggested that this conversation be planned for the September meeting. Tara Bamford advised that she will provide a table with questions to guide the discussion.

c. Land Use Ordinance – 2025 amendments

June Hammond Rowan noted that the September meeting would be a good time to start the conversation for Land Use Ordinance amendments for 2025. Hammond Rowan suggested that Board members take time to look through the Land Use Ordinance and bring ideas to the next meeting. Hammond Rowan noted items that the Board should consider; including the definition of accessory structures, driveways, and some items to do with the Forest Commission such as budget timeline and notification of Activity Managers. Tara Bamford suggested a good schedule for amendments would be a first hearing in October, discussion of the public comments in November, and a second hearing in December.

d. Activity Manager Agreements for Randolph Community Forest

June Hammond Rowan advised that agreements were emailed to members to review. It was noted that most of the agreements were drawn up years ago and have not been renewed. It was suggested that the Forest Commission start discussing these agreements, to include termination clauses, liability and insurance. Hammond Rowan recommended that the Town Attorney draw up a template for the agreements. William Demers asked about the Fuller agreement, and was advised that is a lease agreement, and the Planning Board does not have a copy of the lease.

e. EMS Antenna update

There were no new updates for the EMS antenna.

f. Planning Board files

June Hammond Rowan advised that she has organized some of the Planning Board files in the top two drawers, and is collecting paperwork to be added. Files for the Community Forest are also included in the second drawer.

g. Other Business

June Hammond Rowan noted that the Town does not have a copy of the Cote subdivision road plan, and if a request was to go the Selectboard to make this a town road, this would be needed. Board members advised that Gardner Kellogg was the surveyor and Aaron Joos from Stewartstown was the engineer. Work was done by Couture Construction. Hammond Rowan will reach out to see if any of them have a copy of the plan. Tara Bamford advised that the Board gave approval based on the centerline and elevations, which may be why they do not have a final copy. Michele Cormier and June Hammond Rowan advised that two driveways in the subdivision have been installed without permits. Tara Bamford advised that permits are not required, as it is not a town road. However, as noted in the conditions for the subdivision approval, driveways must be built to the Land Use Ordinance specifications. It was also noted that one of the driveways goes over another lot, which they have an easement for. This was to avoid going over the water line right-of-way owned by the Town of Gorham. The Selectboard can enforce the conditions of the subdivision approval. Michele Cormier noted that the attorney may need to be contacted for guidance. Tara Bamford suggested that in the future, driveway locations should be included on the plans before approval is given. It was noted that if the driveways are not built to specification, the Selectboard could choose to not accept the road as a town road, and if accepting the road was done by petition, the Selectboard and Planning Board could not recommend it. A letter will be drafted to the owner with concerns.

June Hammond Rowan stated that the pre-construction meeting for the rumble strips on Route 2 was held yesterday. NHDOT does still plan full rumble strips on the centerline and shoulder of Route 2 from Bowman to the top of the hill, with the exception of a couple spots. Construction is scheduled to begin on August 19 and take about 5 days for the entire project. Michele Cormier noted that she suggested a guardrail be installed on the south side of the Appalachia parking lot to discourage parking. Removing the passing lane by Appalachia was also suggested and is being considered.

9. Public Comments

There were no public comments.

10. Adjournment

**On a motion by Michele Cormier, seconded by Kevin Rousseau, the Board voted to adjourn the meeting at 8:04 pm.**

The next meeting will be held September 5, 2024, at 7:00 pm.

Respectfully submitted,  
Shelli Fortin  
August 2, 2024