

Town of Randolph  
Planning Board Minutes - draft  
October 3, 2024

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

**Members Excused:** None

**Public Present:** Tara Bamford (via phone), 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 Robert Ross, seconded by Tim Mather, the Board voted to accept the minutes of the September 5, 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 there was nothing to report.
  - b. Randolph Forest Commission  
Tim Mather advised that the Northern Forest Center is working to get all of the Community Forest members together to share and learn collaboratively. The Forest Commission voted last night to invest money from the Gifts and Grants account to earn more interest. They have also voted to not plow the trailhead this year, and will talk to the Selectboard to put up no parking signs along the road this winter. There will be no Activity Manager for the glades this year. Road work on Jimtown Road has been done and came in under budget. Equipment has been brought in for clearing on the Farrar Farm property for the antenna work. They have discussed moving the date for the Forest Commission budget, so that it can be to the Planning Board for January 10. The Forest Commission will be working to re-do the maple lease for Fuller. June Hammond Rowan advised that she spoke with the Town Attorney concerning the role of the Planning Board with the Forest Commission, and during the conversation the attorney advised that the lease with Fuller should be amended and restated. Terminology should be included as to how the lease will be assigned if the business sells.

6. Applications

The Board received a lot line merger application from Charles Lowe, Jr. and Sylvia Lowe for Tax Map U8, Lot 7A, 10 and 11. This application is to merge lots for tax assessment and land use purposes. There are no lenders involved. The lot merger will be filed with the registry and a copy will be given to the assessor. The cost for filing will be invoiced to the owners.

**On a motion by Robert Ross, seconded by Kevin Rousseau, the Board voted unanimously to accept and approve the application from Charles Lowe, Jr. and Sylvia Lowe for the lot merger for Tax Map U8, Lots 7A, 10, and 11.**

The application was signed by the Board members present.

7. Public Hearings - none

8. Other Business

a. Land Use Ordinance – 2025 Amendments

Tara Bamford reviewed four proposed Land Use Ordinance amendments with the Board.

The first amendment would clarify what uses of a dwelling are a permitted use, including a single short-term rental, and what is considered to be lodging, which would require a Special Exception. Definitions for Lodging, Short-term rental, and Owner-Occupied would be added, and the definition for Accessory Building or Use would have language added. Michele Cormier asked if this would make it more difficult for people to find housing, and was advised it would not affect long-term rentals. Cormier asked about the definitions of transient and seasonal, and was advised transient is less than 30 days and season is no more than 180 days.

Short-term rentals as a permitted use would allow the Selectboard to require permits. This would allow them to address issues such as life safety and parking. All short-term rentals would be required to get the permit, not just new ones. Tara Bamford advised she could send an example of the permit to the Board.

The second amendment would add tent platforms to the definition of Structure, which would mean the 25 foot setbacks would apply. Cormier asked about billboards as structures, as they are addressed in the sign ordinance. Bamford explained that including them as a structure is a way to have them meet the setback requirements.

The third amendment would update the definitions for dwelling units and multi-family housing, and add definitions for single-family dwelling and two-family dwelling. Bamford advised that the last sentence covers storage containers, as another community did have an issue with this. Bamford advised that tents and yurts are included, as you want dwellings to meet the state building codes. Robert Ross asked about the definition of family and was advised this term is convention, and refers to households.

The fourth amendment would expand the definition of Accessory Dwelling Unit, and limit the size of a detached ADU to two bedrooms and no more than 1,200 square feet of gross floor area, along with a definition of gross floor area. Bamford advised that the difference between a two-family dwelling and an Accessory Dwelling Unit is that an ADU has an interior door to connect the two dwelling units. A size of 1200 square feet is proposed in this amendment, however this could be changed to the number of bedrooms, or just smaller than the primary building. Michele Cormier noted that septic systems are designed based on the number of bedrooms, so they would need to check the DES permit. Robert Ross questioned what the definition of a bedroom is, and it was agreed that although it is typically defined by having a closet, this is a gray area.

b. Changes to Planning and Zoning Laws in 2024

June Hammond Rowan shared the changes to Planning and Zoning Laws, noting that the only one that should affect Randolph is the change in the definition of an abutter, which is now determined by a distance of 50 feet.

June Hammond Rowan also shared the 2024 Zoning Amendments Calendar.

c. NCC Transportation Advisory Committee – NHDOT Ten-Year Plan update

June Hammond Rowan advised that she attended the NCC Transportation Advisory Committee meeting and that they are currently getting new engineering estimates for the proposed work for the Route 2 intersections.

d. Other

June Hammond Rowan advised that she spoke the new Executive Director of Granite Backcountry Alliance, who advised they have removed the Crescent Ridge Glades from their website. It was suggested that anyone with questions should call the Town Hall, and that Linda Dupont be given information to give to callers. No Parking signs have been ordered, and a sign will be put at the beginning of Randolph Hill Road that the parking area is closed.

William Demers noted that game cameras have been placed at the proposed Wildlife Crossing.

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 8:11 pm.**

Respectfully submitted,

Shelli Fortin

October 4, 2024