

# Town of Randolph

## Planning Board Minutes

November 7, 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 7:01 pm.

2. Roll Call

3. Review of Minutes

**On a motion by Kevin Rousseau, seconded by Tim Mather, the Board voted to accept the minutes of the October 3, 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 she was recently researching the timeline on grandfathering for the Town, and was pleased to see that this was addressed in the Land Use Ordinance.

b. Randolph Forest Commission

Tim Mather advised that the Forest Commission agreed with the proposed amendments to the Land Use Ordinance concerning the position of Chairman not being the same person for both the Planning Board and Forest Commission, and that the Chair of the Forest Commission not be an Activity Manager. Mather advised that the tax issue has been resolved, and payments will be up to date by the end of the year. They will be sent a bill in the future, and it will be included in the budget. The Commission also agreed on the budget timeline, and will have the budget ready this year for the December meeting. The Forest Commission is still working on contracts with Activity Managers, with David DeGruttola working on the Maple Lease contract. The snowmobile club has had a change in leadership, but they will continue to work on this agreement. Mather advised that the winter cut in the Town Forest will be off of Bowman this year, and the gate will be moved so that hunters can park. The snowmobile club will be given a key to the gate to access the trail system.

6. Applications

The lot merger for Charles and Sylvia Lowe was re-signed by the Board members present, as it was returned by the Registry of Deeds due to a formatting issue.

7. Public Hearings - none

8. Other Business

a. Land Use Ordinance – 2025 Amendments

The Board reviewed the four proposed Land Use Ordinance amendments.

Michele Cormier asked if the Town needed to address this issue of short term rentals in the Land Use Ordinance. Tara Bamford stated that all municipal attorneys are recommending articulating this in the Zoning Ordinance, as to whether they are allowed or not. The proposed amendment will include them as a permitted use. June Hammond Rowan advised including them as a permitted use will also allow the Selectboard to propose regulations, if they choose to. The Board discussed the difference between short term rentals and lodging units, noting that short term rentals are allowed for a single family dwelling regardless if it is owner occupied or not, and for a single-family dwelling with an accessory dwelling unit or two-family dwelling unit that is owner occupied. Lodging is allowed by special exception. The Board discussed having more than one short term rental on one property, whether the amount of time it can be rented should be restricted, and whether they should be required to register with the town. Tara Bamford noted that at this time, short term rentals are not allowed, as they are not included in the Land Use Ordinance.

The other amendments include updating the definitions of dwelling, dwelling unit, multi-family, lodging, and structure. Platforms were added to the definition of structure, as this requires them to comply with setback requirements.

The Board discussed the definition of accessory dwelling unit, which Tara Bamford explained makes it more compliant with the general sense of what an ADU is. The Board discussed the restriction on size, questioning whether it should be limited, and agreed that it was necessary to prevent two homes on the same property without the required lot size. The Board decided that gross floor area should have garages and workshops added to the list of spaces not included.

**On a motion by Michele Cormier, seconded by Tim Mather, the Board voted unanimously to bring the proposed amendments as presented to a Public Hearing on December 5, 2024.**

b. Planning Consultant

June Hammond Rowan advised that Tara Bamford is going to take a bit of a step back with work, and would like to propose a retainer of \$1,000 per year for her services. Any additional work would be on an hourly basis. The Board agreed, and June

Hammond Rowan will work on this contract with Ms. Bamford. The Board discussed the possibility of services from North Country Council when Ms. Bamford does retire.

- c. Randolph Community Forest Activity Manager Agreements  
June Hammond Rowan advised that David Willcox did send her the RMC agreement for review. Hammond Rowan advised that she has a template with standard items that should be included in an agreement, which she will have the Town attorney review and bring to the December meeting.
- d. Review RSA 91-A Right to Know Law  
June Hammond Rowan advised that the Town received a Right to Know Request in reference to the Crescent Ridge Glades. Hammond Rowan advised that many of the emails were sent from personal accounts, as the Planning Board does not have a town email. They will be working to set one up to avoid this in the future.
- e. NCC Transportation Advisory Committee  
June Hammond Rowan advised that she and Michele Cormier attended the recent meeting. HEB has completed the preliminary engineering work. This will be sent to NHDOT for review, and back to the Transportation Advisory Committee for a decision in March. The engineer from HEB suggested that line repainting could be done, changing the flat part of the hill near the top to one lane with a center turning lane, which would cost much less than widening the roadway.
- f. Planning Board Training  
June Hammond Rowan advised that there is an NHMA Webinar on Legislative Changes to the Right to Know Law, and an NHMA 2024 Municipal Land Use Law Conference available to attend for training.
- g. Other  
Michele Cormier noted that they will be cleaning out the archive room, and June Hammond Rowan asked if any other members would be available to assist with going through Planning Board documents to see if they need to be saved or thrown away.

- 9. Public Comments  
There were no public comments.

- 10. Adjournment

**On a motion by Robert Ross, seconded by Kevin Rousseau, the Board voted to adjourn the meeting at 8:22 pm.**

Respectfully submitted,  
Shelli Fortin  
November 8, 2024