

Town of Randolph

Planning Board Minutes

November 6, 2025 - draft

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

Members Excused: None

Public Present: Shelli Fortin, Minutes Taker

1. Call to Order

June Hammond Rowan called the meeting to order at 7:00 pm.

2. Roll Call

3. Review of Minutes

On a motion by Michele Cormier, seconded by Kevin Rousseau, the Board voted to accept the minutes of October 2, 2025, as presented.

4. Communications to the Board

June Hammond Rowan advised that she emailed Howard Wemyss in reference to the proposed amendment to solar in the Land Use Ordinance. Mr. Wemyss replied that he had no issue with the proposed changes.

Hammond Rowan noted that North Country Council will be holding a workshop about accessory dwelling units on December 11 from 4-8 pm at the Medallion Opera House in Gorham.

Hammond Rowan advised that an email was received from Mandi Cote and from an attorney representing the Cote's asking for information on file related to the road plans and an estimate for their road construction. The file was made available, however there was no cost estimate in the file. Hammond Rowan noted that there has been no request for the Town to take over the road. William Demers stated that he took a ride down the road and the driveway issue seems to be resolved. It was noted that Gorham has replaced the pipe.

5. Report of Officers and Committees

a. Selectboard

There was no report from the Selectboard.

b. Randolph Forest Commission

Tim Mather advised that David Willcox is working on getting information for the attorney on the Maple Tap Lease to finalize that agreement.

Mather noted that the Town will be plowing the circle at the trailhead this winter, with the parking spaces being plowed by Newell White and Bill Arnold. June Hammond Rowan asked if they would need insurance for this, and it was noted that they are paid by the Town for the service.

Mather advised that the Forest Commission has been working on the budget and plans to have it ready for the Planning Board in December.

6. Applications

There were no new applications.

7. Public Hearings

There were no public hearings.

8. Other Business

a. NHDOT Draft 2027-2036 Ten Year Plan – Route 2 from Route 115 to Valley Road

June Hammond Rowan advised that there is one project in Randolph included in the 10-year plan, which is a vertical and horizontal alignment and widening of Route 2 from Route 115 to Valley Road. The project was originally listed as ending at the Randolph town line, but does go to Valley Road. The engineer advised that it will take three years for the right-of-way work, and construction has been pushed out to 2032. The original estimate for the project was \$17.4 million, and the new estimate due to delays is \$21 million.

b. Land Use Ordinance – Review Possible Amendments

The Board reviewed the proposed amendments to the Land Use Ordinance.

Amendment 1 changes the wording to read that only one principal building or one principal use shall be permitted on each lot, instead of each 80,00 contiguous square feet of buildable land.

William Demers disagreed with the change, noting that he feels you should be able to put more than one principal building on the lot if it is able to be subdivided. Robert Ross shared concerns that this change would limit development which would increase the tax base. Ross noted that they need to promote new construction to keep taxes affordable. Tim Mather stated that this change would prevent the issues currently faced on Durand Road, with owners who want to subdivide property with more than one residence on the lot. June Hammond Rowan noted that she would rather leave the Ordinance as it, rather than change it with a requirement that it be subdividable, as this definition could change in the future. Michele Cormier asked if shared driveways would be permitted on subdivided lots.

During the discussion, it was noted that an ADU is allowed on every property by right with the new State law. The Land Use Ordinance does restrict the size of the ADU.

Amendment 2 clarifies the definition of owner-occupied, stating that one person is physically present within the dwelling unit on said property for at least three months per calendar year for seasonal dwellings (dwellings without water in cold weather) and nine months for year-round dwellings.

The Board shared concerns about monitoring the length of time a dwelling is occupied. June Hammond Rowan noted that this only applies to short-term rentals. A Board member asked if a permit was required for short-term rentals and was advised it is not. The attorney has previously noted that the Town may need to adopt a registration and permit system if short-term rentals become an issue.

Amendment 3 clarifies the meaning of solar collector systems and commercial solar collector systems and replaces the words solar panel or solar energy with solar collector.

While reviewing Article 3.58, Michele Cormier brought up the issue of fencing, which is currently listed as a structure, thus requiring setbacks. Cormier questioned whether movable electric fencing would be included in the definition of a structure. June Hammond Rowan advised she will discuss this with Tara Bamford, and it could be considered for an amendment to the Land Use Ordinance next year.

Amendment 4 aligns the Ordinance with State laws for Zoning and Building Permits, divides Section E into two separate sections for oil burning equipment and sewage disposal systems, and adds Section H for NHDES permits.

Hammond Rowan advised she had not had an opportunity to discuss this amendment with the Town attorney yet. Currently the Town has not adopted the State Building Code. If they did, they would have to appoint a building inspector to enforce the code. Although they have not adopted it, it is listed on the Building Permit that they must abide by the State Building Code. Michele Cormier noted that the Building Permit was recently changed to include the septic permit number. Hammond Rowan suggested adding items such as wetland permits, alteration of terrain permits, and driveway permits to the list.

Michele Cormier asked about setbacks for driveways, and this was in the Ordinance in Section 5.04. A 25-foot setback is required from side and rear property lines.

June Hammond Rowan noted that if a commercial or multi-unit building was constructed, the Fire Marshal would have to inspect it to be sure it met code.

On a motion by Tim Mather, seconded by Michele Cormier, the Board voted unanimously to approve the four Land Use Ordinance amendments as presented for a Public Hearing.

c. Schedule for Public Hearing and Meetings – December and January

June Hammond Rowan advised that they will need to hold Public Hearings on the proposed Land Use Ordinance amendments, the Forest Commission budget, and the Planning Board bylaw changes. The Board agreed to hold all three hearings on January 8, 2026, as the first Thursday in January is a holiday.

d. Activity Manager Agreement – RMC

June Hammond Rowan advised that the current version of the agreement has been approved by the Board of Directors of the Randolph Mountain Club. The agreement has been sent to Mark Kelly, Chairman of the Randolph Forest Commission to review. Hammond Rowan advised the biggest change is that the RMC will do the general maintenance work on all of the trails in the Community Forest, however when larger projects are needed they will ask the Commission to help with costs. There was an issue with insurance, and this has been clarified.

On a motion by Robert Ross, seconded by Tim Mather, the Board voted unanimously to approve the Activity Manager Agreement with Randolph Mountain Club for maintenance of hiking trails on the Randolph Community Forest.

e. Maple Tap Lease

Tim Mather previously advised this is being worked on by the Forest Commission.

f. Other

9. Public Comments

There were no public comments.

10. Adjournment

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

The next meeting of the Planning Board will be held on December 4, 2025.

Respectfully submitted,

Shelli Fortin
November 7, 2025