

Richmond Planning Board Meeting
Town Hall
Minutes
April 8, 2019

Members present: Doug Bruce, Rick Bell, John Hanson (Chairman), Katherine Keenum, Pete Lopez

Mr. Hanson opened the meeting at 6:32 P.M.

1. Mr. Hanson pointed out a typo and a mistake in the minutes for March 11, 2019. Mr. Bell then moved that the minutes be approved as corrected. Mr. Hanson seconded. The motion passed unanimously, 5-0.
2. Mr. Hanson reported that the Solar By-Law had been updated as authorized at the last meeting and sent to the Board of Selectmen with the recommendation that it be placed on the Warrant of the Annual Town Meeting.
3. Mr. Hanson reported that he had spoken with Bill Martin, the Town Moderator who also chairs the Board of Appeals (ZBA), about transferring responsibilities as the Special Permit Granting Authority (SPGA) for large accessory structures from the Selectmen to the ZBA instead of to the Planning Board. Mr. Martin saw no problem in the ZBA's assumption of additional duties. He and Mr. Hanson agreed that the article to change the Zoning By-Law should go on the Warrant as written. An amendment could then be made from the floor. Mr. Bell recommended that Town Counsel be notified that the question would arise so that she could check on legalities ahead of time instead of being taken by surprise at the Town Meeting.

Mr. Hanson moved that the Zoning By-Law change to make the Planning Board the SPGA for large accessory structures should be sent to the Board of Selectmen with the recommendation that it be placed on the Warrant of the Annual Town Meeting as written, but with the understanding that an amendment would be introduced from the floor. Mr. Bell seconded the motion. The motion passed unanimously, 5-0.

4. Mr. Hanson proposed postponing discussion of a new master plan for six months because of Richmond's need to search for a new Town Administrator. Mr. Bell objected to the delay, but a consensus was reached and the matter was deferred.

5. Board members agreed to review Mr. Bell's suggestions for improvements to the Planning Board's page on the town's website and discuss them at the next meeting.

6. Mr. Hanson introduced discussion of a manual of procedures by explaining that in 2015 the Board had put out the basic document which he had sent to Mr. Bruce and Mr. Lopez when they joined the Board. Meanwhile, Mr. Bell had been working since 2015 on a much more extensive document. Mr. Hanson proposed that members review Mr. Bell's work in progress. At the next meeting the Board could then discuss how to achieve the right level of detail for something that was usable and not cumbersome. Mr. Bell said that his draft was too long for new readers to absorb all at once and recommended focusing on section 14. He advocated documentation at a level that would allow a future chairman to operate without Mr. Hanson's long experience.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,
Katherine Keenum, Clerk