

**RICHMOND PLANNING BOARD
TUESDAY, APRIL 29, 2015
TOWN OFFICE MEETING ROOM
6:00P.M.**

MINUTES

1.0 CALL TO ORDER

Present: Jeff Severance, Linda Doran, Larry Srock, Russ Hughes, Tom Nugent, Garrin Peck, Father Chad Williams. Code Enforcement Officer, James Valley and Executive Assistant Laurisa Loon.

2.0 UNFINISHED BUSINESS

3.0 NEW BUSINESS

3.1 Chad Williams-Change of Use-13 Church Street

Pre Application meeting for the change of use of 13 Church Street from a residential use to a church office. The dwelling would be used for small gatherings, counseling, and office use.

Russ Hughes called for the board to move into Development Review Article 8.

B. Development Review Application Submission Requirements

1. Requirements of all applications:

All requirements met except for 1.h (Tax Map) and 1.i (Copy of Deed).

2. Existing Conditions

The site is currently used a residential structure. All conditions previously existing.

3. Proposed Development Activity

No proposed development activity. Site already existing.

4. Approval Block

Provided

5. Minor Developments Not Involving the Creation of Individual Lots or Parcels

Tom Nugent made a motion to find this a minor development, Jeff Severance seconded, motion passed (4-0).

Russ Hughes asked for a motion to allow Linda Doran to be a voting member.

Larry Srock made a motion to appoint Linda Doran as a voting member, Jeff Severance seconded, motion passed (4-0).

6. Minor Developments Involving Only the Creation of Individual Lots or Parcels.

Not Applicable

7. Extractive Activities

Not Applicable

8. Major Developments

Not Applicable

9. Request for additional information

The board did not require any further information. Due to the site already existing and no proposed extractive activities or modifications to the building proposed.

Jeff Severance made a motion to find the application complete pending receipt of the tax map and deed to the property, Larry Srock seconded, motion passed (5-0).

The board scheduled the proposed development for public hearing on May 26, 2015 at 6:00p.m.

3.2 Jones Associates-Cluster Development (R01-052-01)

Garrin Peck of Jones Associates gave a brief overview of the development. All test pits and soils have been completed and have passed for the proposed 5 lot cluster development. Each home will have its own well and septic.

They have submitted their MDOT Driveway entrance application to the State.

B. Development Review Application Submission Requirements

1. Requirements of all applications

All requirements met except 1j. The name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared the plan for major developments.

2. Existing Conditions

All existing characteristics of the site described within the narrative and shown on the tax maps, subdivision plan, soil evaluation and erosion control plan. Application needs 2.I (The location of the nearest fire hydrant, dry hydrant or other water supply for fire protection.)

3. Proposed Development Activity

The application needs to include provisions for handling all solid wastes including hazardous and special wastes and the location of proposed treatment on site collection or storage facilities.

A schedule of construction and site work, showing anticipated beginning and completion dates.

Copies of applicable State and Federal permits.

4. Approval Block

Provided

5. Minor Developments Not Involving the Creation of Individual Lots or Parcels

Not Applicable

6. Minor Developments Involving Only the Creation of Individual Lots or Parcels

Not Applicable

7. Extractive Activities

The extractive activities are outlined in the narrative, subdivision plan, soil evaluation and erosion control plan.

8. Major Developments

The board at a previous meeting voted that the proposed development was considered a Major Development.

A copy of covenants or deed restrictions are needed if any as are intended to cover all or part of the tract. Such covenants or deed restrictions shall be referenced on the plan.

If the development is a condominium or a clustered development, evidence that all requirements relative to establishment of a homeowners' association or condominium owners' association have been met. If the development is a clustered development, evidence shall be presented that all other requirements of this Ordinance pertaining to clustered development have been met. The submission shall include copies of the by-laws of any homeowners' or condominium association charged with maintaining common spaces and lands. Homeowners' association or condominium documents shall clearly state that the association or condominium shall properly maintain private roadways serving the development after the developer has legally relinquished that responsibility and until such time as the Town may accept them as public ways.

Cost of the proposed development and evidence of non-proprietary financial capacity to complete it. This evidence should be in the form of a letter from a bank

or other source of financing, including self-financing, indicating the name of the project, amount of financing proposed, and interest in financing the project. This requirement shall not be waived.

9. Request for Additional Information

The board scheduled a site walk to view the site for Tuesday, May 5, 2015 at 6:00p.m.

Tom Nugent made a motion to find the application complete pending the following items:

Name and Seal by a certified surveyor
Location of the nearest hydrant
Narrative statement describing waste water and water drainage/run off
Narrative statement describing waste and construction debris
Anticipated construction start and completion date.
MDOT approval before construction of road.
Deed Restrictions
By-laws for the Homeowners Association
A letter indicating financial capacity.

Jeff Severance seconded, motion passed (5-0).

The board tentatively scheduled a public hearing for May 26, 2015 pending receipt of the above mentioned items.

4.0 Correspondence

Linda Doran's membership will expire June 30, 2015 she has submitted an application for renewal.

Larry Srock made a motion to accept her request as an alternate member and ask that the Selectboard consider the appointment, Jeff Severance seconded, motion passed (4-0).

5.0 APPROVE MINUTES OF MARCH 24, 2015 AND APRIL 13, 2015

Larry Srock made a motion to approve the minutes of March 24, 2015, Jeff Severance seconded, motion passed (4-0).

The minutes from April 13, 2015 were tabled until a quorum of attendees are present.

6.0 ADJOURNMENT

Jeff Severance made a motion to adjourn at 7:15p.m., Linda Doran seconded, motion passed (5-0).