

**RICHMOND PLANNING BOARD
TUESDAY, DECEMBER 18, 2012
TOWN OFFICE MEETING ROOM
6:00 P.M.**

MINUTES

1.0 CALL TO ORDER

Present: Russ Hughes, Tom Nugent, Bill Schellinger, Jessica Alexander, Rick McKellar and Code Enforcement Officer Ryan Chandler (Jeff Severance and Larry Srock Absent)

Others Present: Mark Parker and Ernest Palmer

Bill Schellinger made a motion to nominate Rick McKellar as a voting member. Tom Nugent seconded, motion passed (4-0)

2.0 UNFINISHED BUSINESS - None

3.0 NEW BUSINESS

**Michael & Jamie Akins, 94 Toothaker Road, R04-060-03
Lot Split – Development Review / Public Hearing**

Tom Nugent made a motion to open the floor to public comment, Bill Schellinger seconded, motion passed (5-0)

There being no public comment, Bill made a motion to close public hearing, Jessica Alexander seconded, motion passed (5-0)

There being no discussion from the Board, Bill made a motion to approve the lot split, Rick McKellar seconded, motion passed (5-0)

All present Board members signed the Mylar and three stamped copies of the lot division and amendment plan.

**Ernest Palmer, 475 Brunswick Road, R04-026-00
Auto & Truck Light Repair Shop**

Ernest Palmer gave an overview of his project which consists of opening a light car and truck repair shop in his existing garage to do things such as oil changes, brake repairs and tune ups.

Russ Hughes asked if Ernest would be placing a sign at the end of his driveway. Ernest responded that he would like to place a small one there so that customers could locate him easier. Russ asked what plan he has for disposing of waste oil. Ernest responded that it would be disposed of properly at a place that accepts used oil.

Tom Nugent asked about a narrative for Town and Board records that would state exactly what Ernest was proposing so that if the business was approved it couldn't change or expand without first coming back to the Board for approval.

Russ read Article 8(B) "Development Review Application Submission Requirements" to the Board. The Board then went thru Article 8(B)(1) "Requirements of All Applications" one by one. It was discovered that the business name had not been included. Ernest stated that it would be Palmer Family Auto Maintenance. After review the Board will require Ernest to provide a site plan showing all buildings and a narrative of exactly what is being proposed.

Tom made a motion to accept the project as a minor development, Bill Schellinger seconded, motion passed (5-0)

Bill made a motion to find the application complete with the exception of the site plan and narrative and schedule for public hearing and development review on January 22, 2013 at 6:00 p.m., Jessica Alexander seconded, motion passed (5-0)

4.0 CORRESPONDENCE – None

5.0 APPROVE MINUTES OF NOVEMBER 27, 2012

William Schellinger made a motion to approve the minutes of November 27, 2012, Rick McKellar seconded, motion passed (5-0)

6.0 ADJOURN

Bill Schellinger made a motion to adjourn at 7:00 p.m., Jessica Alexander seconded, motion passed (5-0).