

1 Richmond Planning Commission
2 Regular Meeting
3 Wednesday, July 23, 2014
4 Approved Minutes

5 **Members Present:** Mark Fausel (Chair), Lauck Parke, Sean Foley, Ann Cousins, Marc Hughes

6 **Absent:** Bruce LaBounty (Vice-Chair), Brian Tellstone,

7 **Others Present:** Mike Stromne, Joy Reap, Rod West, Clare Rock (Town Planner/Staff to the DRB)

8
9 **7:15 PM Planning Commission Members**

10
11 **Public Comment** – n/a

12
13 **Meeting Minutes – July 2, 2014**

14 *Cousins made a motion to approve seconded by Parke. So voted.*

15
16 **Mail**

17 Rock went to CCRPC PAC meeting this afternoon. The PAC meeting included a discussion on
18 permit tracking software and a review of the Essex Town Plan.

19
20 Rock also signed up for MPG training session which will provide an overview of the Municipal
21 Planning Grant application process. Grant applications can assist with updating town plans.

22
23 Rock provided an overview of the HMGP application process. The Town is planning on submitting
24 some Hazard Mitigation Grant Program applications on behalf of Richmond property owners to
25 elevate structures above the floodplain.

26
27 **Review Agenda**

28 The Energy Discussion is tentatively postponed to 8/20.

29
30 **Flood Hazard Regulations**

31 Rock review the following changes to the July 10, 2014 draft, which are included in the July 17,
32 2014 draft:

- 33 - Channel management and bank stabilization activities were listed as prohibited in the July
34 17 version, they have been moved back to a conditional use.
- 35 - Based upon a brief conversation with the town attorney (M. Sperry), he recommends:
 - 36 o The need to add language to tie use table with the narrative listing of uses. Sperry
37 also questioned the definition of insignificant repair – should it be OR or AND? The
38 PC agreed it should be OR.
- 39 - Rock also mentioned the topic of fill. This topic was also raised in the PC memo dated July
40 10, 2014. The current draft prohibits “fill” yet “fill” would be needed to structural elevate a
41 house to have the lowest floor to be at least 1 ft above the BFE. The existing basement
42 would have to be filled. The PC discussed the different aspects of elevating a house and
43 recognized fill would be needed to fill the basement and to ensure for positive drainage.

44
45 Rod West suggested there be an equation where the amount of fill could be a ratio or percentage of
46 the size of the house. Further discussion followed about how to allow for fill for structural
47 elevations.

48
49 **Gateway Discussion**

1 Rock referenced the section within the July 10, 2014 memo which included the changes LaBounty
2 and Cousins drafted for changes to the Gateway District.
3

4 Joy Reap will find out from the State in August on whether they have been short listed to be
5 considered for the future location of the State Ag Lab. Reap requested the PC work on a draft for
6 the Gateway as soon as possible. Rock reminded the PC the Letter the PC wrote said the changes
7 would be done by the end of the year.
8

9 Cousins mentioned that major changes to Gateway would probably be sent to a town-wide vote and
10 would like to see small changes to the Gateway District to help expedite the changes.

11 Joy Reap would also like to see a change to the sign regulations to allow for the business directory-
12 like signs.
13

14 The PC reviewed the following changes under consideration:

- 15 - Footprint: Increase the maximum footprint to 17,000 sf. The PC agrees on this change.
- 16 - Parking: The PC agrees to add Bruce's sentence (from the memo) to the parking
17 requirement re: parking beyond 200 ft can be in the front of the building.
- 18 - Roof Pitch: The PC is undecided about doing away with the roof pitch requirement
19 especially for the buildings which are located more than 200 sf.
- 20 - Square Ft cap on different uses: The PC is undecided on whether to do away with the all the
21 max sq ft per use, or just for light manufacture and business offices.
22

23 Rock distributed a copy of Page 95 from the municipal plan which includes the Future Land Use
24 section, including the Gateway Area. Any changes to the zoning regulations would need to conform
25 to the language within the municipal plan.
26

27 Discussion of the extending the water line out to the Reap property. Reap mentioned that the Water
28 and Sewer Commissions approved \$10,000 for engineering plans for the feasibility of extending the
29 water and sewer line to go out to the Reap property.
30

31 Discussion about whether the Select Board would approve any zoning changes. The SB would
32 probably vote on the FHOD regulations as they apply to a particular sector of the population. The
33 Gateway may be different.
34

35 Gary Bressor, supported the Reaps proposal, and thinks that the Gateway is an important area and
36 that any major changes may need to undergo a design charrette or other planning process to ensure
37 any major changes would be in conformance with the communities' vision.
38

39 Rock will add the agreed upon changes and send out a draft copy to PC prior to the next discussion.
40

41 **FHOD Discussion continued**

42

43 Additional comments of the FHOD regulations:

- 44
- 45 - Structure the table by use type, not alphabetically
- 46 - Add *a) section – outside floodway and b) section inside floodway*
- 47 - Add suggested sentence to the definition of fill
- 48 - Question about whether critical facilities are prohibited in the floodplain by the NFIP?
49

1 **Other Business**

2

3 The PC discussed the following meeting schedule:

4 8/6 – All floodplain. Finish final review of draft.

5 8/20– Public meeting for presenting the draft floodplain regulations and initial feedback on the
6 Gateway.

7 9/3 - Energy Discussion.

8

9 Rock will send the latest FHOD in word.doc format.

10 PC members will send FHOD comments to Rock before the next meeting so they can be included in
11 the packet.

12

13 **Adjourn**

14

15 *Parke made a motion to adjourn, seconded by Foley. So voted.*

16

17 The meeting ending at 9:10 PM.

18

19 Respectfully submitted by Clare Rock, Town Planner/Staff to the DRB