

1 Richmond Planning Commission

2 Special Meeting

3 Wednesday, March 22, 2017

4 Approved Minutes

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5 **Members Present:** Brian Tellstone, Mark Fausel, Sean Foley, Joy Reap, Lauck Parke.

6 **Absent:** Alex Brosam

7 **Others Present:** Clare Rock (Staff)

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9 Special Meeting to make up for the cancellation of the March 15 meeting due to snow.

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11 Public Comment – n/a

12  
13 Administrative Items & Updates

- 14  
15 - Approve meeting minutes -

16 *Motion by Tellstone to leave the 2016 minutes as unapproved, seconded by Reap, all in favor. So voted.*

17 Rock will recirculate the 2017 unapproved in the next packet

- 18 - Joy Reap requests the Town update the 2010 tax map which is currently on line.

- 19 - ZA position – The PC Chair would like to invite candidate 1 & 2 for PC interviews.

- 20 - Energy planning updates – Rock is waiting for the report from the energy coordinator. Discussion  
21 followed about the status of the CCRPC energy map updates, CCRPC is waiting for the town’s  
22 landscape constraints before updating Richmond maps. If the PC doesn’t submit draft constraints, such  
23 as those contained within the draft Natural and Working Lands chapter, then CCRPC will use the  
24 currently list of constraints as listed within the zoning regulations.

- 25 - Joint meeting with recreation, trails and CreateRVT - Rock gave a brief overview of the purpose of the  
26 meeting and stated that she shared a Town Plan update and info on the Local Motion pop up project.  
27 Fausel added the benefit of having a joint meeting like this.

- 28 - Discussion followed on the status of the economic development committee, Reap and Parke indicated  
29 the committee hasn’t met in a while and maybe they should initiate a meeting. Reap and Parke are  
30 interested in attending the CCRPC economic development meeting next week.

- 31 - Town Meeting Day inclusionary statement - Rock added the inclusionary statement which was bought  
32 up at town meeting day. Rock would like to do some more research into the motion or approval process  
33 of the statement and it will be bought before the PC in the near future for further discussion.

- 34 - Local Motion project – looking to implement the project in late May/Early June, still seeking volunteers,  
35 the project will be presented to the selectboard on April 3, Rock can circulate some of the info.

- 36 - Town Plan expiration and the status of the zoning regulations and interim zoning regulations discussion.  
37 The Town Plan expired on March 17 and the interim zoning regulations will expire on May 28. Until we  
38 have a new town plan we cannot make any zoning changes. Discussion followed about the cons of  
39 including a commercial/residential requirement ratio to zoning district standards.

40  
41 **Town Plan**

- 42 - Transparent and Inclusive Decision-Making Chapter – preliminary discussion

43 ○ Should we use the reference to the state planning goals? No, instead just include a  
44 note/footnote stating that there are no municipal planning goals

45 ○ Goal I, Target A...change “train” to something along the lines of “make training  
46 opportunities available...such as through VLCT or the CCRPC...”

47 ○ Review the vetting process of board member and the reasons why or why not people  
48 run for positions – consideration for targets/actions...a. clear vision statement for all  
49 boards and committees b. position descriptions for board members

- 1                   ○ Discussion about the need to go out to the public instead of having the public come to
- 2                   us/town meetings. Consider the need to require board members to attend X number of
- 3                   trainings (such as those by CCPRC, VLCT)
- 4                   ○ Discussion about the need to share more information about the various boards on the
- 5                   town websites to help increase public awareness of how town government works, so
- 6                   more people will participate. Need to also increase youth knowledge of local
- 7                   government.
- 8                   ○ Increased emphasis on the dire need to increase participation, Parke has some draft
- 9                   language/ideas for inclusion in this section – follow up
- 10                  ○ Adding as a specific target/action... the requirement to read letters sent to the planning
- 11                  commission/boards they should be read out loud during the meeting so members of
- 12                  the public also hear the comments contained within the letters. Maybe “revise/amend
- 13                  boards rule of procedure to include transparency measures, such as reading letters
- 14                  aloud during the public comment section....”
- 15                  - Vibrant and Appealing Downtown – preliminary discussion
- 16                    ○ Discussion about the fire insurance requirements and the relationship between
- 17                    building heights
- 18                    ○ Add new target...”undertake a more comprehensive parking inventory..”
- 19                    ○ Keep village parking section in this chapter and just include a reference in the
- 20                    Transportation and Mobility section
- 21                  Continue the discussion at the next meeting...
- 22
- 23

24 Adjourn

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26 *Tellstone made a motion to adjourn, seconded by Fausel, all in favor. So voted.*

27

28 The meeting ending at 9:00pm

29 Respectfully submitted by Clare Rock, Town Planner

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