

1 Richmond Planning Commission

2 Regular Meeting

3 Wednesday, February 18, 2015

4 Approved Minutes

5 **Members Present:** Brian Tellstone, Sean Foley, Ann Cousins, Mark Fausel (Chair), Bruce
6 LaBounty (Vice-Chair), Lauck Parke, Marc Hughes

7 **Others Present:** Clare Rock (Town Planner/Staff to the DRB); see attached list

8
9 **7:05 PM Fausel opened the meeting**

10
11 **Public Comment** – no public comment

12
13 **Administrative Items**

14
15 **Approve Meeting Minutes –January 7, 2014**

16 ----- made a motion to approve the minutes with minor changes, seconded by -----, all in
17 favor. So voted, Parke abstaining.

18
19 **Approve Meeting Minutes - February 4 2015**

20 LaBounty made a motion to approve the minutes with minor changes, seconded Tellstone, all in
21 favor. So voted, Cousins and Fausel abstaining.

22
23 **Mail and staff Updates**

24 Rock provided an update on the Act 250 application for Southview, a hearing was held regarding
25 impacts on the deer yard. A subsequent recess order was issued requesting additional information
26 from ANR. No other mail.

27
28 **Gateway Update**

29 Cousins asked about the VNRC memo, which was presented to the Selectboard by Jeff Forward, in
30 which Forward had requested VNRC comments on the Gateway proposal. Discussion followed
31 which included the process of a private citizens procuring the request. Rock reported on last night's
32 Selectboard meeting, which Cousins, LaBounty and Fausel were also present. Rock reported the SB
33 will be scheduling a Public Hearing on March 9 and explained the SB changes. The changes include
34 removing restaurants and retail use from the list of conditional uses, modifying the parking location
35 requirement to encourage no parking in front of buildings which front RT 2. Discussion followed.

36
37 The Planning Commission would like to be forwarded a copy of the Selectboard draft prior to their
38 next meeting. The PC doesn't need to include this item for discussion on future agendas. Cousins
39 added her support of the village area and the need to protect the existing businesses located
40 there.

41
42 **Fee Update**

43 Rock presented the proposed changes to the fee schedule and the technical review fees to the
44 Selectboard. The SB did not have any objections to the proposal. Rock will be providing them with
45 a finalized draft for Selectboard approval at a future meeting.

46
47 **Town Plan update**

48 The first meeting of the steering took place just prior to the PC meeting. Discussion followed of the
49 make-up of the steering committee and a request to expand the committee to provide additional and
50 balanced representation. Discussion followed about allowing for the committee to expand if there
51 are interested volunteers, inevitability there may be somewhat less participation in the summer
52 months, as experienced by the interim zoning committee. Currently there are 14 people signed up
53 and if 20 people participated this would not be a drastic difference. The focus of the next steering

1 committee may include mapping out a community network analysis which would identify the
2 connections of steering committee members. Rock shall also confer with the consultant about
3 steering committee recommendations.
4

5 A consultant has been offered the job and staff are still in the process of contacting others who were
6 involved in the process. The intent is to have a contract in place soon and have the consultant attend
7 the March 18 steering committee which will focus on planning out the public outreach campaign.
8

9 Discussion shifted to the current town plan documents and previous planning efforts. Fausel bought
10 up the *Food, Energy, Resources Report* which was completed in 2012 and wanted to make sure this
11 information wasn't lost as part of the re-write. Fausel also referenced the minutes which were
12 created as part of that community discussion and recommended reviewing them (Minutes of April
13 18, 2012, March 21, 2012, Feb 15, 2012.) Fausel also referenced the *Richmond Tomorrow* report
14 and suggested a link to this documents forward to other PC members. LaBounty stated he was very
15 interested in hearing about what residents today are interested in in regard to the town plan.
16

17 Discussion followed about the purpose and the physical bulk of the town plan. There are ways we
18 could distill the information and present the information in a more digestible format. One option is
19 to put the data in the appendix and only include the summary statements of the data analysis in the
20 narrative section on the plan. Also, we can develop an action plan as an "executive summery-like"
21 report which could be more easily accessible and used a reference.
22

23 Discussion about how we will present information, format of workshops, presented balanced
24 information and solicit feedback.
25

26 For the next meeting PC members will review town plan sections 2-5 and will review the included
27 goals and objectives. This will help provide Rock with a better sense of what progress had been
28 made since the last plan was written.
29

30 **Public Works Specifications**

31 Rock provided the update on the current status of the current Spec's and the draft Spec's. Currently
32 the draft Spec's still need some more work, specifically outlining a permit and inspection process
33 and also clarifying what projects should be subject to these standards – just project in which the
34 town will take ownership or other private projects? Cousins recommended having Neal Boyden
35 reviewing them. Rock will follow up with the Town Manager about the urgency of these and then
36 consider soliciting the input from the Road Forman. Discussion followed about why our standards
37 can not simply reference the state standards. PC suggestion is to have either a third party review
38 them and/or requests the road foreman take the next steps.
39

40 **Next Agenda**

41 Next month's meeting will include the town plan discussion plus discussion on food trucks and
42 special events permits, and review the proposed additional zoning changes. Cousins requested an
43 item for future meetings to include parking in the village, in part considering the creation on new
44 dwelling units.
45

46 **Adjourn**

47 *Tellstone made a motion to adjourn, seconded by Parke, all in favor. So voted.*
48

49 The meeting ending at 9:05PM.
50

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