

1 Richmond Planning Commission
2 Regular Meeting
3 Wednesday, January 21, 2015
4 Unapproved Minutes

5 **Members Present:** Brian Tellstone, Ann Cousins, Mark Fausel (Chair)

6 **Absent:** Lauck Parke, Bruce LaBounty (Vice-Chair), Marc Hughes, Sean Foley

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

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9 No quorum for official meeting.

10
11 **General Conversation**

12 Jeff Forward was present and voiced concerns over changes to the Gateway and the potential
13 completion with the Village. And the lack of a comprehensive planning process in over 20 years.

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15 Discussion followed about the previous evenings Selectboard which included a discussion on the
16 gateway. Rock, Cousins and Forward were present at the Selectboard meeting. Rock provided an
17 overview of what changes the Selectboard proposed, they included changing the parking proposal
18 within section 3.4.5 a) so not allow any parking in front of the building which sits closest to Route 2
19 on any lot. They added the following sentence to 3.4.5f)ii “roof top equipment shall be screened
20 from view from RT 2.” And proposed the following for section 3.4.5 f)iv “”structures shall have the
21 appearance of wood or brick.”

22
23 The SB will make their draft available to the public and have not scheduled a public hearing date
24 yet.

25
26 Rock reported, last night the Selectboard also held the public hearing on the Flood Hazard Overlay
27 District regulations. There were no comments and the SB approved the changes.

28
29 Rock will be submitting a couple of requests to *CCRPC's Unified Planning Work Program*
30 *(UPWP) Request*, where CCRPC may fund town projects as part of their annual work plan.
31 Richmond will be requesting a Transportation Plan to be completed which will serve as the
32 Transportation element of the new Town Plan. Richmond also requested for technical assistance
33 and support for the upcoming Town Plan process.

34
35 Regarding the Town Plan process, a RFP has been issued and we'll have consultants proposals
36 ready for the Feb 4 PC meeting. WE hope to have a consultant on board by early March. We've
37 received interest in the Steering Committee, Rock distributed a list of people which have expressed
38 a willingness to service on the committee to date. The Steering committee will meet before each PC
39 meeting so it will give committee and board members to attend both meetings.

40
41 Both Cousins and Forward suggested following up with the Orton Foundation, especially Leanne
42 Tingey, and to look at Orton's Heart and Soul process for Richmond's Town Plan process. Rock
43 has participated is one of their recent webinars and plans to use their Field Guide as a guide for the
44 public participation component of the Town Plan process.

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46 The meeting ending at 7:45PM.

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