## Richmond Planning Commission

Wednesday, January 17th, 2018

Unapproved Minutes

Members Present: Alison Anand, Brian Tellstone, Scott Nickerson, Mark Fausel

Others Present: Jessica Draper, Town Planner; Jeff Forward; Virginia Clarke

Called to Order: 7:09pm

Public Comment

 Virginia Clarke and Alison Anand worked on a format change proposal and asked to be able to present that to the planning commission during the Town Plan discussion of the agenda.

Administrative Items & Updates

 Brian Tellstone moved to approve all three sets of minutes provided: 12/6, 12/14, and 1/3. Seconded by Scott Nickerson. One typo was found in the 12/14 minutes, an extra a in the fourth paragraph. All were in favor of approving all three sets of minutes with the correction of the typo. So moved.

 Jessica Draper provided a budget update and explained that the planning and zoning budget was cut, including her hours. She will now be working 35 hour weeks, and will not usually work on Fridays from now on. The planning commission agreed that it was unfortunate that the budget was cut.

Town Plan

**Format**: Alison Anand explained that she and Virginia Clarke spent some time over the last week coming up with proposed structure changes, and that she also met with Jessica Draper to discuss further format changes to other sections of the current draft of the plan. Virginia explained that there is a lot of redundancy and superfluous language in the Technical Plans that could be cut down and rearranged to be made more straightforward.

Alison expressed similar concerns about the From Vision to Action section being lengthy. Jessica proposed to eliminate repeated statements from the From Vision to Action section and to cut down on the narrative portion of the section as well, citing concerns that the length and wording of the section could cause confusion about whether that section is the town plan or if the Technical Plans are the town plan.

Discussion returned to the structure of the Technical Plans. The planning commission wanted to ensure that altering these sections would not change the legal compliance of the document. Virginia Clarke mentioned that she had personally reached out to the CCRPC to make sure the proposed elimination would not cause a problem. Brian Tellstone asked Jeff Forward if the new format proposal could work for the changes he was going to propose for the energy section, and he agreed that it should work.

Alison Anand pointed out that the education requirement of the plan is not strongly represented and that she would like to write a section on education. The planning commission, planner, and public attendees discussed which education topics could be included now that the schools have become unified and owned under the district. Alison said she would speak to the superintendent and come up with something for the planning commission to review.

The planning commission decided to alter the goal tables in all of the technical plans by removing the boxes of: “supports”, “target”, and “policies”. They also decided to remove the objective lines and create larger goals that include those objectives and take language from the removed boxes and move those into the “actions” where appropriate. Jessica Draper suggested adding a “deliverables” portion to goals that would include the tangible results that could be documented. Mark Fausel mentioned that we should make sure the Vision Connection boxes include all the visions that are applicable to each specific technical plan.

The planning commission also decided to remove aspirational actions and goals from the technical plans and add them to or keep them in the From Vision to Action section. They will keep the attainable straightforward actions and goals in the Technical Plans. Mark Fausel, Alison Anand, and Virginia Clarke agreed to meet with the planner to work on these changes.

The planning commission decided to table the topic of rearranging the order of the document until more planning commission members are present to discuss it. Jessica Draper mentioned that she had asked Bob Low to review the environment and conservation portion of the almanac. The planner suggested that the planning commission name groups or people to request review from for each technical plan:

Future Land Use: DRB, VYCC, Cochran’s;

Natural and Cultural Resources: Conservation Commission, NRCD, Ann Cousins;

Economic Development: Western Slopes;

Energy: Richmond Climate Action Committee;

Housing: Champlain Housing Trust, Regional Planning;

Transportation: Ian Stokes, Pete Gosselin;

Utilities/Facilities: Kendall Chamberlin, Pete Gosselin, Geoff Urbanik, Jeff Forward

Jessica Draper was instructed to collect contact info for each of those entities, and the planning commission decided that they will reach out to those people once the preliminary edits have been finished and a new document can be sent for review. The edited version will also be posted online in sections with line numbers to allow for easier navigation of the document.

**Feedback Items**: Jessica requested that the planning commission review some of the feedback items that had not been addressed at the prior meeting. They decided to go through the list and eliminate items that were addressed by their earlier format discussion.

**Community Resilience & Development:** The planning commission decided to retitle the section to Community Development & Resilience, and put this item on the next agenda. They also decided to add housing and education to the next agenda. Mark Fausel said he will send out another email to the group of steering committee members, hearing attendees, and commission members outlining what was decided at tonight’s meeting.

Adjourn

Brian Tellstone made the motion to adjourn, which was seconded by Scott Nickerson. All in favor, so moved.

Meeting adjourned at 9:01pm

Respectfully submitted, Jessica Draper, Town Planner