**Planning Commission Meeting Minutes**

**December 5th, 2018**

**Town Center Meeting Room**

**Called to Order:** 7:03pm

**Members Present:** Brian Tellstone, Joy Reap, Alison Anand, Scott Nickerson, Virginia Clarke, and Mark Fausel

**Members Absent:** Lauck Parke

**Other Present:** Jessica Draper, Planner

**Public Comment:** NA

**Administrative Items:** Brian Tellstone moved to approve the minutes of 11/7/2018. Seconded by Scott Nickerson. Mark Fausel abstained. Remaining members were in favor. So moved.

Joy Reap asked about the Electric Vehicle Supply Equipment grant, and stated that she was unhappy that the grant application was changed between planning commission approval and selectboard approval.

Jessica Draper explained that the edited draft had been sent to the town manager. The town manager then forwarded the draft to her, where she noticed the discrepancy and informed the town manager. She and the town manager decided that she would represent the planning commission’s concerns at the selectboard meeting, and then the selectboard ended up approving the grant application with the changes.

Mark Fausel asked the commissioners what they would like to do about this issue. Joy Reap suggested a letter to the Richmond Climate Action Committee. Scott Nickerson stated that he had been under the impression that these stations could be a revenue source for the town as opposed to now subsidizing part of the cost to the user. Joy suggested that the grant application could be amended if the selectboard wanted to change it. Virginia Clarke said that the grant was already submitted and didn’t agree with requesting a change. Joy Reap and Mark Fausel asked whether the issue should be presented to the Richmond Climate Action Committee or the Selectboard.

Virginia Clarke noted that the process was a special situation due to the timing of the meetings. Jessica Draper explained that the grant procurement policy wasn’t followed, but that there have been issues with other groups following the policy as well. Mark Fausel stated that the planning commission should write a letter to the selectboard about how this issue could be prevented in the future and that the planning commission would like to see the stations become cost neutral or cost beneficial to the town budget.

Mark Fausel asked Jessica to request a place on the next selectboard agenda to present the letter. Virginia Clarke asked if that was the right course of action. Joy Reap expressed that she believed it was not a transparent process and she would like the public to know, so that they can trust the planning commission’s decisions going forward with zoning. Mark Fausel also said he would like to include a request that the selectboard proactively contact other boards regarding these policies and procedures. Joy Reap suggested including the vision from the town plan regarding government transparency.

Brian Tellstone made the motion to allow Mark Fausel to submit and present a letter to the selectboard that states that the planning commission requests that the grand procurement policy is followed in the future; that the planning commission is in favor of EVSE, but would prefer that they be self-sustaining in cost as was originally proposed and approved of at the planning commission meeting November 7th, 2018; and that the planning commission would like the subsidy to be removed following the one-year time period stated in the grant application and replaced with a cost-neutral or cost-beneficial fee structure. Seconded by Alison Anand. Virginia Clarke was opposed. Remaining members were in favor. So moved.

Jessica Draper gave an update about the Buttermilk LLC Creamery Redevelopment project. She explained that the developer met with her and Josh Arneson to discuss progress. Josie Kytle had informed them that the first building is intended to be occupied by summer 2019, and that construction on the second building is intended to start in August 2019. The planning commission requested copies of the current zoning, interim zoning, and DRB decisions regarding this project for their next meeting.

Jessica Draper announced to the planning commission that her schedule had changed to Monday, Tuesday, and Wednesday and that the selectboard is currently reviewing department budgets for FY2020.

The planning commission then discussed how they planned to move forward procedurally regarding zoning changes. They agreed to discuss an official procedure at the meeting on January 2nd, 2019 and to discuss small, easy, and non-controversial changes at their meeting on January 16th. They also decided to move forward with reaching out to the DRB and Zoning Administrator regarding issues they have run into in the regulations.

Brian Tellstone moved to adjourn. Seconded by Joy Reap. All were in favor. Adjourned 9:06pm.