Planning Commission Meeting Minutes 1/15/2020

Called to order: 7:08 p.m.

Members present: Chris Cole (chair), Brian Tellstone, Joy Reap, Scott Nickerson, Virginia Clarke, Chris Granda, Alison Anand, Mark Fausel (Lauck Parke was absent)

Staff present: Ravi Venkataraman, Town Planner

Others present: none

1. Adjustments to the agenda – None
2. Approval of the minutes

Motion by Mark Fausel, second by Brian Tellstone to approve the minutes of the January 8, 2020 Planning Commission meeting. Voting: unanimous. Motion carried.

1. Public comment for non-agenda items - None
2. Continued review of proposed amendments to Jolina Court Zoning District

Ravi Venkataraman overviews the contents of the Planning Commission packet regarding the proposed amendments to the Jolina Court Zoning District. Venkataraman provided additional details regarding setback requirements under the Interim Zoning for the Jolina Court Zoning District.

Chris Granda said that the setbacks under Interim Zoning was put forth for a particular purpose and therefore the setbacks under Interim Zoning should be respected in the current Zoning Regulations. Chris Cole agreed with Granda.

Virginia Clarke made note that the Buttermilk PUD was approved for parking within the setback, even though parking is not allowed within setbacks. Cole suggested changing the setback rule to allow parking within the setback of the northern boundary line of the zoning district.

Cole and Granda said that the setback requirements under Interim Zoning was influenced by the adjacent property owners at that time.

Clarke asked about the meaning of the front-yard setback requirements under Interim Zoning.

Cole recommended revisions to the setback requirements. Venkataraman asked about setback requirements for interior lot lines. Venkataraman said he will provide draft language regarding the setbacks for the Jolina Court Zoning District.

Venkataraman said that the PUD can be further subdivided, but with any proposed changes to a PUD, the integrity of the PUD is tested. Venkataraman added that traffic impacts, and any other changes to the conditions of the PUD would be reviewed as an amendment to the PUD as a whole. Mark Fausel said that the setback requirements are applied to the PUD as a whole, and not necessarily for each lot within the PUD.

Clarke asked about the additional lines in the annotated survey attached to the Interim Zoning regulations. Venkataraman said that lines D1 and E2 are the correct property boundary lines. Cole recommended that Venkataraman provide additional research on the property boundary lines.

1. Continued review of proposed amendments to definitions in the Zoning Regulations

Venkataraman said that the zoning regulations of towns and cities he reviewed does not list “cooperative workspace” or the like as a unique use. Venkataraman said that for those types of shared workspaces, town staff would use existing categories to align the quality and intensity of the use with the regulations in place. Clarke asked if a definition of “cooperative workspace” is needed. Venkataraman recommended removing the definition. Cole agreed.

Venkataraman recommended changes to the PUD regulations to emphasize the PUD as a single entity.

1. Continued review of proposed amendments to building height

Venkataraman said that per NFPA 1 Chapter 30, based on the size of the residential building, a building may have two means of egress per livable room, or sprinklers or one mean of egress.

Venkataraman added that the edits to the proposed drafts took into consideration that the planning and zoning office does not administer building codes. Venkataraman added that the buildings in the Jolina Court PUD are public buildings and therefore under the purview of the Division of Fire Safety. Venkataraman said that the Division of Fire Safety will work with the Richmond Fire Department to address the town’s ability to fight fires. Joy Reap said that the proposed language does not address the concerns of the Richmond Fire Department. Cole said that the language in the draft proposal addresses the fire department’s concerns in terms of zoning.

Fausel and Reap voiced concerns about the fire marshal’s role in the permitting process. Fausel recommended that the draft language should state that all structures that are not reviewed by the Division of Fire Safety must adhere to the Richmond Fire Department’s requirements.

Clarke presented her recommended regulations for Family Child Care Homes. Clarke said that she wanted the regulation for Family Child Care Homes to be separate from the definition of Family Child Care Home. Fausel said that the regulations should differentiate large family child care homes and center-based child care facilities, as each has a distinct feel and impact. Clarke said that child care should be made allowable in all residential districts because the community needs child care homes. Venkataraman said that he would not recommend applying child care home regulations to all dwelling units as it could lead to the concentration of impacts in a smaller space. Cole concurred. Cole recommended adopting Clarke’s suggested language with edits to the statutory references.

1. Future Priorities

Cole said that next meeting will continue focusing on revisions to the Jolina Court District and Village Downtown Zoning District. Reap suggested that the commission should discuss future priorities at the beginning of the meeting. Cole agreed.

Motion by Brian Tellstone, Second by Joy Reap to adjourn the meeting.

Voting: unanimous. Motion Carried

The meeting adjourned at 9:00 PM.