

1 Richmond Planning Commission

2 Regular Meeting

3 Wednesday, December 3, 2014

4 Approved Minutes

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

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

8
9 **7:03 PM Fausel opened the meeting**

10
11 Marie Thomas provide a few comments on PC agenda items. Thomas feels that's the Town should
12 buy-out all properties located in the floodplain. And in regard to the Town Plan update, Thomas
13 suggests a big outreach process to educate people on the process and the meaning to the town plan.
14 Thomas also added support of the Gateway changes.

15
16 Discussion followed with Jon Kart regarding the Gateway Changes.

17
18 **Fausel Opened the Public Hearing for the proposed amendments to the Flood Hazard Overlay**
19 **District**

20 Rock provided an overview of the regulations including the purpose of the changes were to help
21 ease the permitting requirements for property owners by increasing the number of activities which
22 could be approved administratively, to clarify which types of activities would not require a permit
23 and to make the regulations easier to interpret.

24
25 Terry Bambrick asked a couple of clarifying questions and Jon Kart questioned the restriction on
26 critical facilities. New critical facilities are prohibited in the floodplain, but repair or replacement of
27 existing critical facilities would be allowed. Kart asked about the NFIP checklist and asked if
28 FEMA changed their standards would we need to change our regulations. The proposed regulations
29 pasted the NFIP checklist, a copy of the checklist is posted on the municipal website. Kart thanks
30 the PC for their work on the regulations and making them clearer.

31
32 LaBounty made a motion to close the public hearing, seconded by Cousins, all in favor. So voted.

33
34 LaBounty made a motion to advance the zoning proposal as written to Selectboard, seconded by
35 Parke, all in favor. So voted.

36
37 Parke made a motion to request the Selectboard adopted the FHOD regulations by a vote from the
38 Selectboard and not send the approval to a town-wide vote, seconded by Cousins, all in favor. So
39 voted.

40
41 Discussion followed about sending zoning changes to a town wide vote vs. the benefits of the
42 SelectBoard voting on them. Regarding the FHOD Regulations many of the proposed changes were
43 in response to experiences from permitting after Topical Storm Irene. Bambrick thanked the PC for
44 their work and making the regulations clearer.

45
46 **Capital Budget Review**

47 Rock distributed copies of the proposed Capital Plan, this is the same document which was
48 distributed early via email. The main purpose of the PC review is to ensure there are no proposed
49 projects which are in conflict with the Town Plan.

50
51 Geoff Urbanik added the plan includes some work to the library to cut the gravel budget and
52 increase the police vehicle budget. The plan also includes funding for a proposed bank stabilization
53 project at the municipal well site and at Volunteers Green. The bank stabilization project may

1 require further discussion by the Selectboard based upon the need and visual impacts of the
2 proposal.
3

4 LaBounty asked about the State River Corridor Map, Rock mentioned the map has been made
5 public and the PC should take a look at it and provide comments to the State as the mapped corridor
6 is very wide especially through the village and especially if the Town does consider adopting River
7 Corridor/Fluvial Erosion Hazard Regulations for decreased ERAF match funds. There is no time
8 limit on providing comments to the State. This can be an agenda item for the New Year.
9

10 Rock asked why no school impact fees are inputted on the school budget, Urbanik responded that
11 the school doesn't consistently use these funds so it hard to project a dollar amount per year.
12 Discussion followed about school expenses and the recent merger of the local districts. Discussion
13 followed about impacts fees, including the fire impacts fees which are used to purchase new
14 vehicles. Urbanik doesn't foresee the need for a police impact fee. The SelectBoard will be holding a
15 public hearing on the Capital Plan on January 5, 2014. Pc members were in agreement the proposed
16 plan doesn't conflict with the town plan.
17

18 Ann Cousins raised a question about whether the PC would consider interim zoning, such as a PUD
19 provision for the Reap property/Gateway area. This was an idea prompted from a recent economic
20 development committee. Discussion followed about the implications of drafting another set of
21 proposed regulations while the existing proposed regulations are still in the approval process. If the
22 PC chooses to discuss this further it will be placed on a future agenda.
23

24 **Draft Flood Hazard Overlay District Regulations and Post Flood Procedure**

25 The PC liked the draft and felt it addressed outlying concerns which were not included in the FHOD
26 Regulations. Some members identified some typos and small edits. Rock will send out a word.doc
27 so PC members can provide comments and Rock will then submit a copy of the document to the
28 Selectboard with the draft FHOD regulation's for review and any necessary approvals.
29

30 **Municipal Plan Update - Discuss formation of a Steering Committee to guide update process**

31 Planning Commissions suggested the following people who maybe good candidates: Christie
32 Witters, Cathleen Gent, Brad Elliot (writer copy editor), Heidi Bormann, Dan or Chris Noyes (local
33 business owners), Fran Thomas (Historical Society and Catholic Church), Wright Preston
34 (Conservation Committee and banker), ask Taylor Yeats. Discussion followed about the need to
35 throw a broad net, Lauke suggested sending out community wide invitations and request interested
36 people send a letter outlining the relative skills they could provide the committee. Send the invite to
37 the local papers and newsletter, and make the title catchy and fun. Cousins suggested speaking with
38 the appraiser of the Cheese Factory site, Cousins will send Rock more information about the
39 appraiser and the appraisal.
40

41 **Proposed Changes to the Fee Schedule**

42 Starting with the numbered items on page one, 1) CO Fee – the PC would like to a change to CO
43 requirement in the zoning regulations instead of changing the fee. One option is to either remove the
44 CO requirement all together or to make small projects, like sheds, exempt for needing a CO. 2) PC
45 agreed to delete this item as recommended in the memo. 3) PC agreed this should be increased as
46 recommended. 4) the number needs to be deleted as the paragraph goes with 3. 6) some discussion
47 about technical review fees, the PC would like to come back to this items and review the Public
48 Works Spec's and the fees in more depth. 7) PC agreed to get delete this line item also.
49

50 **Administrative Items**

1 The Selectboard will be holding their public hearing on the Gateway changes on Dec 11. The
2 Selectboard made one small change to the PC's proposal and changes the 50%
3 residential/commercial requirement to 40%. For procedural purposes the PC needs to amend the
4 accompanying report. Rock suggested one minor change to the report, change the 50% to 40%.

5
6 LaBounty made a motion to approve the amended report, Parke seconded, 5 in favor. So voted.

7
8 Approve Meeting Minutes of November 12, 2014.

9
10 LaBounty made a motion to approve the minutes, seconded by _____, all in favor with Cousins
11 abstaining. So voted.

12
13 Set next PC meeting date and agenda. The PC agreed to take the rest of the month off and will next
14 meet on January 7, 2015.

15
16 **Adjourn**

17
18 Tellstone made a motion to adjourn, seconded by Parke, all in favor. So voted.

19
20 The meeting ending at 9:10PM.

21
22 Respectfully submitted by Clare Rock, Town Planner/Staff to the DRB