

1 Richmond Planning Commission  
2 Regular Meeting  
3 Wednesday, June 4, 2014  
4 Approved Minutes

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

7 **Absent:** Ann Cousins, Marc Hughes

8 **Others Present:** Clare Rock (Town Planner/Staff to the DRB)

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10 **7:00 PM Fausel called the meeting to order**

11  
12 **Public Comments** – n/a

13  
14 **Administrative Items**

15  
16 **Mail** –

17  
18 Rock provided an overview of the following items:

19  
20 Hinesburg Notification of Zoning Amendments – Hinesburg sent the Richmond Planning Office the  
21 notification of upcoming changes to the town’s zoning regulations. Hinesburg is proposing zoning  
22 amendments which are focused on revising the local stormwater regulations. The changes propose  
23 to include a town-wide buffer requirement, include erosion control requirements and allow for Low  
24 Impact Development (LID) practices. A copy of the packet was circulated.

25  
26 Shore land Protection Act Overview – Effective July 1, 2014 and the purpose is to protect water  
27 quality and increase the value of lakes for recreation, fishing and tourism. The Act will regulate  
28 activities within 250 ft of the mean water level on lakes greater than 10 acres. Municipalities can  
29 assume regulatory responsibility if local regulation meet or exceed the Act’s standards. An info  
30 session will be hosted at CCRPC on June 10<sup>th</sup> and Neal, ZA plans to attend. A copy of the  
31 information was circulated.

32  
33 CCRPC May 2014 Newsletter – print out of email newsletter was circulated.

34  
35 Rt. 2 Bicycling & Pedestrian Improvements Report – The final Public Work Session is scheduled  
36 for June 10, 7pm at the Richmond Town Center. The Purpose to get public comment on the final set  
37 of recommendations for a report about improving bicycling and walking conditions along the Route  
38 2 corridor between Richmond Village and the Richmond Park & Ride. The Town Plan has called  
39 for better non-motorized travel conditions along Route 2 for years, and the Chittenden County  
40 Regional Planning Commission is funding this project to help examine ways to improve travel for  
41 bicyclists and walkers along Route 2.

42 Discussion followed about the need to ensure the Town is notified when the State plans to upgrade  
43 Route 2 so the Town can advocate for the implementations of the recommendations.

44  
45 **Meeting Minutes –May 21, 2014**

46  
47 *LaBounty made a motion to approve, seconded by Parke with minor edits. So voted with Foley*  
48 *abstaining.*

49  
50 **PC Work plan for 2014-2015**

51 Discussion about the work plan.

1 The Town plan will expire in 2017, not 2016 as identified in Rock’s handout titled “Town Plan  
2 Overview.”

3 Parke was in support of updating the town plan to re engage the public about the density of the  
4 village. Members discussed the merits of updating the town plan and also discussed the need to  
5 make some zoning changes also.

6 Rock will create a list of the suggested minor zoning changes as included on the “Town Plan  
7 Overview.” Also include an allowance for multiple uses on a property, small sheds without  
8 foundations to be exempted. Include suggestions for the Round Church commercial plaza as  
9 identified within the letter from Washburn and Sikora, presented at the last meeting. Within  
10 Gateway change section 3.4.2 to increase w) and x) and research lab. Do not change the sizes of  
11 retail and restaurants.

12 Fausel suggested the PC aim for a July public forum with a hearing for August or September.

13 Rock will find out the requirements and timeframes for zoning changes, if the Select Board decided  
14 to send the zoning changes for a town-wide vote.

15

16 **Discussion on broader changes (Prong II) to the Flood Hazard Overlay District**

17

18 Rock distributed a copy of the DEMA CFR which includes the reference to requiring a permit for  
19 all development within the floodplain.

20

21 The PC reviewed the remainder of the draft document, starting on page 66:

22 Add “principle” to 6.8.12 a) as per Sperry’s comment

23 Page 68 section 6.8.15 make fuel tank requirement elevation OR flood proofed (not and) and  
24 include reference to oil tanks.

25 Include development standard for substantially improved commercial buildings (i.e. can be elevated  
26 or wet flood proofed to at least 2-ft above the BFE for insurance purposes)

27 Section 6.8.15 b) 2 the word OR should be changed to AND

28 Brief discussion on re-formatting document to include Rebecca Pfeiffer’s comment and to ensure  
29 the submission requirements are clarified in another sections (i.e. requirement to submit an as-built  
30 Elevation Certificate.)

31 Page 69, d) change small accessory structures to minor accessory structures

32 Page 69, e) keep OR

33 Page 69, l) remove word public

34 Top of page 70, simplify i.

35 Under section 6.8.16 paragraph 3 – move this requirement to be part of the AO’s determination on  
36 weather this info is necessary.

37 Page 70 – minor changes to clarify where a registered engineer or architect or surveyor would be  
38 required.

39

40 Rock will clean up the document and prepare for distribution to planning commission for next  
41 meeting. A PC member will draft language about a work notification for consideration of inclusion  
42 in next draft. Rock has a FEMA Region I contact person who could review the draft concept prior to  
43 formal adoption.

44

45 The PC anticipates sending this draft for adoption to Select Board in September 2014.

46

1 Rock stated that the Town will host an information session about the adoption of the new floodplain  
2 maps.

3

4 **Other business**

5 Prong I was adopted by the Select Board, and will be effective 21 days from June 2, 2014. Rock  
6 will coordinate necessary steps.

7 Rock will distribute a memo from the Town Manager to the Select Board on the status of the cell  
8 tower. The PC requested to be included via email on future correspondence with any updates.

9

10 Mark Fausel and Lauck Parke will not be at the next meeting.

11

12 **Adjournment**

13

14 *Tellstone made a motion to adjourn, seconded by Parke. So voted.*

15

16 The meeting adjourned at 9:00PM.

17

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