

1 Richmond Planning Commission

2 Regular Meeting

3 Wednesday, March 16, 2016

4 Approved Minutes

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

7 **Absent:** Joy Reap, Marc Hughes

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

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10 **LaBounty called the meeting to order.**

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12 **Public comment**

13 Brian Tellstone requested Rock double check the spelling of his name in the Rapid Fire Planning
14 Notes.

15
16 **Staff Updates & Administrative Items**

- 17 - PC appointments – Joy Reap, Lauck Parke and Mark Fausel’s terms are expiring,
18 Parke and Fausel expressed their intentions to seek re-appointment. They will
19 have to submit a letter to the Selectboard. LaBounty would like to step down as
20 Chair and would like to encourage another person to consider the Chair position.
21 Foley expressed interest. The PC will hold their annual organization meeting in
22 April, following appointments by the Selectboard, at that time the Commission
23 may reorganize leadership positions.
- 24 - Creamery – VCDP funds announcements. Question about details of the grant.
25 The selectboard will be discussing this on Monday. Clare will be going to a
26 meeting on April 16 and will be able to provide more information.
- 27 - Creamery Property – Rock referenced the press release which was included in
28 the PC packets regarding the recent VCDP award to the Town which will be sub
29 granted to the prospective purchasers of the Creamery property. Discussion
30 followed about the funding details and the status of the real estate negotiations.
31 Some PC members raised concern about the potential for the current owner to
32 benefit from the grant money and the use of grant money. The selectboard and
33 the town manager are overseeing this process and the selectboard is scheduled to
34 discuss the grant award at their next meeting. As the town manger is currently
35 out on medical leave, Rock will be attending a meeting on April 16 with the
36 funding agency and will be able to provide more information at a later date.
- 37 - Town Manager Update - Bruce LaBounty provided an update on Geoff Urbanik,
38 who is currently out on a scheduled medical leave. Urbanik is in recovery and
39 doing well. The PC wished best wishes to Urbanik and his family.
- 40 - CCRPC Updates – Rock has requested UPWP funds for the RPC to undertake
41 scenario modeling in the fall time to help the PC evaluate alternative zoning
42 schemes. If awarded the funding this work could start in the fall time. We should
43 hear sometime in April if this project will be funded. Also, the CCRPC will be
44 hosting a Chittenden County PC roundtable and will be sending out information
45 shortly on potential topics and possible dates and times. The CCRPC can also
46 give a presentation to the PC on the role of the CCRPC and the services they can
47 offer towns. The PC expressed interest in this presentation, Rock will follow up.
- 48 - Public Safety Building Update –The committee and consultant are looking for a
49 4 acre site, and are discussing whether it would be a public safety building or
50 simply a police department with the option to add on to in the future. The
51 committee maybe looking to host a public meeting in the spring. Discussion
52 followed about the cost and the expense to a small town of 4000 people.
53 Discussion also followed about the level of service of the police department
54 provides and the associated costs. Rock offered to reach out to the committee to

1 offer assistance with the outreach component. Fausel offered to volunteer on the
 2 Public Safety Building committee as Reap may have step down from
 3 participating due to the possible consideration of the Reap property. Rock will
 4 follow up with Taylor Yeats about these two aspects.

- 5 - Zoning Update – The Planning and Zoning Office is working on revising the
 6 applications. Discussion followed about the Zoning Administrator, Rock
 7 indicated the current zoning documents is fraught with contradictions and unclear
 8 language which make the administration challenging. The current ZA is working
 9 hard to interpret them literally but this does present challenges. The ZA has
 10 started to identify troublesome sections in the regulations. Discussion followed
 11 about whether the PC should spend any time on making changes if the plan will
 12 be to seek grant funds to undertake a comprehensive re-write early next year.
- 13 - Public Works Specifications – Rock provided an overview on the draft Public
 14 Work Specifications document. One change is the removal of the driveway
 15 standards as these are not public works and there are regulations in the zoning for
 16 driveways. LaBounty wants to ensure that the stormwater section includes the
 17 appropriate spec's to manage runoff and recommends a language to added to
 18 ensure the town would not be liable to damages for work undertaken on private
 19 property which impacts public right-of-ways. LaBounty referenced the situation
 20 at Greystone. The PC supports the draft documents. Rock will present this draft
 21 to the selectboard in early April for their preliminary review.

22 Town Plan

- 23 - Rapid Fire round up and updates – Rock read from a handed out titled *Project*
 24 *Update, March 14, 2016*, and reviewed all the activities to date, they include:
 25
 - 26 ■ Website: regular posts with meeting and event announcements, outcomes and
 27 opportunities for people to provide comments.
 - 28 ■ Facebook Pages: Project Page (149 fans) and Town Planner page (77
 29 friends). Regular posts with meeting announcements, outcomes and
 30 opportunities for people to provide comments.
 - 31 ■ Mail Chimp Newsletter: 170 subscribers (increase of almost 100 from July
 32 2015) sent 17 newsletters with event announcements, outcomes and updates.
 - 33 ■ Front Porch Forum: regular postings with meeting with event announcements
 34 and outcomes.
 - 35 ■ Planning Wall: postings of updates, info, and email newsletter sign up at
 36 Town Center Building.
 - 37 ■ Postcards: sent out approx. 2,200 postcards.
 - 38 ■ Posters: hung up over 50 + posters advertising Vision Forum, Resilience Fair,
 39 and Rapid Fire Workshops.
 - 40 ■ Farmers Market Table: Hosted table at 4 events.
 - 41 ■ 4th of July Parade and Booth: 6 Volunteers walked in parade with Banner
 42 and handed out over 250 pencils/lollipops with project logo and links.
 43 Volunteers hosted booth with email sign-up, surveys and chalkboard.
 - 44 ■ Chalkboard: At Town Center Building and Richmond Market 366 comments.
 - 45 ■ Press releases: 3 press released distributed to 5 media outlets. Media
 46 Coverage: VPR's Public Post, Times Ink.
 - 47 ■ Survey: 392 Surveys (plus 32 interviews and 53 vision cards, plus chalkboard
 48 comments = 843 total comments compiled for Vision Statement.) PLUS
 49 Youth Survey: 300 responses
 - 50 ■ Vision Event: 65 people attended

- 1 ▪ Vision Statement: draft circulated thru all outreach channels with requests for
- 2 input and comments (FPR, FB, Email Newsletter, emailed to all town boards
- 3 and committees) Vision process highlighted in new VT Planning Manual.
- 4 ▪ Resilience Fair: 20 + attendees
- 5 ▪ Rapid Fire Planning Nights: Covered 11 vision topics over 5 evening
- 6 meetings, reviewed 57 goals, generated 387 Action Ideas. Total people
- 7 attended: 55 different people attended (many attended multiple meetings).
- 8 Average attendance: 24 people (range from 16 to 37).

9 Plus Rock hosted a table at Town Meeting day. Many people stopped by the table
10 to talk about the project and provided positive feedback plus there was a large
11 scale map of the village, where people were invited to place colored candies to
12 show the locations of new development. The intent of the map was to let people
13 know the next phase of the project will include making a map. Lastly all the
14 Rapid Planning Notes are on-line.

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- 16 - Upcoming Mapping Workshop - Rock shared information about the upcoming
- 17 mapping workshop. The intent will be for participants to identify areas in
- 18 Richmond most appropriate for future housing and business, resource protection
- 19 and etc. The outcomes of the workshop will help inform the future land use plan
- 20 of the new town plan.

21

22 The Steering Committee recommended the best time frame would be to continue
23 the schedule of the Rapid Fire Planning Night Series and host the workshop on a
24 Wednesday evening. We'll probably aim for the 1st Wednesday in May. We
25 should plan to have the questions framed out before the workshop and use them
26 to advertise the event.

27

28 Discussion followed about the format of the workshops and the questions which
29 will be asked of participants. Rock suggested areas for identification could
30 include: housing, scenic / gateways, natural areas and maybe energy, yet this
31 topic areas is still undefined. The PC would like to reviewed and provide input
32 on the questions which will be asked of participants.

33

34 Discussion also followed about the maps. LaBounty expressed interest in
35 creating a “Developable Area Map”, this map would show the following:

- 36 1. Undevelopable map – wetland, floodplain, steep slope, conserved land –
- 37 all one color
- 38 2. Commercial – where are the current commercial areas are zoned – all
- 39 one color
- 40 3. Village boundary
- 41 4. Everything else

42 Rock will present some draft materials for the mapping workshop at the next
43 meeting.

- 44
- 45 - Project Timeline/Schedule – Rock outlined the next steps of the written
- 46 documents, she will putting together an outline of how the steering committee
- 47 and the PC will review the written documents and make recommendations. Foley
- 48 recommended seeking a professional editor to help with final written document.
- 49 The PC reviewed the timeline and agreed to meet the last week/4th week in April
- 50 instead of the 3rd. Rock will be away the third week in April.

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Adjourn

Foley made a motion to adjourn, seconded by Parke, all in favor. So voted.

The meeting ending at 9:20pm

Respectfully submitted by Clare Rock, Town Planner