

Richmond Planning Commission

Regular Meeting

Wednesday, March 5, 2014

Approved Minutes

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

Members Absent: None

Others Present: Cathleen Gent (Town Planner/Staff to the DRB)

7:01 PM Fausel called the meeting to order.

Public Comments – There were no public comments.

Administrative Items

Mail – Gent reviewed the mail.

Meeting Minutes - For February 19, 2014 – One edit was offered. Motion by LaBounty, seconded by Parke, to approve the minutes. Voting: 4 in favor (Fausel, LaBounty, Hughes, Parke, Tellstone); 0 opposed; 2 abstentions (Cousins, Foley).

Update regarding Public Works Specifications – Gent reported that the final draft has been prepared and distributed to town manager Geoff Urbanik, town engineer Mike Weisel, Highway, and Water Resources for final review. The Planning Commission said they would like an opportunity to review the draft ordinance before the Selectboard holds any public hearings. They decided to take up the review during the next Planning Commission meeting.

Old Business

Creamery Parcel Update

The Planning Commission briefly discussed the new ad hoc committee. Gent provided information that she had received about the committee appointments. She said the first committee meeting is scheduled soon.

Hughes arrived at 7:20 PM.

Cell Tower Updates

Gent distributed the following materials:

- For Johnnie Brook project – letter from Lucas Environmental, LLC – Response regarding deer yard issue – Cousins said she thinks there should be some attention given to burying the utility lines given the sensitive conditions on the site.
- For Cochran Road – supplement to 45-day notice
- For Jericho Road – 45-day notice
- For Williams Hill – 45-day notice

There was a brief discussion about the three AT&T sites. A quorum of Planning Commission members agreed to attend a joint Planning Commission/Selectboard public information meeting on March 24th regarding the three AT&T applications.

Richmond Zoning Regs – Section 6.8 – Flood Hazard Overlay District

Technical Changes – proposed schedule and language

Gent announced that the new town planner has been hired and is expected to begin by April 1st. The planner has extensive experience with floodplain regulations and is a certified floodplain manager.

The Planning Commission discussed Gent's memo in which she proposed a timeframe and proposed language for the technical changes that are necessary for the Richmond zoning regulations to be considered compliant with the National Flood Insurance Program requirements. She indicated that Rebecca Pfeiffer of VT DEC has reviewed the memo and thinks the language changes will cure the issues raised in her January checklist review of the current Section 6.8. Gent noted that the bylaws must be compliant prior to the August 4th effective date of the new FEMA DFIRMs. The Planning Commission discussed pros and cons of moving forward with the technical changes.

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2 *Complete Review of Comments from DEC, FEMA & Town Attorney*

3 Gent distributed a memo from DEC's Rebecca Pfeiffer, with an update regarding FEMA's preliminary
4 comments about the proposed Richmond changes. Key provisions of Pfeiffer's memo state that FEMA
5 is comfortable with including the exempt activities found in the DEC Model Flood Hazard Areas Bylaw
6 and that FEM would consider a \$500 cost exemption for improvements. It is not clear if the \$500 cost
7 exemption will apply to exterior improvements as well. Pfeiffer said she will follow up with Richmond
8 either before or shortly after the new town planner begins work. The Planning Commission discussed
9 the letter from Pfeiffer further. No specific action was taken.

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11 Motion by Parke, seconded by Cousins, for a two-pronged approach: Prong #1 action – make the
12 changes and follow the timeline proposed in Gent's February 28th memo to satisfy the NFIP program;
13 Prong #2 action – continue on a longer time line for editing the current Section 6.8 as part of the major
14 re-write. Voting: 7 in favor; 0 opposed; 0 abstentions.

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17 **Other Business**

18 Parke read into the minutes: "The Planning Commission wishes to recognize Cathleen Gent and
19 express its deep appreciation for the tireless service and substantial administrative and organizational
20 skills she provided to this commission. Her talents and professionalism certainly will be missed as we
21 move forward in the months ahead." Motion made by Parke/seconded by Tellstone. So voted.

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23 The Planning Commission set the agenda for the March 19th meeting. The focus of the meeting will be
24 to vote for public hearing for Section 6.8 technical changes and to review the public improvements
25 standards and specifications document.

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28 **Adjournment**

29 Tellstone made a motion to adjourn, seconded by Hughes. So voted. The meeting adjourned at
30 8:40 PM.

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33 Respectfully submitted by Cathleen Gent, Town Planner/Staff to the DRB