

1 Richmond Planning Commission
2 Regular Meeting
3 Wednesday, May 7, 2014
4 Approved Minutes

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

7 **Absent:** Mark Fausel (Chair)

8 **Others Present:** Clare Rock (Town Planner/Staff to the DRB),
9

10 **7:05 PM Parke (acting Chair in Fausel's and LaBounty's absence) called the meeting to order.**

11
12 **Administrative Items**

13
14 Mail – VLCT June 4, Spring Planning & Zoning Forum Announcement Flyer, Copy of DHCA's
15 email newsletter, copy of CCRPC's email newsletter, copy of "Property Owner's Guide to Re-
16 Building for Flood Resiliency" February 2014.

17
18 Cousin's commented on the item within the DHCA's newsletter regarding Accessory Apartments
19 and the need to encourage this type of housing in Richmond. Rock will inquire about available
20 funding for PC members to attend the VCLT Conference or other trainings.
21

22 Meeting Minutes - April 16, 2014 - Review and approve meeting minutes. Minor edits suggested.
23

24 *Cousins made a motion to approve with minor edits, Tellstone seconded. So voted.*
25

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

27
28 Parke facilitated the discussion. Upon LaBounty's arrival, LaBounty assumed the Chair's role.
29

30 Rock reviewed comments within the document titled "Track changes version.... Last amended by C
31 Rock, April 29, 2014." An summary of comments and changes include:

32 Comment CG2 – based upon PC intent to lessen cost to applicant, Rock will research and
33 present proposal at later date

34 Definition of FFE – PC agreed to delete. FHOD is regulating the lowest floor not the FFE.

35 Comment CG5 – Cousins sent Rock a copy of the Historic District map as reference. PC can
36 review at later date.

37 Comment CG6 – PC agreed to simplify definition.

38 Comment CG7 – Rock will research

39 Comment CG6 – PC agreed to delete non relevant info

40 Definition of Start of Construction - PC agreed to delete, as this is duplicate of definition
41 already in RZR.

42 Comment CG11 – PC agreed to keep reference and %

43 References to 100 ft buffer on pages 60- 62. Delete all references to buffer, no longer to be
44 considered or regulated.

45 Comment CG 14 – Rock will find clarification

46 Comment CG 15 – delete section within question – not relevant.

47 Comment CG 16 – make change and reference application (not determination)
48

49 Review ended on Page 62. PC will continue the review of the rest of the document at the next
50 meeting.

51
52 **Old Business**

1 Creamery parcel update & Interim Zoning - passed without any changes at the May 5, 2014 SB
2 meeting.

3
4 Cell tower updates – LaBounty mentioned that the Jericho Road (AT&T) location has submitted
5 their application. On the VTel application, the Town Manager will be the only witness. Foley will
6 check on 248a process/timeline.

7
8 Technical changes (Prong I) to the Flood Hazard Overlay District – The SB will be holding a public
9 hearing on June 2, 2014, and adoption will proceed as per the original schedule and as outlined with
10 in the Memo drafted by C. Rock on April 30, 2014.

11
12 **PC Work plan for 2014-2015**

13
14 PC reviewed the proposed work plan which was generated in mid-2013 list – at that time the PC
15 voted for the following priorities in order: Re-write Flood Hazard Overlay District, re-write Village
16 Districts Zoning, Town Plan, re-write Gateway District Zoning.

17
18 The PC agreed to table further discussion of the work plan for a future meeting when more time can
19 be dedicated to the topic.

20
21 **Set agenda for next meeting**

22
23 Rock provided an overview of the request from Chris Granda. Rock report she met with Granda,
24 Jeff Forward (Energy Coordinator), the Town Manager and the Zoning Administrator to learn more
25 about Granda and Forward’s interest in adding Energy Standards to the Zoning Regulations.
26 The PC would like Granda to submit a cost benefit analysis, narrative description of the intent of the
27 regulations, and draft language of proposed regulation for PC review prior to scheduling a
28 presentation on the topic.

29
30 Rock provided an overview of the request from Joy Reap. Reap would like the PC to consider
31 changes to the Gateway Zoning District to help facilitate future development.
32 PC agreed to invite Reap to the next meeting and requested proposal to be submitted ahead of time
33 for PC review. Rock will coordinate with Reap, set aside 20 minutes max at next meeting.

34
35 Rock mentioned the upcoming proposed meeting where the consultant will present the final draft of
36 the 2013 RT2 Bike and Pedestrian Study. The PC discussed whether to host this as part of an
37 upcoming PC meeting. The PC decided against this, but was not opposed to this meeting happening
38 on a Wednesday prior to a regular PC meeting.

39
40 **Adjournment**

41
42 *Tellstone made a motion to adjourn, seconded by Cousins. So voted.*

43
44 The meeting adjourned at 9:00PM.

45
46 Respectfully submitted by Clare Rock, Town Planner/Staff to the DRB