

1 Richmond Planning Commission

2 Regular Meeting

3 Wednesday, September 17, 2014

4 Approved Minutes

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

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

8  
9 **7:05 PM Fausel opened the meeting**

10  
11 **Public Comment:** n/a

12  
13 **Administrative Items:**

14  
15 Rock provided an update on the following items

16 Jericho Town Plan Update – Jericho provided notice of a town plan update. The update  
17 included a new section to address the new flood resiliency requirement. If anyone would like a copy  
18 of the Jericho memo or accompanying materials please contact Clare Rock.

19 NNECAPA – Rock attended one day of the two-day conference which was held in Stowe,  
20 VT. The ZA attended the other day. The conference topic was Big Picture Planning with a focus on  
21 Climate Change.

22 Montpelier Branding Process – Rock provided an overview of the branding process which  
23 the Montpelier Downtown Organization recently went through with the national firm Arnett  
24 Muldrow. Other Vermont towns have gone through a similar process to help with downtown and  
25 village vitalization such as Waterbury, Northfield, and Brattleboro.

26  
27 In future the PC would like updates on Act 250 applications and semi-regular summary statements  
28 of zoning issues, i.e. what types of rulings or determinations have been requested.

29  
30 LaBounty, provided a cell tower update, the Town lost their case. The Town Manager put a letter on  
31 Front Porch Forum. Discussion about the term of “Public Good” and the relationship with the  
32 State’s telecommunication plan. If new towers provide better service then new towers will be  
33 approved because they will be determined to be in the State’s “Public Good.”

34  
35 Rock provided an update on the new HMPG applications. The Town of Richmond is working on  
36 submitting another round of applications to help home owners elevate their homes out of the  
37 floodplain. Cara LaBounty has been doing a lot of the grant application work, coordinating with  
38 contractors to get estimates and etc. Also the Town was able to get 3 homeowners free elevation  
39 certificates as the State has left over grant money for this specific work. The State has mentioned  
40 there may be additional funding for this type of work. The Town will be pursuing this opportunity  
41 also. Lastly Rock mentioned that she has been receiving quite a few calls from homeowners  
42 inquiring about floodplain status as banks are now catching up with the new floodplain maps and  
43 sending letters to homeowners requiring flood insurance. One homeowner was quoted \$3,500 for a  
44 new policy.

45  
46 Meeting Minutes – September 3, 2014

47  
48 LaBounty moved to approve the meeting minutes, Parke seconded, so voted.

49  
50  
51 **Municipal Plan Update**

52 Discuss draft Municipal Planning Grant (MPG) Application

53 Approve Resolution in support of MPG Application (application requirement)

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2 Rock provided an overview of the Municipal Planning Grant application which the town of  
3 Richmond will submit to get funding to update the town plan. Rock proposed the update effort  
4 include a heavy public participation aspect where multiple public forums and workshop will be held  
5 to solicit input, such as youth art exhibit to define the Vision of Richmond and a picnic style event.  
6 Foley added that some people would not participate in those types of event. Rock recognized the  
7 need to reach all people and suggested a steering committee help guide the process and report to the  
8 PC and that also other form of outreach would be used such as a survey. Also need to reach out to  
9 all people. PC members also mentioned reaching out the Churches and the grange.

10  
11 For the MPG application the PC Chair would need to sign a resolution in support of the application,  
12 The Selectboard already signed the resolution at their Monday meeting.

13  
14 LaBounty moved to have the chair sign the resolution to support the MPG application, seconded by  
15 Cousins. So voted.

16  
17 Cousins mentioned the Creative Communities Report which may related to the town plan update,  
18 she will send a copy to Rock .

### 19 20 Gateway District Regulations

21 The PC discussed the public meeting to gather input on potential changes to the gateway zoning  
22 district which will be on October 1. Pc members suggested it be advertise on FFP, and asked if we  
23 can we advertise on sandwich board which is outside the municipal offices. Also the PC suggested a  
24 direct mailing to property owners in the Gateway District about the upcoming meeting.

25 For the meeting the PC decided to make sure the area is referred to as **Gateway Commercial**  
26 **District** not just **Gateway**, have town plan language and purpose of the district statement printed  
27 for reference in the meeting, have a large format print out of “Current Conditions” map, review the  
28 prompting questions drafted by Rock added to advertising information about the upcoming meeting.

29  
30 Joy Reap asked if she should bring architectural renderings of proposed development they are  
31 considering for the public meeting. The PC stated that if she would like to share them, she may.

32  
33 For a handout at the public meeting include the town plan language and **Gateway Commercial**  
34 **District** Zoning Regulations and the current conditions map. The PC discussed the purpose for  
35 changing the regulations was to help allow for economic growth and the potential for a water line  
36 extension. Discussion followed about the process used for the interim zoning process.

37  
38 Joy Reap stated frustration about how the planning commission and the water and sewer  
39 commission are not talking to each other. Reap mentioned that the water and sewer commission  
40 undertook a survey of Gateway property owners.

41  
42 Rock will request a copy of the water and sewer questionnaire for PC members.

### 43 44 45 Flood Hazard Overlay District Regulations

46  
47 Rock has sent the formal request to FEMA for review. And the PC should plan to host the Public  
48 Hearing on or before the first meeting in November.

49  
50 The PC discussed the Substantial Improvement section and decided to get rid of b and e.

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**Adjourn**

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

The meeting ending at 9:00PM.

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