

1 Richmond Planning Commission

2 Wednesday, September 6, 2017

3 Approved Minutes

4 **Members Present:** Sean Foley, Mark Fausel, Brian Tellstone, Lauck Parke, Joy Reap, Alison
5 Anand

6 **Absent:** None

7 **Others Present:** Clare Rock (Staff); Geoff Urbanik

8
9 Public Comment – n/a

10
11 Administrative Items & Updates

- 12 - Approve meeting minutes –July 19, 2017 and August 23, 2017.

13 PC Could not approve the July 19, 2017 minutes.

14 Motion by Fausel to approve the August 23, 2017 minutes, seconded by Tellstone all in favor. So
15 voted.

- 16
17
18 - Updates

19 PC membership - If the PC wants the SB to consider reducing the number of PC members from 7
20 to 5 (to help alleviate the pressure of existing members to make a quorum) then PC should make
21 a recommendation to the SB. The PC decided to keep the membership at 7 and try hard to get at
22 least another member as soon as possible.

23 Village Center Designation - Renewal is due March 2018 – any volunteers?

24 Rock handed out the following:

- 25 - Article from VLCT News, dated Feb 2001 about project completion dates in
26 response to a question from the town plan review matrix and requiring people
27 to finish projects.
28 - A copy of a presentation titled “Regulatory Language Yea or Nay” from a
29 past VPA conference.

30
31 Town Planner Vacancy and Recruitment – discussion with Town Manager

32 Urbanik stated that the Town Planner ad had been posted for a week in the Burlington Free
33 Press, and Rock posted it on the VLCT, VPA Listserv and Zoning Administrative
34 Suggestion. It was also it be advertised in Seven Days, on CraigsList and on the White and
35 Burke Listserv/email distribution list Reap can post on this site.) PC members would also like to
36 present ideas on how to modify the Town Planner position to the Selectboard.

37
38 Geoff Urbanik will try to attend PC meetings and take minutes. Sean Foley can draft the
39 agendas.

40
41 Rock has agreed to help the town plan project by working as a planning consultant for the Town
42 of Richmond on a limited short-term basis into the fall time (working for a few hours on Fridays
43 to coordinate with Rebecca Sanborn Stone, Community Workshop LLC). Rock can also meet
44 with Foley in Montpelier during the Friday workday to follow up on town plan related items.

45

1 Rock will communicate with the consultant to get as much done (i.e. all of a first draft complete
2 by Sept 15, send the copy to Geoff to provide to the PC ahead of the PC's next meeting.) PC
3 would like the ability to make edits in the native/word document.
4

5 Town Plan

6 - Timeline

7 Rock suggested the PC be prepared to send a rough draft to CCRPC for staff review (it'll take
8 CCRPC staff one week review time, and can have place holders for maps.) Rock also
9 recommended the PC send a completed draft to CCRPC for PAC review and subsequent CCRPC
10 regional Confirmation. The next PAC meeting is November 8th. So its more realistic to aim for
11 January 10th PAC review, which will require sending completed draft to CCRPC by Dec 15th.
12 The PC can then make any changes based upon CCRPC PAC review before sending to the
13 Selectboard for final approval (this would have to be later than town meeting day, either at a
14 townwide vote or via Selectboard adoption.)
15

16 This timeline would also interfere with the Village Designation process, as Towns must have an
17 approved town plan in order to renew their Village Designation. Rock reminder the PC that the
18 new town plan recommended expanding the village designation and adding village designation
19 to Jonesville. Please consider Downtown Designation.
20

21 Separate from CCRPC review process, the PC will have to be prepared to transmit proposed plan
22 to statutory parties 30 days ahead of 1st public hearing. Then publicly warning 1st Hearing 15
23 days prior to hearing. Hold hearing. Make any changes. Make any minimal changes and transmit
24 to Selectboard. (Substantial changes will require another PC Hearing.) For a complete overview
25 of the adoption process see Plan and Bylaw Adoption Tools, dated May, 2005 (updated March
26 2017) at <http://www.vpic.info/PlanningZoning.html?Title=24&Chapter=117>
27

28 Rock added that MPG application for planning and zoning funding are due in September 2018 so
29 it'll be important to have an adopted town plan by this time so the town is eligible to apply for
30 additional funding for zoning changes. A town plan must be confirmed by the regional planning
31 commission to be eligible for funding.
32

33 The Town Manager urged the PC to aim for a town meeting day adoption of a town plan. To do
34 so, the PC discussed skipping the CCRPC process. Based upon PC and Town Manager
35 discussion the following timeline is being proposed:

36 Timeline

37 Now: Contact Town Clerk and request assistance in soliciting photographs

38 Now: Contact Selectboard Liaison and invite them to the Sept 20 and Oct 25 PC meeting

39 Now: Invite stakeholders to specific meeting in the fall

40 Sept 14: PC submit memo to Town Manager for the SB outlining the proposed timeline

41 Following Sept 20 PC Meeting: Post draft plan and invite/advertise public comment (post on
42 website, advertise on FPF.)

43 Oct 2: PC members will attend the SB Volunteer Recognition Meeting and 'advertise the
44 upcoming town plan.'

45 Oct 25: Send draft plan to CCRPC for PAC review at their Nov 8 meeting (*did you also want to
46 send draft to CCRPC staff for their initial review before PAC review?*)

1 Nov 15: Send copy of final draft to Statutory parties (see Plan and Bylaw Adoption Tools)
2 Dec 5: Advertise Public Hearing (see Plan and Bylaw Adoption Tools)
3 Dec 20: Hold PC Public Hearing (*based upon comments received, if there are any substantial*
4 *changes then the PC will have to hold another hearing, which will throw off timeline.*)
5 Can add photos and etc to plan.
6 Jan 15: Submit to Selectboard to adding to Town Meeting Day ballot
7 March 3: Town Meeting Day Vote
8 March 18: Village Designation Renewal Due (*is a regionally confirmed plan required for*
9 *Village Center Designation Renewal?*)
10 After town meeting day: Go thru CCRPC confirmation process and make any changes and
11 request Selectboard readopt the plan with any of these changes via selectboard vote not a
12 townwide vote.

13
14 - Town Plan Chapter review – second review
15 The ‘meat’ has been/will be moved into an appendix. Each chapter will have their own goals and
16 actions and then will also have a master table will all of them listed together.

17
18 - Future Land Use – initial discussion
19 Rock provided a presentation of the development of the future land use map and handed out the
20 following items: Marie Thomas, note dated 8/17; Bob Low, email dated 9/25/17 & 10/28/2017;
21 Jon Kart, letter dated 10/31/2017; Breck Knauft email, dated 7/22/2017; copies of the 4
22 completed future land use surveys.

23
24 Review of Sept 5, 2017 draft Future Land Use section. PC agreed with the maps and the
25 descriptions. Joy Reap left the room and joined the PC as a member of the public for the
26 discussion about the Gateway/Proposed West Main Street Mixed Use Area. Reap said that there
27 are failing water and sewer system in the Gateway and that a municipal water and sewer
28 expansion would be good for this area. This would not affect her property as they are moving
29 forward with development plan on private systems. Reap re-joined the PC as a member.

30
31 Comments:
32 - on the West Main Mixed Use Area – keep the reference to the proposed water
33 and sewer and indicate that this expansion would be encouraged to support
34 future mixed used development.
35 - River road area – also keep water and sewer extension reference and state how
36 this change could support the area.

37
38 Adjourn
39 Tellstone made a motion to adjourn, seconded by Fausel, all in favor. So voted.

40
41 The meeting ending at 9:05pm
42 Respectfully submitted by Clare Rock, Town Planner
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