

1 **Richmond Planning Commission**

2 **Regular Meeting**

3 **September 19, 2012**

4 ***Approved Minutes***

5
6 **Members Present:** Gary Bressor (Chair), Mark Fausel, Joe McHugh, Christy Witters

7 **Members Absent:** Lou Borie (Vice-Chair), Dan Renaud, one vacancy

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

9
10 **7:17 PM** Call to order by the Chair.

11
12 **Public Comment** – None.

13
14 **Mail** - Gent reviewed the mail.

15
16 **Meeting Minutes & Town Planner Report**

17 *Meeting Minutes: For September 5, 2012*

18 Due to a lack of a quorum of those present at the September 5th meeting, the Planning Commission did
19 not review the minutes.

20
21 *Town Planner Report*

22 Gent briefly discussed updates to the September 14th town planner report. She described a recent
23 meeting with the cemetery committee regarding the location of the sidewalk on the east side of Bridge
24 Street abutting the cemetery (next to the library). She indicated that the cemetery committee is
25 generally not in favor of the sidewalk being placed on the east side of Bridge Street but recognizes it
26 might be necessary in the long-term. The committee is especially concerned about the proposed
27 retaining wall in front of the cemetery next to the sidewalk. One idea that has been suggested is to
28 move the sidewalk toward the street and remove the green space. The Planning Commission
29 expressed concern about removing the green space, as it may create less safety for pedestrians and
30 confirmed that they want the green space to remain in place. The Planning Commission also suggested
31 putting in a foot high railing that looks like a wrought iron fence.

32
33 **FY2014 Budget Planning**

34 Gent provided general information about the upcoming budget planning process. Gent noted that one
35 item on the current capital budget, repairing the rip-rap along the Winooski River, will have to be added
36 to the FY2014 budget in order for the project to move forward. The Planning Commission suggested
37 that funding from the US Army Corps of Engineers may be a possibility for the project because the
38 deteriorating rip rap may result in erosion that undermines the bridge abutment. The Planning
39 Commission did not believe there are any additional new budget items. Gent added that a new Planning
40 and Zoning series of line items are scheduled to be introduced with the FY2014 budget.

41
42 **Richmond Zoning & Subdivision Regulations Review/Preparations for Town-Wide Vote**

43 Gent distributed a draft public outreach plan for the proposed Richmond Zoning and Subdivision
44 Regulations. The Planning Commission reviewed the plan and agreed to develop a flyer/fact sheet for
45 the October issue of the Times Ink and for public release, to develop Front Porch Forum postings, and
46 to attend a number of public events in the coming weeks to explain the bylaws.

47
48 **Richmond Town Plan Update**

49 The Planning Commission confirmed that it will meet with consultant Sharon Murray on November 7th to
50 discuss her final report regarding the town plan update. The commission also determined that the town
51 plan update may not be ready for a town meeting vote in March. They also decided to postpone
52 scheduling time with Dan Albrecht, from the Chittenden County Regional Planning Commission, until
53 after the meeting with Murray.

54
55 **Executive Session: Personnel**

56 At 8:08 PM, McHugh made a motion, seconded by Fausel, to go into executive session for the
57 purposes of discussing a personnel matter. At 8:45 PM, McHugh made a motion, seconded by Witters,
58 to come out of executive session. The Planning Commission did not take any actions.

59
60 **Adjournment**

61 Fausel made a motion to adjourn, seconded by Witters. So voted. The meeting adjourned at 8:50 PM.

62
63 Respectfully submitted by Cathleen Gent, Town Planner/Staff to the DRB