Richmond Planning Commission

Wednesday, August 23, 2017

Unapproved Minutes

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

Absent: Alex Brosam

Others Present: Clare Rock (Staff)

Public Comment – n/a

Administrative Items & Updates


  Motion by Tellstone to approve the May 3, 2017 minutes, seconded by Parke, all in favor. So voted. Fausel abstained.

  Motion by Fausel to approve the June 28, 2017 minutes, seconded by Tellstone, all in favor. So voted. Parke abstained.

  PC could not approve the July 19, 2017 minutes due to lack of quorum of meeting participants.

  Motion by Fausel to approve the August 2, 2017 minutes, seconded by Tellstone, all in favor. So voted.

- Updates
  - State Municipal Day is coming up. Rock distributed the conference schedule. If any PC members would like to attend the Town can pay the registration fee.
  - Rock reported that PC member Alex Brosam has resigned. Rock suggested PC members approach potential candidates and invite them to submit a letter of interest to the Town Manager. PC members suggested the Town post an announcement on Front Porch Forum.
  - Lauck Parke will be missing the meetings in September.
  - Rock provided an overview of DRB activity which includes 2 appeals and a subdivision application.
  - Rock provided an overview of the CCRPC Build Out / Scenario planning work. The PC would like a written report of the scenarios and then PC will follow up with scheduling the presentation later in the fall, maybe when a new Town Planner has come aboard.

Discussion followed about the departure of Clare Rock as Town Planner, she has accepted a planning position in Montpelier. The Sept 6 PC meeting will her last PC meeting. Discussion followed about recruitment and finishing up the town plan. The PC would like the Town Manager to attend the next PC meeting to discuss a strategy for following through on the town plan project. The PC asked, can the consultant join the meeting also? How is the job placement going, will the town be seeking interim help? Can the Town revise the job description? How can the PC point person work with the Town Manager?

- Foley offered to be the point person for the town plan.
- Reap offered to be the point person for recruitment.
- Parke offered to talk with Rock about any potential changes to the job description.
- Anand has a degree in planning and can help out with any additional writing.
- For the next meeting the PC asked Rock outline the necessary steps need to get the plan done. Along with timelines and voting dates/deadlines. The PC also asked if we can add another meeting between now and the next PC meeting?

Town Plan
- Review Matrix – continue review of initial comments
The PC worked through the comments included on the Review Matric dated 7/25/2017. Rock will add the comments and update the review Matric. The Review Matrix can be used by the PC to ensure future town plan drafts include the information they have already discussed. Reap added that the Economic Development committee is no longer is active.

- Format – review draft chapter mock up
PC members preferred the Lewiston ME plan examples, particularly example 1 (page 26) clean and clear format. The use of icons on example 2 (page 144) were too much. The inclusion of an overall action matrix like example 3 (page 236) will be very useful.

- Actions – review action matrix
Rock briefly described the action matrix. No discussion.

9:00 PM Adjourn

Adjourn
Tellstone made a motion to adjourn, seconded by Parke, all in favor. So voted.

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