

Richmond Development Review Board  
REGULAR Meeting  
APPROVED MINUTES FOR JUNE 10, 2015 MEETING

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Members Present: David Sunshine, Chair; Mike Donahue, Cara LaBounty, Ian Bender,  
Matthew Dyer  
Others Present: Clare Rock, Town Planner; Ruth Miller for MMCTV Comcast 15; see  
attached list

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7:12 PM PUBLIC COMMENT and APPROVE AGENDA & ORDER OF BUSINESS

Sunshine opened the meeting at 7:12 PM and reviewed the agenda.

Sunshine opened the PUBLIC HEARINGS

First Hearing for 1773 Kenyon Road –Application #15-036, Applicants Bruce and Elizabeth Singer for Conditional Use and Site Plan Review to replace a culvert with a bridge located on parcel KR1773 within the Special Flood Hazard Area Overlay District and Agricultural Residential Zoning District.

David Sunshine sworn in Bruce Singer.

David Sunshine asked people to sign in and stated that if people wanted to be considered an interested party then people should sign in.

Bruce Singer introduced himself and provided an overview of the project. The existing culvert in his driveway was designed with a spillway but it is corroded and the two halves of the culvert are separating. Singer would like to replace the culvert with a timber deck bridge with concrete abutments, which will be located outside of the stream channel. Rip rap would be used around the abutments. Singer discussed the rationale behind determining the span of the bridge, including looking at the upstream town bridge. Singer used the load rating for a 20-ton vehicle. Singer used a design guide by engineers for the VT Transportation Agency. The proposed bridge will meet the requirements of the Richmond Fire Chief. Singer has a copy of the design guide which he used.

Clare Rock reported that Rebecca Pfeiffer, VT ANR, and Rock went on a site visit and Pfeiffer's comments are included in the materials.

LaBounty stated this is good project for the property.

LaBounty made the motion to approve application, second by Donahue with no conditions, all in favor. So voted.

Sunshine opened the hearing for the Willis Hill property, US RT2 - Application # 15-045, Applicant Richmond Land Trust for Conditional Use and Site Plan Review for an outdoor recreation facility/park (including the construction of a parking lot) on the Willis Hill property, parcel WM0560 within the Gateway Commercial Zoning District.

The following people were sworn in as representatives for the Land Trust: Wright Preston, Mark Carbone, Jim Fencsen, Gary Bressor, and Jeremey Hauf.

1 Wright Preston started by stating the Richmond Land Trust (RLT) is seeking approval for the driveway  
2 to a gravel parking area for 15 cars, and a fence along RT 2 to stop sledders going into the road. The  
3 RLT is looking to cross the Class II wetland and an intermittent stream for the construction of the  
4 driveway. It was recommended by the engineer not to use a culvert for the intermittent stream crossing,  
5 instead they are proposing to use a rock base to filter the stream. The driveway proposes to cross the  
6 narrowest section of the wetland.

7  
8 The Agency of Transportation has provided a Letter of Intent and the applicant feels there is good sight-  
9 line visibility. The applicant spoke with the Police Chief and he didn't have concerns about the sight  
10 distances.

11  
12 The bulk of the use of the site will be in the winter, when the cemetery is closed. The driveway and  
13 parking area will be maintained year round and some signage will be installed about the rules and  
14 funding sources of the project. People will leave the parking lot and walk over to the sledding hill.  
15 There will be no outside lighting.

16  
17 Bressor has visited the site with the state wetland specialist. The driveway design and the parking lot  
18 location was based upon the recommendation of the wetland specialist. The RLT will need to get local  
19 approval, VTrans approval and then State Wetland approval for the project.

20  
21 The applicant has not presented technical information stating the technical classification of the  
22 wetlands. Rock looked at the Town GIS and on the VT ANR Atlas and neither showed the area as a  
23 Class I or Class II wetland.

24  
25 Carbone, stated that the proposed access and parking area would provide an emergency access for the  
26 school. The school is in support of the RLT proposal.

27  
28 The RLT doesn't believe the proposed driveway is considered a roadway and therefore not prohibited  
29 under the local wetland regulations.

30  
31 Sunshine allowed questions from the public.

32  
33 Bruce LaBounty asked if this parking area would be subject to parking lot requirements for commercial  
34 development in the commercial zone.

35  
36 The RLT is seeking for a waiver from the paved parking area requirement and a waiver from the  
37 landscaping/screening requirement.

38  
39 Linda Parent and Dennis Gile, representing the Riverview Commons Cemetery Commission requested  
40 to be considered interested parties. The Cemetery Commission doesn't want people recreating in the  
41 Cemetery and the Cemetery Commission does not want people to using the Cemetery driveway as a  
42 parking area.

43  
44 Discussion followed about the lack of a culvert. The DRB would like a letter from an engineer about  
45 whether a culvert is required or not.

46  
47 Joy Reap supports the sledding hill, but has some concerns: one is the view of the parking lot from RT2  
48 as this was a public concern during the Gateway Commercial Zoning discussions, second is the Reaps  
49 have heard that it is hard to get out of the Cemetery driveway and the Reaps do have people turning  
50 around in their driveway. The Reaps asked if people would use their parking lot for the sledding hill.  
51 Lastly they have concern about the aesthetics of the chain link fence.

1  
2 Preston handed out a black-and-white photo of a fence design (4ft high, square gauge, cedar posts,  
3 agrarian-like fence). Discussion followed and the RLT thinks that a fence similar to the Cemetery's  
4 would look out of place.

5  
6 Discussion followed about sight distances. The DRB asked if RLT provide a letter from the Police  
7 Chief regarding the sight distances.

8  
9 Dennis Gile stated that when the Cemetery has funerals they have police flagging/waiving people on/off  
10 Route 2.

11  
12 Discussion followed about whether the curb cut / access area is wide enough and whether the paved  
13 area at the base of the hill should be expanded.

14  
15 Discussion followed regarding the grade of the driveway and the commercial driveway requirements.  
16 The DRB asked if the RLT would look at the possibility of decreasing the grade of the driveway and  
17 asked what impacts this would have on the wetland.

18  
19 Bob Reap asked if VTrans has undertaken a site visit and suggested, that based upon their experience,  
20 more of the access area will need to be paved.

21  
22 Bruce LaBounty questioned the requirement for parking areas and asked how did the RLT come up  
23 with number of parking spaces and what will happen if that's not adequate for the future use.

24  
25 RLT responded by stating they contacted Underhill about Casey's Hill (sledding area) and they expect  
26 that people will also use the school parking area.

27  
28 The DRB would like to see how much of the new driveway will need to be paved at that be delineated  
29 on the site plan.

30  
31 A member of the public asked about a warming hut, the RLT will not anticipate a warming hut as they  
32 are looking to create a minimal design.

33  
34 Ann Cousins, thanked the RLT for their work and asked about the maintenance of the area. RLT stated  
35 the parking lot and driveway will be plowed and sanded by a contractor.

36  
37 ---- made a motion to continue the Hearing to the next meeting to 7pm on July 8<sup>th</sup>, with a site visit  
38 preceding the hearing (scheduled for 6pm on July 8) and the land trust present the below listed  
39 materials, seconded by Donahue, all in favor so voted.

- 40 - Description of the upkeep and maintenance of the parking area;  
41 - Letter from engineer and (or wetland specialist) regarding the need for culverts the at property  
42 line (within the State ROW) and the intermittent stream crossing;  
43 - Letter from the Police regarding the sight lines;  
44 - Designs with driveway with 12 % slope to see if it's possible;  
45 - Map showing wetlands delineation and classification;  
46 - Fence designs (color, design, height, length);  
47 - Written requests for the waivers (i.e. parking lot screening, parking lot paving).

48  
49  
50 **Other Business**  
51

1 Request to Reopen the Hearing

2 David Sunshine introduced the Request. Discussion by the Board about whether to consider reopening  
3 the hearing.

4 Donahue made a motion not reopen the Hearing and not to accept request, seconded by Bender. All in  
5 favor, so voted. LaBounty abstained.

7 Sketch Plan Review

8 Tom Warziniak, presented an updated packet. The applicant is proposing a subdivision on an 89 acre  
9 parcel of land at top of Kenyon Road. The plans show an 8 acre area for a residential subdivision with  
10 a private road which would meet the local Public Works Specifications. A shared driveway would  
11 provide access to lots 4 and 5. There will be less than 1 acre impervious surface total including the  
12 roads and roofs. Suggestion by the DRB is to make lot 1 front onto Kenyon Road. There is potential to  
13 add more lots in the future. Owner would rather sell individual lots than develop as a PUD with shared  
14 ownership over some aspects. The applicant plans to remove the old house which fronts on Kenyon  
15 Road.

17 The DRB recommends separating out the road so it's not on other people's land, if there is an intention  
18 to add more lots at a later date. The DRB also recommends having a letter from the fire, police and  
19 rescue and for the applicant to talk to the Road Forman about the access.

21 Discussion followed about realignment of Kenyon road. Once the reclamation plan is complete for the  
22 adjoining sand pit it is envisioned the property owner would work with the town to straighten out the  
23 road.

25 Approve Meeting Minutes – May 13, 2015

26 Donahue made a motion to approve the May 13 minutes, second by Dyer, all in favor. So voted.

28 Annual Organizational Meeting

29 Election of officers:

30 Bender made a motion to nominate Sunshine as Chair, seconded by Donahue, all in favor. So voted.

31 Bender made a motion to nominate Donahue as for Vice Chair, seconded by Dyer, all in favor. So  
32 Voted.

34 Staff Updates

35 The Board reviewed Joy Reaps email.

36 LaBounty made a motion for Rock to draft a letter to the Reaps which reiterates the originally submitted  
37 plans were approved as listed within the Decision (not the subsequent changes the applicant would be  
38 willing to make if required), the DRB approved moving the structure forward, as identified within the  
39 submitted site plans and will be in line with the front line of the adjacent farmhouse, and a pedestrian  
40 driveway crossing would be identified (either by signage or pavers or other means) and the applicant  
41 could record the letter in the Land Records, seconded by Donahue, all in favor. So Voted.

43 Rock also reported that the Palmer Lane Preliminary Subdivision application has been submitted. There  
44 may be some issues regarding the status of some wetlands.

46 Order of business for the next meeting will be continuation of RLT and then Palmer Lane Application.

48 **ADJOURN**

49 LaBounty made a motion to adjourn seconded by Donahue. All in favor. So voted.

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