

1 Richmond Planning Commission

2 Regular Meeting

3 Wednesday, April 1, 2015

4 Approved Minutes

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

7 **Others Present:** Clare Rock (Town Planner/Staff to the DRB)

8 **Absent:** Lauck Parke

9
10 **Fausel called the meeting to order**

11
12 **Public comment**

13 n/a

14
15 **Administrative Items**

16
17 **Approve Meeting Minutes –March 4, 2015**

18
19 *Cousins made a motion to approve the minutes, seconded LaBounty, all in favor. So voted.*

20
21 **Mail and Staff Updates**

22
23 **Staff updates**

24 Rock announced her pregnancy, she is due in August.

25
26 Rock passed around the email flyers for the following events:

- 27 - “Building Healthy and Vibrant Communities!” Wednesday April 15, 2015, Maple House
28 Inn, Morrisville. Hosted by Lamoille Regional Planning Commission and Healthy Lamoille
29 Valley.
30 - “2015 Downtown and Historic Preservation Conference” Friday June 5, 2015, Main Street
31 Landing, Burlington. Hosted by VT ACCD and Preservation Trust of Vermont.
32 - “2015 VT Community Development Association Spring Conference; Theme - Age Friendly
33 Communities” Thursday, May 14, 2015, The Lyons den, Randolph. Hosted by the Vermont
34 Community Development Association.

35 Rock also mentioned the CCRPC DRB Summit on Monday April 27, 2015.

36
37 Cousins added the need for more diverse housing in Richmond, in reference to the “2015 VT
38 Community Development Association Spring Conference; Theme - Age Friendly Communities”
39 event. From personal experience Cousins was not able to find options for downsizing in Richmond.

40
41 Rock provided a verbal zoning report – the office has received a few recent inquiries about the non-
42 conforming structure provision and whether a property owner can intentionally demolish a building
43 and retain the right to rebuild it or if the property can only be rebuilt if the structure is demolished
44 due to an act of god, such as flooding or fire.

45
46 The Town received notice from CCRPC that Richmond’s request for funding under their Unified
47 Planning Work Plan funding was recommended for funding by the CCRPC committee. It will then
48 need to be approved by their Board in May. Richmond requested funding for CCRPC to undertake a
49 traffic study and to write the transportation section of the town plan and also provide some
50 additional technical assistance for town plan related activities.

51
52 There are some transportation projects which may affect Richmond coming up. Bridge work on
53 Interstate 89 in Waterbury will result in closure of the southbound on and off ramps, so motorists

1 will be coming through Richmond to get on and off the highway, increasing traffic at the light in
2 town.

3

4 **Town Plan Discussion**

5 Rock provided an overview of the steering committee meeting and an update of the March 25
6 presentation. The steering committee will be approving the “Terms of Reference” documents. A PC
7 representative will attend steering committee meetings on a rotating basis. Ann Cousins will attend
8 the next meeting and then will rotate thru members alphabetically.

9

10 LaBounty added it would be good to do a raffle as part of the engagement process to encourage
11 people to provide input.

12

13 Rock went over the project timeline, we’ll be looking toward hosting a town-wide visioning forum
14 in mid-September. Discussion followed about the vision statement and the need to ensure it is
15 realistic. Rock added the Vision statement will be an aspirational statement and once we start doing
16 the topic-specific workshops and exploring the ideas then we’ll be identifying more realistic short
17 and long term action and implementation items.

18

19 The consultant will be updating the town plan data and presenting them to the PC in late May. Rock
20 will go thru the plan and make a list of any additional data which should be included. Discussion
21 followed about the data, sources of data and whether we can use the economic data included in the
22 water and sewer analysis. Rock will follow up with the town manager.

23

24 Discussion about the state planning goals and the municipal plan requirements. It would be good for
25 the PC to have a copy of these goals for reference. Rock also mentioned the CCRPC has created a
26 matrix which includes all of these which they use to evaluate local plans for conformance during the
27 process of a town receiving regional approval of the town plan. It is not required that a town seek
28 regionally approval, but the approval allows for the town to apply for funding and other benefits.

29

30 During review of the town plan Rock asked if the end of Church Street was developed since the last
31 town was written (2007) and it was, this related to the goals about encouraging development in the
32 Village. Discussion followed about the impacts of various development and municipal services. The
33 draft public works spec’s and the conditional use criteria in the zoning are mechanism to evaluate
34 this in the permit approval process.

35

36 Discussion about the housing data, there is more town specific housing data on the housing web site
37 houdingdata.org which should be used. The town did not ever pursue or consider inclusionary
38 housing as referenced in the town plan.

39

40 **Other Zoning Changes**

41 The PC will review the list at the next meeting, and the non-conforming structures section should be
42 added to the list. This will be the first topic of discussion next time.

43

44 **Mobile Food Trucks**

45 Brief discussion and the pro’s and con’s of food trucks. The PC was curious about what the
46 Economic Development Committee and the Selectboard think about food trucks and special event
47 permits before pursuing further. Rock will follow up.

48

49 **Next meeting**

50 The PC will keep “parking in the village” on the agenda and Rock shall distribute the 2007 parking
51 study for PC review.

1 **Adjourn**

2 *Tellstone made a motion to adjourn, seconded by Cousins, all in favor. So voted.*

3

4 The meeting ending at 9:05PM.

5

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