

1 Richmond Planning Commission

2 Regular Meeting

3 Wednesday, November 4, 2015

4 Approved Minutes

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5 **Members Present:** Brian Tellstone, Bruce LaBounty (Chair), Lauck Parke, Marc Hughes,

6 Absent: Sean Foley, Joy Reap, Mark Fausel (Vice Chair)

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

8  
9 **7:15 PM LaBounty opened the meeting**

10  
11 **Public Comment** – no public present.

12  
13 Tellstone would like the PC to ensure future revisions of the zoning have clear definitions.

14 Parke echoed this and added he had a recent conversation with the chair of the DRB and mentioned  
15 it would be good to have a joint meeting.

16  
17 The PC would like to ask the SB formally if they are ok to give over the review of road related  
18 requests as they relate to the Public Work Specs and the Rural Road Standards to the DRB. Rock  
19 suggested these topics would be included in one of the strategy sessions which is included in the  
20 town plan schedule which will be discussed later in this meeting.

21  
22 **Town Plan**

23 Rock gave an overview of the process to date, and referenced the draft vision statement included in  
24 the packet title “Richmond Community Vision.” The draft vision statement was based upon the  
25 survey results. Rock gave an overview of the survey results. Unfortunately some of the links in the  
26 online survey results did not show up on the projector. Rock referenced some of the charts in the  
27 print version. Rock will send a link of the survey results to PC members to review in more depth.  
28 Survey results indicated that people think new and improved businesses would make Richmond  
29 better, along with safe bike and walking routes and recreation offerings. Based upon feedback from  
30 the community Vision Forum and online comments there will be a couple of changes to the Vision  
31 Statement which will include a greater emphasis on the arts and ensuring that seniors are recognized  
32 as active members of the community. The next step with the Vision Statement is to have the  
33 steering committee review and have it finalized within the next month. The Draft was forwarded to  
34 all town boards and committees with a request for comments.

35  
36 Rock reviewed the handout titled “Proposed Structure of the Richmond Town Plan” which uses the  
37 structure of the Vision Statement as the format of the new town plan. Rock added that this structure  
38 would also include all the state required elements of the town plan. The PC requested a revision of  
39 the proposed structure which included references to the required elements for their review and  
40 reference.

41  
42 Rock asked if the PC had any comments on the vision or the proposed structure of the plan. The PC  
43 had no specific comments or questions on the Vision Statement and agreed to proceed with the  
44 proposed structure.

45  
46 LaBounty asked about the economics of the town plan and how do we balance the cost of staying  
47 the same and cost of change and new development. Discussion followed on this topic and about the  
48 inevitable conflicts within the values of the town. The consultants will not be doing an analysis  
49 of potential costs of doing nothing/staying the same vs. new development. Rock referenced a  
50 technical document which included some worksheets a town could use if they’d like to study this  
51 aspect further but because of many variables it’s hard to do a basic analysis, plus land use decisions  
52 shouldn’t be driven by cost alone as unquantifiable aspects, such as quality of life cannot be easily  
53 measured.

1  
2 Rock referenced the document titled “Further engagement activities to inform the town plan”  
3 specifically the proposed schedule. This lays out a schedule of having specific conversations to  
4 further the town plan. Based upon the survey results and information and studies already undertaken  
5 by the town the PC proposes the following:

- 6
- 7 Increase meeting time, so 3 hours per meeting, starting at 6pm;
- 8     ➤ Ensure we have a focused agenda for each strategy session;
- 9     ➤ Push back January 19 topic so we can and have the economic panel discussion before having  
10     the economic development related strategy session;
- 11     ➤ Decrease the time dedicated to transport as there is much agreement about the needs, i.e.  
12     bike path;
- 13     ➤ Provide more time for the economic-related discussions as this was identifying as a  
14     need/want by the survey results and deserves more in-depth conversations;
- 15     ➤ Request a joint meeting with the DRB and Selectboard prior to the session regarding  
16     government.

- 17
- 18 For the next meeting Rock will
- 19     • Revise the schedule based upon the discussed changes;
- 20     • Send the link for the data presentation and the survey results;
- 21     • Cross reference the state requirements with the proposed format/chapters of the town plan;
- 22     • Provide copies of the economic analysis document;
- 23     • Propose a structure for the strategy sessions to ensure participation and outcomes;
- 24     • Expand the proposed town plan format document to include “talking points” or questions we  
25     should be asking during each strategy session.

26  
27 **Administrative Items**

28  
29 Approve Meeting Minutes  
30 Tellstone moved to approve the October 21, 2015 minutes, seconded by Parke, all in favor. So  
31 Voted.

32  
33 Updates  
34 Rock asked if the PC was up to speed with the Jolina Court Zoning changes and they were.

35  
36 The Hazard Mitigation Grant Program (HMGP) applications which the town submitted for house  
37 elevations are in the process of being approved by FEMA, the mobile home park properties have  
38 been approved and for the other properties the town needs to submit more information.

39  
40 The Public Safety Committee is in the processes of drafting an RFQ for a feasibility study to find a  
41 location for a new public safety building. Rock asked the Town Manager that the PC be updated on  
42 the progress.

43  
44 **Adjourn**  
45 Tellstone made a motion to adjourn, seconded by Parke, all in favor. So voted.

46  
47 The meeting ending at 9:00PM.

48  
49 Respectfully submitted by Clare Rock, Town Planner/Staff to the DRB