

Town Plan Steering Committee

July 22, 2015

5:30 – 7pm

**Present:** Kristen Novotny, Kyle Youngberg, Heidi Bormann, Katie Loesel, Marshall Paulsen, Geoffrey Urbanik, Ian Bender, Clare Rock (Town Planner)

## **Updates**

### **Clare Rock provided an update on what we've accomplished so far:**

- Mailed out a project postcard to every mailing address in Richmond plus to most of the out of town property owners (= close to 2200 postcards);
- Hung up 30 posters around town;
- Over 251 surveys completed (this doesn't include any electronic Survey's which may have been completed in the last 2 weeks) – deadline for surveys in July 22!;
- 76 people have signed up for our email newsletter (both signing up via our website and signing up at events);
- Sent out 3 newsletters to email list;
- Erected community chalkboard at Town Center, Richmond Market, 4<sup>th</sup> of July, which has gathered over 270 responses;
- Hosted a table at 4 farmers markets to gather input;
- Volunteers walked in the 4<sup>th</sup> of July parade and handed out over 250 pencils/lollypops with our project info attached;
- Hosted a booth at the 4<sup>th</sup> of July event in the park to solicit input;
- Media coverage by VPR's Public Post;

## **Theming Process**

Committee members handed in completed Interview Packets and Surveys.

Roundtable Discussion - The Committee had a Roundtable Discussion to share what they've been hearing about the process and what types of responses we've been getting. Overall people are positive about the process and people know about the project. In large part due to the chalkboard; it's been a great success. It's been in high visibility areas and has sparked conversation. Also it's very engaging and interactive. Instead of filling out the survey alone and submitting it, the chalkboard allows people to see what other people think and are able to respond.

Organizing packets and review logistics – Clare provided an overview of the packet review process; each committee member will receive two packets to review. The consultants will prepare instructions and committee members will be given a spreadsheet/scorecard to record and categorize feedback. The feedback will be organized into different categories, such as values, attributes, ideas, complaints/issues, and "other." Committee members discussed the need to ensure the instructions are clear and provide examples. Lastly Rock asked if people would prefer paper or digital packets. Overall the committee would like digital packets for easier distribution and less waste.

Rock anticipate sending out the packets my mid-week next week so people will have time over the week to review before the August 6 meeting.

August 6 Theming Workshop – Rock asked who'd be able to attend. It will be joint meeting between the Steering Committee and the Planning Commission and we'll be working with the consultants to review the findings from the review process. The outcome of this meeting will provide the consultants with the foundation of the Vision Statement. Plus we'll provide dinner.

### **September Vision Forum**

Rock provided an overview of the idea for the Vision Forum. Committee members discussed the format and agreed it would be best to do the presentation and poster open house and save the facilitated table discussions until a later time, possibly as part of the fall/winter workshops. People may not be ready to start discussing the information at this time and it may be best to provide them with an option to provide some response/feedback after the poster open house. There will be a presentation as part of the open house to provide people with information about the Vision Statement(s) were created.

This event will be at the middle school. We could also have the posters available for viewing a few days before the Saturday event. Either at the school or at another location in town. Maybe the library?

### **Fall Workshops**

Resiliency Workshop – one of the fall workshops will be a resiliency workshop. This is part due to new state legislation which requires town plans to include a flood resiliency plan in new town plans, in large part due to the impacts of Tropical Storm Irene. This will be a new addition to the Richmond Town Plan and as such a good reason to get feedback and brainstorm ideas on how Richmond can be more flood resilient. This can be coupled with the Towns interest in developing a Community Resiliency Organization (CRO's). Geoff Urbanik provided an overview of this concept which he has been learning more about recently. The CRO model is similar to the Green Up model where volunteers would dedicate a day to volunteer work and building community networks. The Town would like to launch a CRO by having a fall time event and community supper where other community organizations could come together and share information.

Rock added this event could also have an education component, such as teaching people about river dynamics. The committee is supportive of this concept and we'll present additional information later in the fall.

Map the Vision Workshop – Rock provided an overview of this workshop idea where we could ask community members to map out some aspects of the new vision statement, such as where could there be more housing, or where is that special view or natural area. The committee also discussed what type of parameters or constraints would be applied. I.e. if we are looking at new development in the village would we be or should we be taking into consideration the current municipal waste water capacity. Rock added we could possibly do alternative scenarios, such as future development within the constraint of current capacity vs. future development without that constraint.

### **Membership Update**

Rock reached out to members we haven't seen in a while and reported that we currently have 13 active members on the steering committee and that the Terms of Reference Documents stated that the

committee would be comprised of no more than 22 members. Therefore we have some room for new members. Some committee members have heard from folks who may be interested. Discussion followed regarding Gary Bressors resignation letter. Heidi asked Committee members if they felt she had a conflict of interest by serving on the committee. Committee members didn't feel she had a conflict and they all recognized that people come to the committee with varying interests and backgrounds. Discussion also followed about the original goals and ideals which were agreed upon by the committee about the process and that the committee is tasked with ensuring we engage all stakeholders and that we maintain transparency and openness in our process.

Discussion also followed about potential new members and if we should be following up with people who contribute other perspectives. Clare will follow up with a member of the Riverview Commons Tenants Association and with the Katlyn Macrae, Pastor of the Congregational Church, as she has been, up until recently a renter in Richmond. Kristen can also follow up with a gentleman who'd expressed interest (last name Lowe?). People who are interested in becoming members should submit a letter or email of interest to Clare.