Town of Richmond

**Joint meeting of the Town Plan Steering Committee & Planning Commission**

Unapproved Meeting Minutes

Richmond Town Plan Process Kickoff Workshop

5:30-7:30 pm, Wednesday March 25, 2015

Richmond Town Center Meeting Room, 203 Bridge Street, Richmond, VT

Present: see attached list

The meeting was videoed by MMCATV.

Clare Rock introduced consultants Rebecca Sanborn Stone and David Hohenschau of Community Workshop LLC. Together Rebecca and Dave facilitated the meeting. Rebecca started by asking people to introduce themselves and share what they’d written on the Vision Cards. Rebecca and Dave used powerpoint presentation to discuss the following topics (a link to a copy of this presentation will be made available):

1. Introduction to Planning & Visioning
2. Richmond’s Planning Process:
	1. Confirming Goals – overall the attendees agreed on the goals which were presented
	2. Confirming Process Values - overall the attendees agreed on the goals which were presented
	3. Process Identity, Brand & Name – attendees were split between the following Names: Richmond Tomorrow (5 votes), Richmond Together (3 votes), Richmond on the Rise (4 votes). Attendees like the middle logo image the best out of the 3 presented. (9-10 votes)
3. Visioning & Engagement Strategies
	1. Richmond’s Engagement Framework
	2. Ideas for Visioning & Engagement

Attendees then broke out into the following three groups for discussion:

1. **Engagement + Visioning - Dave Hohenschau**
* Messaging: emphasize “celebrate Richmond” instead of “planning”
* Big event:
	+ Timing: big meeting best in late August/early September. Too hard to get people in the summer and too soon to organize for June.
	+ Location: Monitor Barn
* Locations/events for distributed outreach:
	+ July 4th parade (have people walk route pre-parade, when people are sitting and waiting)
	+ Baker St. Block Party (August?)
	+ Alison’s pool (maybe side event during July 4)
	+ Little League games / soccer games
	+ Sugarhouses (if possible)
	+ Farmers’ Markets
	+ Townwide Garage Sale
	+ Coffee shop
	+ Grocery Store
* Outreach/engagement activities:
	+ Flyers or postcards about the process
	+ Questionnaire (mostly open-ended) for people to answers themselves or to interview others - available online and in hard copy
	+ Chalkboard wall (Joy will build)
	+ Tabling at events in general, with these activities
	+ Drink coasters
	+ (comm/network group said phone booth - Little Free Library?)
1. **Communications + Network Analysis - Rebecca Sanborn Stone**
* Network analysis still missing some groups: commuters, for example.
	+ group will focus on fleshing that out and identifying other groups
* Need to prioritize groups for outreach (“triage” approach)
	+ Which ones are most important to reach?
		- Youth - think about getting youth on the committee, strategies for projects in schools or other youth events
			* Long-term, would be great to have an ongoing planning/civic curriculum at the school, so there is an infrastructure and knowledge in place to get involvement and input from kids
			* RS can send some examples of school activities and youth engagement in planning
		- Farmers, landowners - may require personal visits and conversations
	+ Which ones will be hardest to reach?
		- Commuters - try Park N Ride, grocery stores. Think about strategies that allow them to get involved on their own schedule and in their own way - Little Free Library/phone booth in neighborhoods, things to respond to online.
		- New residents - can look over town records to find out who moved in recently; work with realtors and landlords to reach people
1. **Richmond Town Plan Big Themes – Clare Rock**
* Identified the following Themes / Information + Resources / Groups + People to involve
	+ Limited amount of commercial land / undertake inventory or buildable commercial land and compare to what is already built out / planner, realtors + developers (including Chittenden Co developers), Remax North Realty (Linda Sanborn)
	+ Gateways on both east and west entry to Richmond / evaluate what they should look like including the design and aesthetics
	+ Public Safety (town needs a Public Safety Building)
	+ Transportation – including bike path, train stop and local circulator bus / need to revisit previous studies, consider “tactical urbanism” where a temporary bike path is delineated so people may experience it, need to find alternatives to RT2
	+ Energy independence and economic development / local energy resources, look at what Burlington did, harness kids energy to make energy (like at a playground) / Tony Pomaleau
	+ The Creamery Parcel
	+ Arts & Culture
	+ What should happen outside the village
	+ Floodplain and how to manage it / VT DEC River Flume demonstration, Boston example of visioning the roads as canals
	+ Enclosed bike racks at the Park and Ride / is there a lot of bike theft there? / ask police

Rebecca ended by asking if people were willing to have their photo taken with their Vision Cards. These maybe used in a promotional material over the course of the project.