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2 Richmond Planning Commission
3 REGULAR Meeting
4 UNAPPROVED MINUTES FOR May 20, 2020 MEETING
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Members Present: Chris Cole, Virginia Clarke, Scott Nickerson, Alison Anand, Brian Tellstone
Members Absent: Joy Reap, Lauck Parke, Chris Granda, Mark Fausel
Others Present: Ravi Venkataraman (Town Planner/Staff), Ashley Hanlon (Community Grant Specialist/Staff)

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8 Chris Cole opened the meeting at 7:09 pm.

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10 **Adjustments to the Agenda – None**

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12 **Approval of Minutes**

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14 Motion by Scott Nickerson, second by Alison Anand to approve the minutes of May 6, 2020
15 Planning Commission meeting. Voting: unanimous. Motion carried.

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17 **Public Comment for non-agenda items – None**

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19 **Presentation on DASH Grant (7:10 pm)**

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21 Ravi Venkataraman provided on brief introduction on Ashley Hanlon and the DASH Grant
22 Project. Hanlon went through slides, connecting the Town vision work with the DASH Grant.
23 Hanlon took note of the alignment of DASH grant goals and the Town Vision on community
24 organization and social cohesion. Hanlon asked about outcomes the Planning Commission
25 expects out of this work. Alison Anand said studying the current time of social distancing is
26 important. Virginia Clarke asked about the deliverables. Hanlon said the deliverables include a
27 stake holder map, community access mapping—listing where one can find community
28 resources—and data sharing within the community. Hanlon said the main purpose is to
29 understand gaps within the community.

30
31 Hanlon reviewed her work plan and survey she has distributed. Hanlon said she needs help
32 with community engagement and communicating utility of the DASH grant work. Hanlon said
33 she needs help to make sure communication does not overlap with the existing visioning work
34 already done. Anand said this work could publicize different individuals providing services
35 during pandemic. Hanlon said one outcome could be to advertise mentorship opportunities.
36 Anand suggested that Hanlon reach out to the local TV station, listing resources for small tasks,
37 and providing work opportunities for high school students. Clarke asked about the timeframe for
38 the work. Hanlon said her work must be finished by December 31 and no extension due to
39 Covid-19 has been provided.

40
41 Nickerson suggested searching Front Porch Forum posts, as he recalled seeing offers to help
42 affected community members in mid-March. Hanlon added that she will be posting

43advertisements in physical locations and provide a document for the Planning Commission to
44further brainstorm ideas.

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46**Review Affordable Housing Draft Regulations (7:44)**

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48Anand asked about the meaning of “AMI”. Venkataraman clarified that “AMI” means “adjusted
49median income”, which in this case is measured across the entire county.

50

51Clarke voiced confusion on understanding the difference between a household and unit, and
52the requirements on landlords and sellers. Clarke also said she was confused about the
53definition of below market rate households. Anand said she was concerned about the
54heaviness of the regulations, its verbosity, and lack of accessibility. Cole clarified that the
55density of the language may be needed to make sure appropriate funding flows accordingly
56

57Cole asked questions about the Housing Advisory Committee referenced in the document:
58What would this Housing Advisory Committee look like? Who makes up the housing advisory
59committee? How many members would be on the Housing Advisory Committee?

60Venkataraman said when drafting the document he envisioned this advisory committee to serve
61the Selectboard and Planning Commission on housing policy-related matters, and to assist the
62DRB and Zoning Administrator on implementing these regulations. Venkataraman added that
63he expected the committee to consist of five members. Clarke referred to the Town Plan’s call
64to establish a Housing Committee. Cole said he expected the Housing Advisory Committee to
65consist of a member of the Selectboard, a member of the Planning Commission, a member of
66DRB, town staff, and a member at-large.

67

68Clarke asked clarification on the difference between the number of bedrooms and household
69size. Cole asked about the inconsistency of the below market rate households definition and
70the regulations provided. Clarke asked about the influence of the down payment amount on the
71monthly cost of the unit.

72

73Cole asked about the timeframe the Selectboard provided on establishing affordable housing
74provisions. Venkataraman said the timeframe was fairly loose; he said he was required to
75provide monthly check-ins on progress, and had informed the Selectboard that establishing
76such regulations would take time. Cole expressed hesitancy on the Planning commission
77spending six months to a year on affordable housing regulations, and suggested establishing
78an ad hoc committee to create the regulations. Clarke concurred with the creation of an ad hoc
79committee to work on the affordable housing provisions with Selectboard members on this ad
80hoc committee.

81

82Cole stated that the next meeting agenda will include discussion of establishing a housing
83committee to take over work of developing affordable housing regulations. Venkataraman said
84he will provide Rules of Procedure from housing committees in other towns to guide the
85Planning Commission in creating the housing committee.

86

87**Discuss Survey and Public Outreach**

88

89Clarke said the intent of the survey is to focus on current Planning Commission zoning work,
90directed to people with thoughts on zoning, and zoning issues.

91

92Cole suggested replacing “PC” with “Selectboard” on question 5 and additional clarification on
93transportation policy and needs

94

95Clarke asked about methods to distribute the survey with the suggestion to provide the survey
96to the senior center. Cole said the Planning Commission should reach out to its partnership
97network, churches, and Front Porch Forum. Cole added that hard copies should be made
98available at the Town Offices.

99

100Nickerson and Anand provided positive feedback on the survey questions, intent and design.

101

102Cole stated that the next meeting agenda will include discussions on the timing and logistics of
103outreach, and a revised survey will be in the next meeting packet.

104

105**Discuss prioritization strategy for revising the Town Zoning Regulations (8:51 pm)**

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107Clarke asked if the Village Commercial District should be the Planning Commission’s next
108priority with the goal of progressively move outward, the concerns of residents should be
109addressed or the survey will determine the Planning Commission’s direction. Anand asked
110about addressing the Village Commercial District and the resident’s concerns simultaneously.
111Clarke said that could get confusing

112

113Cole suggested advertising on Front Porch Forum the districts the Planning Commission will be
114working on when it works on the respective districts. Cole recommended working on the Village
115Commercial District and progressively moving outward. Clarke requested a map of the
116water/sewer district in the next meeting packet.

117

118Cole stated that the next agenda will include a discussion on the Village Commercial District
119and the packet will include a map of zoning district, and the water/sewer service area.

120

121**Adjournment**

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123Motion by Anand, seconded by Nickerson to adjourn the meeting. Voting: unanimous. Motion
124carried. The meeting adjourned at 9:04 pm.

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126Respectfully submitted by Ravi Venkataraman, Town Planner