

Richmond Development Review Board  
 REGULAR Meeting  
 APPROVED MINUTES FOR MARCH 11, 2020 MEETING

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Members Present: David Sunshine (Chair); Matt Dyer (Vice-Chair); Padraic Monks; Roger Pedersen;  
 Members Absent: Gabriel Firman; Alison Anand (DRB alternate)  
 Others Present: Ravi Venkataraman (Town Planner/Staff); Ruth Miller for MMCTV Comcast; Donna Saks; Josh Arneson; Walter Clodgo; Alan Oliver; Melissa Wolaver; Paul Feenan; George Gifford; Mary Clare Carroll

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David Sunshine opened the meetings at 7:05 pm.

**Public Hearings:**

**Town of Richmond-** Application 2020-015 for an Amendment to an existing Site Plan to add overflow parking, at 53 Depot St., Parcel ID DS0053, in the Village/Commercial (V/C) Zoning District.

David Sunshine clarified to the public that the applicant has withdrawn their application.

**Town of Richmond -** Application 2020-016 for Site Plan Review to add temporary parking at 58 Browns Ct, Parcel ID BC0058, in the High Density Residential (HDR) Zoning District.

Josh Arneson, Town of Richmond, sworn in. Mr. Arneson explained that the project came about with the slated infrastructure improvements to Bridge Street, which would temporarily remove 17 parking spaces. Mr. Arneson said to offset the temporary loss of parking spaces, the Town will be encouraging people to park at Volunteers Green and the Town Center. Mr. Arneson said in addition the Town of Richmond hopes to offer parking at the Browns Court Fields to offset the temporary loss of parking spaces. Mr. Arneson said the field is already unofficially used for parking in conjunction with the uses on the field. Mr. Arneson said that the Town has already discussed their plan with the president of the Little League—one of the main users of the lot—to make sure the parking areas would disturb the Little League’s use of the field. Mr. Arneson said that because the parking at subject parcel is temporary the Town plans to use cones and rope to demarcate the parking area, and remediate the field after use.

Questions from the board:

Mr. Sunshine said for future reference the Town should enclose plans on maintenance and restoration on any application. Mr. Sunshine asked if the Town will restore the field to the condition it was prior to the use. Mr. Arneson affirmed. Mr. Sunshine asked if the material of the surface on the subject parcel was grass. Mr. Arneson said the entrance into the subject parcel has a gravel surface, and users would drive on grass as they drive further into the subject parcel. Mr. Sunshine asked about negative impacts if the coming months are wetter than expected. Mr. Arneson said if the subject parcel was too wet and muddy beyond repair, the Town would bar parking on the subject parcel to avoid negative impacts.

Roger Pedersen asked if the applicant was seeking waivers. Mr. Sunshine affirmed. Mr. Pedersen asked if the parking would impact the uses on the parcel in terms of location and time. Mr. Arneson said no, and that the parking for the uses occurs at a different part of the parcel than the proposed area of development. Mr. Arneson also said that based on feedback from the business community, the proposed parking area would be in use during the daytime hours, and the primary uses on the parcel occur in the evenings. Mr. Pedersen asked if the field was lit. Mr. Arneson said no.

47 Questions from the public:

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49 Melissa Wolaver said she uses the field regularly and recommends that the Town seek other areas to  
50 host parking. Mr. Sunshine asked how the proposed development area on the subject parcel would  
51 impact her regular use. Ms. Wolaver said she runs with her dog in said area, and she would find  
52 navigating around cars challenging.

53

54 Alan Oliver asked if the temporary parking proposal is truly temporary, about the traffic impacts, about  
55 the potential damage of the field due to parking, and the accuracy of the drawing the applicant  
56 presented.

57

58 Paul Feenan asked clarifying questions about the dimensions of the parking area. Mr. Arneson said  
59 that the parking area would be 100 feet north-south and 66 feet east-west, from the boundary line. Mr.  
60 Feenan asked about the waivers. Mr. Sunshine clarified that the ordinance requires applicants to pave  
61 parking areas and the applicant is requesting a waiver from paving the parking area.

62

63 Mr. Feenan asked about enhanced security and safety of the parking area and if the parking area could  
64 be used as a park-and-ride area. Mr. Sunshine said that the application is for temporary parking and  
65 limited to the timeframe of the Bridge Street infrastructure project.

66

67 George Gifford asked if the Town looked into establishing temporary parking on the Harrington's lot.

68

69 Mary Clare Carroll asked about the softball games on the field, overflow parking on Browns Court, and  
70 traffic impacts.

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72 Mr. Feenan said Browns Court has no sidewalks, which adds to his concerns about traffic impacts and  
73 safety. Ms. Wolaver said she is concerned about students walking to school and traffic impacts.

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75 Donna Saks said the subject parcel has no stop sign.

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77 Mr. Arneson clarified that parking on the subject parcel will be until July 31<sup>st</sup>, and the entire parking  
78 area of Volunteers Green will be open for public use. Mr. Arneson also added private property owners  
79 can reach out to property owners with parking to arrange parking solutions, but he would reach out to  
80 Harrington's about parking.

81

82 Mr. Pederson asked if it was practical to issue parking passes to limit traffic impacts. Mr. Arneson said  
83 such a system would involve ordinance changes and additional enforcement, which the Town does not  
84 have the time with the anticipated start date of the infrastructure project.

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86 No more questions from the public or the board.

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88 Vote to deliberative session Application 2020-016 by Mr. Pedersen. Seconded by Mr. Dyer. Passed  
89 4-0

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91 **Other Business:**

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93 *Approve **Buttermilk, LLC** DRB Conditional Use & Site Plan Approval 2018-020 extension request for*  
94 *twelve months per Section 8.2.5(e)*

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96 Mr. Sunshine asked about the status of the changes in the ordinance. Mr. Venkataraman affirmed that  
97 with the Selectboard public hearing on March 9<sup>th</sup>, the changes are progressing, but he could not say  
98 when the changes would take effect. Mr. Venkataraman advised that the board should not base their

99 decisions on draft ordinances that are not in effect with the speculation that it would take effect. Mr.  
100 Pedersen asked if the board could grant an extension for less than 12 months and grant another  
101 extension at a later date. Mr. Venkataraman said the board could grant an extension for a lesser  
102 duration but could only grant an extension once.

103  
104 Vote to approve a 12-month extension to Buttermilk, LLC by Mr. Pedersen. Seconded by Mr. Dyer.  
105 Passed 4-0

106  
107 *Minutes to be approved-* February 12, 2020. Vote to approve February 12, 2020 Meeting Minutes by  
108 Mr. Sunshine. Second by Mr. Pedersen. Passed 3-0 (Mr. Dyer abstained).

109  
110 DRB discussion about using A/V equipment to project meeting materials.

111  
112 **Adjourn:**

113 Move to enter deliberative session at 7:52 by Mr. Monks, seconded by Mr. Dyer. Passed 4-0.

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115 Exit deliberative session at 8:02 by Mr. Sunshine.

116  
117 Application 2020-016 approved by Mr. Dyer with all proposed conditions and standard conditions from  
118 Staff Report with the additional following conditions: (1) Signage to control traffic flow from the subject  
119 property to Brown Court must be installed; (2) Complete restoration of the temporary parking area after  
120 the use must occur no later than August 1<sup>st</sup>; and (3) the portion of the subject parcel to be used as  
121 parking area must cease as a use as a parking area on July 31<sup>st</sup>. Seconded by Mr. Monks. Passed 4-  
122 0.

123  
124 Motion to adjourn at 8:04 by Mr. Pedersen. Seconded by Mr. Monks. Passed 4-0

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126 Respectfully submitted by Ravi Venkataraman, Town Planner