**Planning Commission Meeting Minutes**

**November 7th, 2018**

**Town Center Meeting Room**

**Called to Order:** 7:05pm

**Members Present:** Brian Tellstone, Joy Reap, Alison Anand, Scott Nickerson, Virginia Clarke

**Other Present:** Jessica Draper, Planner; Josh Arneson, Town Manager; Chris Granda, RCAC; Steve Bower, RCAC; Scott Low, Wester Slopes

**Public Comment:** Josh congratulated the planning commission on the passage of the plan, Chris also congratulated the commission. Alison said that she was confident it would pass.

**Administrative Items:** Virginia moved to approve the minutes from 9/5, seconded by Scott N., Virginia abstained, remaining members in favor, motion passed

Joy moved to approve the minutes of 10/3, seconded by Brian, Virginia abstained, remaining members in favor, motion passed

Virginia moved to approved the minutes of of 10/17, seconded by Scott N., Joy abstained, remaining members in favor, motion passed

**Richmond Climate Action Committee Grant Presentation:** Steve Bower gave an overview of the grant that is available for the installation of Electric Vehicle Supply Equipment. Virginia discussed the connection to the goals outlined in the newly passed town plan. A key component of the location of said equipment is proximity to downtown services and amenities, which limits the possibilities to the few parking areas in the village center. Steve said the draft budget needed refining but was close. Alison asked a clarifying question about budget and demand for said equipment. The proposed charge time limit would be 2 hrs, so as not to clog up a charging station for other users. Brian asked Steve about the possibility of using the Depot Street parking lot. Steve said they investigated the upper bridge street lot, Volunteers Green, Depot, and the Town Center/Library. The ease of connection to the grid played a big factor in narrowing down the possibilities to within the Town Center/Library lot. RCAC approached Western Slopes and they thought Depot Street parking would take away from their availability and the spots would sit empty. Brian asked why they wouldn’t also sit empty at the Town Center lot. Chris said that it must be looked at as not losing spaces. Scott L. asked about snow removal issues. Jess said that she had notes from Pete Gosselin about his role and snow removal. Steve discussed the tight schedule for completing the proposal.

Location was again discussed regarding the Park and Ride and Depot Street. Steve gave an overview of the 4 proposed options for the Town Center, and mentioned that the library was not in favor of creating two new spots in their green space. Jessica mentioned that Pete is primarily supportive of Depot Street or the current Police parking spots so long as they are also in favor. Steve discussed that one spot must be ADA compliant which requires special striping and limits the location. Joy asked what else Pete had to say about it. Jess explained that he was really only supportive of sites 1 or 4. Joy said she would want to know the cost difference between sites, and what the ongoing expenses could look like down the road.

Jess asked questions about the location, match funds, future installation conduit and site plan for conversion of more parking spots, the strict maintenance timeline of 72 hrs, town budget figures and timing, extra signage off-site and whether administrative costs can be included in match. Steve answered that they had hoped volunteer time could be used for grant work, but it is against the town’s policies. He agreed that 72 hours is a strict amount of time to make fixes to the equipment. He agreed that they could push the installation schedule out to accommodate for the town’s budget cycle. He said he would look into the other questions.

Joy moved to give Mark Fausel, chair, the authority to sign the grant application in consideration of site 4(police parking) or Depot Street, whichever site proves to be less expensive to the town, assuming no other factors alter these options greatly. Seconded by Alison. All in favor, motion passed.

Jessica asked the planning commission what they would like on the agenda for the December meeting. Members agreed that scheduling would be the best use of that time. The commission reiterated the importance of incremental zoning changes as opposed to a wholesale rewrite. Jessica mentioned the PAC meeting which will be for the determination of energy compliance. She also explained that the town plan became effective immediately upon passage.

Joy made the motion to adjourn, seconded by Virginia, all in favor, adjourned 8:45pm.