

1 Richmond Planning Commission

2 Wednesday, April 5, 2017

3 Approved Minutes

4 **Members Present:** Brian Tellstone, Mark Fausel, Sean Foley, Joy Reap, Alex Brosam

5 **Absent:** Lauck Parke

6 **Others Present:** Mary Houle, Clare Rock (Staff)

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8 Public Comment –

9 Mary Houle commented on the PC agenda and stated that upon her review of the Selectboard Handbook
10 only the Selectboard and the DRB can go into Executive Session. Later in the meeting Houle corrected
11 her initial statement, upon further review of her handbook Houle found information indicating the PC
12 could enter into Executive Session.

13
14 Zoning Administrator Officer Interview -

15 Foley welcomed Suzanne Mantegna, Zoning Administrator candidate and PC members introduced
16 themselves. Mantegna provided a background of her education background. PC members asked
17 Mantegna a variety of questions about her past experiences working as an interior designer, master’s
18 education in historic preservation and her internship with a regional planning organization. The PC
19 thanked Mantegna for attending the meeting.

20
21 Administrative Items & Updates-

22
23 Approve meeting minutes – The PC cannot approve the January 4, 2017 meeting minutes as PC member
24 Parke would need to be present to approve.

25
26 Fausel made a motion to approve the January 18, 2017 meeting minutes, seconded by Tellstone, all in
27 favor. So voted.

28 Fausel made a motion to approve the February 22, 2017 meeting minutes, seconded by Tellstone, all in
29 favor. So voted.

30 Fausel made a motion to approve the March 22, 2017 meeting minutes, seconded by Tellstone, all in
31 favor. So voted.

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33 Updates -

- 34 - Energy Coordinator Report – see document titled “2017 Town Energy Coordinator
35 Report” submitted by Jeff Forward. The PC had no comments or discussion.
36 - Local Motion Pop Up project – this was presented to the SB on April 3, 2017.
37 - Vermont Downtown Preservation Conference – The Town can cover the cost of 2 PC
38 members to attend. Please let Rick know if you are interested.
39 - Permit activity –

40 Jolina Court Interim Zoning District applications to be heard by the Selectboard–

- 41 • Blue Seal Feed application for adding additional
42 restaurant/food related uses to the existing restaurant use.
43 • Buttermilk Creamery LLC site plan amendment

44 Other DRB applications –

- 45 • Jonesville Store – to add additional retail and light industry
46 uses to existing retail use.

- Ski Express building and Umiak – to allow for outdoor storage an an accessory to the existing retail uses.

Fausel would like to recommend the new zoning administrator keep a log of zoning problems/changes for tracking purposes so the PC can review items which should be changed in the future. Discussion followed about the current regulations and why they need to go before the selectboard/DRB for review.

Zoning Administrator Officer Interview -

The second candidate interview Bryne Riley was conducted via Skype (internet video conference call) as the candidate lives out of state. Rock welcomed Riley and PC members introduced themselves. PC members asked Riley asked variety of questions about his experiences working as a landscape architect and in the planning and zoning field. The PC thanked Riley for his interview.

Town Plan -

- Vibrant and Appealing Downtown – continued discussion included:
 - o Discussion about the parking section and the 2015 parking inventory. Discussion about whether we do include the info, simply mention the inventory was done, but not include the data as the inventory wasn’t very thorough. Consider adding additional sentences which include why the inventory wasn’t thorough and that more inventory should be undertaken to better understand the reality of current parking availability.
 - o Add Target to better understanding the parking situation.
 - o Goal IV – discussion about making property owners finish projects (Reap requested follow up on the legality of making people finish projects.) Can we add another target to
 - o Add target for the health and safety of buildings and tenants
 - o Add to target D: “... of historic buildings and other village/downtown buildings.”
 - o Expand Goal IV to include other building not just historic buildings
 - o Consider add emphasis on beautification projects, such as flower plantings
 - o Add discussion of recognizing historic character but recognize the downtown doesn’t have to be historic

- Town Meeting Day Inclusive / Diversity Statement – preliminary review

The PC reviewed the following items:

- Copy of Town Meeting Day Minutes, see Article 4.
- Email correspondence from Mike Foote, dated Tuesday March 21, 2017, Subject: Diversity clause in town plan
- Town Meeting Day Resolution, Passed March 7, 2017

Discussion followed about why the inclusionary statement is necessary considering the Vision Statement and chapter sub-vision statement. Discussion about recognizing the support of people at town meeting day. PC members where ok with adding information about the Town Meeting day non-binding resolution and include the language as written within the Town Meeting Day Resolution, Passed March 7, 2017 document.

Executive Session – Zoning Administrative Officer Recommendation -

1 Fausel made a motion to enter into executive session, seconded by Foley, all in favor. So Voted.
2 --- made a motion to exit executive session, seconded by Tellstone, all in favor. So Voted.
3 --- made a motion to recommended Bryne Riley for appointment by the Selectboard to be Zoning
4 Administrator, seconded by Tellstone, all in favor. So Voted.

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6 Adjourn -
7 Tellstone made a motion to adjourn, seconded by Reap, all in favor. So voted.

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9 The meeting ending at 9:00pm
10 Respectfully submitted by Clare Rock, Town Planner
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