

1 Richmond Planning Commission

2 Regular Meeting

3 Wednesday, November 5, 2014

4 Approved Minutes

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5 **Members Present:** Bruce LaBounty (Vice-Chair), Brian Tellstone, Mark Fausel (Chair), Lauck  
6 Parke, Marc Hughes, Sean Foley

7 **Absent:** Ann Cousins

8 **Others Present:** Clare Rock (Town Planner/Staff to the DRB); Joy and Robert Reap

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10 **7:00 PM Fausel opened the meeting**

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12  
13 **Public Comment**

14 n/a

15  
16 **Administrative Items**

17  
18 Mail- Rock reported the Town had received a Notice of Application to Alter (Remove) A Dam at  
19 Gillett Pond. The deadline for submitting comments is tomorrow. The SB has submitted a letter,  
20 dated Nov 4, 2014. Discussion about weather the PC should submit a letter. LaBounty mentioned  
21 the Conservation Commission would not take a position. The PC would also like to go in the record  
22 to echo the SB comments and reference the Town Plan. Rock can write and sign letter and get it to  
23 the State.

24 Motion by LaBounty to authorize the Town Planner to write a letter based upon discussion and  
25 submit to the State, seconded by Foley, all in favor. So voted.

26  
27 Rock mentioned the draft Floodplain Rule, in which the State is proposing procedures for State  
28 review of municipally exempted projects and to increase floodplain required for Act 250 projects.  
29 The Rule also includes how the new River Corridor Map will be used to regulate fluvial erosion  
30 hazard zones. LaBounty requested once the River Corridor Maps are published the PC review them.

31  
32 Approve October 22, 2014 Meeting Minutes

33 Motion by LaBounty to approve the minutes, seconded by Tellstone, all in favor. So voted.

34  
35 **Gateway District Regulations**

36 Joy Reap wanted to state for the record the Reaps have additional concerns/request for the changes  
37 to Gateway regulations. They are 1) regarding the 50' landscape buffer, this is a lot and requests this  
38 be decreased or changed, 2) the lot coverage of 40% is a lot and requested this be increased and 3)  
39 regarding the 50% requirement for residential to include commercial/mixed use development, as  
40 this limits other re-development options for their property. Reap understood these are last minute  
41 requests but wanted to make sure the PC was aware of these requests which Reap also plans to raise  
42 at the upcoming Public Hearing.

43  
44 Discussion followed about whether the PC can entertain anymore changes. The PC can not make  
45 anymore changes because the draft has already been warned and the SB timeframe doesn't allow for  
46 the PC to hold a second hearing. Only minor changes can be made such as clarifications and edits  
47 following the upcoming hearing. The SB may choose to entertain further changes, but this may  
48 mean holding a second hearing.

49  
50 Reap added they have received quotes on what their office building rates will be if they get sewer  
51 and water and because they have multiple small businesses occupying the building and each  
52 business will charged individually the annual fees will total approx \$6,000 for the building.

1 Discussion followed about how the arts may be applied differently to potentially decrease the total  
2 amount.

3

4 The PC discussed the format of the upcoming hearing and agreed to:

- 5 ➤ Start with a presentation by Rock, same as at the public meeting with the same maps add the
- 6 proposed setbacks (200' and 150').
- 7 ➤ Rock will ask Geoff to come and give a brief presentation on the water and sewer.
- 8 ➤ Have copies of the track change documents of the Gateway for handouts but only have a
- 9 large format of the proposed use regulation table.
- 10 ➤ Reserve the library room for the hearing.
- 11 ➤ Plan to host the public hearing from 7 – 8:30 and allow last 30 minutes for finalization of the
- 12 FHOD documents.

13

14 Discussion about nonconforming uses and what constitutes minor changes vs. substantial changes in  
15 the hearing process and the approval and public hearing process at the PC and SB level.

16

17 Fausel discussed his process for posting information on FPF. He anticipates submitting a few  
18 postings providing just the facts and then will submit the argument for the changes in a subsequent  
19 posting.

20

### 21 **Flood Hazard Overlay District Regulations**

22 Rock reported that following a conference call with FEMA I, Rebecca Pfeiffer, Mark Fausel and  
23 Cara LaBounty, FEMA said they would agree to Richmond's proposed regulations, as long as the  
24 second sentence in the Maintenance definition would be deleted, as some roofing projects may  
25 trigger substantial damage requirements. Yet while the FEMA I contact, Julie Grauer, agreed during  
26 the conversation and thought this would be fine with the FEMA Branch Chief, Grauer still wanted  
27 approval from the Branch Chief. Grauer still has not provided confirmation from the Chief. Rebecca  
28 Pfeiffer updated the NFIP checklist and based upon the update the proposed FHOD is NFIP  
29 compliant.

30

31 Rock reviewed the last few track changes as contained with the final draft, dated Oct 29 2014. Rock  
32 also provided an overview of a draft FHOD and Post Flood Procedures documents which is in the  
33 development phase. This documents can be used by local officials to ensure consistency in the  
34 application and administration of the flood regulations and clarify the intention of the regulations.

35

36 The PC will plan to finalize the draft, schedule Public Hearing and approve PC Report and written  
37 Warning following the Gateway Public Hearing next week to allow absent PC members to weigh  
38 in. The PC anticipates scheduling the Hearing in early December.

39

### 40 **Next PC meeting date and agenda**

41 For the Nov 12 Meeting:

42 7-8:30 Public Hearing

43 8:30 FHOD finalization – schedule Public Hearing (for Dec 3?)

44 Next meeting on Nov 19 or Dec 3? Dec 3 – FHOD Public Hearing (?) and review proposed changed  
45 to the Fee Schedule and maybe take Dec 17 off.

46

### 47 **Workplan**

48 The PC discussed the next steps for Municipal Plan Update. Rock suggested the first step is to form  
49 a steering committee. Discussion of the creation of a steering committee to guide the process and to  
50 include representatives from Faith base, business owners, marketing/advertising, a high school  
51 student rep. The PC members will think about potential candidates for the next meeting.

1  
2 Regarding the other zoning changes which have previously been identified the PC may choose to  
3 pick away at them concurrently with updating the town plan. The PC will further talk about this  
4 item in January. LaBounty added the interest to do away with a Certificates of Occupancy.  
5 Discussion followed about CO's.

6  
7 Rock also mention proposing changes to the Fee schedule. The PC would like to review this in early  
8 December.

9  
10 **Adjourn**

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12 *Tellstone made a motion to adjourn, seconded by Foley, all in favor. So voted.*

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14 The meeting ending at 8:47 PM.

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16 Respectfully submitted by Clare Rock, Town Planner/Staff to the DRB