

1 Richmond Planning Commission

2 Regular Meeting

3 Wednesday, October 15, 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

7 **Absent:** Ann Cousins, Sean Foley

8 **Others Present:** Clare Rock (Town Planner/Staff to the DRB); see list

9  
10 **7:03 PM Fausel opened the meeting**

11  
12 **Public Comment**

13 Rock read the email from Chris Granda, dated 10/14/2014, regarding follow up on the proposed  
14 energy code. Fausel outlined the PC options and discussion followed regarding the PC's mixed  
15 feelings about moving forward with the proposed energy bylaw.

16  
17 Fausel made a motion to not take up the proposed energy code proposal at this time as the PC is  
18 too busy with other work plan items, seconded by Parke, all in favor. So voted.

19  
20 **Administrative Items**

21 Approve Meeting Minutes –Sept 17, 2014 & October 1, 2014

22  
23 LaBounty moved to approve the Sept 17, 2014 minutes, seconded by Tellstone, all in favor. So  
24 voted.

25  
26 LaBounty moved to approve the October 1, 2014 minutes with minor edits seconded by Parke, all in  
27 favor. So voted with Hughes abstaining.

28  
29 **Mail**

30 Rock announced the following items and circulated a copy of each announcement: VLCT Planning  
31 & Zoning Forum, 10/29/2014, Notice of Bolton Permit Application, CCRPC October 2014  
32 Newsletter, ANR Municipal Day, 11/13/2014, AVCC Annual Conservation Summit 11/1/2014,  
33 Northern Forest Center, Annual report 2014.

34  
35 **Draft Flood Hazard Overlay District Regulations Update**

36 Rock stated that the FEMA reviewed respond by saying she wanted to check in the Branch Chief  
37 regarding Richmond's proposed changes so we're still waiting to hear back from FEMA at this  
38 time. Rock mentioned the email comments from floodplain resident Eric Wood, dated October 2,  
39 2014, regarding the prohibition of accessory apartments, a copy was in the PC packet.

40 Fausel responded by stating the intent of the regulations are to decrease risk to property and people  
41 in the future and that's why the PC agreed to prohibit the creation of any new dwelling units in the  
42 floodplain.

43  
44 **Town Plan & Municipal Planning Grant Update**

45 Rock reported that the MPG application was submitting on Sept 30 and proposed hosting 3  
46 community-wide forums and 3 topic-specific workshops to gather information for the town plan  
47 update. Regardless of if the funding is awarded work needs to start on the update soon.

48  
49 **HMPG Update**

50 Rock reported that with assistance from Cara LaBounty the Town submitted another round of  
51 HMPG applications to the State to fund the structural elevation of 5 buildings.

52  
53 **Gateway Commercial Zoning District Regulations**

1 Rock referenced email comments from Julie McGowan, dated September 25, 2014, June Heston,  
2 dated September 27, 2014, and Cathleen Gent, dated October 1, 2014. And a letter from Tom  
3 Fawley, dated October 1, 2014, copies were in PC packets. Rock handed out a copy of email  
4 comments from Marie Thomas, dated October 14, 2014  
5

6 Rock provided an overview of the changes proposed so far and the adoption timeframe. The Select  
7 Board would like to include a March ballot item regarding a bond vote for the extension of the  
8 water and sewer line out to the Gateway areas and the zoning changes are part of the viability of  
9 that project. The Select Board would like to have zoning changes ready so that if needed the  
10 Gateway Zoning changes could also be added to the March Ballot. In order to meet all the required  
11 timeframes for public hearings the PC would need to make all the proposed changes this evening in  
12 order to schedule a Public Hearing in early November.  
13

14 Taylor Yeats, Select Board chair, reiterated the need to present proposed zoning changes to the  
15 Select Board soon so that both zoning changes and bond vote questions would both be on the March  
16 Ballot.  
17

18 Rock reviewed the latest draft of the Gateway Commercial Zoning District dated August 14, 2014,  
19 which includes track changes of the proposed changes to date.  
20

21 LaBounty added, he would like to add that handicap parking be allowed to be on the front of the  
22 building. Discussion followed about the requirement to have a building entrance on the side of the  
23 building which faces RT 2.  
24

25 LaBounty made a motion to change the AND as contained within Section 3.4.5 f) i. to OR, Seconded  
26 by Hughes, all in Favor. So Voted.  
27

28 Discussion about which character of the neighborhood requirements would apply to buildings if  
29 they were set back 150 or 200 ft from the road.  
30

31 Discussion about the water and sewer study and the costs associated with new development and  
32 costs to existing users.  
33

34 Discussion about the future vision of the Richmond and where development can go.  
35

36 Discussion about the appropriate setbacks for larger scale buildings and the location of parking  
37 areas. Proposal to have two different setbacks, and having a greater setback for a larger (17,000 sf)  
38 building. Discussion about waiving the roof pitch requirement.  
39

40 Following discussion Fausel went through the draft to confirm the following changes:

- 41 • Strike 5000 sf cap on light manufacturing, business and professional offices, personal  
42 services, and research laboratory;
- 43 • Maintain the 10,000 sf footprint and add a provision to allow for a 17000 sf building if the  
44 building is setback at least 200 ft from the road;
- 45 • Allow parking in the front of the building if the building is setback at least 150 ft from the  
46 road;
- 47 • Change character of the neighborhood requirement to allow for either windows or an  
48 entrance to be facing RT 2, instead of both;
- 49 • Allow for the roof pitch requirement to be waived for buildings greater than 10,000 sf;
- 50 • Delete last character of the neighborhood requirement which dictates the building material;

- Add the following uses as conditional uses: Business Yard, Food Processing Establishment, Repair Garage, Private Club, and Tavern.

LaBounty suggested that residential use be prohibited in the Gateway. Brief discussion followed about requiring at least mixed uses.

Discussion followed on the adoption schedule. The PC will need to hold the hearing on Nov 5 so they can be presented to the SB and the SB can have a public hearing in December. If the Select Board receives a petition to have the Gateway Changes go to a vote, then the Select Board needs to make the decision on Ballot Items by mid-January.

Rock will make the above mentioned changes and circulate to the PC tomorrow. As long as there are no changes then the PC can proceed with planning for a Nov 5 hearing.

**Adjourn**

*Tellstone moved to adjourn, Parke seconded, so voted.*

The meeting ending at 10:05PM.

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