

Richmond Planning Commission

Regular Meeting

June 20, 2012

Approved Minutes

Members Present: Gary Bressor (Chair), Lou Borie (Vice-Chair), Mark Fausel, Joe McHugh, Christy Witters

Members Absent: Dan Renaud, one vacancy

Others Present: Cathleen Gent (Town Planner/Staff to the DRB); Kathy Sikora, Mark Sikora, Jackie Washburn, Brian Washburn

7:05 PM Call to order by the Chair.

Public Comment – No public comment.

Mail - Gent reviewed the mail.

Meeting Minutes & Town Planner Report

Meeting Minutes: For May 23, 2012, May 30, 2012, June 6, 2012

The Planning Commission postponed the review of the meeting minutes for May 23, May 30 and June 6 due to a lack of a quorum of those present at the meetings.

Town Planner Report

Gent did not have any updates to the June 14, 2012 report.

Richmond Zoning & Subdivision Regulations

Zoning District Map

Kathy Sikora, Mark Sikora, Jackie Washburn, and Brian Washburn joined the Planning Commission, which began its review of a draft Village Commercial 2 (VC2) document prepared by Gent. The following changes were made:

- Remove the following uses from the district: Group Home; Retirement Community; Family Childcare Home Class 1; Family Childcare Home, Class 2; Rail Transportation Facility; Resort, Retreat Center or Campground; Crematorium (also removed from the VB, VM, and JM zoning districts).

- Changed to Site Plan Review – Restaurant, Class 1; Wholesale, Class 1; Personal or Business Services, Class 2; Financial Services; Office, Class 2; Recreation, Indoor Class 2; Food Production or Processing, Class 1; Light Industry, Class 1;

- Established standards within the new definition for Self-Storage, Class 2 as follows:

Self-Storage, Class 2 – Self-storage use must be located within:

a) Within an existing building (in existence as the effective date of these regulations)

b) With a maximum building footprint of 5,000 square feet

c) A maximum of one-third of the doors to individual units may have direct exterior access.

d) Building footprint may expand up to 25% (to a maximum of 5,000 square feet)

Also, Self-Storage, Class 2 from the January 4, 2012 public hearing version is now Class 3.

Gent will contact Sid Miller regarding potential changes in the zoning district for the Goodwin-Baker building, including adding the parcel to the VC2 zoning district.

Kathy Sikora, Mark Sikora, Jackie Washburn, and Brian Washburn left at approximately 8:40 PM.

Written Comments

1 Letter from Bob Low (1/13/2012) – The Planning Commission decided the following:

Section 3.1.4.a) – Decided not to add a definition for non-affiliated ownership

Section 3.4.8 – Corrections have been made

Section 3.5.9 – Natural resource assessment work is being taken up as part of the town plan

Section 3.6.3 – Multiple district language for a parcel is provided in section 2.1.2.e).

Section 3.8.4 – Add noise statement for wind energy generation

Section 3.8.10.b)ii.10 – Change first reference from “children” to “residents”

Section 4.1.2.d) – No change - Chapter 117 establishes the standards for testimony. See Section 4.3.12.b).

Section 4.2.1.b) – Decided not to change the posting procedures.

Section 4.2.3.a) and e) – These two sections are not conflicting.

1 Section 5 – Interested party definition – Decided not to change, as this is state statute language.
 2 Calling attention to zoning violation – Decided not to add any provision, since the zoning administrative
 3 officer is ultimately responsible for zoning violations. There is a form on the town web site for people to
 4 file information about a zoning violation.
 5 Surveys for all actions, not just monuments – this has been addressed.

6
 7 2. Hinesburg Energy Efficiency Interim Zoning – The Planning Commission briefly discussed the new
 8 interim bylaw and decided that the standards for energy efficiency in the proposed regulations are
 9 adequate for now.

10
 11 *Schedule*

12 The Planning Commission discussed the schedule for a public hearing for the revised draft bylaws and
 13 presenting the final document to the Selectboard. Gent will confirm the meeting dates with the
 14 Planning Commission members by email.

15
 16 Fausel agreed to prepare a public document with a summary of changes. Planning Commission
 17 members will send ideas to Fausel to include in the document.

18
 19
 20 **Other Business**

21 *Zoning Administrative Officer hiring recommendation*

22 The Planning Commission discussed the qualifications of the top candidate for the position. In keeping
 23 with Chapter 117 requirements (Section 4448), a motion was made by Renaud, seconded by McHugh,
 24 to nominate J. Christopher Brimmer for appointment to the Richmond Selectboard to a three-year term
 25 as Richmond Zoning Administrative Officer, beginning on or after July 9, 2012, for 20 hours a week with
 26 responsibilities described in the draft revised job description. Voting: 4 in favor; 0 opposed; 0
 27 abstentions. The Planning Commission agreed that the zoning administrative officer should coordinate
 28 work and work closely with the town planner.

29
 30 *Annual Organizational Meeting*

31 *- Election of officers*

32 Motion by Fausel, seconded by McHugh, to nominate Bressor as chair and Borie as vice-chair. Voting:
 33 4 in favor; 0 opposed; 0 abstentions.

34
 35 *Adoption of Rules of Procedure*

36 Motion by McHugh, seconded by Fausel, to adopt the Planning Commission Rules of Procedure (with
 37 no edits to the July 6, 2011 version). Voting: 4 in favor; 0 opposed; 0 abstentions.

38
 39
 40 **Adjournment**

41 McHugh made a motion to adjourn, seconded by Renaud. So voted. The meeting adjourned at 9:56
 42 PM.

43
 44
 45 Respectfully submitted by Cathleen Gent, Town Planner/Staff to the DRB