

# Richmond Planning Commission

## Regular Meeting

September 5, 2012

### *Approved Minutes*

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**Members Present:** Gary Bressor (Chair), Lou Borie (Vice-Chair), Mark Fausel, Dan Renaud, Christy Witters

**Members Absent:** Joe McHugh, one vacancy

**Others Present:** Cathleen Gent (Town Planner/Staff to the DRB);

**7:02 PM** Call to order by the Chair.

**Public Comment** – None.

#### **Richmond Rescue Retention Basin Project**

Becky Thorpe from the Winooski Natural Resources Conservation District joined the Planning Commission. She reviewed a letter she wrote to Gent on August 20<sup>th</sup> regarding the potential for grant funding to address a stormwater and sediment loading issue at the end of Railroad Street. The Planning Commission and Thorpe discussed several options for addressing the problem, including a traditional infiltration pond, smaller best management practices (BMP) for upstream locations, and other options. Witters will talk with DEC staff and the Planning Commission will take up the discussion again when additional information regarding other options is available.

#### **Natural Resources Assessment – Planning Update**

Gent briefly reviewed the status of the natural resources assessment. A multi-partner application is being pursued for the natural resources inventory project with the ECOS program, with four municipalities (Richmond, Huntington, Bolton, and Jericho), CCRPC, VNRC, VT Fish and Wildlife. In addition, Richmond has been invited to participate in a second ECOS grant application for a food systems guide and implementation project. Gent added that municipalities may apply for more than one ECOS grant. Gent then discussed a Richmond-only application for the natural resources inventory to the Municipal Planning Grant. This would be pursued as “insurance” in the event that the ECOS grant is not awarded for the project.

Motion by Borie, seconded by Witters, to recommend to the Selectboard that the Town apply for the ECOS grant for the food systems project and for the natural resources inventory and to apply to the State of Vermont Municipal Planning Grant for the natural resources inventory. In addition, the Planning Commission recommends the use of up to \$2,400 of the Richmond Conservation Fund Reserve as match for the Municipal Planning Grant application. Voting: in favor: 5; opposed: 0; abstentions: 0.

**Mail** - Gent reviewed the mail.

#### **Meeting Minutes & Town Planner Report**

*Meeting Minutes: For August 15, 2012*

No edits were offered. Motion by Borie, seconded by Fausel, to approve the minutes. Voting: in favor: 5; opposed: 0; abstentions: 0.

#### *Town Planner Report*

Gent briefly discussed updates to the September 3<sup>rd</sup> town planner report. The Planning Commission reviewed the proposed development fee schedule. The Commission questioned why the fee schedule is going to an ordinance system, since it will take longer to make future changes to the fee structure.

#### **Richmond Zoning & Subdivision Regulations Review/Adoption**

The Planning Commission reviewed the draft revised Reporting Form for Municipal Bylaw Amendments, which must be presented by the Planning Commission to the Selectboard either before of during the September 10<sup>th</sup> Selectboard public hearing on the bylaws. Motion by Borie, seconded by Fausel, to approve the revised Reporting Form for submission to the Selectboard. Voting: in favor: 5; opposed: 0; abstentions: 0.

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**Richmond Town Plan Update**

Gent distributed the maps produced by the Chittenden County Regional Planning Commission as part of the recently-completed Municipal Planning Grant, which will be used as reference documents for the town plan update project. The Planning Commission discussed the process for reviewing and revising the Town Plan. The Commission agreed to the goal of having the town plan ready for adoption at town meeting.

**Adjournment**

Renaud made a motion to adjourn, seconded by Witters. So voted. The meeting adjourned at 9:13 PM.

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