

# Richmond Planning Commission

## Regular Meeting

Wednesday, December 4, 2013

### *Approved Minutes*

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

**Members Absent:** None

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

**7:05 PM** Fausel called the meeting to order.

**Public Comments** – There were no public comments.

#### **Administrative Items**

*Mail* – Gent reviewed the mail.

*Meeting Minutes - For November 20, 2013* – Minor edits were offered. Motion by LaBounty, seconded by Foley, to approve the minutes as amended. Voting: 6 in favor; 0 opposed; 1 abstention (Cousins).

#### *Project updates*

- Cell towers – Gent distributed a letter written by Town Manager Geoff Urbanik to William Dodge, attorney for AT&T, indicating that the Selectboard and Planning Commission are both willing to have combined local meetings for the AT&T projects. Gent also noted that Urbanik is talking with an attorney about representing the Selectboard and Planning Commission for the VTel and the AT&T applications. The Planning Commission discussed pros and cons for hiring an attorney. Foley indicated that having an attorney who has worked with the PSB would be beneficial for the town.

- ECOS Science to Action Project – Gent distributed a memo that she wrote to the Selectboard regarding a change in technical assistance being provided by the Vermont Natural Resources Council (VNRC) through the ECOS Science to Action Project to the Planning Commission, based on the Planning Commission not having time to meet with VNRC in December and other reasons. Because Richmond was included in a case study regarding subdivision trends, VNRC will prepare a brief memo about the trends as well as other information that the Planning Commission can pursue when they are ready to work on the natural resources section of the town plan. Gent again reminded the Planning Commission about the January 13<sup>th</sup> presentation of the ECOS natural resources inventory map.

- Creamery parcel – Cousins indicated that a letter she wrote for the Times Ink has generated some input from members of the public with their visions for the creamery parcel. Gent said she has prepared a draft set of bylaws, based on the November 2012 proposed bylaws and the current bylaws. Cousins, Parke and LaBounty agreed that the ad hoc committee should meet again to review the draft and discuss possible interim bylaws.

#### **Work Session: Richmond Zoning Regulations – Section 6.8 – Flood Hazard Overlay District**

The Planning Commission discussed the overall schedule for completing its review of this section of the bylaws. The plan is to finish Planning Commission review by the end of next meeting, then Gent will send the draft changes to town attorney Mark Sperry and the VT DEC. Following comments from DEC and Sperry, the final draft will be prepared for a public meeting, which will be held ASAP in 2014. The public hearing will follow that. The Planning Commission made the following revisions:

##### Section 6.8.9 – Exempt Activities

- k) Revised as follows: Repairs or replacement – excluding maintenance – to the interior or exterior of an existing principal structure or accessory structure, so long as the total cost of repairs does not reach the threshold of a substantial improvement or substantial damage. Prior to making any repairs, the property owner shall submit to the Zoning Administrative Officer (on a form developed by the Planning & Zoning Office) a written itemized list of estimated costs, including labor, and an appraisal of the existing structure from a licensed appraiser or current town assessment.

As a result of that change, the Planning Commission also reviewed Section 6.8.4 – Definitions

- Development – revised last sentence “...but excluding maintenance and repairs.”

- Repair – add new definition – Gent will prepare a draft definition for Planning Commission review, to include the term “replacement” and a reference that there is no change in the building footprint or square footage.

1 Section 6.8.15 – Development Standards

2 - Subsection f), g) and H) regarding water supply systems and wastewater systems – delete if  
3 these are not included in the ANR DEC model regulations. Gent will review those and edit  
4 accordingly.

5 Subsection p) – Delete “no structure may be cantilevered to extend over an area within the  
6 Flood Hazard Overlay District”

7 Section 6.8.16 – Administration

8 - Subsection a) opening paragraph - add “(which is not maintenance or repair) after  
9 “Development”

10 - Subsection a)i.1. Delete “including sketch of proposed farm structure” and replace with “and  
11 existing structures”

12 - Subsection a)i.3. Delete “Any” and replace with “Relevant” before “information”

13 - Subsection a) ii.1 – Delete “in triplicate” and add at the end of the sentence “prepared in  
14 accordance with Section 5.5.2.c)”

15 - Subsection a)ii.7. – Revise to “Vermont Agency of Natural Resources Project Review Sheet  
16 and list of needed federal permits”  
17

18 There was a general discussion about the Engineering Report and Plan requirement and the potential  
19 use of a “no rise” certification for minor projects in the floodplain. The Planning Commission will discuss  
20 that topic again during the next meeting.  
21

22 **Agenda for Next Meeting**

23 The Planning Commission set the agenda for the December 18<sup>th</sup> meeting, plus any other matters that  
24 need to be added.  
25

26 The Planning Commission briefly discussed the creamery parcel again.  
27

28 Gent announced that she is resigning from her position as town planner/staff to the DRB, effective  
29 March 7<sup>th</sup>. Fausel thanked Gent for her effort. He asked to have the hiring/transition for the position  
30 added to the next agenda, along with developing a plan for Planning Commission training sessions.  
31

32 **Adjournment**

33 LaBounty made a motion to adjourn, seconded by Parke. So voted. The meeting adjourned at  
34 8:55 PM.  
35  
36

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