

Town of Richmond
Planning Commission Meeting
AGENDA

Wednesday June 3rd, 2020, 7:00 PM

Due to restrictions in place for COVID-19, and in accordance Bill H.681 **this meeting will be held by login online and conference call only**. You do not need a computer to attend this meeting. You may use the "Join By Phone" number to call from a cell phone or landline. When prompted, enter the meeting ID provided below to join by phone. For additional information and accommodations to improve the accessibility of this meeting, please contact Ravi Venkataraman at 802-434-2430 or at rvenkataraman@richmondvt.gov

Join Zoom Meeting:

<https://us02web.zoom.us/j/86913199086?pwd=d3BjVlFKeElTcGYvbm9jUDRVRS9vUT09>

Join by phone: (929) 205-6099

Meeting ID: 869 1319 9086

Password: 956580

1. Welcome and troubleshooting
2. Adjustments to the Agenda
3. Approval of Minutes
 - May 20, 2020
4. Public Comment for non-agenda items
5. Public Hearing: Amendments to the Village Downtown Zoning District regulations
6. Public Hearing: Addition of “Veterinary Clinic” and “Pub” uses to Zoning Regulations
7. Discussion on creation of Housing Advisory Committee
8. Discussion of timeline and logistics of public outreach
9. Discussion of Village Commercial Zoning District
10. Other Business, Correspondence, and Adjournment

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6. Public Hearing: Addition of “Veterinary Clinic” and “Pub” uses to Zoning Regulations

- Page 15: Memorandum overviewing addition of “Veterinary Clinic” and “Pub” uses to Zoning Regulations
- Page 16: Finalized amendments regarding “Veterinary Clinic” and “Pub” uses
- Page 17: Municipal Bylaw Change Report for “Veterinary Clinic” and “Pub” uses amendments
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7. Discussion on creation of Housing Advisory Committee

- Page 20: Memorandum overviewing Housing Advisory Committee charges
- Page 22: Essex Housing Commission Charter
- Page 24: South Burlington Affordable Housing Committee
- Page 25: Hinesburg Affordable Housing Committee description from Town of Hinesburg website
- Page 27: Hinesburg Affordable Housing Committee from Town of Hinesburg Annual Report
- Page 28: Winooski Housing Commission Charter
- Page 29: Shelburne Housing Committee description from the Town of Shelburne website

8. Discussion of timeline and logistics of public outreach

- Page 32: Updated survey prepared by Virginia Clarke

9. Discussion of Village Commercial Zoning District

- Page 33: Current Village Commercial Zoning District regulations
- Page 36: Zoning Revision Checklist (previously enclosed in the March 4, 2020 meeting packet)
- Page 37 : List of Uses in Current Zoning Regulations
- Maps on standalone documents:
 - “OverallZoningMap.pdf” – Town of Richmond Zoning Map prepared by Chittenden County Regional Planning Commission (CCRPC)
 - “RichmondVillage_Zoning.pdf” – Zoning map of the village area
 - “SewerService_GoogleMap.pdf” – Water and Sewer Service Area within Richmond overlaid on a Google Satellite Map
 - “SewerService_Zoning.pdf” – Water and Sewer Service Area within Richmond overlaid on a section of the zoning map.

1
2 Richmond Planning Commission
3 REGULAR Meeting
4 UNAPPROVED MINUTES FOR May 20, 2020 MEETING
5

Members Present: Chris Cole, Virginia Clarke, Scott Nickerson, Alison Anand, Brian Tellstone
Members Absent: Joy Reap, Lauck Parke, Chris Granda, Mark Fausel
Others Present: Ravi Venkataraman (Town Planner/Staff), Ashley Hanlon (Community Grant Specialist/Staff)

6
7

8 Chris Cole opened the meeting at 7:09 pm.

9

10 **Adjustments to the Agenda** – None

11

12 **Approval of Minutes**

13

14 Motion by Scott Nickerson, second by Alison Anand to approve the minutes of May 6, 2020
15 Planning Commission meeting. Voting: unanimous. Motion carried.

16

17 **Public Comment for non-agenda items** – None

18

19 **Presentation on DASH Grant (7:10 pm)**

20

21 Ravi Venkataraman provided on brief introduction on Ashley Hanlon and the DASH Grant
22 Project. Hanlon went through slides, connecting the Town vision work with the DASH Grant.
23 Hanlon took note of the alignment of DASH grant goals and the Town Vision on community
24 organization and social cohesion. Hanlon asked about outcomes the Planning Commission
25 expects out of this work. Alison Anand said studying the current time of social distancing is
26 important. Virginia Clarke asked about the deliverables. Hanlon said the deliverables include a
27 stake holder map, community access mapping—listing where one can find community
28 resources—and data sharing within the community. Hanlon said the main purpose is to
29 understand gaps within the community.

30

31 Hanlon reviewed her work plan and survey she has distributed. Hanlon said she needs help
32 with community engagement and communicating utility of the DASH grant work. Hanlon said
33 she needs help to make sure communication does not overlap with the existing visioning work
34 already done. Anand said this work could publicize different individuals providing services
35 during pandemic. Hanlon said one outcome could be to advertise mentorship opportunities.
36 Anand suggested that Hanlon reach out to the local TV station, listing resources for small tasks,
37 and providing work opportunities for high school students. Clarke asked about the timeframe for
38 the work. Hanlon said her work must be finished by December 31 and no extension due to
39 Covid-19 has been provided.

40

41 Nickerson suggested searching Front Porch Forum posts, as he recalled seeing offers to help
42 affected community members in mid-March. Hanlon added that she will be posting

43advertisements in physical locations and provide a document for the Planning Commission to
44further brainstorm ideas.

45

46**Review Affordable Housing Draft Regulations (7:44)**

47

48Anand asked about the meaning of “AMI”. Venkataraman clarified that “AMI” means “adjusted
49median income”, which in this case is measured across the entire county.

50

51Clarke voiced confusion on understanding the difference between a household and unit, and
52the requirements on landlords and sellers. Clarke also said she was confused about the
53definition of below market rate households. Anand said she was concerned about the
54heaviness of the regulations, its verbosity, and lack of accessibility. Cole clarified that the
55density of the language may be needed to make sure appropriate funding flows accordingly
56

57Cole asked questions about the Housing Advisory Committee referenced in the document:
58What would this Housing Advisory Committee look like? Who makes up the housing advisory
59committee? How many members would be on the Housing Advisory Committee?

60Venkataraman said when drafting the document he envisioned this advisory committee to serve
61the Selectboard and Planning Commission on housing policy-related matters, and to assist the
62DRB and Zoning Administrator on implementing these regulations. Venkataraman added that
63he expected the committee to consist of five members. Clarke referred to the Town Plan’s call
64to establish a Housing Committee. Cole said he expected the Housing Advisory Committee to
65consist of a member of the Selectboard, a member of the Planning Commission, a member of
66DRB, town staff, and a member at-large.

67

68Clarke asked clarification on the difference between the number of bedrooms and household
69size. Cole asked about the inconsistency of the below market rate households definition and
70the regulations provided. Clarke asked about the influence of the down payment amount on the
71monthly cost of the unit.

72

73Cole asked about the timeframe the Selectboard provided on establishing affordable housing
74provisions. Venkataraman said the timeframe was fairly loose; he said he was required to
75provide monthly check-ins on progress, and had informed the Selectboard that establishing
76such regulations would take time. Cole expressed hesitancy on the Planning commission
77spending six months to a year on affordable housing regulations, and suggested establishing
78an ad hoc committee to create the regulations. Clarke concurred with the creation of an ad hoc
79committee to work on the affordable housing provisions with Selectboard members on this ad
80hoc committee.

81

82Cole stated that the next meeting agenda will include discussion of establishing a housing
83committee to take over work of developing affordable housing regulations. Venkataraman said
84he will provide Rules of Procedure from housing committees in other towns to guide the
85Planning Commission in creating the housing committee.

86

87**Discuss Survey and Public Outreach**

88

89Clarke said the intent of the survey is to focus on current Planning Commission zoning work,
90directed to people with thoughts on zoning, and zoning issues.

91

92Cole suggested replacing “PC” with “Selectboard” on question 5 and additional clarification on
93transportation policy and needs

94

95Clarke asked about methods to distribute the survey with the suggestion to provide the survey
96to the senior center. Cole said the Planning Commission should reach out to its partnership
97network, churches, and Front Porch Forum. Cole added that hard copies should be made
98available at the Town Offices.

99

100Nickerson and Anand provided positive feedback on the survey questions, intent and design.

101

102Cole stated that the next meeting agenda will include discussions on the timing and logistics of
103outreach, and a revised survey will be in the next meeting packet.

104

105**Discuss prioritization strategy for revising the Town Zoning Regulations (8:51 pm)**

106

107Clarke asked if the Village Commercial District should be the Planning Commission’s next
108priority with the goal of progressively move outward, the concerns of residents should be
109addressed or the survey will determine the Planning Commission’s direction. Anand asked
110about addressing the Village Commercial District and the resident’s concerns simultaneously.
111Clarke said that could get confusing

112

113Cole suggested advertising on Front Porch Forum the districts the Planning Commission will be
114working on when it works on the respective districts. Cole recommended working on the Village
115Commercial District and progressively moving outward. Clarke requested a map of the
116water/sewer district in the next meeting packet.

117

118Cole stated that the next agenda will include a discussion on the Village Commercial District
119and the packet will include a map of zoning district, and the water/sewer service area.

120

121**Adjournment**

122

123Motion by Anand, seconded by Nickerson to adjourn the meeting. Voting: unanimous. Motion
124carried. The meeting adjourned at 9:04 pm.

125

126Respectfully submitted by Ravi Venkataraman, Town Planner

TO: Richmond Planning Commission

FROM: Ravi Venkataraman, Town Planner

DATE: May 28, 2020

SUBJECT: Proposed bylaw amendments to Village Downtown Zoning District

Enclosed for your consideration are:

- Draft amendments to the Village Downtown Zoning District;
- Its respective Municipal Bylaw Change Report; and
- Its respective notice of hearing

Since the May 6, 2020 Planning Commission meeting, the following changes have been made to the amendments:

- The inclusion of a reference of the Village Downtown Zoning District to Section 2.1

Draft Motions

To recognize the changes as finalized in the record and ready for the Selectboard to review, I have provided the following draft motions to facilitate actions.

I, _____, move to finalize the changes to Town Zoning Regulations Sections 2.1, 3.10, 4.11.3c, 5.7.4, and 5.12.2 and direct staff to distribute copies of the amendment proposal to the Selectboard.

3.10 Village Downtown District (VD)

Area: the following parcels are included in this district: PS0023, BR0052, BR0048, BR0039, BR0038, BR0030, BR0027, BR0026, WM0013, EM0010, EM0013, WM0004, WM0035, DS0022, PS0014, BR0072

Purpose: The purpose of the Village Downtown Mixed-Use District is to provide a district that encompasses the existing village core area and supports employment, light industry, commercial enterprises, community gathering spaces, dense and affordable housing, and other compatible uses that bring value to the community and maintain Richmond’s unique sense of place. It will also support the traditional village mixed use patterns with street/ground level commercial uses and upper floor residential uses. There are 3 primary goals for this district:

1. Help improve the economic vitality of Richmond by attracting desirable new businesses to the site, creating jobs, and increasing municipal water and wastewater utility use.
2. Attract residents and visitors to our village center for community and commercial activities.
3. Increase the housing density, affordability, and diversity in order to support a vibrant and diverse population of Richmond residents.

Any development in this district shall enhance the overall village area and shall be compatible with the surrounding mix of residential, non-residential, and municipal uses. Any development proposal shall fit into the vision for Richmond as described in the Richmond Town Plan.

3.10.1 Allowable Uses Upon Issuance of Zoning Permit and Site Plan Approval- The following uses shall be allowed uses in the Village Downtown District upon issuance of a Zoning Permit by the Administrative Officer. Site Plan Review by the DRB shall also be required. More than one principal use per lot is allowed in this district.

- a) Artists/Crafts studio
- b) Bank
- c) Bed and Breakfast
- d) Hotel
- e) Inn or guest house
- f) Laundromat
- g) Office, Medical
- h) Office, Professional
- i) Personal Services
- j) Retail business

3.10.2 Allowable Uses Upon Issuance of Conditional Use Approval-The following uses may be allowed in the Village Downtown District after issuance of conditional use approval by the DRB. More than one principal use per lot is allowed in this district.

- a) Brewery
- b) Catering Service
- c) Center-based Child Care Facility
- d) Commercial Multi-Use Building
- e) Educational Facility as provided in Section 5.10.4
- f) Equipment Rental or Supply
- g) Food Processing Establishment
- h) Funeral Parlor

- i) Group Home
- j) Health Care Services
- k) Hospital
- l) Research Laboratory
- m) Light Manufacturing
- n) Museum
- o) Planned Unit Development
 - as provided in Section 5.12, if no subdivision of land is proposed (see Section 5.12.1).
 - Residential Dwelling Units as part of a Mixed Use Planned Unit Development
 - No residential-only Planned Unit Development
- p) Pharmacy
- q) Private Club
- r) Pub
- s) Recreational facility
- t) Religious use as provided in Section 5.10.4
- u) Restaurant
- v) Retirement Community
- w) State- or community-owned and operated institutions and facilities as provided in Section 5.10.4
- x) Tavern
- y) Theater
- z) Wholesale trade
- aa) Veterinary Clinics

3.10.3 Residential Density and Requirements

a) Each residential dwelling unit shall require 1/24 acre of developable land located on the same lot as the unit subject to the rounding rule below. This equals a residential density of approximately 24 units per acre. Developable land excludes those lands that are outlined in section 2.5.2. The maximum number of units that may be permitted shall be calculated by multiplying the residential density by the total developable acreage of the lot. When this calculation results in a number of units with a fractional component, the fraction will be rounded according to conventional rounding rules as follows, where X is a whole number:

- X.0 – X.49 units shall be rounded DOWN to X units.
- X.50 – X.99 units shall be rounded UP to X+1 units.

Examples: 24 units/acre x 0.22 developable acres = 5.28 units rounds DOWN to 5 units.
 24 units/acre x 0.16 developable acres = 3.84 units rounds UP to 4 units.

If the number of permissible units is less than one (1) it shall be rounded UP to 1 unit.

Example: 24 units/acre x 0.02 developable acres = 0.48 units rounds UP to 1 unit.

b) Residential dwelling units shall be restricted to the second story/floor and above of any building and shall not be allowed on the street/ground level. These units may be approved as part of a mixed-use Planned Unit Development.

3.10.4 Dimensional Requirement for Lots in the VD District-No Zoning Permit may can be issued for Land Development in the VD District unless the lot proposed for such Land Development meets the following dimensional requirements:

a) Lot Area- No lot shall be less than one-eighth (1/8) or 0.125 acre The purchase of additional land by the owner of a lot from an adjacent lot owner will be permitted, provided such purchase does not create a lot of less than the minimum area required in the Zoning District on the part of the seller.

b) Lot Dimensions-Each lot must contain a point from which a circle with a radius of twenty-five (25) feet can be inscribed within the boundary of the lot.

d) Lot Frontage- A lot must have 50 feet of continuous frontage on a public or private road, or have access to a public or private road by a permanent easement or right-of-way approved by the DRB as regulated by Sections 4.2 and 4.3.

e) Lot Coverage- The total ground area covered by all structures, parking areas, walkways, driveways and areas covered by impervious materials shall not exceed eighty percent (80%) of the total ground area of the lot.

3.10.5 Dimensional Limitations for Structures on Lots in the VD District

a) Height- shall be as in Section 4.12 of these regulations.

b) Setback - All structures shall have zero (0) feet setbacks, except for a five (5) feet setback for all structures from district boundaries. All development is required to install and maintain a sidewalk to the public works standards on any and all public road frontage. Placement of the sidewalk and curb cuts or accesses to the property are subject to approval of the Highway Foreman.

3.10.6 Other Requirements Applicable to Lots in the VD District- No Zoning Permit may be issued for Land Development in the VD District unless the Land Development meets the following requirements:

a) Water Resources - all lots in this district shall be served by the Richmond municipal water and sewer system.

b) Parking

i) Residential

In this district, the residential parking requirement shall be based on the number of bedrooms per dwelling unit. The spaces required shall only serve to calculate overall supply and shall not be assigned to specific dwellings.

Bedrooms	Efficiency (0)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Spaces Required	1	1.5	2	2.5	3

Spaces shall increase by 0.5 spaces per additional bedroom.

Bicycle parking racks shall be required within the parking areas, and lots shall be required to provide safe and convenient bicycle access as per section 6.1.6

ii) Non-residential parking supply requirements shall follow the requirements as set forth in section 6.1.

iii) Exempted Lots

BR0052, BR0048, BR0038, BR0030, BR0026, BR0039, EM0010 are exempt from standard parking requirements. However, they are required to provide a descriptive plan for where they intend to have tenants and patrons park, whether that be providing a copy of a private parking agreement between landowners or use of public parking. Use of public parking requires approval from the Selectboard and the road foreman in the form of a public parking permit.

b) Loading - Off-Road or Highway loading requirements shall be regulated as provided in Section 6.1.

c) Signs - Signs shall be regulated as provided in Section 5.7.

d) Traffic Impacts - The purpose of this requirement is to foster the general welfare of the public through the minimization of traffic congestion, air pollution, and the risk of motor vehicle and pedestrian accidents.

- a) A transportation impact study shall be required for uses which generate more than 70 vehicle trip ends on adjacent roads during the P.M. peak hour for the first 40,000 square feet of land development area or fraction thereof, plus 1 vehicle trip end for each additional 1,000 square feet of land development area. In making the determination of traffic impact, the Administrative Officer or DRB shall utilize "Trip generation – Tenth Edition", Institute of Traffic Engineers (ITE), or its equivalent, or any subsequent and most recent publication thereof, and may use estimates from other sources, including local traffic counts, if the above publication does not contain data for a specific use or if a use contains unique characteristics that cause it to differ from national traffic estimates.
- b) For establishments that generate more than 70 vehicle trip ends during the P.M. peak hour, the Development Review Board shall review the level of service of adjacent roads. Based on its review as well as consultation with the Road Foreman, the DRB may put forth permit conditions to mitigate adverse traffic impacts. Permit conditions may include:
 - a. Site improvements to improve access management, such as the creation of secondary access points, the reduction of the width of curb cuts, or the like;
 - b. Improvements to internal circulation, including the creation of narrower roadway widths, pedestrian pathways, and the like;
 - c. Improvements with connections with adjacent properties, such as, but not limited to, the creation of additional vehicle or pedestrian access points, the installation of signage and traffic lights, and adjustments to intersections to reduce pedestrian crossing distances and to slow traffic.

e) Access - Access shall be regulated as provided in Sections 4.1 through 4.4.

f) Compatibility- The purpose of this requirement is to allow the Development Review Board to review and approve the visual aspects of new construction or new or remodeled exteriors. The goal of this requirement is to ensure public ability to review the visual rendering, and the opportunity to provide input. A visual rendering

of any new construction or remodeled exterior shall be required as part of a site plan and/or conditional use application. Any changes to the facade, size, or scale of new construction or a remodeled exterior shall require a new visual rendering that portrays the proposed changes and shall require an amendment to the Development Review Board's original site plan and/or conditional use approval which contains the most recent iteration of the visual rendering. The following shall be considered when reviewing the application:

- Compatibility of size, scale, color, materials, and character of the district, and construction utilizing materials similar or the same to the existing buildings of the district, is required for all new construction and all new or remodeled exterior facades.
- Applicants shall be required to demonstrate compatibility through examples, research, architectural consultation, or other means.
- This compatibility requirement shall not prohibit artistic expression, ability to landscape, commercial viability, creativity, or individuality.

g) Residential Use - Residential dwelling units shall be restricted to the second story/floor or higher of any building and shall only be approved and permitted via Planned Unit Development.

h) Additional Possible Conditions - The following site standards also may be required as a condition of Development Review Board approval

- Greater setback or screening requirements along the perimeter of the property
- Adequate pedestrian circulation
- Landscaping
- Demonstration of the ability to properly develop, operate, and maintain development roads, utilities, driveways, parking, sidewalks, landscaping, and other conditions or standards imposed

Insert reference to "VDZD" to Sections [2.1](#), 4.11.3c, 5.7.4, and 5.12.2

Town of Richmond
Zoning Bylaw Amendment Report
For

Changes to the Village Downtown Zoning District

This report is in accordance with 24 V.S.A. §4441 (c) which states:

When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. A single report may be prepared so as to satisfy the requirements of this subsection concerning bylaw amendments and subsection 4384 (c) of this title concerning plan amendments...The report shall provide:

(A) Brief explanation of the proposed amendment and...include a statement of purpose as required for notice under §4444 of this title:

This Planning Commission proposal would modify the regulations for the Village Downtown Zoning District, including the properties comprising the zoning district, the list of allowable uses within the zoning district, dimensional limitations for structures on lots in the district, parking requirements, traffic impacts, security and parking area lighting standards, signage requirements, and Planned Unit Development allowances.

The overall purpose of these zoning amendments is to correct the regulations for the Village Downtown Zoning District, originally established in September 2019, in order to improve the compatibility of the zoning district with the adjacent zoning districts. The Village Downtown Zoning District and its respective adjacent zoning districts are all located within the Richmond Village Future Land Use Area according to the Town Plan.

Additional suggested corrections include edits to typographical errors, clarifications to references to improve the legibility of the regulations, and the addition of substance that was originally slated to be included but mistakenly omitted in the finalized regulations.

And shall include findings regarding how the proposal:

1. Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing:

The Planning Commission concluded that the proposal conforms to and advances the goals of the municipal plan by promoting Smart Growth principles, affordable housing, mixed-use development. The Planning Commission's conclusion is based on the following identified goals and actions from the Town Plan:

- When updating zoning regulations, explore ways to allow for non-traditional housing types, ways to encourage the creation of new business enterprises;
- Promote economic opportunities on town media platforms, and create economic development incentives for development that meets “smart growth” standards and preserves Richmond's history and character;
- Create clear guidelines and information resources for permit applicants, clarifying requirements and steps for permitting and approval.

- Adjust land use regulations to allow for and encourage new industrial/commercial and mixed use development, and explore the creation of zones or districts to attract and support businesses in specific sectors such as a cultural district or green development zone;
- Maintain and upgrade zoning regulations and development review policies to ensure that concentrated growth occurs in designated growth centers, thus bringing residents and businesses in close proximity;
- Adopt and maintain a zoning ordinance based on “smart growth” principles, with most development concentrated in the village, neighborhoods, downtown, gateway mixed use areas to reduce vehicle miles travelled from housing to shopping and to public transit options;
- Create policies that encourage affordable housing development;
- Explore density-based zoning when updating the land use regulations
- Encourage development that protects natural resources and preserves scenic and/or historic character of Richmond;
- When updating zoning regulations, identify opportunities for development of a variety of housing types, for example allowing mixed residential and commercial use, higher unit density, or unique accessory housing in certain areas that will be identified during said update;
- Encourage concentrated residential development in areas identified for growth;
- Adopt zoning regulations that include Vermont’s Smart Growth principles such as concentrated downtown development in order to maintain Richmond’s historic settlement pattern and village character;
- Encourage “smart growth” development in the village center or downtown, or near transit options, to reduce car travel distances;

2. Is compatible with proposed future land uses and densities of the municipal plan:

The Planning commission concluded that the current amendment proposal would be compatible with the proposed future land uses and densities detailed in the municipal plan. The 2018 Richmond Town Plan anticipates the “broader application of mixed uses and multiple-story buildings, “multi-family homes”, and “Complete Streets improvements” in the Richmond Village area—where the new Jolina Court Zoning District will be located.

3. Carries out, as applicable, any specific proposals for any planned community facilities:

The proposed amendments do not carry out any specific proposals for any planned community facilities. In addition, the proposed amendment does not conflict with any proposals for planned community facilities.

NOTICE OF PUBLIC HEARING

PURSUANT TO 24 V.S.A. §§4441 (d) AND §4444, THE TOWN OF RICHMOND PLANNING COMMISSION WILL BE HOLDING A PUBLIC HEARING ON WEDNESDAY, JUNE 3RD, 2020, AT 7:00 PM, IN THE **RICHMOND TOWN CENTER MEETING ROOM AT 203 BRIDGE STREET** TO RECEIVE COMMENT REGARDING THE PROPOSED ZONING AMENDMENT:

PURPOSE: To make typographical and substantive corrections to the Village Downtown Zoning District regulations (text and map). Substantive corrections to the regulations include: the addition of parcels PS0014 and BR0072 in the district; the addition of allowable commercial uses; and methods to mitigate traffic impacts.

GEOGRAPHIC AREA AFFECTED: The following parcels: PS0023, BR0052, BR0048, BR0039, BR0038, BR0030, BR0027, BR0026, WM0013, EM0010, EM0013, WM0004, WM0035, DS0022, PS0014, BR0072

SECTION HEADINGS: Village Downtown District (Section 3.10); Allowable Uses Upon Issuance of Zoning Permit and Site Plan Approval (Section 3.10.1); Allowable Uses Upon Issuance of Conditional Use Approval (Section 3.10.2); Residential Density and Requirements (Section 3.10.3); Dimensional Requirements for Lots in the VD District (Section 3.10.4); Dimensional Limitations for Structures on Lots in the VD District (Section 3.10.5); Other Requirements Applicable to Lots in the VD District (Section 3.10.6); Parking Lot & Security Lighting (Section 4.11.3c); Signs (Section 5.7.4); Planned Unit Development (PUD and Residential PUD – General Conditions (Section 5.12.2)

THE FULL TEXT AND MAPS OF THE PROPOSED ZONING AMENDMENT ARE AVAILABLE FOR INSPECTION AT THE RICHMOND TOWN CENTER OFFICES PURSUANT TO 24 VSA §4441 AND THE TOWN WEBSITE. FOR MORE INFORMATION, PLEASE CONTACT THE RICHMOND PLANNING/ZONING OFFICE AT 802-434-2430 or venkataraman@richmondvt.gov.

POSTED: 05/12/2020

TO: Richmond Planning Commission

FROM: Ravi Venkataraman, Town Planner

DATE: May 28, 2020

SUBJECT: Proposed bylaw amendments for “Veterinary Clinic” and “Pub” uses

Enclosed for your consideration are:

- Draft amendments to “Veterinary Clinics” and “Pub” uses,
- Its respective Municipal Bylaw Change Report; and
- Its respective notice of hearing

Since the May 6, 2020 Planning Commission meeting, the following changes have been made to the amendments:

- The addition of a definition to “Pub” uses and;
- The modification of “Tavern” uses to explain that “Pub” and “Tavern” uses are synonymous

Draft Motions

To recognize the changes as finalized in the record and ready for the Selectboard to review, I have provided the following draft motions to facilitate actions.

I, _____, move to finalize the changes to Town Zoning Regulations Sections 3.1.2, 3.2.2, 3.3.2, 3.4.2, 3.5.2, 3.6.2, 3.7.2, 3.9.2, 3.10.2, and 7.2 and direct staff to distribute copies of the amendment proposal to the Selectboard.

Veterinary Clinic *[add]* - An establishment intended primarily for the medical and surgical treatment of domestic animals including the short-term boarding of animals while receiving treatment. Allowable accessory uses include pet grooming and the retail sale of pet supplies.

Pub *[add]* – See “Tavern”

Tavern *[modify]*- Also known as “Pub”. An establishment used primarily for the serving of liquor by the drink to the general public and where food or packaged liquors may be served or sold only as accessory to the primary use.

Add “Veterinary Clinics” uses to the following sections

- Section 3.1.2 (Allowable Uses Upon Issuance of Conditional Use Approval in the A/R District)
- Section 3.2.2 (Allowable Uses Upon Issuance of Conditional Use Approval in the HDR District)
- Section 3.3.2 (Allowable Uses Upon Issuance of Conditional Use Approval in the R/C District)
- Section 3.4.2 (Allowable Uses Upon Issuance of Conditional Use Approval in the Gateway District)
- Section 3.5.2 (Allowable Uses Upon Issuance of Conditional Use Approval in the V/C District)
- Section 3.6.2 (Allowable Uses Upon Issuance of Conditional Use Approval in the Commercial District)
- Section 3.7.2 (Allowable Uses Upon Issuance of Conditional Use Approval in the I/C District)
- Section 3.9.2 (Allowable Uses Upon Issuance of Conditional Use Approval in the JC District)
- Section 3.10.2 (Allowable Uses Upon Issuance of Conditional Use Approval in the VD District)

Town of Richmond
Zoning Bylaw Amendment Report
For

Changes to the Village Downtown Zoning District

This report is in accordance with 24 V.S.A. §4441 (c) which states:

When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. A single report may be prepared so as to satisfy the requirements of this subsection concerning bylaw amendments and subsection 4384 (c) of this title concerning plan amendments...The report shall provide:

(A) Brief explanation of the proposed amendment and...include a statement of purpose as required for notice under §4444 of this title:

This Planning Commission proposal would effectively establish Veterinary Clinic uses and Pub uses within the Richmond Zoning Regulations. This proposal would also define where and how Veterinary Clinic uses are allowable within the town.

And shall include findings regarding how the proposal:

1. Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing:

The Planning commission concluded that the current amendment proposal would be compatible with the Community Development and Economic Development sections of the Town Plan. The 2018 Richmond Town Plan encourages supporting access to affordable goods and services within the town, and diverse local businesses within the local economy. The Planning Commission referred to following Town Plan goals to support their conclusion:

- Ensure that Richmond residents can meet basic needs and access affordable goods and services, including in times of emergency, as well as support or provide further services for residents when possible
- Support and Encourage strong and diverse local businesses and a local economy

2. Is compatible with proposed future land uses and densities of the municipal plan:

The Planning Commission concluded that the current amendment proposal would be compatible with the Future Land Uses section of the Town Plan. The Planning Commission acknowledged that Veterinary Clinic uses would be a commercial use, but with the potential to be similar in nature to cottage industries if the use is minor in scale and nature. The commission proposes that Veterinary Clinic uses are allowable in locations designated as commercial districts in the Town Plan (Northwest Industrial-Commercial, Gateway, and Richmond Village). In addition, the commission proposes that Veterinary Clinic uses are allowable in locations designated as residential and agricultural districts in the Town Plan (Jonesville, High Density Residential, and

Agricultural-Residential) with the understanding that such Veterinary Clinic uses are minor in nature and fit with the character of the respective district.

3. Carries out, as applicable, any specific proposals for any planned community facilities:

The proposed amendments does not carry out any specific proposals for any planned community facilities. In addition, the proposed amendment does not conflict with any proposals for planned community facilities.

NOTICE OF PUBLIC HEARING

PURSUANT TO 24 V.S.A. §4441 (d) AND §4444, THE TOWN OF RICHMOND PLANNING COMMISSION WILL BE HOLDING A PUBLIC HEARING ON WEDNESDAY, JUNE 3RD, 2020, AT 7:00 PM, IN THE **RICHMOND TOWN CENTER MEETING ROOM AT 203 BRIDGE STREET** TO RECEIVE COMMENT REGARDING THE PROPOSED ZONING AMENDMENT:

PURPOSE: To add the definitions of “Veterinary Clinic” and “Pub” to the Richmond Zoning Regulations, and to include “Veterinary Clinic” uses as allowable uses in all town districts listed within the Richmond Zoning Regulations

GEOGRAPHIC AREA AFFECTED: Townwide

SECTION HEADINGS: Allowable Uses Upon Issuance of Conditional Use Approval in the A/R District (Section 3.1.2), Allowable Uses Upon Issuance of Conditional Use Approval in the HDR District (Section 3.2.2), Allowable Uses Upon Issuance of Conditional Use Approval in the R/C District (Section 3.3.2), Allowable Uses Upon Issuance of Conditional Use Approval in the Gateway District (Section 3.4.2), Allowable Uses Upon Issuance of Conditional Use Approval in the V/C District (Section 3.5.2), Allowable Uses Upon Issuance of Conditional Use Approval in the Commercial District (Section 3.6.2), Allowable Uses Upon Issuance of Conditional Use Approval in the I/C District (Section 3.7.2), Allowable Uses Upon Issuance of Conditional Use Approval in the JC District (Section 3.9.2), Allowable Uses Upon Issuance of Conditional Use Approval in the VD District (Section 3.10.2), Specific Definitions (Section 7.2)

THE FULL TEXT AND MAPS OF THE PROPOSED ZONING AMENDMENT ARE AVAILABLE FOR INSPECTION AT THE RICHMOND TOWN CENTER OFFICES PURSUANT TO 24 VSA §4441 AND THE TOWN WEBSITE. FOR MORE INFORMATION, PLEASE CONTACT THE RICHMOND PLANNING/ZONING OFFICE AT 802-434-2430 or venkataraman@richmondvt.gov.

POSTED: 05/12/2020

TO: Richmond Planning Commission

FROM: Ravi Venkataraman, Town Planner

DATE: May 28, 2020

SUBJECT: Establishing a Housing Advisory Committee

Following the May 20, 2020 Planning Commission meeting, enclosed are charges and/or charters of housing committees from the following municipalities:

- Essex
- South Burlington
- Hinesburg
- Winooski
- Shelburne

Based on the charges and/or charters from the aforementioned municipalities, the Planning Commission will need to answer the following questions with the establishment of a Housing Committee:

- What is the purpose of the Housing Committee?
- What are its goals (both immediate, within the coming year, and long term)?
- How many members will be on the committee?
- What are the term limits for members?

A tangential, secondary question that the Planning Commission should answer, based on discussions during the previous meeting is: Which committees should be represented on the Housing Committee and how?

In this memorandum, I have provided:

- Draft language for a statement of purpose
- A draft list of short-term and long-term goals
- Recommendations on membership

Draft language for a statement of purpose

Based on other municipalities and the intent of the Planning Commission from prior discussion, provided is a draft statement of purpose:

The Housing Committee advises the Selectboard, the Planning Commission, the Development Review Board, and Town Staff on the housing needs of the Town of Richmond. The Housing Committee is responsible for gathering the community's demographic information and housing data, generating housing-policy related ideas and concepts, and educating the community on housing-related issues. This committee provides recommendations to the Planning Commission Selectboard, Development Review Board, and Town Staff on methods to alleviate housing-related issues and advance the Housing goals of the Town Plan.

Draft language on short-term and long-term goals

Below is a draft list of goals for the 2020 fiscal year (July 2020 to July 2021):

- Develop legible and effective Affordable Housing Density Bonus regulations, in collaboration with the Selectboard, the Planning Commission, and housing partners
- Collect and maintain data on the community's demographics, housing stock (current and projected), and livability; and identify housing issues within the town
- Study the Planning and Zoning ordinances and provide policy recommendations to municipal boards to alleviate housing issues in town and advance the Housing goals in the Town Plan

Below are a draft list of long-term general goals:

- Improve the availability of affordable housing
- Advance Smart Growth goals by fostering:
 - sustainable growth;
 - the creation of residential neighborhoods that are accessible via multi-modal means, including via public transit, walking, and biking;
 - policies that meets residents' special needs, such as ADA-accessibility, recovery housing, and housing for people experiencing homelessness; as well as
 - the preservation of open spaces within town.
- Identify locations within town that can support additional housing and growth
- Identify opportunities and secure funding to:
 - Further study the housing needs and housing policies of the town; and
 - Revitalize and adapt older areas into viable housing options.
- Work with housing partners to bolster the livability of the Richmond community, and to create inclusive housing options.

Recommendations on Membership

Based on prior discussions and policies in neighboring municipalities, I recommend the creation of a *five-person committee* that primarily draws on *the community at-large*. These committee members would serve *two-year terms*.

If the Planning Commission chooses to have board members from existing committees serve on the Housing Committee, the Planning Commission should reach out to other committees for interest prior to the establishment of the Housing Committee.

Joint Essex Housing Commission Charter

Approved January 14, 2020 by the Selectboard and Board of Trustees

Mission

The mission of the Joint Essex and Essex Junction Housing Commission is to help ensure that any resident (or aspiring resident) of Essex has access to a home that:

- Is affordable (generally no more than 30% of household income is spent on housing);
- Is a desirable type and size for their household;
- Is located with easy access to basic needs (jobs, schools, food, health care, and cultural experiences) via walking, biking, or public transit;
- Is of sufficient quality to ensure the health, safety, and enjoyment of its residents;
- Meets residents' special needs, including senior care, ADA-accessibility, recovery housing, and housing for people who are homeless, etc.; and
- Is made available regardless of race, religion, sex, sexual orientation, gender identity, age, national origin, pregnancy, disability, or status of citizenship, family, and military service.

Purpose

The Commission advises the Selectboard, Board of Trustees, Planning Commissions, and other municipal boards and committees on the housing needs of the community, including review and consultation of policy and zoning changes related to housing. The Commission maintains and analyzes the community's demographic and housing stock information and provides periodic updates on housing issues to elected officials. The Commission also works to educate the public on housing topics and develops partnerships with developers, non-profits, state agencies, and social service organizations to advance the community's housing goals.

Membership

The Commission is composed of up to seven members jointly appointed by the Selectboard and Trustees. Each member shall serve a staggered three-year term with no term limit. In appointing Commission members, the Selectboard and Trustees should select members who represent a variety of relevant interests and backgrounds, including but not limited to: for-profit and non-profit housing developers; housing authorities and agencies; social services organizations; representatives of area businesses; and at-large members of the community. Four of the members

shall be residents; for the remaining members, residency is preferred but not required. The Commission shall receive staff support from the Community Development Departments and other departments as needed.

Operations

A quorum shall consist of three members. At its annual organization meeting, the Commission shall elect a chairperson, vice-chairperson and clerk and shall adopt such rules/by-laws as it deems necessary for the performance of its functions. Officers shall be elected annually. The Commission shall keep a record of all transactions and meetings which shall be filed with the Town Clerk as a public record and notice shall be posted in the office of the Town Clerk and two other public buildings of the times and places of meetings of the Commission. All meetings shall be conducted in accordance with Vermont's Open Meeting Law.

Affordable Housing Committee

Mission

The Affordable Housing Committee's mission is to increase the availability of safe and affordable housing in the city, particularly for households with incomes no greater than 80% of the median for the region. To this end, it provides guidance and policy recommendations to the Planning Commission and City Council, educates the community about housing needs, and collaborates with regional municipalities and housing partners.

Members

John Simson, Chair; Sandy Dooley, Vice-Chair; Leslie Black-Plumeau; Todd Rawlings; Larry Michaels; Mike Simoneau; Tom Bailey; Paula DeMichele; Cindy Reed

Accomplishments

- Work with the Planning Commission and City Council to follow Inclusionary Zoning for the transit overlay districts through to adoption and addition to the City's Land Development Regulations.
- Work with the TDR and Open Space Subcommittees and Planning Commission PUD revision efforts as required by Interim Zoning.
- Continue to educate the City Council, Planning Commission and the general public on the overall positive impacts of increased housing at prices within reach of low and moderate income seniors and working people in the city.
- Survey the land in the city served by utilities for sites that could accommodate high density or clustered housing development.

Goals for FY 2020

- Review new Planning Commission PUD regulations for their impact on affordable housing and participate in Planning Commission and City Council hearings and meetings.
 - Study changes in the Land Development Regulations that will encourage private sector additions to the City's housing stock including accessory dwellings and short term rentals.
 - Study LDR amendments that would allow increased residential development in commercial and industrial districts and permit more housing units in all residential districts.
- Prepare an LDR amendment that will extend inclusionary zoning City-wide.
- Conduct a mapping and matrix project to identify priority land for additional housing.
- Work with Habitat for Humanity to support construction of affordable housing on land in the City.
- Develop a dedicated funding source or funding mechanism for the Housing Trust Fund to directly impact the development of affordable housing.



Hinesburg, Vermont

[HOME](#) | [CONTACT](#) | [A - Z GUIDE](#)

town hall

- Assessor's Office
- Boards/Commissions
- Buildings & Facilities
- Fire & First Response
- Highway
- Planning & Zoning
- Police
- Recreation
- Town Administrator
- Town Clerk

quick links

- A - Z Guide
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- Documents
- Employment
- Minutes
- Ordinances
- RFP
- Solar Power
- Trail Maps
- Water Works

community

- Schools
- Library
- Local Organizations

information

- About Hinesburg
- Contact Us
- Meeting Schedules
- Town Officials
- Weather Info



Affordable Housing Committee

The mission of the Hinesburg Affordable Housing Committee is to gather, generate and prioritize ideas and plans which will help to increase the availability of affordable housing in the Town, as well as to assess the quality and quantity of current affordable housing in the Town, and to bring these ideas and information forward in an advisory manner to the Selectboard, the Planning Commission, the Development Review Board and Town staff.

Housing Needs Assessment – Hinesburg, Vermont

In March 2010 the Hinesburg Affordable Housing Committee engaged the consulting team of Development Cycles and Housing Strategies, Inc., to assess the community's housing needs.

The resulting June 2010 Housing Needs Assessment was Hinesburg's first intensive study prepared pursuant to guidance from the Vermont Housing Finance Agency. This assessment was updated in December 2017 by John Ryan of Development Cycles in coordination with the Hinesburg Affordable Housing Committee.

The assessment examines the needs for rental and homeownership housing for families, seniors, and those with special needs.

The purpose of the study is to assemble and interpret information that will guide town policies, as well as other public and private actions, that address unmet housing needs.

The assessment presents data and analysis of current housing conditions in the context of demographic, economic, and development trends, and attempts to place Hinesburg in its context within Chittenden County and Vermont as a whole.

Read the Report

- [Hinesburg Housing Needs Assessment Report – December 2017](#)
- [Poverty Data Addendum – 7/24/2018](#)

Affordable Housing Committee Members

Chairperson: Carl Bohlen
Recording Secretary: Dale Wernhoff
Meetings Held: 1st Wednesday of every month at 7:00 p.m.
Location: Town Hall

Name	Term Expires
George Bedard	1/01/21
Carl Bohlen	1/01/21
Andrea Brainard	1/01/21
Rocky Martin	1/01/23
Dale Wernhoff	1/01/21
» Open Seat	1/01/23



Hinesburg Town Logo Design by Suzanne Glover



Hinesburg, Vermont – Chartered June 24, 1762

» Open Seat

1/01/23

» Two seats are available. One could be yours. [Find out How](#)

Seven member committee. Members serve 3-year terms.

Committee Goals

Work with Hinesburg appointed and elected officials, Hinesburg residents & landowners, and other Hinesburg organizations on ways to implement the Housing Goals and Objectives in the Town Plan.

Meeting Agenda

Meeting agendas are posted at least two days before each meeting.

- **NEXT MEETING –**

Affordable Housing Committee Meeting Minutes

• 2018	2020
• 2017	June 3, 2020 – Meeting Cancelled
• 2016	April 1, 2020 – Meeting Cancelled
• 2015	March 4, 2020
• 2014	February 5, 2020 – Meeting Cancelled
• 2013	January 8, 2020
• 2012	
• 2011	2019
• 2010	December 4, 2019
• 2009	November 6, 2019
• 2008	October 2, 2019
• 2007	September 11, 2019 – Meeting Cancelled
• 2006	August 14, 2019
	July 3, 2019 - Meeting Cancelled
	June 5, 2019
	May 1, 2019
	April 3, 2019
	March 6, 2019
	February 6, 2019 – Meeting Cancelled
	January 9, 2019 – Meeting Cancelled

Affordable Housing Committee

The Hinesburg Affordable Housing Committee (HAHC) was formed by the Selectboard in August, 2006 with the charge to “gather, generate and prioritize ideas and plans which will help to increase the availability of affordable housing in the Town.” The committee makes recommendations to the Planning Commission, Development Review Board and Selectboard based on its findings. Meetings, which are open to the public, are usually held the first Wednesday of every month at 7:00 pm, third floor conference room in the Town Hall. Meeting agendas and minutes are posted on the Town website.

Below are highlights of our work as related to the goals of our committee as written in the Town Plan.

In support of affordable, senior and reasonably priced housing, the committee:

- ❖ supported the Selectboard approving water allocation for BlackRock Construction’s Haystack Crossing project provided it had a minimum of ten affordable senior units and five affordable non-senior units. The latest application, while not yet complete, includes twenty affordable senior units and twenty affordable non-senior units.
- ❖ is working with Jim Donovan and Patricia O’Donnell, who are trying to maximize the number of affordable units they can develop on the former Quinn property where it has frontage on Mechanicsville Road. The committee has also offered to assist the developers in seeking a partnership with Champlain Housing Trust to obtain funding to increase the likelihood of creating affordable units.
- ❖ met with David Mullin, Executive Director for Green Mountain Habitat for Humanity (GMHFH), to learn what the committee could do to bring an affordable home to Hinesburg using volunteers and sweat equity. A key factor for success is receiving a donated property or building.
- ❖ was a part of the Water/Wastewater Allocation Committee to develop a priority scoring system to reward projects that address Hinesburg’s housing needs when allocating limited water and wastewater resources.

In terms of the goal related to establishing a cooperative mobile home park, the committee is happy to report that Sunset Lake Villa Mobile Home Park is now a 54-lot cooperative park with the residents officially becoming owners in March, 2019. The committee monitored the situation continually since 2017 to determine if financial support was needed beyond the financing available.

We sincerely thank Julie Pierson for her time serving on the committee since its inception in 2006, and with her resignation due to moving out of town, there are two openings on our committee. If interested, please contact Renae Marshall at Town Hall or feel free to attend one of our meetings.

Committee members: Carl Bohlen (Chair), Dale Wernhoff (Secretary), Rocky Martin, George Bedard, and Andrea Brainard.

Housing Commission Charter

The City Council, under its Charter authority in §19-602, hereby establishes the Housing Commission of the City of Winooski. This Commission is a policy advising group to the City Council. It serves to advise the Council on implementing the Housing Strategic Vision area as outlined in the Master Plan.

This body operates within the laws of the State of Vermont, the Winooski City Charter, and observes Vermont's Open Meeting Laws. The Commission has no supervisory authority over City staff, budgetary authority, or authority to give permission on behalf of the City to outside groups.

Membership shall be comprised of five voting members and two alternate members each appointed by the City Council. Members shall serve for two-year staggered terms. The Commission's work focuses on "ensuring a mix of quality housing that maintains and enhances Winooski's unique sense of place and supports the needs of the entire community." The City of Winooski seeks to appoint Commissions that are representative of the community as a whole. Given the policy role in advising the Council, a commitment to principles of equity and inclusion are paramount.

This Commission will be co-supported by a Council Liaison, appointed on an annual basis from the City Council, and the Community and Economic Development Officer. These individuals are not voting members of the Commission.

Established on this 15 day of July, 2019.

Winooski City Council



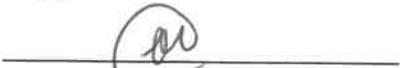
Mayor Kristine Lott



Deputy Mayor Hal Colston



Councilor James Duncan



Councilor Amy Lafayette

Councilor Michael Myers

Winooski City Manager



Jessie Baker



Housing Committee

Housing Subcommittee Charge

The Housing Subcommittee will assist the Planning Commission by advising it and other Town committees on matters relating to housing. Subcommittee activities may include developing recommendations that help Shelburne achieve local and statutory housing goals and assembling material that helps Shelburne prepare and update the Housing element of the Comprehensive Plan. The subcommittee will also collect, collate, and analyze data on housing stock in Shelburne and to make housing information available to any town committee, commission, or board that requests it.

Data

The Housing data collected, collated, and analyzed by the Subcommittee may include:

- Number of houses
- Number of bedrooms per house
- Location of house
- Assessed price of house
- Fluctuation in assessed value of house
- District in which the house is located
- Number of building permits historically issued
- Increase/decrease in town/county/state population
- Household make-up (demographics) such as number of adults and ages, number of dependents and ages
- New building permits

Related Documents

- [Chart Outlining ADU Approval Process](#)
- [Housing Affordability Assessment 2020](#)
- [Housing Booklet \(2019\)](#)

Related Links

- [Housing Map](#)

[VIEW ALL](#)

- Estimates of future residential building permits
- Information from Walk Score
- Understanding Shelburne's housing in a broader context (county/state/national)

Information Sharing

The information can be used to assist a number of town entities in their duties:

- Planning & Zoning
- Public Works
- Education
- Library
- Police
- Parks & Recreation
- Bike & Pedestrian
- Natural Resources
- Selectboard/Budgeting

Membership and Meeting Schedule

The Subcommittee will consist of five (5) members who will meet on the first Monday of each month and/or other times as arranged. Meetings will be noticed and conducted in accord with the Vermont Open Meeting Law. The Subcommittee will be assisted by Shelburne Planning & Zoning staff, upon request.

Membership Terms and Reappointment

Members of the Subcommittee will serve one year terms with reappointment addressed by the Planning Commission Chair at the organizational meeting.

Brian Precourt (former Member), Pam Brangan, Mark Brooks and Ron Bouchard. Not in Photo: Casey McNeil and Alicia Simmons



Committee Members

Term Expires

Ron Bouchard

04/01/2020

Mark Brooks

04/01/2020

Pam Brangan, Chair

04/01/2020

Alicia Simmons

04/01/2020

Casey McNeil

04/01/2020

PC Survey on Zoning Second Revision 5.27.20

The Planning Commission is responsible for the Town Plan, the Richmond Zoning Regulations and other long-term land use planning documents. Now that we have an updated Town Plan (approved 2018) we need to update our Zoning Regulations and policies to be compatible with the plan. This is what we are currently engaged in, and we'd like to know if Richmond residents have any thoughts about what our priorities should be. Please answer any questions that interest you.

1. Have you had occasion to read through or use some part of the Richmond Zoning Regulations in the last few years?
2. Are there any zoning issues that you feel should be addressed right away?
3. Are there any zoning districts that you feel should be altered in some way (boundaries, uses, regulations, other)?
A map of the current districts and a copy of the Richmond Zoning Regulations may be obtained at the Town website or from the Town Planner's office.
4. Based upon the new Town Plan, the following issues are on our radar to develop regulations or policies of some kind in regard to (in no particular order):
 - Siting and management of trails
 - short term rentals (like AirB&B),
 - forest block protection,
 - siting and mitigating of renewable energy facilities including EV charging stations
 - weatherization and stretch code,
 - affordable housing,
 - scenic viewshed assessment,
 - stream buffer protection,
 - improving farm and forest-based commercial opportunities,
 - supporting new or unique business opportunities, and altering permitting proceduresAre there any of these issues that you feel strongly about, one way or the other?

5. The Selectboard has recently formed a Transportation Committee to look at current transportation issues as well as future needs for increased traffic management, parking, safety, bicycle and pedestrian infrastructure and public transportation. Do you have any thoughts for this committee?
6. Are there any other issues that you think the Planning Commission should be working on?

Thank you for your input!

3.5 Village Commercial District (V/C)

Purpose - The standards of this district are designed to retain and provide areas for the sale of retail or wholesale of those types of goods and services required by the residents of the community. Strip development with multiple curb cuts is discouraged. An attractive, pedestrian friendly, compact area of retail operations is encouraged. Parking and traffic flow shall be considered as part of the site plan review process for any Land Development in this district. Residential uses that are compatible with a village commercial district will be permitted after conditional use approval and site plan review.

3.5.1 Allowable Uses Upon Issuance of Zoning Permit by Administrative Officer -

The following uses shall be allowed uses in the V/C District upon issuance of a Zoning Permit by the Administrative Officer. Site Plan Review and approval by the DRB shall also be required. Unless otherwise provided, only one principal use may be approved on any one lot:

- a) Accessory dwelling as provided in Section 5.9.
- b) Accessory uses or structures, except outdoor storage, to the uses in 3.5.1.
- c) Artist/Craft studio.
- d) Day care center.
- e) Inn or guest house.
- f) Museum.
- g) Office, business or professional.
- h) Personal services business.
- i) Religious use as provided in Section 5.10.4
- j) Restaurant, standard.
- k) Retail business.
- l) Theater, indoor.

3.5.2 Allowable Uses Upon Issuance of Conditional Use Approval - The following uses may be allowed in the V/C District after issuance of conditional use approval by the DRB. Unless otherwise provided, only one principal use, with its accessory structures, may be approved on one lot.

- a) Adaptive use as provided in Section 5.6.8.
- b) Bank.
- c) Catering service.
- d) Commercial multi-use building.
- e) Business yard.
- f) Educational facility as provided in Section 5.10.4.
- g) Equipment supply and/or rental.
- h) Funeral parlor.
- i) Garage, vehicle repairs and service.
- j) Group home.
- k) Hotel or motel.
- l) Light manufacturing
- m) Lumber yard / Building supply business.
- n) Planned Unit Development as provided in Section 5.12, if no subdivision of land is proposed (see Section 5.12.1).

- o) Private club.
- p) Recreation, indoor or outdoor, facility or park.
- q) Research laboratory.
- r) Restaurant, fast food or take-out.
- s) Retirement community.
- t) Rooming or boarding house.
- u) State- or community-owned and operated institutions and facilities, to the extent allowed by Section 5.10.4.
- v) Storage, outdoor as an accessory use to any permitted or conditional use.
- w) Tavern.
- x) Wholesale trade.
- y) Dwelling Units as part of a Planned Unit Development.
- z) Agriculture, silviculture and horticulture as provided in Section 2.4.5.

3.5.3 Dimensional Requirement for Lots in the V/C District - No Zoning Permit may be issued for Land Development in the V/C District unless the lot proposed for such Land Development meets the following dimensional requirements:

- a) **Lot Area** - Except as provided under Section 4.6.1, no lot served by a municipal or community water and sewer system shall be less than one-third (1/3) acre. This minimum lot area requirement shall be increased to one (1) acre for any lot not served by municipal or community water and sewer systems. The purchase of additional land by the owner of a lot from an adjacent lot owner will be permitted, provided such purchase does not create a lot of less than the minimum area required in the Zoning District on the part of the seller. In the case of a lot for three (3) or more dwelling units served by municipal or community water and sewer systems, one-third (1/3) acre of land per dwelling unit shall be required and one (1) acre of land per dwelling unit shall be required for lots not served by municipal or community water and sewer systems.
- b) **Lot Dimensions** - Each lot must contain a point from which a circle with a radius of twenty-five (25) feet can be inscribed within the boundary of the lot.
- c) **Lot Frontage** - No lot having frontage on a public or private road shall have less than seventy-five (75) feet of continuous uninterrupted length of said frontage or the lot must have access to a public or private road with approval by the DRB pursuant to Sections 4.2 and 4.3.
- d) **Lot Coverage** - The total ground area covered by all structures, parking areas, walkways, driveway and areas covered by impervious materials shall not exceed fifty percent (50%) of the total ground area of the lot.

3.5.4 Dimensional Limitations for Structures on Lots in the V/C District - No Zoning Permit may be issued for a structure in the V/C District unless the structure proposed for the lot meets the following dimensional requirements:

- a) **Building Height** - The height of any structure shall not exceed thirty-five (35) feet, except as provided in Section 6.6.
- b) **Front Yard Setback** - All structures shall be set back at least twenty (20) feet from the front lot line.

- c) **Side Yard Setback** - A principal structure shall be set back at least ten (10) feet from each side lot line. An accessory structure shall be set back at least five (5) feet from the side lot line.
- d) **Rear Yard Setback** - A principal structure shall be set back at least fifteen (15) feet from the rear lot line. An accessory structure shall be set back at least ten (10) feet from the rear lot.
- e) **Parking Setbacks** – Parking spaces on all properties in the V/C District shall meet the setback standards for the V/C District, except for properties bordering the Jolina Court Zoning District. On such properties, the setback for parking spaces from property lines that separate the Jolina Court Zoning District from Village Commercial Zoning District is zero (0) feet. However, for all other property lines that do not serve as boundary lines for the Jolina Court Zoning District on properties bordering the Jolina Court Zoning District, parking spaces must meet the setback standards for the V/C District.

3.5.5 Other Requirements Applicable to Lots in the V/C District - No Zoning Permit may be issued for Land Development in the V/C District unless the Land Development meets the following requirements:

- a) **Parking Requirements** - New land development is exempt from meeting the required number of parking spaces, per Section 6.1.2, for the following parcels: 10 East Main Street (EM0010); 26 Bridge Street (BR0026); 30 Bridge Street (BR0030); 38 Bridge Street (BR0038); 39 Bridge Street (BR0039); 48 Bridge Street (BR0048); 52 Bridge Street (BR0052).

With the exception of the number of required parking spaces for those parcels, Section 6.1.2 shall apply to the V/C District. In all other respects. Required parking shall be regulated as provided in Section 6.1 within the V/C district.

- b) **Signs** - Signs shall be regulated as provided in Section 5.7.
- c) **Traffic Impact** - No permit or approval shall be issued for a use which generates more than 70 vehicle trip ends during the P.M. peak hour for the first 40,000 square feet of lot area or fraction thereof, plus 1 vehicle trip end for each additional 1,000 square feet of lot area. In making the determination of traffic impact, the Administrative Officer or DRB shall utilize "Trip generation - Seventh Edition - 2003", Institute of Traffic Engineers (ITE), or its equivalent, or any subsequent and most recent publication thereof, and may use estimates from other sources, including local traffic counts, if the above publication does not contain data for a specific use or if a use contains unique characteristics that cause it to differ from national traffic estimates.
- d) **Access** - Access shall be regulated as provided in Sections 4.1 through 4.4.

Checklist – Revising Zoning Districts

1. Is the purpose the same?
 - a. Has the district changed in nature, character, and built environment?
 - b. How does this district align with the Transect (urban-rural continuum)? Therefore, what kind of urban form should we anticipate?
2. What is the district called now? Do we want to keep the same name?
 - a. Does the name match the intent and purpose of the district?
3. Do we want the same allowable and conditional uses?
 - a. What uses detract from the character of the district?
4. Do we want to add any uses, including ones from our “new uses” list?
 - a. What uses would contribute to the purpose of the district?
5. Are current uses compatible with new definitions?
 - a. Do the definitions match statutory requirements, as well as the nature of the use today?
6. Do we want to keep the same residential/commercial density?
 - a. Density measured in number of units per acre, and minimum lot sizes
7. Are the dimensional requirements and limitations still useful?
 - a. Are the standards for setbacks, lot coverage, building coverage (if included), and building footprint limitations still valid?
8. Do we want to keep the same boundaries? Add more area? Divide into 2 or more districts?
 - a. For certain districts, what is the extent of growth we want to promote?
 - b. Are additional requirements for Conditional Use Review and Site Plan Review needed?
9. Do we need design standards in this district?
 - a. This is a larger question of whether to have form-based elements in a district, or a design review district.
10. How can we advance our Town Plan goals in this district for the following?
 - a. More housing of all types, including affordable housing and accessory dwellings
 - b. Less fossil fuel use and more efficient energy usage (Act 174)
 - c. More economic and employment opportunities, including indoor and outdoor recreational businesses
 - d. Protection and expansion of our iconic industries, including farming and forestry through value-added and accessory uses among other methods, and of traditional outdoor recreational activities
 - e. Concentration of growth in the downtown areas
 - f. Exploration of form- and density-based zoning
 - g. Support for historic resources
 - h. Preservation of forest blocks (Act 171)
 - i. Minimization of developmental impacts on land and water
 - j. Support for community building
 - k. Protection of flood hazard area
11. How will PUDs fit into this district?
 - a. Should there be specific PUD and/or PRD standards in order to advance the goals of the Town Plan?
12. Is this district compatible with changes made by JCZD?
13. Have we reviewed the 2012 zoning effort for any new ideas that could be incorporated?
14. Have we considered information we have received through our outreach efforts?
15. Have we consulted Suzanne and the DRB for any red flags of difficulty for them?

List of Uses

List of Uses in Current Zoning Regulations

- Accessory dwelling
- Accessory uses
- Adaptive use
- Agriculture
- Amusement Arcade - An indoor or outdoor area, open to the public, that contains coin-operated games, rides, shows, and similar entertainment facilities and devices.
- Artists/Crafts Studio
- Automobile and/or marine sales
- Automobile Service Station - Any building, land area, or other premises, or portion thereof, used for the retail dispensing or sales of vehicular fuels; servicing and repair of automobiles and light trucks; and including as an accessory use the sale and installation of lubricants, tires, batteries, and similar vehicle accessories. This definition does not include any other uses, such as restaurants, deli's, car washes, etc. which may only be allowed under separate review and approval under these Zoning Regulations.
- Bank
- Bed and Breakfast
- Boarding or Rooming House
- Business Yard - A business which operates out of a yard which may include structures, indoor and outdoor storage of materials, equipment or vehicles. Customary accessory uses for the business are small office space and vehicle and equipment repair. A majority of the business activity shall take place off-site. No assembly is involved or allowed.
- Car Wash
- Catering Services
- Cemetery
- Commercial Multi-Use - Activity involving the sale of goods or services carried out for profit in conjunction with two or more types of commercial activities on the same lot.
- Communication Use - Establishments and structures furnishing point-to-point communication services, whether by wire or radio, either aurally or visually, including radio and television broadcasting stations, satellite relay stations, telephone communications, radar and the exchange or recording of messages.
- Cottage industry - A commercial, manufacturing, or industrial use which is housed in a single-family dwelling or in an accessory structure to a single-family dwelling, on the same lot as the dwelling. A Cottage Industry is not a Home Occupation
- Distribution Center
- Single-Family Dwelling
- Two-Family Dwelling
- Multi-Family Dwelling
- Educational Facility

- Equipment Supply and Rental
- Extraction of Earth Resources
- Food Processing Establishment - An establishment in which food is processed or otherwise prepared for eventual human consumption but not consumed on the premises.
- Funeral Parlor
- Garage, Repair - Any building, premises, and land in which or upon which a business, service, or industry involving the maintenance, servicing, repair, or painting of vehicles is conducted or rendered.
- Group Home
- Home Occupation
- Horticulture
- Hotel/Motel
- Inn or Guest House
- Kennel
- Light Manufacturing
- Lumber Yard
- Mobile Home Park
- Museum
- Business Office - A building where the management affairs of a business, commercial or industrial organization, or firm are conducted. *[To be phased out, as it is synonymous with Professional Office uses]*
- Professional Office - an establishment used for conducting the affairs of a business, profession, service, industry, or like activity. Such office uses have limited contact with the general public. It also does not involve manufacturing, repairing, processing, and retail sales of articles and goods
- Personal Services
- Pub
- PUD Residential
- PUD
- Private Club - A building and related facilities owned or operated by a corporation, association, or group of individuals established for the fraternal, social, educational, recreational, or cultural enrichment of its members and not primarily for profit, nor general public and whose members pay dues and meet certain prescribed qualifications for membership.
- Recreation Facility
- Religious Use
- Research Laboratory
- Restaurant
- Fast-Food Restaurant
- Retail
- Retirement Community

- Silviculture
- State and Community Operated Facility
- Indoor Storage - The keeping, in an enclosed area, of any goods, junk, material, merchandise, or vehicles in the same place for more than twenty-four (24) hours.
- Outdoor Storage
- Tavern
- Theater
- Veterinary Clinics
- Warehouse Use - A building used primarily for the storage of goods and materials, which may also be made available to the general public for a fee.
- Wholesale Trade

List of uses introduced with Jolina Court Zoning District regulations that can be added to the uses table:

- Brewery
- Large Family Child Care Home
- Center-based child care facility
- Fitness Facility
- Hospital
- Health Care Services
- Laundromat
- Office, Medical
- Pharmacy