

**Town of Richmond**  
**Planning Commission Meeting**  
AGENDA

Wednesday November 18, 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](mailto:rvenkataraman@richmondvt.gov)

Join Zoom Meeting: <https://us02web.zoom.us/j/83379408426>

Join by phone: (929) 205-6099

Meeting ID: 833 7940 8426

1. Welcome and troubleshooting
2. Adjustments to the Agenda
3. Public Comment for non-agenda items
4. Approval of Minutes
  - November 4th, 2020
5. Discussion on Wetlands (7:30 pm)
6. Discussion on Community Outreach Work Plan (8:00 pm)
  - December 2<sup>nd</sup>: proposed expansion of the Residential/Commercial District (W. Main St; Jericho Rd from the 4-corners to School St; Depot St)
  - Community Outreach Work Plan webpage: <http://www.richmondvt.gov/boards-minutes/planning-commission/planning-commission-community-outreach/>
7. Discussion on Federal Aviation Administration requirements and Zoning Regulations (8:30 pm)
8. Recommendation to Selectboard regarding open Planning Commission seat
9. Other Business, Correspondence, and Adjournment

## Table of Contents

### 3. Approval of Minutes

- Page 3: November 4, 2020 Planning Commission Meeting

### 5. Discussion on Wetlands

- On standalone document:
  - Vermont Wetland Rules (with highlights from me)

### 6. Discussion on Community Outreach Work Plan

- Page 7: Residential/Commercial District Regulations
- Page 10: "RC/ZD - What We Like About It" – overview of Residential/Commercial Zoning District and suggestions to incorporate into new zoning regulations, prepared by Virginia Clarke (From October 2, 2020 Planning Commission meeting)
- Page 14: "R/C ZD new purpose statement 11.18.20 PROPOSED 3" - Proposed purpose statement for Residential/Commercial Zoning District
- Page 15: List of Uses in the current Zoning Regulations
- Maps on standalone documents:
  - "FullScope.pdf" - Aerial map with highlighted scope area under consideration during the December 2, 2020 meeting
  - "RailroadSt.pdf" - Aerial map with scope area highlighted, zoomed into Railroad Street
  - "WestMain.pdf" - Aerial map with scope area highlighted, zoomed into West Main Street
  - "FourCorners.pdf" - Aerial map with scope area highlighted, zoomed into the Bridge Street/Main Street intersection
  - "CurrentZoning.pdf" - Current Zoning Map of scope area
  - "DraftZoning.pdf" - Draft Zoning Map, with scope area incorporated into Residential/Commercial Zoning District as proposed

### 7. Discussion on Federal Aviation Administration requirements and Zoning Regulations

- Page 18: Draft regulations and overlay area, from Larry Lackey, Director of Engineering and Environmental Compliance, Burlington International Airport
- Page 20: FAA Form 7460-1

### 8. Recommendation to Selectboard regarding open Planning Commission seat

- Page 23: Letter of Interest from Mark Damico
- Page 24: Letter of Interest from Caitlin Littlefield
- Page 25: Letter of Interest from David Schnakenberg

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Richmond Planning Commission  
REGULAR MEETING MINUTES FOR November 4, 2020

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Members Present: Chris Cole, Virginia Clarke, Chris Granda, Alison Anand, Brian Tellstone, Jake Kornfeld, Joy Reap

Members Absent: Mark Fausel

Others Present: Ravi Venkataraman (Town Planner/Staff), Caitlin Littlefield, Gretchen Paulsen, Mark Damico, David Schnakenberg, Fran Thomas, Tara O'Reilly, Allen Knowles, Christy Witters, Huseyin Sevincgil, Gary Bressor, Jed Rankin, Josi Kytte, Justin Graham, Karen Yaggy, Katie Nelson, Kyle Silliman-Smith, Debbie Krug Mangipudi, Sean Fitzsimmons, Tim Monty, Paul Dawson

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### 1. Welcome and troubleshooting

Chris Cole called the meeting to order at 7:02 pm. The Planning Commission members introduced themselves to the public.

### 2. Adjustments to the Agenda

None

### 3. Public Comment for non-agenda items

Paul Dawson commented that under Section 6.9, he could not get a zoning permit to develop his property because it has wetlands, but he could get a permit from the state to develop his property. Dawson said that the enactment of Section 6.9 could have been an oversight, and could be amended to match the state's regulations for development within wetlands. Dawson said that the Planning Commission may be familiar with recent similar cases regarding development within wetlands. Cole said he was not familiar with recent cases, and asked Virginia Clarke if this issue has come up before. Clarke said she does not recall facing issues regarding Section 6.9. Chris Granda said that this instance is the first time he became aware that the wetlands rules in the zoning regulations do not align with the state Wetland Rules, and suggested looking into this matter further. Joy Reap asked Ravi Venkataraman if the similar instances arose at DRB meetings. Venkataraman said this issue has come up with the DRB a handful of times in the last six months, and is aware of this issue for applicants looking to develop in the near future.

Tom Frawley discussed the issues he is facing redeveloping the Mobil Gas Station at 1436 West Main Street. Frawley said he is working with Agency of Natural Resources to identify and delineate wetlands on the property. Frawley overviewed the location of wetlands on his property. Frawley discussed the location of the leach field on the Green Mountain Power property—on the other side of I-89 of his property—core-drilling under the freeway, and receiving all the necessary permits for the new septic system and for the connection between the property and the septic system under I-89. Frawley said that due to Section 6.9 he wouldn't be able to develop to the extent as planned, even though the state would likely approve their plans. Frawley said he had filed a wetlands permit application with the state, anticipating a change in the zoning regulations. Frawley said that his proposed development would encroach within the wetlands buffer. Frawley discussed the change in the nature of the "gas station use" and that the current regulations do not match with how gas stations are used. Frawley said that he will be upgrading the storage tanks and have received approval from Agency of Natural Resources for the proposed upgrades. Frawley said he plans to have three to four EV charging stations on site. Frawley said that Zoning Administrator Suzanne Mantegna informed him that approval for his proposal would require a variance, and that based on the current regulations, he could not receive a special use permit

from Agency of Natural Resources. Cole asked clarification on the aspects of the zoning regulations Frawley would like amended, and with the service station use, if Frawley was asking for an amendment to the lot coverage allowance. Huseyin Sevincgil said that the maximum lot coverage for the district is 40 percent, it excludes the wetlands area, and that their proposal would have less than 40 percent lot coverage. Frawley clarified that their request is to amend the automobile service station use to include retail uses. Frawley said considering all the aspects that would need to be permitted for this project, they have invested time and resources to move the project forward. Cole thanked Frawley and his team for bringing the issue to the Planning Commission, and said he will work with Venkataraman to bring this item to a future Planning Commission meeting agenda. Alison Anand asked for additional information about the core-drilling under the interstate. Frawley said he received permission from the state Agency of Transportation, Agency of Natural Resources, and Green Mountain Power for the septic system project. Clarke asked for clarification on the degree of encroachment into the wetlands. Frawley said that development would occur in the buffer, and the core-drilling would go underneath wetlands.

#### **4. Approval of Minutes**

Motion by Granda to approve the October 21st Planning Commission meeting minutes, seconded by Anand. Voting: 6-0 (Reap abstained). Motion carried

#### **5. Review of Planning Commission applicants**

Cole identified the three applicants: Caitlin Littlefield, Mark Damico, and David Schnakenberg. Schnakenberg introduced himself, and expressed interest for both the DRB position and the Planning Commission position. Cole asked Schnakenberg his preference. Schnakenberg said he had no preference and would be happy to serve in whichever capacity. Granda asked about the open DRB position. Venkataraman clarified that the open position is for an alternate member. Cole overviewed Littlefield's application and asked her if she sees anything lacking in the Town Plan based on her background. Littlefield said that specific methods on resilience to climate change impacts could have been identified, such as riparian restoration, flooding, and forestation. Anand suggested creating alternate positions for the Planning Commission since all the applicants are qualified. Cole said that creating alternate members are not standard practice for Planning Commissions. Cole overviewed Damico's background and asked what aspects about the Planning Commission's work interested him. Damico said he was interested in providing expertise based on his background and being a part of the planning process. Clarke asked about Damico's interest in the Transportation Committee. Damico said he is interested in serving on the Transportation Committee and was appointed by the Selectboard during its meeting on Monday. Clarke asked about the open DRB alternate position. Venkataraman clarified that the opening is only for an alternate position, and that Schnakenberg was the only person who expressed interest in that vacancy. Anand asked for clarification on the composition of the DRB. Venkataraman said the DRB is a five-person board with two alternates, and that Anand was one of the two alternates. Clarke suggested having Littlefield serve on the Planning Commission and Schnakenberg serve on the DRB. Cole agreed with Clarke's suggestion. Littlefield asked about anticipated openings on town boards and committees. Venkataraman said that the Conservation Commission currently has one opening and that the town will be posting openings for boards and committees around Town Meeting Day. Littlefield asked if there will be anticipated openings on the Planning Commission. Venkataraman said that he was not sure because he does not know about the members' interests in continuing to serve and when most of the terms end. Anand asked if Littlefield was on the Conservation Commission. Littlefield affirmed, adding that she would step down from the Conservation Commission if she was appointed for the Planning Commission. Anand said having a person on both boards serving as a liaison for both committees would be useful. Clarke asked if the DRB alternate must attend all the meetings. Venkataraman said no, that the DRB alternate position would be called upon on a need-be basis to fill in for an absent member, and that he can't predict how frequently the alternate member would be called upon in the coming months. Reap said the

applicants should be recommended based on their expertise, and if the commission could deliberate in private. Cole asked how this process was typically carried out in the past. Reap said that this situation is unique, and asked if recommendations were necessary. Venkataraman said that each town has a different process, that the process is informal, that he was surprised that Richmond town boards makes recommendations on applicants. Cole said that the commission will discuss the matter further later.

## **6. Discussion with E. Main St. and Bridge St. Property Owners**

Clarke provided an overview of the district, the district location, the Planning Commission's goals and the discussion. Gretchen Paulsen said that the back portion of long lots within the village are being used by respective residents, that she had concerns about overcongestion by expanding allowances, and that she had concerns about traffic impacts at the four corners traffic signal. Cole said the Selectboard is working with the Agency of Transportation regarding the four corners traffic signal, that Richmond will need to address the county-wide housing shortage in a manner that best fits the community. Katie Nelson had concerns the walkability and the safety of the village, especially for families looking to live in the village. Clarke asked for additional information about the Route 2 project. Cole said that the Selectboard is looking into the matter with the Agency of Transportation to make sure sidewalks are installed on East Main Street, and added additional information on the Route 2 project and the bridge replacement project. Karen Yaggy said she appreciated the interest garnered to serve on the commission, that generally homeowners are more likely to engage on town boards and committees, asked about the placement of parking on properties with infill development, and was concerned about future traffic impacts. Clarke commented that owning a house is a barrier, and that the town should expand rental opportunities. Granda said that the commission should make sure that expanding housing opportunities would expand home ownership and rental opportunities, and that the commission can negotiate methods to increase housing while limiting impacts on traffic and retaining the character of the community. Gary Bressor recommended expanding home ownership opportunities in the village, and explained issues with property transfers with accessory dwelling units. Clarke said the commission is looking into revising the PUD regulations, and parking standards. Josi Kyle overviewed her project on the Creamery parcels, the diverse demographic of renters in the Buttermilk project, the need for diverse housing in town, and her attempts to support the commercial tenants in the project due to COVID. Tim Monty said the commission may want to look into updating and diversifying the housing stock to appeal to younger residents. Katie Nelson said that she owns a duplex which helped make housing affordable, and that zoning regulations have stymied her neighbors from adding additional residential units to their properties. Cole discussed allowances for accessory dwelling units. Venkataraman reviewed allowances for accessory dwelling units, adding that the zoning barriers for constructing accessory dwelling units is supposed to be minimal but that amending water and wastewater permits would be necessary which could take time and resources. Reap added that financing for accessory dwelling units is a barrier. Venkataraman affirmed, and said that the state will have to address these issues if accessory dwelling units aren't as popular as expected. Venkataraman overviewed different housing and streetscape forms. Justin Graham said RiseVT supports mixed use development and he has concerns about pedestrian safety within the village. Graham added that as a first-time homebuyer, he would like expanded opportunities to buy multifamily dwellings. Cole said that Route 2 is owned by the state. Nelson said that her neighbor is working with the town to conduct a speed study and to install a speed monitor on Route 2. Venkataraman said that speed studies have been discussed internally, and that he is working with town officials to make progress on this safety issue. Cole overviewed the process of conducting a speed study in coordination with VTrans to change the speed limit. Monty said he could reach out to business owners in town to provide insight on housing affordability for their employees. Allen Knowles said he would like to work with Nelson to bring their concerns to the Transportation Committee. Cole reviewed the Transportation Committee's current projects. Cole shared Sean Fitzsimmons's comments on improving the walkability within town. Kyle Silliman-Smith commented on the lack of safety on village streets, supported expanding ownership opportunities for multifamily dwellings, and supported rental housing on owner-occupied properties to bolster a sense of community. Cole summarized the public

comments, noting the public safety issues, and expanding housing opportunities. Silliman-Smith recommended reaching out to renters into the process. Kyle supported this recommendation.

## **9. Adjournment**

Motion by Anand, seconded by Tellstone to adjourn the meeting. Voting: unanimous. Motion carried. The meeting adjourned at 9:21 pm.

Respectfully submitted by Ravi Venkataraman, Town Planner

- b) **Front Yard Setback** - All structures shall be set back at least twenty (20) feet from each front lot line, or thirty-five (35) feet from the center line of each public and private Road or Highway right of way contiguous to the lot, whichever is greater.
- 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 each 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 five (5) feet from the rear lot line.
- e) **No Build Zone** - No construction of improvements may occur within five (5) feet of any lot line (except for fences and walls which mark property boundaries or enclose portions of the property and are less than 6 feet high). "Construction of improvements" means all construction activities such as, but not limited to, driveways (except where adjacent to the public or private right of way providing access to the lot), fences, recreational improvements, parking areas, excavation, grading or filling.

**3.2.5 Other Requirements Applicable to the HDR District** - No Zoning Permit may be issued for Land Development in the HDR district unless the Land Development meets the following requirements:

- a) **Parking Requirements** - Parking requirements shall be regulated as provided in Section 6.1.
- b) **Signs** - Signs shall be regulated as provided in Section 5.7.
- c) **Traffic Impact** - No Zoning Permit shall be issued for a use which generates more than 10 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.

**3.2.6 Residential PUD** - Subdivision of lots using a Residential PUD under Section 5.12 of these Zoning Regulations are encouraged in the HDR District and are required for subdivisions of over three (3) lots in the HDR District, as provided in Section 5.12.2, in order to encourage innovation of design and layout of residential uses.

### 3.3 Residential / Commercial District (R/C)

**Purpose** - The standards of this district are designed to allow residential use and residential-compatible commercial use to co-exist in a traditional village style; to allow for the transition of residences to residential appearing businesses in the "downtown village" area; and to encourage flexibility of economic development while protecting existing residences. The "character of the neighborhood" is primarily residential, with the addition of residential-compatible retail uses to uses found in other residential districts. Businesses shall resemble residences in size and architectural characteristics.

Traditional spacing and setbacks for houses will maintain the integrity of the New England village atmosphere. Home occupations within residences, day care facilities, proximity to schools and civic institutions, pedestrian pathways to essential services and close-knit residential groups constitute the "character of the neighborhood".

**3.3.1 Allowable Uses on Issuance of Zoning Permits by Administrative Officer** - The following uses shall be allowed for any lot in the R/C District after issuance of a Zoning Permit by the Administrative Officer. Unless otherwise permitted, only one principal use shall be permitted on one lot:

- a) Accessory dwelling as provided in Section 5.9.
- b) Accessory uses or structures to the uses in 3.3.1.
- c) Child care home, as provided in Section 5.11.
- d) Group home, as provided in Section 5.11.
- e) Home occupation, as provided in Section 5.11.
- f) One bed and breakfast.
- g) One single-family dwelling unit.
- h) One two-family dwelling.

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

- a) Adaptive uses as provided in Section 5.6.8.
- b) Artist/Craft studio.
- c) Cemetery.
- d) Cottage industry as provided in Section 5.6.7.
- e) Day care center.
- f) One multi-family dwelling with three or four dwelling units.
- g) Extraction of earth resources as provided in Section 5.6.6.
- h) Funeral parlor.
- i) Inn or guest house.
- j) Museum.
- k) Office, Business.
- l) Office, Professional.
- m) Personal service business.
- n) Planned Unit Development, which may be a Planned Residential Development, as provided in Section 5.12, if no subdivision of land is proposed (see Section 5.12.1).
- o) Outdoor recreational facility or park.
- p) Religious or educational facility as provided in Section 5.10.4.
- q) Restaurant, standard.
- r) Retail business.
- s) Retirement community.
- t) State- or community-owned and operated facilities, to the extent allowed by Section 5.10.4.
- u) Agriculture, silviculture and horticulture, as provided in Section 2.4.5.
- v) Veterinary Clinics

**3.3.3 Dimensional Requirement for Lots in the R/C District** - No Zoning Permit may be issued for Land Development in the R/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 water and sewer system shall be less than 1/3 acre. This minimum lot area requirement shall be increased to one (1) acre for any lot not served by municipal 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 use of a lot for 3 or more dwelling units served by municipal 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 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 of a lot covered by all structures, parking areas, walkways, driveways, and areas covered by impervious materials shall not exceed forty percent (40%) of the total ground area of the lot.

**3.3.4 Dimensional Limitations for Structure on Lots in the R/C District** - No Zoning Permit may be issued for a structure in the R/C District unless the structure proposed for the lot meets the following dimensional requirements:

- a) **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 each front lot line, or thirty-five (35) feet from the center line of each public or private Road or Highway right of way contiguous to the lot, whichever is greater. Accessory structures shall be placed no closer to the front lot line than the principal structure.
- 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 five (5) feet from the rear lot line.

**3.3.5 Other Requirements Applicable to Lots in the R/C District** - No zoning Permit may be issued for Land Development in the R/C District unless the Land Development meets the following requirements:

- a) **Parking Requirements** - Parking Requirements shall be regulated as provided in Section 6.1.
- b) **Loading Space Requirements** - Off-Road or Highway loading requirements shall be as required in Section 6.1.
- c) **Signs** - Signs shall be regulated as provided in Section 5.7.
- d) **Traffic Impact** - No permit or approval shall be issued for a use which generates more than 35 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.
- e) **Access** - Access shall be regulated as provided in Sections 4.1 through 4.4.
- f) **Character of the Neighborhood Standards** - In addition to the specific standards listed under Section 5.6.2 for conditional use approval, any non-residential use in the R/C District shall also meet the following standards prior to issuance of conditional use approval:
  - i. A non-residential use shall not exceed 2500 square feet gross floor area per floor with a two-story maximum. A building containing dwelling units, a group home, or a guest house is a "residential use" for the purposes of this subsection.
  - ii. All new structures or additions to existing structures shall be residential in character with style, massing, lot placement and scale similar to those found in the existing residential neighborhood.
  - iii. For conversions of residences to commercial or multi-family use, fire escapes, signs, storefront windows or other features that will compromise the architectural integrity of the building shall not be placed on the front of the building.

R/C ZD – what we like about it— For 10-7-20 Planning Commission Meeting

**Currently boundaries of R/CZD:**

1. Most of north and south sides of E. Main St (minus 2 properties next to Greensea and the Harley Brown building, all in VC currently)—
2. Lower Bridge St, east and west sides, to the park
3. Farr Rd, south side plus the first 2 parcels up Thompson Rd from Farr Rd.

Total number of parcels: 48 – Lots containing zero lot lines either are PUDs and therefore recognized as one entity or must be recognized as a PUD if redevelopment occurs.

Total number of parcels containing single-family dwellings - 23

Total number of parcels containing commercial uses - 9

- Commercial uses include: Harringtons; Richmond Animal Hospital; Mike Lemire upholsterer; Tom Coggio upholsterer; Victorian Inn/office complex; (Bower B&B); (hair salon); VLT office; (Chris’s Cuts and Curls); Tiny Tots on the Common daycare; Stone’s Throw Pizza

Total number of parcels containing institutional uses: 4

- Institutional uses: Town Center; Richmond Free Library; Cemetery; Congregational Church; Richmond Firestation

List of lots with multifamily dwelling uses and lots with multiple residential units in R/C district:

Location	Type	Acreage	Number of Units
10 East Main (Greensea)	Mixed Use	0.14	2 units
24 East Main	Residential Only	0.26	6 units
35 East Main	Residential Only	0.14	3 units
81-97 East Main	Residential Only	2.7	9 units
94 East Main	Residential Only	0.35	4 units
99 East Main	Residential Only	0.25	2 units
131 East Main	Residential Only	0.73	2 units (1 SF dwelling, 1 ADU)
287 East Main	Residential Only	0.60	4 units
208 Bridge St	Residential Only	0.53	2 units
15 Railroad St	Residential only	0.29	4 units
150 Thompson Road	Residential only	0.5	2 units
65-105 Farr Road	Residential only	1.46	12 units (1 eight-unit building, 1 four-unit building)

Immediately adjacent to the R/C ZD are a restaurant (Papa McKees), an office building (Harley Brown); Jolina Ct multifamily apartment building; a small commercial center (Round Church Corner Complex); - Waitsfield Telecom sub-station

**Areas that makes sense to add to the Residential/Commercial District:**

1. 2 parcels next to Greensea on south side of E Main St
2. 5 parcels next to MMCTV on south side of W Main St
3. 4 parcels on north side of W Main St Ski Express to Millet St
4. 4 parcels on Depot St
5. 4 parcels on south side of Railroad St
6. 3 parcels on west side of Jericho Rd beyond the 4-plex
7. 4 parcels on east side of Jericho Rd after the utility box up to the cliffs

**Areas worth discussion:**

1. W Main St entrance to Richmond sign to Millet St, north and south sides (currently HDR)
2. Jericho Rd both sides, cliffs to schools (currently HDR)
3. South of the river (currently A/R) – various parts have different issues
  - Farr farm parcel
  - Thompson Rd, Cochran Rd, Bridge St, Huntington Rd

**Areas that might need to stay commercial or village commercial** (do we need both of these? These areas might fit into village mixed or R/C if we added a few more commercial uses))

1. Goodwin-Baker (currently VC)
2. Richmond Hardware and Market (currently VC)
3. Round Church Corner Complex (currently C)

**Current “allowed uses”:**

Single family dwelling or duplex

B&B

Home occupation, group home, child care home, accessory dwelling (per state statute allowed where a single-family dwelling is allowed)

Accessory structure or use (accessory to one of the uses listed above)

**Other compatible uses that could be made “ allowed uses” based on existing or former uses:**

*All these, except the last, are currently conditional uses, along with many others*

*These would require “Site Plan Approval” by the DRB*

Personal services

Office, professional or medical

Cooperative workspace

Restaurant

Childcare center-based

Artist-craft studio

Retail business

Inn or guest house

Multifamily dwelling with up to 4 dwelling units

Mixed use building, with up to 4 commercial uses and/or 1-3 dwelling units

*Changes that would then need to be made to conditional use section:*

- Remove:** artist/craft studio  
 Daycare center  
 Multifamily dwelling  
 Extraction of earth resources  
 Inn or guest house  
 Office, professional or medical  
 Personal services  
 Restaurant  
 Retail business
- Add:** pharmacy  
 Health services  
 Fitness facility  
 Catering services

**Current Density**

<u>Parcel Size</u>	<u>Number of Parcels</u>
Under 0.5	26
.5-.83	13
.84-1	2
1+	7

Final count – 48 parcels, 2 partial parcels

Large parcels – Institutions, Harringtons, Sterling House, E. Main Condos, Farr Road condos, couple houses

*At the current density of 3 dwelling units /A, with rounding rule:*

*< 0.5A = 1 U (or 2 U if a duplex or singlefamily w/accessory dwelling)*

*0.5A – 0.83A = 2 U*

*0.84A – 1.16A = 3 U*

*1.17A – 1.50A = 4 U*

*3A = 9 U*

*\*Should we increase the density to 6U/A or \_\_\_\_ U/A?\**

*\*at a density of 6 U/A, with rounding rule:*

*Up to 0.24A = 1 U*

*0.25A – 0.41A = 2 U*

*0.42A – 0.58A = 3 U*

*0.59A – 0.74A = 4 U*

*0.75A -- 0-.91A = 5 U*

*1.5A = 9 U*

*1.7 A = 10 U*

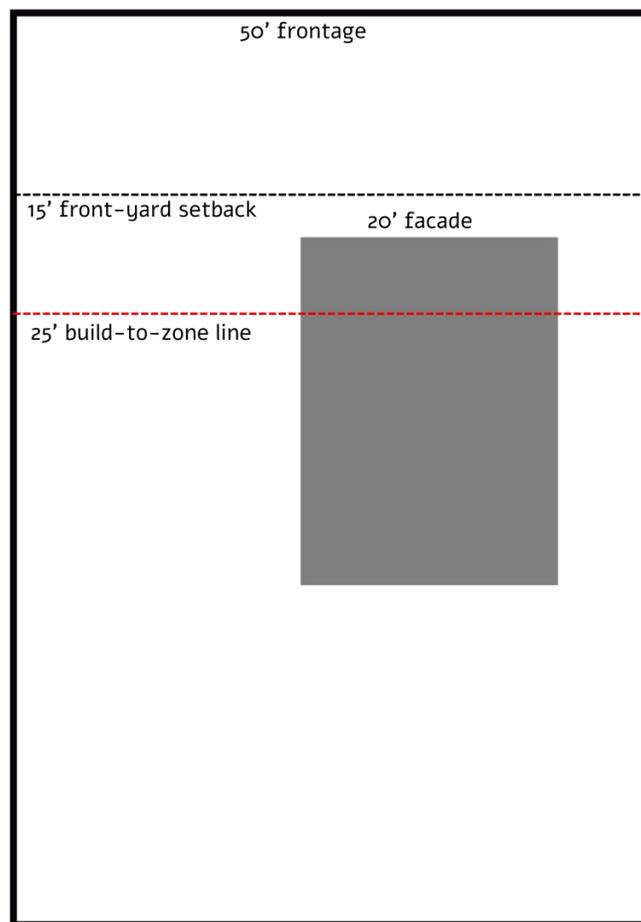
**Design standards/ form-based criteria:**

Currently “character of the neighborhood” standards. Must be approved along with conditional use.

- Non-residential use shall not exceed 2500 sq ft GFA per floor with 2-story maximum
- Shall be residential in character with style, massing, lot placement and scale similar to those found in existing residential neighborhood.
- Fire escapes, storefront windows, signs, fire escapes or other features that compromise architectural integrity shall not be placed on the front

Standards to consider adding to the comparability section:

- Front-yard setbacks set at 15 feet or average of the adjoining parcels, whichever is less
- Build-to-zone occupancy minimum of 40 percent from the minimum setback requirement to 25 feet from ROW – meaning that for a lot with a 50-foot frontage, 20 feet must be occupied by a building, set between the minimum front-yard setback and 25 feet from the ROW (the diagram below assists with explaining the concept).
- All parking and detached accessory buildings must be placed behind the building
- Street-facing entrance is a requirement
- Specifics on roof pitch, building materials, fenestration patterns, and facade elements requires further research



*Figure 1: Figure: Lot with build-to-zone line. Lot lines in solid black. Primary building coverage in gray*

R/C ZD new purpose statement 11.18.20 PROPOSED 3

3.3 Residential / Commercial Zoning District

3.3.1 **Purpose** – The purpose of this district is to allow residential and residential-compatible commercial uses to coexist in a traditional village center, surrounding a compact downtown area, village neighborhoods and several small commercial islands.

Goals for this district include:

- commercial uses allowed on the higher-visibility main arteries, to improve economic vitality,
- increased and varied housing opportunities throughout the district, to help relieve the housing shortage in Richmond and Chittenden County,
- “mixed use” structures that will allow more flexibility in use of property, to meet changing needs in commercial real estate and live/work strategies
- higher density allowed to meet “smart growth” goals, including potential public transit options
- increased walking and biking options both within and into the village area,
- street trees, landscaping and green space to keep the village attractive for residents and visitors,
- plentiful public institutions, gathering spaces and recreational opportunities,
- protection for architectural integrity of village-area homes and historic structures.

## **List of Uses in the 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
- Brewery
- Retail Business
- 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
- Center Based Child Care Facility
- 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
- Family Child Care Home
- Fitness Facility
- 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
- Health Care Services
- Home Occupation
- Horticulture
- Hotel/Motel
- Hospital
- Inn or Guest House
- Kennel
- Large Family Child Care Home
- Laundromat
- 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]*
- Office, Medical
- 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
- Pharmacy
- 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 Sales
- 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

## Town of Richmond

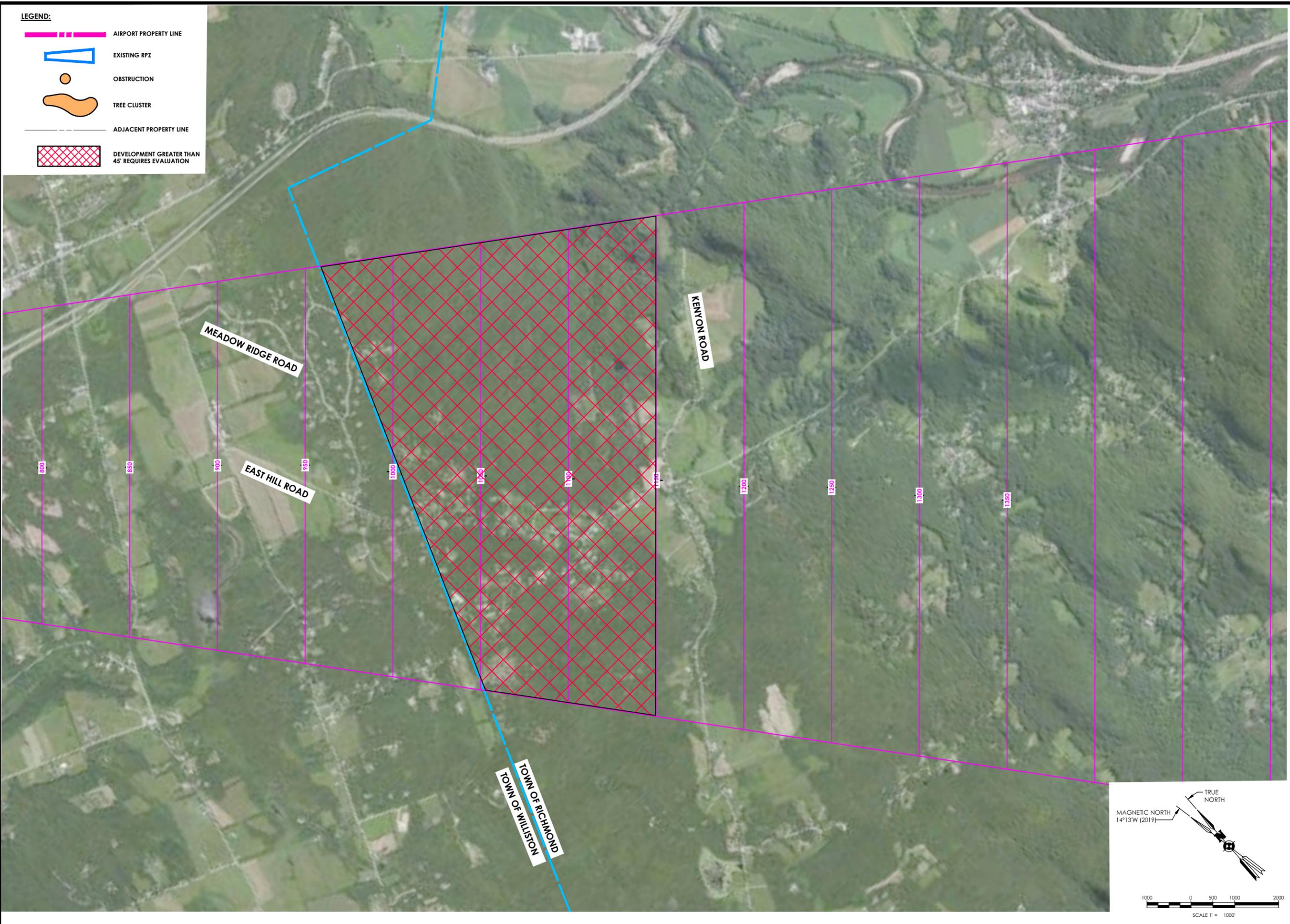
The Town of Richmond Zoning Regulations, effective March 10, 2020 maintains that development height within all its districts shall not exceed thirty-five (35) feet, except as provided in Section 6.6. Section 6.6 goes on to say: *“Farm accessory buildings and structures in §4412(6) of the Act are exempt from the 35’ zoning district height restriction. Spires, chimneys, water towers, windmills, cupolas, rooftop solar collectors, domes, belfries and antennae may extend up to 45’ from the ground. Taller structures may accommodate a steeply pitched roof extending to 45’ provided there is no occupancy or use between 35’ and 45’. The communications industry shall be encouraged to share a single tower to mitigate impacts on ridgelines.”*

The approach surface impacts the Town of Richmond south of Interstate 89. At the limits of the Town of Richmond with the Town of Willison is a ridge line that causes height concern. Between Meadowridge Rd and Kenyon Rd, south of Interstate 89 any development, regardless of height, in the area of the approach surface may cause a concern to the approach surface and the Federal Aviation Administration requests that a FAA Form 7460-1 be submitted. Any development to the east of Kenyon Road above 45 feet above ground level should submit FAA Form 7460-1 to ensure the airspace is protected.

Therefore, it is recommended that an overlay district be written as follows:

***Given the elevation of some areas within the Town of Richmond and their proximity to the approach path for BTV Runway 15-33, The Federal Aviation Administration requests that a FAA Form 7460-1 be submitted for any construction or alteration that lies south of Interstate 89 that is also west of Kenyon Road, regardless of height. It is also recommended FAA Form 7460-1 be submitted for any construction or alteration that lies south of Interstate 89, and east of Kenyon Road that is more than 45 feet above ground level at its site. The form contains instructions and information to be filled out, including the location of the project, the duration of construction, the height of the permanent structure, and the tallest of any construction equipment to be used.***

Y:\Projects-New\2015\20150403\20150403.0002 - AMPU\Drawings\Airport\Overlay District runway 33 (rev).dwg, 3/13/2020 4:02:31 PM, wzian



**LEGEND:**

- AIRPORT PROPERTY LINE
- EXISTING RPZ
- OBSTRUCTION
- TREE CLUSTER
- ADJACENT PROPERTY LINE
- DEVELOPMENT GREATER THAN 45' REQUIRES EVALUATION

**PA**  
**PASSERO ASSOCIATES**  
 Engineering Architecture  
 www.passero.com



Stamp:

Client:  
**BURLINGTON INTERNATIONAL AIRPORT**  
 1200 Airport Drive  
 South Burlington, VT 05403

**Passero Associates**  
 242 W. Main Street (585) 325-1000  
 Rochester, NY 14614 Fax: (585) 325-1691  
 Principal-in-Charge Gregg Topping  
 Project Manager Lisa Chueng  
 Designed by Wayne Zian

Revisions			
No.	Date	By	Description

UNAUTHORIZED ALTERATIONS OR ADDITIONS TO THIS DRAWING IS IN VIOLATION OF STATE EDUCATION LAW ARTICLE 145 SECTION 7209 AND ARTICLE 145 SECTION 7307. THESE PLANS ARE COPYRIGHT PROTECTED ©

**Easement Runway 33 (Richmond)**  
 Airport Layout Plan Update  
**Burlington International Airport (BTU)**  
 Town/City: South Burlington  
 County: CHITTENDEN State: Vermont  
 Project No. **20150403.0003**  
 Drawing No. -  
 Date **March 2020**

## NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION

### § 77.7 Form and time of notice.

(a) If you are required to file notice under §77.9, you must submit to the FAA a completed FAA Form 7460-1, Notice of Proposed Construction or Alteration. FAA Form 7460-1 is available at FAA regional offices and on the Internet.

(b) You must submit this form at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.

(c) If you propose construction or alteration that is also subject to the licensing requirements of the Federal Communications Commission (FCC), you must submit notice to the FAA on or before the date that the application is filed with the FCC.

(d) If you propose construction or alteration to an existing structure that exceeds 2,000 ft. in height above ground level (AGL), the FAA presumes it to be a hazard to air navigation that results in an inefficient use of airspace. You must include details explaining both why the proposal would not constitute a hazard to air navigation and why it would not cause an inefficient use of airspace.

(e) The 45-day advance notice requirement is waived if immediate construction or alteration is required because of an emergency involving essential public services, public health, or public safety. You may provide notice to the FAA by any available, expeditious means. You must file a completed FAA Form 7460-1 within 5 days of the initial notice to the FAA. Outside normal business hours, the nearest flight service station will accept emergency notices.

### § 77.9 Construction or alteration requiring notice.

If requested by the FAA, or if you propose any of the following types of construction or alteration, you must file notice with the FAA of:

(a) Any construction or alteration that is more than 200 ft. AGL at its site.

(b) Any construction or alteration that exceeds an imaginary surface extending outward and upward at any of the following slopes:

(1) 100 to 1 for a horizontal distance of 20,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway more than 3,200 ft. in actual length, excluding heliports.

(2) 50 to 1 for a horizontal distance of 10,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway no more than 3,200 ft. in actual length, excluding heliports.

(3) 25 to 1 for a horizontal distance of 5,000 ft. from the nearest point of the nearest landing and takeoff area of each heliport described in paragraph (d) of this section.

(c) Any highway, railroad, or other traverse way for mobile objects, of a height which, if adjusted upward 17 feet for an Interstate Highway that is part of the National System of Military and Interstate Highways where overcrossings are designed for a minimum of 17 feet vertical distance, 15 feet for any other public roadway, 10 feet or the height of the highest mobile object that would normally traverse the road, whichever is greater, for a private road, 23 feet for a railroad, and for a waterway or any other traverse way not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it, would exceed a standard of paragraph (a) or (b) of this section.

(d) Any construction or alteration on any of the following airports and heliports:

(1) A public use airport listed in the Airport/Facility Directory, Alaska Supplement, or Pacific Chart Supplement of the U.S. Government Flight Information Publications;

(2) A military airport under construction, or an airport under construction that will be available for public use;

(3) An airport operated by a Federal agency or the DOD.

(4) An airport or heliport with at least one FAA-approved instrument approach procedure.

(e) You do not need to file notice for construction or alteration of:

(1) Any object that will be shielded by existing structures of a permanent and substantial nature or by natural terrain or topographic features of equal or greater height, and will be located in the congested area of a city, town, or settlement where the shielded structure will not adversely affect safety in air navigation;

(2) Any air navigation facility, airport visual approach or landing aid, aircraft arresting device, or meteorological device meeting FAA-approved siting criteria or an appropriate military service siting criteria on military airports, the location and height of which are fixed by its functional purpose;

(3) Any construction or alteration for which notice is required by any other FAA regulation.

(4) Any antenna structure of 20 feet or less in height, except one that would increase the height of another antenna structure.

Mail Processing Center  
Federal Aviation Administration  
Southwest Regional Office  
Obstruction Evaluation Group  
10101 Hillwood Parkway  
Fort Worth, TX 76177  
Fax: (817) 222-5920

Website: <https://oeaaa.faa.gov>

## INSTRUCTIONS FOR COMPLETING FAA FORM 7460-1

PLEASE TYPE or PRINT

ITEM #1. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #2. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #3. New Construction would be a structure that has not yet been built.

Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and lighting, a change to power and/or frequency, or a change to the height. The nature of the alteration shall be included in ITEM #21 "Complete Description of Proposal".

Existing would be a correction to the latitude and/or longitude, a correction to the height, or if filing on an existing structure which has never been studied by the FAA. The reason for the notice shall be included in ITEM #21 "Complete Description of Proposal".

ITEM #4. If Permanent, so indicate. If Temporary, such as a crane or drilling derrick, enters the estimated length of time the temporary structure will be up.

ITEM #5. Enter the date that construction is expected to start and the date that construction should be completed.

ITEM #6. Please indicate the type of structure. DO NOT LEAVE BLANK.

ITEM #7. In the event that obstruction marking and lighting is required, please indicate type desired. If no preference, check "other" and indicate "no preference" DO NOT LEAVE BLANK. NOTE: High Intensity lighting shall be used only for structures over 500' AGL. In the absence of high intensity lighting for structures over 500' AGL, marking is also required.

ITEM #8. If this is an existing tower that has been registered with the FCC, enter the FCC Antenna Structure Registration number here.

ITEM #9 and #10. Latitude and longitude must be geographic coordinates, accurate to within the nearest second or to the nearest hundredth of a second if known. Latitude and longitude derived solely from a hand-held G P S instrument is NOT acceptable. A hand-held GPS is only accurate to within 100 meters (328 feet) 95 percent of the time. This data, when plotted, should match the site depiction submitted under ITEM #20.

ITEM #11. NAD 83 is preferred; however, latitude and longitude may be submitted in NAD 27. Also, in some geographic areas where NAD 27 and NAD 83 are not available other datum may be used. It is important to know which datum is used. DO NOT LEAVE BLANK.

ITEM #12. Enter the name of the nearest city and state to the site. If the structure is or will be in a city, enter the name of that city and state.

ITEM #13. Enter the full name of the nearest public-use (not private-use) airport or heliport or military airport or heliport to the site.

ITEM #14. Enter the distance from the airport or heliport listed in #13 to the structure.

ITEM #15. Enter the direction from the airport or heliport listed in #13 to the structure.

ITEM #16. Enter the site elevation above mean sea level and expressed in whole feet rounded to the nearest foot (e.g. 17'3" rounds to 17', 17'6" rounds to 18'). This data should match the ground contour elevations for site depiction submitted under ITEM #20.

ITEM #17. Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 17'3" rounds to 18'). The total structure height shall include anything mounted on top of the structure, such as antennas, obstruction lights, lightning rods, etc.

ITEM #18. Enter the overall height above mean sea level and expressed in whole feet. This will be the total of ITEM #16 + ITEM #17.

ITEM #19. If an FAA aeronautical study was previously conducted, enter the previous study number.

ITEM #20. Enter the relationship of the structure to roads, airports, prominent terrain, existing structures, etc. Attach an 8-1/2" x 11" non-reduced copy of the appropriate 7.5 minute U.S. Geological Survey (USGS) Quadrangle Map MARKED WITH A PRECISE INDICATION OF THE SITE LOCATION. To obtain maps, contact USGS at 1-888-275-8747 or via internet at "<http://store.usgs.gov>". If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

ITEM #21.

- For transmitting stations, include maximum effective radiated power (ERP) and all frequencies.
- For antennas, include the type of antenna and center of radiation (Attach the antenna pattern, if available).
- For microwave, include azimuth relative to true north.
- For overhead wires or transmission lines, include size and configuration of wires and their supporting structures (Attach depiction).
- For each pole/support, include coordinates, site elevation, and structure height above ground level or water.
- For buildings, include site orientation, coordinates of each corner, dimensions, and construction materials.
- For alterations, explain the alteration thoroughly.
- For existing structures, thoroughly explain the reason for notifying the FAA (e.g. corrections, no record or previous study, etc.).

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Filing this information with the FAA does not relieve the sponsor of this construction or alteration from complying with any other federal, state or local rules or regulations. If you are not sure what other rules or regulations apply to your proposal, contact local/state aviation's and zoning authorities.

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**Paperwork Reduction Work Act Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection displays a currently valid OMB Control Number. The OMB control number for this information collection is 2120-0001. Public reporting for this collection of information is estimated to be approximately 19 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are mandatory for anyone proposing construction or alteration that meets the criteria contained in 14 CFR 77. This information is collected to evaluate the effect of proposed construction or alteration on air navigation and is not confidential. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.





Ravi Venkataraman &lt;rvenkataraman@richmondvt.gov&gt;

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## Open Seats on Richmond Town Boards

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**Mark** <markd14@gmail.com>

Mon, Oct 12, 2020 at 6:31 PM

To: rvenkataraman@richmondvt.gov

Hi Ravi,

I'm writing to express my interest in serving on the Planning Commission and / or the transportation committee.

I have a degree in Landscape Architecture and site planning from Cornell University and have been involved in countless master planning projects including streetscape design and implementation.

What are the anticipated time and meeting commitments?

Best regards,  
Mark

Mark Damico  
[420 Snipe Ireland Rd, Richmond, VT 05477](#)  
802.558.1517  
[www.designingvermont.com](http://www.designingvermont.com)

Dear Ravi,

October 29, 2020

I am excited at the prospect of joining the Richmond Planning Commission. I hope you and others will agree that my professional experience and skills, my service, and my deep commitment to an equitable, sustainable future prepare me well for serving on the Commission.

Professionally, I am a forest ecologist, and I work and teach in the forestry program at UVM in addition to conducting forest carbon project verifications across the country. To date, my research addresses climate adaptation and mitigation challenges facing land managers and conservation planners. My doctoral research, for example, involved mapping landscape connectivity networks for species to track suitable climatic conditions as well as identifying where and when tree restoration may be most effective after climate-driven wildfires. In all cases, it has become abundantly clear to me that our built environment has great potential to both impede and facilitate human and natural communities' ability to adapt to climate change. Moreover, as more people seek refuge in the cooler and cleaner air of places like Vermont—driven both by the pandemic as well as warming temperature and intensifying storms—strategic planning and carefully evaluating trade-offs will be critical to ensure a healthy, vibrant future for us all. That is particularly true in “high demand” community like Richmond—for example, as our town becomes a regional recreation destination, what are the trade-offs between promoting a healthy tourism economy and preserving the area’s rural character and large blocks of contiguous forest?

I have lived in Richmond for just over a year (though I’ve wanted to move here for over a decade!), and I already feel deeply embedded in and committed to this community. I believe that shows through my efforts on both the Richmond Conservation Commission (RCC) and the Andrews Community Forest Committee (ACFC) to date. On the RCC, for example, I led a volunteer inventory of ash trees within the public right-of-way (we covered 20 miles total) given the impending arrival of emerald ash borer (EAB). I am now working with town officials to develop an EAB-response plan and have just submitted a grant proposal to Vermont’s Urban and Community Forestry program for funding to treat healthy ash trees and replace unhealthy ash trees within the village. (If I am appointed to the Planning Commission, I will continue to lead the EAB response task force, but will eventually step down from the RCC to enable another community member to participate.) On the ACFC, I spearheaded a recent effort to hire not just a trail designer, but a collaborative team of a trail designer *and* an ecologist to ensure that ecological considerations will be paramount in trail design.

Now, I am eager to put energy towards longer-term, strategic planning with the Planning Commission. I learned a great deal at the recent meeting I attended, and was glad to be able to connect my understanding of recent legislative developments to proactive actions Richmond may take (e.g., with regards to greenhouse gas reduction targets). I thank you for considering my interest in joining the Richmond Planning Commission and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Caitlin Littlefield". The signature is written in a cursive, flowing style.

Caitlin Littlefield



Ravi Venkataraman &lt;rvenkataraman@richmondvt.gov&gt;

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**Richmond Planning Commission and Development Review Board**

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**David Schnakenberg** <david.schnakenberg@gmail.com>

Tue, Oct 13, 2020 at 7:28 PM

To: rvenkataraman@richmondvt.gov

Ravi,

My name is David Schnakenberg, and I'm a resident of Richmond interested in joining one of the two above-referenced boards. I am a zoning and land use attorney (I practice in New York City). Before joining my current firm, I was general counsel to the New York City Board of Standards and Appeals, which is New York City's zoning and land use appeals board. In that capacity, I have extensive experience adjudicating land use and zoning applications. I have also been part of working groups within the New York City Department of City Planning, where I've participated in the drafting of zoning text amendments, including the city's recent mandatory inclusionary housing text amendment.

I've love to touch base and hear more about the needs of either board, in the hopes that I might be a good fit.

If needed, I would submit Roger Brown as a local reference.

Regards,  
David

(917) 583 - 4772