

Town of Richmond
Planning Commission Meeting
AGENDA

Wednesday, March 16th, 2022, 7:00 PM
Online via Zoom

PLEASE NOTE: In accordance with Act 78, this meeting will be held online and conference call via Zoom 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 information provided below to join by phone.

For additional information about this meeting, please contact Ravi Venkataraman at 802-434-2430 or at rvenkataraman@richmondvt.gov.

The Zoom online meeting information is as follows:

Join Zoom Meeting: <https://us02web.zoom.us/j/88419874605>

Meeting ID: 884 1987 4605

Join by phone: (929) 205-6099

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.

1. Welcome, sign in and troubleshooting
2. Review of the agenda and adjustments to the agenda
3. Public Comment for non-agenda items
4. Approval of Minutes
 - March 2nd, 2022
5. Nomination of a Zoning Administrator
6. Vote on proposed zoning amendments to wetlands, vehicle fueling station, and nonconforming structures and uses
7. Discussion on the Gateway District
8. Other Business, Correspondence, and Adjournment
 - Review Capital Plan

Table of Contents

4. Approval of Minutes

- Page 3: March 2 2022 Planning Commission Meeting Minutes

5. Nomination of a Zoning Administrator

- Page 8: Memo on Nomination of a Zoning Administrator
- Page 9: Tyler Machia's Resume

6. Vote on proposed zoning amendments to wetlands, vehicle fueling station, and nonconforming structures and uses

- Page 10: Memo on Proposed Zoning Amendments to Wetlands, Vehicle Fueling Station uses, and Nonconforming Uses and Structures – Overview of proposed changes to the regulations and of procedures
- Page 12: Markup version of proposed Zoning Regulations
- Page 23: Clean version of proposed Zoning Regulations
- Page 32: Municipal Bylaw Amendment Report
- On standalone documents:
 - “CurrentZoning.pdf” – Map of current zoning map of the Exit 11 area
 - “ProposedZoning.pdf” – Map of proposed zoning map of the Exit 11 area

7. Discussion on the Gateway District

- Page 34: Gateway Outreach Report prepared by Virginia Clarke
- On standalone documents:
 - “3-16-22ScenarioMap.pdf” – Draft zoning map depicting the upper portion of the Gateway area split into two districts

8. Other Business, Correspondence, and Adjournment

- Page 36: Draft Richmond Capital Plan and Budget, as forwarded for the April 4, 2022 Public Hearing

Richmond Planning Commission
REGULAR MEETING MINUTES FOR March 2, 2022

Members Present:	Virginia Clarke, Lisa Miller, Dan Mullen, Mark Fausel, Joy Reap, Chris Cole, Alison Anand,
Members Absent:	Chris Granda,
Others Present:	Ravi Venkataraman (Town Planner/Staff), Erin Wagg (MMCTV), Gary Bressor, Jeff Forward, Peggy Zugaro, Cathleen Gent, Rod West

1. Welcome and troubleshooting

Virginia Clarke called the meeting to order at 7:02 pm.

2. Review of the agenda and adjustments to the agenda

Clarke reviewed the meeting agenda. No adjustments to the agenda were made or suggested.

3. Public Comment for non-agenda items

None.

4. Approval of Minutes

No comments. The minutes are accepted into the record as written.

Lisa Miller thanked Gary Bressor for the work he put in into the materials he prepared.

5. Public Input on the Gateway District

Clarke reviewed the topic, and the discussions on this topic during the February 16, 2022 meeting. Bressor reviewed the possibility of a parallel road within the Gateway area, as introduced during the previous Planning Commission meeting, and the summary of his proposal for the Gateway District. Jeff Forward thanked Bressor for his proposal and designs, and asked Bressor about the possible conversion of the professional office into residential use in the future. Bressor said that the more housing built in this area would help establish a neighborhood. Forward noted the overall goals within the village to create mixed-use neighborhoods, and asked who would build a secondary road as Bressor has proposed. Bressor said that the neighbors would work together to help create a path for such a road, and then sold the front lots to a developer, who would then build a road, would work best. Bressor suggested Jason Webster could build up such a project.

Clarke said that the commission will need to talk about process—how such a proposal could become a reality over time—and that based on past conversations with residents within the village that there is a deep interest to live in a neighborhood. Clarke overviewed past conversations about establishing a residential neighborhood zoning district for part of the Gateway, and a mixed-use area within the Gateway. Miller said that the property owners and residents would have to buy into this proposal, and

that changes to the subdivision regulations may be needed. Cathleen Gent said that this proposal could be built out through the Planned Unit Development process, and that the Transportation Committee has applied for a grant to study methods to improve pedestrian and bicycle accessibility through the Gateway starting in June if funded. Forward asked about building footprint limitations in the Gateway District, and said that the Willis Farm area is different from the rest of the Gateway District. Clarke reviewed a previously discussed scenario of dividing the current Gateway District into two distinct districts—one emphasizing mixed-use development and one emphasizing residential development.

Clarke asked about the dimensions of the lots on Bressor's drawings. Bressor said that the lots as depicted are drawn at 55 feet by 60 feet, and that the footprint of the houses are 20 feet by 60 feet. Clarke asked about the orientation of the houses. Bressor said that the access to the houses would be from the secondary road, and that the plans show three to four parking spaces per house to account for households with multiple cars and guests. Forward asked about townhouses. Bressor said that he was looking at aligning the style with the village and that consumers prefer single-family houses. Clarke said that zoning could allow for the development of variation.

Mark Fausel expressed concern about the proposal without input from property owners. Clarke said that an extensive discussion overviewing all the pros and cons with the property owners would have to occur before moving forward with proposed zoning.

Lisa Miller said that considering the town's housing needs versus its needs for commercial space that encouraging housing would be promising, and that the commission should get opinions from developers and nearby towns that have enacted similar land use regulations. Dan Mullen noted that the commission is in the early stages of the planning process. Alison Anand noted the lack of walkability to grocery stores from the Gateway area, and said that she shared Fausel's concerns.

Rod West said that he was in favor of single-family homes on small lots compared to condominiumization or group ownership, that he was initially apprehensive about the density numbers the commission proposed until seeing these proposals, and that the commission should incentivize types of development allowing for flexibility rather than prescribe types of development. West noted that businesses need scale, and that the commission should consider allowances for a variety of commercial uses of different scales.

Forward asked about inclusionary zoning and affordable housing. Clarke said that the commission has not come to a conclusion about requiring affordable housing yet, that in past conversations, the issue was that projects were not big enough to include affordable housing, and that results from the ongoing housing study is forthcoming. Forward said that per HUD guidance, all the units in the Creamery development are considered affordable. Joy Reap said that the proposal with the road looks expensive compared to a multifamily building like the Creamery, and that flexibility is needed.

Clarke asked Venkataraman about the process for possible buildout of the proposal. Venkataraman said that there are two ways of building out the proposal: (1) through the PUD process, redeveloping all the parcels together in the immediate future—which is not an option at this moment—and (2) gradual redevelopment by changing the zoning regulations that encourage a particular built environment over time when the property owner decides to do so, which is what the commission is focused on. Venkataraman said that to do so would require establishing an official map for the area to recognize where the town wants future infrastructure, and amending the zoning regulations to encourage particular

types of development. Venkataraman said that the commission and the public would have to decide the regulatory triggers that would require the development of infrastructure. Venkataraman said that statute specifies the negotiation process for developing infrastructure per official maps. Clarke asked how the water and sewer lines would be built per the official map. Venkataraman said that in this context the water and sewer lines would be built out first, and that the water and sewer lines could be built within the proposed right-of-way if the official map goes into effect before any permits for the water and sewer line extension are pulled. Clarke asked how much time developing these policies would take. Venkataraman said that for developing an official map for the Gateway area could be comparatively quicker.

Miller noted the monumental impacts of water and sewer service to properties within the Gateway area. Forward concurred, adding that clarity how much the water and sewer line extension could potentially serve would help the planning process. Clarke said that the commission is working with the Water and Sewer Commission to make the project timelines align in order to make sure the extension project will pass Act 250.

Bressor said that the proposal could be within range of affordability.

Clarke reviewed other options to rezone the Gateway area to meet Act 250. Clarke said that the commission will need to review the proposal and its feasibility before moving forward

6. Vote on proposed zoning amendments to wetlands, vehicle fueling station, and nonconforming structures and uses

Bressor voiced concerns about the setback modifications allowance. Venkataraman explained that the goal of zoning is to create conformity, that he recommended removing the setback modification section because it encourages nonconforming buildings to become further nonconforming, and that most of the buildings that could take advantage of this allowance are in the village and the commission is considering reducing setbacks in the village, obviating the need for the allowance. Bressor said that he has used this allowance to redevelop his house that does not meet any of the setbacks. Venkataraman said that the current draft language allows for one-to-one replacements of nonconforming structures, and that allowing nonconforming structures to become more nonconforming is contradictory to the intent of standardization in zoning. Chris Cole asked for clarification if the current zoning regulations allow for nonconforming structures to become more nonconforming. Venkataraman affirmed. Clarke asked Bressor if the DRB had encountered many projects using this allowance. Bressor said that he couldn't say, and that his house is unique that it was not meeting any of the required setbacks. Bressor said that he does not have an issue removing this allowance, but that he is concerned about removing this allowance before the setbacks are changed for the village. Venkataraman reviewed the setbacks for the village districts, adding that this setback reduction allowance wouldn't provide much more than the existing conditions, and that the existing extent of nonconformity would be allowed to be rebuilt.

Anand questioned the authority of the commission to impose such a regulation and proposed allowing this allowance in a particular zoning district. Clarke said that this falls within zoning. Clarke asked if Anand wanted to keep the allowance in the zoning. Anand said that she needed to study it more.

Miller asked about the historical context, and noted the unforeseen issues of zoning at the time of construction of nonconforming structures. Mullen asked about placing a sunset provision so that the setback modification allowance ends after the commission changes the setbacks in the village. Clarke

suggested leaving the language in for now and changing the provision when the setbacks for the village are changed. Cole asked if there have been any issues with application of the zoning regulations, and said that if there have not been any issues, he concurs with Mullen that the issue is the timing of the amendment. Bressor said that he is not aware of any issues. Clarke said that leaving the regulations in may be the easiest path at this moment, and that the commission can remove the provision at a later date. Anand noted that the commission should make sure zoning fits the current reality of the village, and recommended leaving the provision in.

Venkataraman explained that in the proposed language, nonconforming structures can be retained and replaced one-to-one as long as the replacement is no more nonconforming than the original building; that the setback modification allowance is a privilege affecting a few properties with nonconforming structures within the town; and that in principle, the commission shouldn't keep the setback modification provision in zoning since zoning aims to create standardization in the built environment. Bressor said that removing the provision would affect a number of buildings that could use this allowance.

Clarke asked how the commission would like to proceed. Fausel said that he would like to keep the setback modification allowance. Clarke asked the commission members to raise their hands if they would like to keep the setback modification provision. All commission members in attendance raised their respective hands.

Clarke asked for a vote to forward the draft amendments to the Selectboard for its consideration. Cole asked questions about the permitting requirements in the draft wetlands regulations, and the buffers. Venkataraman said that a zoning permit is required for any development within Class 1 and 2 wetlands; that with a zoning permit application, a state wetlands permit must be submitted; and that the buffers are in alignment with the State Wetlands Rules. Cole asked about which wetlands are under jurisdiction. Clarke pointed out the known and suspected wetlands in the advisory layer and the screening tool. Venkataraman said that the regulations apply to Class 1 and 2 wetlands. Cole asked about exemptions from the State Wetland Rules. Venkataraman said that this is in reference to the types of land development that is exempted by the State Wetland Rules from needing a wetlands permit.

Cole asked about how the wetlands regulations are triggered. Venkataraman said that the requirement would most probably emerge during the review process, and that the focus would be on development within or close to wetlands. Clarke pointed out that the wetlands regulations would apply to the entire lot if a lot has a known or suspected wetland. Cole asked about the costs of a wetlands delineation. Venkataraman said that it could cost \$500 to \$2000. Fausel said that that requirement seems excessive and that the focus should be on the area of development, not the entire lot. Cole concurred. Venkataraman said that Fausel and Cole made a good point for the draft regulations applied to larger properties.

Fausel said that he was not keen about the regulations pertaining to lawns. Venkataraman overviewed the allowances within the State Wetlands Rules, and that the intent of the wetlands rules is to not encourage the creation of new laws within wetlands and wetland buffers in order to protect the integrity of the wetlands.

Clarke asked if Venkataraman if he would be able to make a determination if a proposed development were to impact a wetland or wetland buffer. Venkataraman said yes.

Clarke concluded that the commission will vote on the amendments during its next meeting, and that it should review the language in the meantime.

7. Other Business, Correspondence, and Adjournment

Motion by Cole, seconded by Anand to adjourn the meeting. Voting: unanimous. Motion carried. The meeting adjourned at 9:35 pm.

Respectfully submitted by Ravi Venkataraman, Town Planner

Chat Log:

00:23:21 Peggy Zugaro: What is the timeline for this project?
01:09:50 Joy Reap: Can we please take the presentation down?
01:28:11 Jeff Forward: Ask CCRPC to do some research.
01:28:44 Jeff Forward: Maybe ACCD?

TO: Richmond Planning Commission

FROM: Ravi Venkataraman, Town Planner

DATE: March 11, 2022

SUBJECT: Nomination of a Zoning Administrator

For the past two months, the Town has been in the process of hiring a permanent, full-time Zoning Administrator. An overview of the process was as follows:

- January 7, 2022 – The job announcement for permanent, full-time Zoning Administrator for the Town was posted
- February 11, 2022 – I closed the job announcement. I received applications from six candidates.
- Week of February 14, 2022 – I conducted initial screening calls for the candidates who applied, and created a list of final candidates.
- Week of February 21, 2022 – Town Manager Josh Arneson, DRB Chair David Sunshine and I interviewed the final candidates

After much discussion, Arneson, Sunshine and I decided that Tyler Machia is the best candidate for the Zoning Administrator position for the Town. Machia's resume is enclosed.

Per 24 V.S.A. §4448, the Planning Commission must nominate a Zoning Administrative Officer to the Selectboard, and the Selectboard must appoint the Zoning Administrative Officer to a three-year term.

Interim Zoning Administrator Kayla Vaccaro is on contract until April 13, 2022. Both Vaccaro and I will train Machia until her contract expires. After her contract expires, Machia will be expected to take on the full role and responsibilities of the Zoning Administrator position.

To facilitate action, I have prepared the following draft motion:

I, _____, move to nominate Tyler Machia to serve as the Zoning Administrative Officer for a three-year term for the Town of Richmond effective as of April 14, 2022.

Tyler Machia
Home Address: 78 Meadow Drive, Morrisville, VT 05661
Machiat89@gmail.com Cell: 802-578-1671

Education

Master's in Public Administration **August 2021**
University of Vermont, Burlington VT

Bachelor of Arts Political Science and Philosophy **May 2012**
Hartwick College, Oneonta NY

Work History

Principle, Pine Ridge Consulting **September 2016 – Present**
Morrisville, VT

- *Provided training and consulting services to local candidates*
- *Manage voter database in Nation builder for county GOP*
- *Provided guidance on messaging and media strategy to candidates*
- *Provided issue advocacy services in the Vermont Statehouse*

Hospitality Professional **June 2008 – January 2022**
Stowe, VT

- *Provided a high level of customer service to clients from around the world*
- *Listen to guest complaints, heard their concerns and sought solutions to their problems*
- *Facilitated unique guest experiences*
- *Served as an ambassador for my local community*

Candidate for the Vermont State House **March 2020 -November 2020**
Morrisville, VT

- *Ran a comparative race against two incumbent candidates*
- *Secured over 1200 votes*
- *Utilized campaign software to conduct grassroots voter outreach*
- *Solicited donations from perspective donors*

Field Coordinator, Don Turner for Lieutenant Governor **August 2018 – November 2018**
Milton, VT

- *Provided training to interns and volunteers on voter contact strategies*
- *Manage statewide voter database in Nation builder*
- *Conducted a statewide voter outreach campaign*
- *Ensured the accurate collection of voter data*

Chair, Cambridge Community Engagement Team **March 2017 – March 2018**
Cambridge, VT

- *Planed and facilitated meetings of the community engagement team*
- *Oversaw the planning and creation of the Report to the Selectboard*
- *Presented the report at town meeting day and fielded questions*

Regional Field Director, Lisman For Vermont **March 2016 – August 2016**
Williston, VT

- *Managing a team of 6 interns phone banking and canvassing across Vermont*
- *Provided training to interns and volunteers on voter contact strategies*
- *Vetting house and senate candidates for endorsement*
- *Managing a statewide voter database*
- *Organized and managed volunteer phone banking efforts*
- *Composed scripts for Victory VOIP*
- *Utilizing Nation Builder soft wear to cut turf for door knocking and phone banking*
- *Facilitated a variety of grassroots outreach efforts*

Congressional Intern, Senator Bernie Sanders **September 2012-December 2012**
Washington, DC

- *Assisted staff with research projects in a timely and professional manner*
- *Conducted research on the behalf of constituents and assisted in their case work*
- *Drafted constituent correspondence*

TO: Planning Commission

FROM: Ravi Venkataraman, Town Planner; and Virginia Clarke, Planning Commission Chair

DATE: February 11, 2022 **[UPDATED March 11, 2022]**

SUBJECT: Proposed Zoning Amendments to Wetlands, Vehicle Fueling Station uses, and Nonconforming Uses and Structures

Summary List of Proposed Changes to the Zoning Regulations

In summation, listed are the significant proposed changes to the Zoning Regulations

- Addition of Vehicle Fueling Station Uses to the Commercial and Industrial/Commercial Zoning Districts
- Addition of Powered Vehicle and/or Machinery Service to the Commercial, Village Commercial, Industrial/Commercial, Gateway, and Residential/Commercial Zoning Districts
- Removal of references to “Automobile Service Station”, “Garage, Repair”, and “Garage, vehicle repairs and service”
- Clarification of rights for nonconforming uses and nonconforming structures
 - Per the recommendations of the Town Attorney, regulating discontinuing nonconforming structures has been removed. Regulating discontinuing nonconforming uses is still proposed
 - Allowances for setback modifications have been retained. The language specifying this allowance has been streamlined to be more explicit about the allowance.
- Use standards for Vehicle Fueling Station uses, including:
 - A limit to four pumping islands that dispense liquid and gaseous fuel
 - A requirement to install at least one DC Fast Charger electric vehicle charging station
 - Allowances for accessory uses such as convenience stores, and for the allocation of 20 percent of the floor space within a building containing the accessory use for seating
- Allowances for development within wetlands and wetland buffers upon the provision of a state wetlands permit and a permitting process with the Town
- Allowances for expansion of nonconforming structures into wetlands and wetland buffers provided a state wetlands permit and a permitting process with the Town
 - This allowance is per the Town Attorney’s recommendations for regulating development within wetlands and wetland buffers
 - This iteration of the draft zoning regulations removes the burden of technical assessments and decision making on the Conservation Commission and the DRB, and places priority on the decisions the State Wetlands Program staff scientists render. Simultaneously, the draft regulations signal to applicants that the Town regards wetlands as important
 - The Town Attorney recommended requiring a State Wetlands Permit for a local permit.
- Definitions for “Accessory Electric Vehicle Charging Station”, “DC Fast Charger”, Powered Vehicle and/or Machinery Service”, “Vehicle Fueling Station”, and “Wetland Buffer”
- Modifications to the definitions for “Impervious Surface”, “Setback”, “Structure”, and “Wetland”
 - This iteration incorporates the Town Attorney’s recommendations for definitions for “Impervious Surface”, “Structure”, and “Setback”

- Deletion of definitions for “Automobile Service Station”, and “Garage, Repair”
- Rezoning the parcel containing the Mobil gas station from the Gateway Commercial Zoning District to the Industrial/Commercial Zoning District
 - This proposal is different from the draft zoning map initially proposed, which proposed rezoning the Park and Ride area and the parcel containing the Mobil gas station from the Gateway Commercial Zoning District to the Industrial/Commercial Zoning District. Rezoning only the parcel with the Mobil gas station is based on the Town Attorney’s recommendations.

Process and Procedure

The Planning Commission held a public hearing on the proposed amendments on February 2, 2022.

At this point, the Planning Commission may edit the draft amendments and the bylaw amendment report as needed based on the input provided during the public hearing.

When the Planning Commission has finalized the documents, it will need to approve the municipal bylaw amendment report and move to provide the proposed amendments for the Selectboard's consideration. The Planning Commission does not have a deadline after the public hearing to provide the documents to the Selectboard.

To facilitate action, I have prepared a draft motion:

I, _____, move to approve the enclosed Municipal Bylaw Amendment Report and forward to the Selectboard proposed amendments to the following sections of the Richmond Zoning Regulations: 3.3.2, 3.4.2, 3.5.2, 3.6.2, 3.7.2, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13, 5.10, 6.9, 7, and Appendix A1.

Proposed Zoning Regulations – Markup – 3/11/22

3.3 Residential / Commercial District (R/C)

...

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).
- ~~n)p)~~ Powered Vehicle and/or Machinery Service
- ~~e)p)~~ Outdoor recreational facility or park.
- ~~p)q)~~ Religious or educational facility as provided in Section 5.10.4.
- ~~q)r)~~ Restaurant, standard.
- ~~r)s)~~ Retail business.
- ~~s)t)~~ Retirement community.
- ~~t)u)~~ State- or community-owned and operated facilities, to the extent allowed by Section 5.10.4.
- ~~u)v)~~ Agriculture, silviculture and horticulture, as provided in Section 2.4.5.
- ~~v)w)~~ Veterinary Clinics

...

3.4 Gateway Commercial District (G)

...

3.4.2 Allowable Uses Upon Issuance of Conditional Use Approval - The following uses, with accessory structures, may be allowed in the G District after issuance of conditional use approval by the DRB.

- a) Adaptive use as provided in Section 5.6.8.
- b) Amusement arcade.
- c) Artist/Craft studio.
- ~~d) Automobile service station.~~
- ~~e)d)~~ Bank.
- ~~f)e)~~ Business yard.
- ~~g)f)~~ Catering service.
- ~~h)g)~~ Cemetery.
- ~~i)h)~~ Cottage industry as provided in Section 5.6.7.
- ~~j)i)~~ Day care center.
- ~~k)j)~~ Dwelling, single-family attached to a principal structure approved for a permitted or conditional use.

- h)k) Dwelling, two-family
- m)l) Dwelling, multi-family with three or four dwelling units.
- n)m) Educational or religious facility as provided in Section 5.10.4.
- o)n) Extraction of earth resources as provided in Section 5.6.6.
- p)o) Food processing establishment.
- q)p) Funeral parlor.
- ~~r) Garage, repair.~~
- s)q) Group home, as provided in Section 5.11.
- t)r) Hotel or motel.
- u)s) Inn or guest house.
- v)t) Kennel
- w)u) Light Manufacturing.
- x)v) Multi-use commercial building with uses from this section or 3.4.1.
- y>w) Museum.
- z)x) Offices, Business.
- aa)y) Offices, Professional.
- bb)z) Personal services.
- aa) 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).
- ee)bb) ~~Powered Vehicle and/or Machinery Service~~
- dd)cc) Private club.
- ee)dd) Recreation, indoor or outdoor facility or park.
- ff)ee) Research laboratory.
- gg)ff) Retail business associated with light manufacturing with a maximum size of 3,000 square feet.
- hh)gg) Retirement community.
- ii)hh) State- or community-owned and operated institutions and facilities, to the extent allowed by Section 5.10.4.
- jj)ii) Tavern, provided that it is associated with an onsite distillery, brewery, or winery.
- kk)jj) Agriculture, silviculture and horticulture, as provided in Section 2.4.5.
- ll)kk) Veterinary Clinics

...

3.5 Village Commercial District (V/C)

...

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)i) Group home.
- k)j) Hotel or motel.
- l)k) Light manufacturing
- m)l) Lumber yard / Building supply business.

- m) Planned Unit Development as provided in Section 5.12, if no subdivision of land is proposed (see Section 5.12.1).
- n) Powered Vehicle and/or Machinery Service
- 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) Veterinary Clinics
- y) Wholesale trade.
- z) Dwelling Units as part of a Planned Unit Development.
- aa) Agriculture, silviculture and horticulture as provided in Section 2.4.5.

...

3.6 Commercial District (C)

...

3.6.2 Allowable Uses Upon Issuance of Conditional Use Approval - The following uses may be allowed in the 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) Amusement arcade.
- c) Automobile and/or marine sales.
- ~~d) Automobile service station.~~
- e) d) Bank.
- f) e) Business yard.
- g) f) Car wash.
- h) g) Catering service.
- i) h) Commercial multi-use building.
- j) i) Distribution Center.
- k) j) Educational facility as provided in Section 5.10.4 .
- l) k) Equipment supply and/or rental.
- m) l) Extraction of earth resources as provided in Section 5.6.6.
- n) m) Funeral parlor.
- ~~o) Garage, vehicle repairs and service.~~
- p) n) Group home.
- q) o) Hotel or motel.
- r) p) Light manufacturing
- s) q) Lumber yard / Building supply business.
- r) Planned Unit Development as provided in Section 5.12, if no subdivision of land is proposed (see Section 5.12.1).
- t) s) Powered Vehicle and/or Machinery Service
- u) t) Private club.
- v) u) Recreation, indoor or outdoor, facility or park.
- w) v) Research laboratory.
- x) w) Restaurant, fast food or take-out.
- y) x) Retirement community.

- z)y) Rooming or boarding house.
- aa)z) State- or community-owned and operated institutions and facilities, to the extent allowed by Section 5.10.4.
- bb)aa) Storage, outdoor as an accessory use to any permitted or conditional use.
- bb) Tavern.
- cc) Vehicle Fueling Station
- dd) Veterinary Clinics
- ee) Warehouse Use.
- ff) Wholesale trade.
- gg) Agriculture, silviculture and horticulture, as provided in Section 2.4.5.

...

3.7 Industrial / Commercial District (I/C)

...

3.7.2 Allowable Uses Upon Issuance of Conditional Use Approval - The following uses, with accessory structures, may be allowed in the I/C District after issuance of conditional use approval by the DRB.

- a) Adaptive use as provided in Section 5.6.8.
- b) Amusement arcade.
- c) Automobile and/or marine sales and/or service business.
- ~~d) Automobile service station.~~
- e)d) Commercial multi-use building
- f)e) Bank.
- g)f) Business yard.
- h)g) Communications, telecommunications, as provided in Section 6.12.
- i)h) Extraction of earth resources as provided in Section 5.6.6.
- ~~j) Garage, vehicle repairs and service.~~
- k)i) Hotel or motel.
- l)j) Kennel.
- m)k) Light manufacturing.
- n)l) Lumber yard or building supply business.
- o)m) Mobile home sales business.
- p)n) Outdoor storage as an accessory use to in connection with any conditional or permitted use.
- o) Planned Unit Development as provided in Section 5.12, if no subdivision of land is proposed (see Section 5.12.1).
- q)p) Powered Vehicle and/or Machinery Service
- r)q) Private club.
- s)r) Recreation facility, outdoor or indoor.
- t)s) Research laboratory.
- u)t) Restaurant, fast-food or take-out.
- v)u) Restaurant, standard.
- w)v) Retail business.
- x)w) Storage, indoor.
- y)x) State- or community-owned and operated institutions and facilities, to the extent allowed by Section 5.10.4.
- z)y) Tavern.
- z) Theater.
- aa) Vehicle Fueling Station
- bb) Veterinary Clinics
- cc) Agriculture, silviculture and horticulture, as provided in Section 2.4.5.

...

4.7 Nonconforming Structures

The following shall apply to all nonconforming structures, except for those within the Flood Hazard Overlay District, which also must comply with the provisions of Section 6.8 of these regulations:

- a. May undergo normal repair and maintenance without a permit if such action does not increase the structure's degree of nonconformity
- b. May be restored or reconstructed after damage to its prior condition from any cause provided that the reconstruction does not increase the degree of nonconformity that existed prior to the damage, and provided that a zoning permit is obtained within 12 months of the date the damage occurred.

A Nonconforming structure may be replaced or restored after damage or destruction by fire or other casualty, and expansion may be permitted as long as the noncompliance of any aspect of the structure is not increased; provided, however, that such replacement or restoration shall be substantially complete within 365 days of the date of the damage or destruction. The DRB may permit such extensions of the 365-day time period as may be equitable, if the lot owner is prevented from commencing or substantially completing construction due to circumstances beyond the lot owner's control. A damaged or destroyed Nonconforming structure which is not substantially replaced or restored in compliance with this section shall not thereafter be used and shall be removed.

4.7.1. The regulations under this section do not construe or imply the permitting of the use of a structure declared unsafe by an appropriate governmental authority or the continuation of an establishment declared to be health hazard by an appropriate governmental authority.

4.7.2. Nonconforming structures may continue to exist unchanged indefinitely.

4.7.3. Nonconforming structures within the Flood Hazard Overlay District will also be subject to the regulations of Section 6.8.

4.7.4. Nonconforming structures may undergo normal repair and maintenance without a zoning permit provided that the structure's degree of nonconformity is not increased.

4.7.5. The Administrative Officer may approve the replacement, restoration, or reconstruction of a nonconforming structure after damage or destruction by fire, flood, collapse, explosion, or other similar casualty to its prior condition provided that:

- a) the reconstruction does not increase the degree of nonconformity that existed prior to the damage; and
- b) a zoning permit is issued within 12 months of the date the damage occurred.

4.7.6. The Administrative Officer may approve the replacement, restoration, reconstruction, and expansion of a nonconforming structure for reasons other than damage or destruction provided that the structure's degree of nonconformity is not increased.

4.7.7. The Administrative Officer may approve the relocation of a nonconforming structure on the same property provided that the change in location of the structure does not increase the structure's degree of nonconformity.

4.7.8. The Development Review Board may allow a nonconforming structure to extend, or further extend, into a wetland or wetland buffer, thus increasing its degree of nonconformity, provided that it is permitted by the state Wetlands Program as pursuant to Section 6.9.5.

4.7.9. For the purpose of Section 4.7, the phrase "degree of nonconformity" shall mean:

- a) the volume of the nonconforming structure within a required setback;
- b) The height of the nonconforming structure above a maximum height;
- c) the square footage that the nonconforming structure's footprint or any associated impervious surface occupies within a wetland buffer; or
- d) the extent to which the nonconforming structure exceeds any other required dimensional standard.

Formatted: Font: (Default) Arial, 10.5 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Not Bold

4.7.108 Setback Modifications ~~Subject to Conditional Use Review, the Development Review Board may allow for the expansion of any nonconforming structure built prior to April 1, 1969 no closer than five (5) feet to any lot line or edge of a public or private right of way and an increase in building footprint as a result of the expansion by no more than 10% of the total ground area of the lot. For example, if the lot is 8,000 square feet, the Development Review Board could allow an increase of 800 square feet in lot coverage.~~

~~Purpose—Richmond contains a large number of buildings that were built prior to the enactment of Richmond's Zoning Regulations and do not conform to setback and/or lot coverage requirements. Current zoning may prohibit even small increases in these buildings due to the restrictions on setbacks and lot coverage. Small increases in the size of these buildings may, in appropriate cases, be beneficial to landowners without adversely affecting neighbors or the interests protected by Richmond's Zoning Regulations. It is the purpose of this section to allow for such increases subject to conditional use review under Section 5.6, as needed to authorize the modification or waiver of district front, side and rear yard setback and lot coverage requirements in accordance with the Act [§4414(8)].~~

~~4.8.1 Applicability—The DRB may issue conditional use approval for the expansion of any nonconforming structure substantially completed prior to April 1, 1969 (an "existing building"). If lawful additions were made to any existing building after April 1, 1969, the term "existing building" shall include the original building and such additions. The conditional use approval may allow expansion of an existing building to occur no closer than five (5) feet to any lot line or edge of a public or private right of way and increases in lot coverage as a result of the expansion by no more than 10% of the total ground area of the lot. (For example, if the lot is 8,000 square feet, conditional use approval could allow an increase of 800 square feet in lot coverage.)~~

~~4.8.2 Selectboard Notification—The Administrative Officer shall notify the Selectboard of applications to modify setbacks that are adjacent to land owned by the Town and Town rights-of-way whether held as a right-of-way or fee title, at the same time such application is referred to the DRB.~~

~~4.8.3 Review Criteria—Prior to issuing conditional use approval for the waiver or modification of setback and coverage requirements, the DRB must find that the proposed expansion:~~

- ~~a. is in compliance with conditional use criteria of these Zoning Regulations, including the general standards, specific standards and performance standards outlined under Section 5.6, and with state law, and~~
- ~~b. the structure must be found to be otherwise in compliance with these Zoning Regulations.~~

~~4.8.4 Conditions of Approval—The DRB may require design modifications, screening or other conditions to mitigate Undue Adverse Effects to adjoining properties or public rights-of-way.~~

4.9 4.8 Nonconforming Uses

~~A Nonconforming Use may continue to exist, subject to the following:~~

~~A Nonconforming Use shall not be changed to other than a permitted use. Any Nonconforming Use that ceases for 365 consecutive days shall not be permitted to resume, and intent to abandon the use shall be conclusively presumed for such non-use unless it qualifies under the "Adaptive Use" section (5.6.8) of these Zoning Regulations. If it can be shown that the usage has traditionally been intermittent, the historical rate will be used to assess abandonment and continued use.~~

~~Any increase or expansion of a Nonconforming Use may occur only after DRB approval. The DRB may approve increases in nonconforming uses that involve an increase of 25% or less in physical characteristics such as, but not limited to, square footage or traffic flow, after Conditional Use Review.~~

~~**4.8.1** A non-conforming use may be continued indefinitely provided it remains unchanged.~~

~~**4.8.2** The structure containing a nonconforming use may undergo normal repair and maintenance without a zoning permit provided that the nonconforming use is not changed, enlarged, expanded, moved or altered.~~

4.8.3. The Administrative Officer may approve the replacement, restoration, or reconstruction of a structure containing a nonconforming use to its prior condition after damage or destruction by fire, flood, explosion, collapse, or other similar casualty provided that:

- a) the reconstruction does not change, enlarge, expand, move or alter the nonconforming use; and
- b) a zoning permit is issued within 12 months of the date the damage or destruction occurred; and
- c) all other requirements of the zoning district in which the structure containing the use is located are met.

4.8.4 A nonconforming non-residential use that ceases for 12 or more months shall be deemed discontinued by the Administrative Officer, regardless of the intent to resume the prior use, and shall not be permitted to resume. A residential use may be resumed within a legal, vacant structure at any time.

Formatted: Font: (Default) Arial, 10.5 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Arial, 10.5 pt

Formatted: Font: (Default) Arial, 10.5 pt

...

4.10-9 Noise

...

4.109.1 Residential Noise

...

4.109.2 Commercial Noise

...

4.109.3 Terms.

...

4.109.4 Exemptions.

...

4.1410 Exterior Lighting

...

4.1410.1 General Guidelines

...

4.1410.2 General Requirements

...

4.1410.3 Parking Lot & Security Lighting

...

4.1410.4 Illuminated Signs

...

4.1410.5 Roads or Highways Lighting.

...

4.1410.6 Lighting of Gasoline Station Aprons and Canopies.

...

4.1410.7 Lighting of Building Facades and Roofs.

...

4.1211 Height of Buildings and Structures

...

4.1211.1

...

4.1211.2

...

4.1211.3

...

4.1211.4

...

4.1211.5

...

4.1211.6

...

4.1211.7

...

4.1312 Performance Standards

...

4.13 Vehicle Fueling Stations - All Vehicle Fueling Stations shall adhere to the following requirements and standards:

4.13.1. Vehicle Fueling Stations may have up to four pumping islands, allowing up to eight vehicles to receive liquid or gaseous fuels at one time.

4.13.2. All Vehicle Fueling Stations shall have one or more DC Fast Charger electric vehicle charging station(s) with a Society of Automotive Engineers (SAE) Combined Charging System (CCS).

4.13.3. Customary accessory uses for Vehicle Fueling Stations include the retail sales of vehicle accessories; food and beverages prepared for off-premises consumption, but which may be consumed on or off premises; and other convenience store items. Up to 20% of the floor space within a structure containing the aforementioned accessory uses may be used for tables and/or chairs.

....

5. PERMITS AND APPROVALS

...

5.10 Requirements for Specific Structures

5.10.1 Accessory Structure - An accessory structure includes any structure that is customarily incidental and subordinate to the principal structure or use on a lot, including but not limited to, fences, walls, barns, sheds, greenhouses, gazebos, patios, accessory electric vehicle charging stations, and free-standing garages. Accessory

3/16/22 Planning Commission Meeting Materials

structures (except for non-structural fences and walls which mark property boundaries, or enclose portions of the property, and are less than 6 feet high, and accessory electric vehicle charging stations) shall conform to the setbacks established in the applicable Zoning District, unless a greater setback is required by these Zoning Regulations.

5.10.2 Seasonal Dwelling - A “seasonal dwelling” or “camp” structure shall not be occupied more than 180 days in any one-year period. Camps which are pre-existing nonconforming structures or nonconforming uses shall be governed by Sections 4.7 or 4.94.8 of these Zoning Regulations. New camps and conversions of camps to single-family dwellings shall be permitted wherever single-family dwellings are permitted as long as all requirements for a single-family dwelling are met. Each camp which is converted to year-round single-family use shall be located on a separate conforming lot on which there is no other principal structure.

...

6. SPECIAL ZONING REGULATIONS

...

6.9 Wetlands

~~No building, roadway or septic system shall be constructed within 100 feet of a Class I wetland and within 50 feet of a Class II wetland. Classifications of wetlands are established by the State of Vermont.~~

~~In addition, no draining, dredging, filling, or alteration of the water flow shall occur within 50 feet of Class I and Class II wetlands, unless such use has been approved by the Vermont Department of Environmental Conservation's Wetlands Section through the issuance of a Conditional Use Determination.~~

6.9.1 Applicability. Any land development on a lot containing a known or suspected wetland identified by the Vermont Significant Wetlands Inventory, the Wetlands Advisory Layers, or the Wetlands Screening Tool shall require a zoning permit issued by the Administrative Officer.

6.9.2 No land development shall occur within a Class I or II wetland, or wetland buffer, unless approved by or exempted from by the Vermont Wetlands Program.

6.9.3 Wetland Buffers. All Class I and II wetlands shall be surrounded by a buffer of the following widths:

- a) 100 feet for a Class I wetland;
- b) 50 feet for a Class II wetland;

6.9.4. Application Requirements.

All lots mapped by the Vermont Significant Wetlands Inventory, the Wetlands Advisory Layers, or the Wetland Screening Tool shall be considered to contain a “known or suspected” wetland, and applications for development on such lots within Class I or II wetlands, and wetland buffers shall provide the following:

- a) A wetlands delineation and assessment of the wetland prepared by a professional wetlands ecologist in accordance with the Vermont Wetlands Rules put forth by the Agency of Natural Resources;
- b) A site plan indicating the location of the proposed land development in relation to the wetland and the wetland buffer;
- c) If any development is planned within the wetland or the wetland buffer, a permit approving such development issued by the state Wetlands Program;
- d) An erosion prevention and sediment control plan in accordance with the current Vermont Standards and Specifications for Erosion Prevention and Sediment Control.

6.9.5 The Development Review Board may approve the reconstruction, replacement or relocation of a nonconforming structure and existing impervious surfaces that extend into, or further into, a wetland or wetland buffer provided that a permit approving such development is issued by the state Wetlands Program.

6.9.6. The creation of new lawns or areas of pavement, including for parking, within wetlands or wetland buffers is prohibited unless approved by the state Wetlands Program. Supplemental planting within a wetland or wetland buffer with appropriate native vegetation to restore and enhance the function of the wetland within the wetland and wetland buffer is allowed.

6.9.7 New on-site septic systems, including septic tanks and leach fields, are prohibited in wetlands and wetland buffers. Replacement systems may be allowed with the appropriate state and federal permits.

6.9.8 Storage of hazardous or other materials is prohibited in wetlands and wetland buffers.

...

7. DEFINITIONS

...

7.2 Specific

For the purpose of these Zoning Regulations, certain words and terms are hereby defined as follows:

...

Accessory Electric Vehicle Charging Station – A structure or device for the free or retail dispensing of electricity as a vehicle fuel within an on-street or off-street parking space, or incidental to a residential or commercial building that does not dispense liquid or gaseous fuel.

...

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.

DC Fast Charger – A battery charger designed for use with commonly available electric vehicles that are capable of receiving direct current (DC) electricity. The DC Fast Charger will comply with Society of Automotive Engineers (SAE) standard J1772 and Underwriters Laboratory standard 2251, or successor standards, and will be rated at a minimum of 50 kilowatts electric power output.

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.

Impervious Surface - An area which significantly restricts or prevents penetration such as but not limited to asphalt paving and concrete surfaces but not including a gravel or grassed surface. A manmade surface, including but not limited to a roof, or a paved or unpaved road, driveway, walkway or parkin area, from which precipitation runs off rather than infiltrates

Powered Vehicle and/or Machinery Service – A commercial establishment, including land and buildings, for which the principal use is the repair and maintenance of powered vehicles and/or machinery. Accessory uses include

rebuilding, reconditioning and body shop work; the sale and installation of parts and accessories, the provision of electricity as a vehicle fuel, and the sale or leasing of no more than four vehicles at any one time.

Setback - The distance from a Lot Line or, if applicable, from the center line of the Road or Highway right-of-way, to the edge of any structure on the Lot, including the building footprint, edge of deck, cantilevered areas, but not including the roof overhang the building footprint or of any structure on the lot, including the edge of a deck, cantilevered area, on-ground patio or parking area. However, the setback provisions of these Zoning Regulations do not apply to fences or signs outside of a road right-of-way, except where specifically provided. The setback provisions of these Zoning Regulations do not apply to fences, walls of 3 feet or less in height, roof overhangs that extend no more than three (3) feet from the structure, or signs outside a road right-of-way, except where specifically provided. Setbacks for septic systems shall be dictated by state law.

Structure - An assembly of materials for occupancy or use, including, but not limited to, a building, mobile home or trailer, sign, wall or fence, and except a wall or fence on an operating farm. The term Structure also includes storage tanks for liquid, and gas oil, propane, or other fuel storage tanks that are principally above ground. Unless otherwise specifically provided, (1) the term Structure does not include parking areas and driveways, (2) for purposes of determining setbacks, the term Structure does not include fences, except where specifically provided, and (3) for the determination of setbacks, septic systems shall not be considered structures and the setbacks shall be dictated by state law. See also Mobile Home, Recreational Vehicle. The term structure does not include tanks that are fully underground, septic system components, and impervious surfaces such as driveways or parking areas.

Vehicle Fueling Station – Any building, land area, or other premises, or portion thereof, used for the retail dispensing or sale of liquid or gaseous vehicular fuels including, but not limited to, gasoline, diesel, kerosene, ethanol, ammonia, methane (including natural gas), propane, or hydrogen, in addition to the retail dispensing of electricity as a vehicle fuel. The presence of an Accessory Electric Vehicle Charging Station shall not alone render the use a Vehicle Fueling Station.

Wetlands - An area that is ~~Means those areas that are~~ inundated by surface or groundwater with a frequency sufficient to support vegetation or aquatic life that depend on saturated or seasonally saturated soil conditions for growth and reproduction. Such areas include but are not limited to marshes, swamps, sloughs, potholes, fens, river and lake overflows, mud flats, bogs and ponds, but excluding such areas as which grow food or crops in connection with farming activities.

Wetland Buffer – The area contiguous to a wetland which serves to protect the values and functions of the wetland.

3.3 Residential / Commercial District (R/C)

...

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) Powered Vehicle and/or Machinery Service
- p) Outdoor recreational facility or park.
- q) Religious or educational facility as provided in Section 5.10.4.
- r) Restaurant, standard.
- s) Retail business.
- t) Retirement community.
- u) State- or community-owned and operated facilities, to the extent allowed by Section 5.10.4.
- v) Agriculture, silviculture and horticulture, as provided in Section 2.4.5.
- w) Veterinary Clinics

...

3.4 Gateway Commercial District (G)

...

3.4.2 Allowable Uses Upon Issuance of Conditional Use Approval - The following uses, with accessory structures, may be allowed in the G District after issuance of conditional use approval by the DRB.

- a) Adaptive use as provided in Section 5.6.8.
- b) Amusement arcade.
- c) Artist/Craft studio.
- d) Bank.
- e) Business yard.
- f) Catering service.
- g) Cemetery.
- h) Cottage industry as provided in Section 5.6.7.
- i) Day care center.
- j) Dwelling, single-family attached to a principal structure approved for a permitted or conditional use.
- k) Dwelling, two-family

- l) Dwelling, multi-family with three or four dwelling units.
- m) Educational or religious facility as provided in Section 5.10.4.
- n) Extraction of earth resources as provided in Section 5.6.6.
- o) Food processing establishment.
- p) Funeral parlor.
- q) Group home, as provided in Section 5.11.
- r) Hotel or motel.
- s) Inn or guest house.
- t) Kennel
- u) Light Manufacturing.
- v) Multi-use commercial building with uses from this section or 3.4.1.
- w) Museum.
- x) Offices, Business.
- y) Offices, Professional.
- z) Personal services.
- aa) 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).
- bb) Powered Vehicle and/or Machinery Service
- cc) Private club.
- dd) Recreation, indoor or outdoor facility or park.
- ee) Research laboratory.
- ff) Retail business associated with light manufacturing with a maximum size of 3,000 square feet.
- gg) Retirement community.
- hh) State- or community-owned and operated institutions and facilities, to the extent allowed by Section 5.10.4.
- ii) Tavern, provided that it is associated with an onsite distillery, brewery, or winery.
- jj) Agriculture, silviculture and horticulture, as provided in Section 2.4.5.
- kk) Veterinary Clinics

...

3.5 Village Commercial District (V/C)

...

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) Group home.
- j) Hotel or motel.
- k) Light manufacturing
- l) Lumber yard / Building supply business.
- m) Planned Unit Development as provided in Section 5.12, if no subdivision of land is proposed (see Section 5.12.1).
- n) Powered Vehicle and/or Machinery Service
- 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) Veterinary Clinics
- y) Wholesale trade.
- z) Dwelling Units as part of a Planned Unit Development.
- aa) Agriculture, silviculture and horticulture as provided in Section 2.4.5.

...

3.6 Commercial District (C)

...

3.6.2 Allowable Uses Upon Issuance of Conditional Use Approval - The following uses may be allowed in the 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) Amusement arcade.
- c) Automobile and/or marine sales.
- d) Bank.
- e) Business yard.
- f) Car wash.
- g) Catering service.
- h) Commercial multi-use building.
- i) Distribution Center.
- j) Educational facility as provided in Section 5.10.4.
- k) Equipment supply and/or rental.
- l) Extraction of earth resources as provided in Section 5.6.6.
- m) Funeral parlor.
- n) Group home.
- o) Hotel or motel.
- p) Light manufacturing
- q) Lumber yard / Building supply business.
- r) Planned Unit Development as provided in Section 5.12, if no subdivision of land is proposed (see Section 5.12.1).
- s) Powered Vehicle and/or Machinery Service
- t) Private club.
- u) Recreation, indoor or outdoor, facility or park.
- v) Research laboratory.
- w) Restaurant, fast food or take-out.
- x) Retirement community.
- y) Rooming or boarding house.
- z) State- or community-owned and operated institutions and facilities, to the extent allowed by Section 5.10.4.
- aa) Storage, outdoor as an accessory use to any permitted or conditional use.
- bb) Tavern.
- cc) Vehicle Fueling Station

- dd) Veterinary Clinics
- ee) Warehouse Use.
- ff) Wholesale trade.
- gg) Agriculture, silviculture and horticulture, as provided in Section 2.4.5.

...

3.7 Industrial / Commercial District (I/C)

...

3.7.2 Allowable Uses Upon Issuance of Conditional Use Approval - The following uses, with accessory structures, may be allowed in the I/C District after issuance of conditional use approval by the DRB.

- a) Adaptive use as provided in Section 5.6.8.
- b) Amusement arcade.
- c) Automobile and/or marine sales and/or service business.
- d) Commercial multi-use building
- e) Bank.
- f) Business yard.
- g) Communications, telecommunications, as provided in Section 6.12.
- h) Extraction of earth resources as provided in Section 5.6.6.
- i) Hotel or motel.
- j) Kennel.
- k) Light manufacturing.
- l) Lumber yard or building supply business.
- m) Mobile home sales business.
- n) Outdoor storage as an accessory use to in connection with any conditional or permitted use.
- o) Planned Unit Development as provided in Section 5.12, if no subdivision of land is proposed (see Section 5.12.1).
- p) Powered Vehicle and/or Machinery Service
- q) Private club.
- r) Recreation facility, outdoor or indoor.
- s) Research laboratory.
- t) Restaurant, fast-food or take-out.
- u) Restaurant, standard.
- v) Retail business.
- w) Storage, indoor.
- x) State- or community-owned and operated institutions and facilities, to the extent allowed by Section 5.10.4.
- y) Tavern.
- z) Theater.
- aa) Vehicle Fueling Station
- bb) Veterinary Clinics
- cc) Agriculture, silviculture and horticulture, as provided in Section 2.4.5.

...

4.7 Nonconforming Structures

4.7.1. The regulations under this section do not construe or imply the permitting of the use of a structure declared unsafe by an appropriate governmental authority or the continuation of an establishment declared to be health hazard by an appropriate governmental authority.

4.7.2. Nonconforming structures may continue to exist unchanged indefinitely.

4.7.3. Nonconforming structures within the Flood Hazard Overlay District will also be subject to the regulations of Section 6.8.

4.7.4. Nonconforming structures may undergo normal repair and maintenance without a zoning permit provided that the structure's degree of nonconformity is not increased.

4.7.5. The Administrative Officer may approve the replacement, restoration, or reconstruction of a nonconforming structure after damage or destruction by fire, flood, collapse, explosion, or other similar casualty to its prior condition provided that:

- a) the reconstruction does not increase the degree of nonconformity that existed prior to the damage; and
- b) a zoning permit is issued within 12 months of the date the damage occurred.

4.7.6. The Administrative Officer may approve the replacement, restoration, reconstruction, and expansion of a nonconforming structure for reasons other than damage or destruction provided that the structure's degree of nonconformity is not increased.

4.7.7. The Administrative Officer may approve the relocation of a nonconforming structure on the same property provided that the change in location of the structure does not increase the structure's degree of nonconformity.

4.7.8. The Development Review Board may allow a nonconforming structure to extend, or further extend, into a wetland or wetland buffer, thus increasing its degree of nonconformity, provided that it is permitted by the state Wetlands Program as pursuant to Section 6.9.5.

4.7.9. For the purpose of Section 4.7, the phrase "degree of nonconformity" shall mean:

- a) the volume of the nonconforming structure within a required setback;
- b) The height of the nonconforming structure above a maximum height;
- c) the square footage that the nonconforming structure's footprint or any associated impervious surface occupies within a wetland buffer; or
- d) the extent to which the nonconforming structure exceeds any other required dimensional standard.

4.7.10 Setback Modifications - Subject to Conditional Use Review, the Development Review Board may allow for the expansion of any nonconforming structure built prior to April 1, 1969 no closer than five (5) feet to any lot line or edge of a public or private right of way and an increase in building footprint as a result of the expansion by no more than 10% of the total ground area of the lot. For example, if the lot is 8,000 square feet, the Development Review Board could allow an increase of 800 square feet in lot coverage.

4.8 Nonconforming Uses

4.8.1 A non-conforming use may be continued indefinitely provided it remains unchanged.

4.8.2 The structure containing a nonconforming use may undergo normal repair and maintenance without a zoning permit provided that the nonconforming use is not changed, enlarged, expanded, moved or altered.

4.8.3. The Administrative Officer may approve the replacement, restoration, or reconstruction of a structure containing a nonconforming use to its prior condition after damage or destruction by fire, flood, explosion, collapse, or other similar casualty provided that:

- a) the reconstruction does not change, enlarge, expand, move or alter the nonconforming use; and
- b) a zoning permit is issued within 12 months of the date the damage or destruction occurred; and
- c) all other requirements of the zoning district in which the structure containing the use is located are met.

4.8.4 A nonconforming non-residential use that ceases for 12 or more months shall be deemed discontinued by the Administrative Officer, regardless of the intent to resume the prior use, and shall not be permitted to resume. A residential use may be resumed within a legal, vacant structure at any time.

...

4.9 Noise

...

4.9.1 Residential Noise

...

4.9.2 Commercial Noise

...

4.9.3 Terms.

...

4.9.4 Exemptions.

...

4.10 Exterior Lighting

...

4.10.1 General Guidelines

...

4.10.2 General Requirements

...

4.10.3 Parking Lot & Security Lighting

...

4.10.4 Illuminated Signs

...

4.10.5 Roads or Highways Lighting.

...

4.10.6 Lighting of Gasoline Station Aprons and Canopies.

...

4.10.7 Lighting of Building Facades and Roofs.

...

4.11 Height of Buildings and Structures

...

4.11.1

...

4.11.2

...

4.11.3

...

4.11.4

...

4.11.5

...

4.11.6

...

4.11.7

...

4.12 Performance Standards

...

4.13 Vehicle Fueling Stations - All Vehicle Fueling Stations shall adhere to the following requirements and standards:

4.13.1. Vehicle Fueling Stations may have up to four pumping islands, allowing up to eight vehicles to receive liquid or gaseous fuels at one time.

4.13.2. All Vehicle Fueling Stations shall have one or more DC Fast Charger electric vehicle charging station(s) with a Society of Automotive Engineers (SAE) Combined Charging System (CCS).

4.13.3. Customary accessory uses for Vehicle Fueling Stations include the retail sales of vehicle accessories; food and beverages prepared for off-premises consumption, but which may be consumed on or off premises; and other convenience store items. Up to 20% of the floor space within a structure containing the aforementioned accessory uses may be used for tables and/or chairs.

....

5. PERMITS AND APPROVALS

...

5.10 Requirements for Specific Structures

5.10.1 Accessory Structure - An accessory structure includes any structure that is customarily incidental and subordinate to the principal structure or use on a lot, including but not limited to, fences, walls, barns, sheds, greenhouses, gazebos, patios, accessory electric vehicle charging stations, and free-standing garages. Accessory structures (except for non-structural fences and walls which mark property boundaries, or enclose portions of the property, and are less than 6 feet high, and accessory electric vehicle charging stations) shall conform to the setbacks established in the applicable Zoning District, unless a greater setback is required by these Zoning Regulations.

5.10.2 Seasonal Dwelling - A "seasonal dwelling" or "camp" structure shall not be occupied more than 180 days in any one-year period. Camps which are pre-existing nonconforming structures or nonconforming uses shall be governed by Sections 4.7 or 4.8 of these Zoning Regulations. New camps and conversions of camps to single-family dwellings shall be permitted wherever single-family dwellings are permitted as long as all requirements for a
3/16/22 Planning Commission Meeting Materials

single-family dwelling are met. Each camp which is converted to year-round single-family use shall be located on a separate conforming lot on which there is no other principal structure.

...

6. SPECIAL ZONING REGULATIONS

...

6.9 Wetlands

6.9.1 Applicability. Any land development on a lot containing a known or suspected wetland identified by the Vermont Significant Wetlands Inventory, the Wetlands Advisory Layers, or the Wetlands Screening Tool shall require a zoning permit issued by the Administrative Officer.

6.9.2 No land development shall occur within a Class I or II wetland, or wetland buffer, unless approved or exempted by the Vermont Wetlands Program.

6.9.3 Wetland Buffers. All Class I and II wetlands shall be surrounded by a buffer of the following widths:

- a) 100 feet for a Class I wetland;
- b) 50 feet for a Class II wetland;

6.9.4. Application Requirements.

Applications for development within Class I or II wetlands, and wetland buffers shall provide the following:

- a) A wetlands delineation and assessment of the wetland prepared by a professional wetlands ecologist in accordance with the Vermont Wetlands Rules put forth by the Agency of Natural Resources;
- b) A site plan indicating the location of the proposed land development in relation to the wetland and the wetland buffer;
- c) A permit approving such development issued by the state Wetlands Program;
- d) An erosion prevention and sediment control plan in accordance with the current Vermont Standards and Specifications for Erosion Prevention and Sediment Control.

6.9.5 The Development Review Board may approve the reconstruction, replacement or relocation of a nonconforming structure and existing impervious surfaces that extend into, or further into, a wetland or wetland buffer provided that a permit approving such development is issued by the state Wetlands Program.

6.9.6 The creation of new lawns or areas of pavement, including for parking, within wetlands or wetland buffers is prohibited unless approved by the state Wetlands Program. Supplemental planting within a wetland or wetland buffer with appropriate native vegetation to restore and enhance the function of the wetland is allowed.

6.9.7 New on-site septic systems, including septic tanks and leach fields, are prohibited in wetlands and wetland buffers. Replacement systems may be allowed with the appropriate state and federal permits.

6.9.8 Storage of hazardous or other materials is prohibited in wetlands and wetland buffers.

...

7. DEFINITIONS

...

7.2 Specific

For the purpose of these Zoning Regulations, certain words and terms are hereby defined as follows:

...

Accessory Electric Vehicle Charging Station – A structure or device for the free or retail dispensing of electricity as a vehicle fuel within an on-street or off-street parking space, or incidental to a residential or commercial building that does not dispense liquid or gaseous fuel.

...

DC Fast Charger – A battery charger designed for use with commonly available electric vehicles that are capable of receiving direct current (DC) electricity. The DC Fast Charger will comply with Society of Automotive Engineers (SAE) standard J1772 and Underwriters Laboratory standard 2251, or successor standards, and will be rated at a minimum of 50 kilowatts electric power output.

Impervious Surface - A manmade surface, including but not limited to a roof, or a paved or unpaved road, driveway, walkway or parking area, from which precipitation runs off rather than infiltrates

Powered Vehicle and/or Machinery Service – A commercial establishment, including land and buildings, for which the principal use is the repair and maintenance of powered vehicles and/or machinery. Accessory uses include rebuilding, reconditioning and body shop work; the sale and installation of parts and accessories, the provision of electricity as a vehicle fuel, and the sale or leasing of no more than four vehicles at any one time.

Setback - The distance from a lot line or, if applicable, from the center line of the road or highway right-of-way to the edge of the building footprint or of any structure on the lot, including the edge of a deck, cantilevered area, on-ground patio or parking area. The setback provisions of these Zoning Regulations do not apply to fences, walls of 3 feet or less in height, roof overhangs that extend no more than three (3) feet from the structure, or signs outside a road right-of-way, except where specifically provided. Setbacks for septic systems shall be dictated by state law.

Structure - An assembly of materials for occupancy or use, including, but not limited to, a building, mobile home or trailer, sign, wall or fence, and storage tanks for liquid, gas oil, propane, or other fuel that are principally above ground. The term structure does not include tanks that are fully underground, septic system components, and impervious surfaces such as driveways or parking areas.

Vehicle Fueling Station - Any building, land area, or other premises, or portion thereof, used for the retail dispensing or sale of liquid or gaseous vehicular fuels including, but not limited to, gasoline, diesel, kerosene, ethanol, ammonia, methane (including natural gas), propane, or hydrogen, in addition to the retail dispensing of electricity as a vehicle fuel. The presence of an Accessory Electric Vehicle Charging Station shall not alone render the use a Vehicle Fueling Station.

Wetland - An area that is inundated by surface or groundwater with a frequency sufficient to support vegetation or aquatic life that depend on saturated or seasonally saturated soil conditions for growth and reproduction. Such areas include but are not limited to marshes, swamps, sloughs, potholes, fens, river and lake overflows, mud flats, bogs and ponds, but excluding such areas which grow food or crops in connection with farming activities.

Wetland Buffer – The area contiguous to a wetland which serves to protect the values and functions of the wetland.

**Planning Commission Reporting Form
for Municipal Bylaw Amendments
(Modifications to parts of the Zoning Regulations to clarify development rights for
nonconformities, for properties within wetlands, and for EV charging)**

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 modifies zoning regulations for nonconforming uses and structures, vehicle fueling station uses, electric vehicle (EV) charging stations, vehicle and machinery repair uses, and development within wetlands. The proposal includes the rezoning of a parcel from the Gateway Commercial District to the Industrial/Commercial District. The proposal would clarify development rights for properties containing nonconforming uses and structures, and wetlands. The proposal would also further the Town's energy goals by stipulating EV charging station requirements for certain commercial uses.

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 and furthers the goals contained in the municipal plan by promoting compliance with state statute. Specifically, the Planning Commission cited the following objectives from the 2018 Town Plan:

- Create clear guidelines and information resources for permit applicants, clarifying requirements and steps for permitting and approval.
- Support the installation of private and public electric vehicle (EV) charging stations in convenient locations. Consider installing one at the Town Center, the Park and Ride and along travel corridors.
- Consider requiring EV charging stations for new commercial development.
- Update zoning regulations to include language to clarify permitting requirements for new electric vehicle charging installations and support the ongoing development of this infrastructure.
- Encourage development that protects natural resources and preserves scenic and/or historic character of Richmond
- Utilize the best available science to inform the creation of supplemental land use regulations and maps that would further conserve or protect sensitive natural areas
- Review land use regulations to ensure compliance with all Vermont and federal regulations that provide surface water protection

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

The Planning Commission concluded that the proposed new commercial uses and the proposed locations would be compatible with the 2018 Town Plan. The location of the proposed new commercial uses would be located within the following districts listed in the Future Land Use section of the 2018 Town Plan: Northwest Industrial-Commercial, Gateway, and Villages.

In addition, the Planning Commission concluded that the proposed rezoning of one parcel from the Gateway District to the Commercial/Industrial District would be compatible with future land uses specified in the 2018 Town plan.

Proposed amendments to regulations for nonconforming uses and structures and wetlands would not affect proposed future land uses and densities of the Town Plan.

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.

What we have so far:

1. 2 outreach meetings – total 15 participants (5 residents) – we have not heard from many of the property owners/residents in the Gateway
2. Some **Residents** want sewer and water but cost is prohibitive (thousands of dollars per year) unless another source of funds can be found (ARPA? Fed infrastructure money? Highway money for highway hydrant capability? Other)
3. There may be money for **affordable housing** but is this a) desirable b) equitable c) possible from a lender/developer point of view d) a large enough area to make it worthwhile from a non-profit's POV – consider Borden St
4. **Commercial development** might help pay for the extension, but can this be done a) without risking denial by Act 250 as “commercial strip development” (9L) b) negating “scenic entrance to Richmond” vision c) risking the unknown viability of commercial space, especially of smaller size, in today's market
5. **Secondary road** concept: a) Gary Bressor presented a proposal for a road along Rt 2 -- alternatively, b) road could be along I-89 corridor which is really too close to the highway for housing anyway - houses could be oriented towards this internal road
Questions: Is there enough space for a road? Is it a waste of land to put in a road in this small space? Who would pay for this road? Is it worthwhile for a relatively small amount of housing?
6. Initial contact with Highway and Engineering suggest (theoretically) that it would be possible to build a secondary road parallel to Rt 2. Not investigated: parallel to I-89 location.
7. **Cul de Sac infill concept:** with increased density and smaller lot size, current residential owners might sell off or develop a relatively small number of additional residences (20-30) --- we could cap the number of curb cuts at the current number – could be combined with #9 below.
8. **Willis Farm** project could continue to develop as a mixed use area, with their planned commercial uses and multifamily housing. This could be relatively easy to zone for if we made it its own mixed use zoning district. They are developing under a PUD permit.
9. Dividing the current Gateway into **two districts**, one residential (north) and one commercial (south) seems like it would prevent strip commercial development, while allowing for commercial uses at Willis Farm

Potential to-do list:

- Confirm the need for a jurisdictional opinion from Act 250 for the W&S line extensions and find out if 9(L) is a significant issue
- Seek more detailed/specific on -the-ground feasibility of actually constructing a secondary road in the Gateway
- Discuss the affordable housing concept with nonprofits to answer #3. Possible discussion with Brandy about this.

- Site visit to Gateway, Rod West's
- Direct contact (call, email) with owners/residents of the Gateway that we haven't heard from
- Prepare draft zoning regs for 2 districts to start discussion
 - **Gateway Residential** would allow for, but not mandate affordable housing density (12U/A), multifamily rental or condo, clustered housing via PUD (like Borden St), +/- a secondary road, a sidewalk/shared path to the village, +/- green space along Rt 2, buffer along I-89
 - **Gateway Commercial** would allow for expanded commercial uses, multifamily housing, sidewalk/shared use path, buffer along I-89, green space along Rt 2 for the Willis Farm property (and south of cemetery?)
- Hire graphics assistance to develop larger scale depictions of what the different build-outs might look like (with secondary road, without secondary road, higher density residential etc) for a public presentation
- Further investigate and consider requesting funds in Capital Budget for acquiring land for affordable housing in Gateway
- Create official map
- Be more bold and proactive

Richmond Capital Plan & Budget

“2023 Capital Plan”

FY2023 through FY2027

The municipality's fiscal year runs from July 1st through June 30th.

Public Hearing – Date and time TBD

Adopted on _____ by a majority of the Selectboard

Adoption Process Overview

Per Title 24, Section 4443, the Richmond Selectboard must present the proposed Capital Plan and Budget for public comment before adoption. Public notice includes a warning in the TBD and posting a notice in three public locations.

Adopted by a majority of the Richmond Selectboard, after a duly held public hearing on Date and Time TBD

June Heston, Chair

David Sander, Vice-Chair

Bard Hill, Member

Jay Furr, Member

Jeff Forward, Member

Received for record on this _____ day of _____, 2022.

Linda M. Parent, Town Clerk

**CAPITAL PLAN & BUDGET
TABLE OF CONTENTS**

<u>SECTION</u>	<u>PAGE</u>
I. INTRODUCTION	02
II. DEFINITIONS	03
III. CAPITAL EQUIPMENT, JUSTIFICATIONS, SOURCE OF FUNDS	
Town Administration	05
Police	06
Fire	09
Highway	13
IV. CAPITAL BUILDING AND INFRASTRUCTURE	
Highway	17
Fire	18
Library	19
Town Center	19
Recreation	19
Water	20
Waste Water	20
V. BEYOND THE CAPITAL PLAN	21

SPREADSHEETS

Spreadsheet 1: Interest spent on loans during the past 15 years

Spreadsheet 2: Town Capital Equipment

Spreadsheet 3: Town and Water and Sewer Building Infrastructure

APPENDICES

Appendix 1 Vermont State Statues

Appendix 2 Transportation and Recreation Committee Capital Plan Suggestions

Appendix 3 7-Year Gravel Plan

Appendix 4 12-Year Paving Plan

I. INTRODUCTION

Introduction to Vermont's Capital Plan & Budget

The Vermont Planning and Development Act (4 V.S.A., Chapter 117) specifically authorizes municipalities with duly adopted municipal plans to adopt a Capital Budget and Plan (§§ 4403, 4443) which allows municipalities to prioritize capital expenditures over a specific period of time. The Capital Budget and Plan should match capital projects and equipment purchases that are included in the annual budget which is approved by the Selectboard and presented for approval by Town of Richmond voters. The Capital Budget and Plan contains projects and equipment costs, and methods of financing, and prioritizes them for each of the next five years.

Overview of Richmond's Capital Plan and Budget

The Richmond Budget and Capital Plan represents a plan of action for the Town that furthers the goals of the Richmond Town Plan. This plan shows how we can renew and modernize our current stock of public facilities and equipment, which in turn enhances public service delivery when needed.

One objective of this Capital Plan is to reduce the need for short- and long-term loans which cost the Town hundreds of thousands of dollars. This plan will allow us to replace equipment on a more realistic schedule which may reduce spending money on costly repairs. In addition, we may recognize gains when a vendor offers us money for trading in existing equipment when we are purchasing new equipment.

Looking at our future needs and raising taxes to build up specific reserves in advance of capital expenditures should assist us in reducing some of the highs and lows of capital expenditures that occur in annual budgets. This Capital Plan shows how we can then utilize the Reserves, along with Restricted and Unassigned Funds, to purchase and maintain public facilities and equipment in the future.

Richmond's Growth and the Town Plan

One of the most important purposes of this Capital Plan is to anticipate the needs of Richmond's residents for public improvements and to provide a sensible plan for meeting those needs. In general, long-term needs are determined by the Richmond Town Plan and the work of the Planning Commission in analyzing land-use and population trends with respect to the financial capacity of Richmond to provide services.

The current 2018 Richmond Town Plan identifies demographic and economic trends, and establishes goals to balance the sustainability of the town with respect to its expected growth over time. County-wide, there is the need for housing units in general and housing units of different types. According to the US Census Bureau, in 2019, the rental housing vacancy rate statewide was 3.4 percent, and the rental housing vacancy rate in Chittenden County was 2 percent.

The Town Plan anticipates Richmond's population will continue to increase at the rate of about 2-3% for the next 10 years. Richmond must anticipate this potential growth and its effect on municipal facilities and services, and on Richmond's budget. The Town Plan includes the Utilities

and Facilities Plan, pursuant to 24 V.S.A. §4382. This plan is a review of the inventory of the town's land, buildings, and equipment and puts forth a set of goals and actions to ensure the sustainability and longevity of the town's assets and infrastructure with respect to the anticipated growth and the need for modernization over time.

This Capital Plan and Budget projects the cost to provide and maintain the facilities and services for that anticipated growth. The Capital Plan and Budget "levels out" the peaks and valleys of capital costs that might otherwise occur. Property tax payers expect and deserve to receive a high level of service for their tax dollar, without experiencing significant fluctuations in their annual tax amount.

However, a number of factors could play a role in the implementation of the Capital Plan and Budget. The anticipated growth of the Town would be highly dependent on planning and zoning policies to accommodate future residential development. An increase in the number of buildings, both commercial and residential, will add value to the grand list and thus distribute the tax burden. Similarly, an increase in the number of water and wastewater system accounts helps to distribute their cost burden as well.

Background for Richmond's Capital Plan & Budget

In 2021 an inventory was taken of Richmond's existing capital resources with a value of \$5,000 or more. Databases for highways and town equipment were utilized to inventory acquisitions and the outside auditors track fixed assets as part of the annual town audit.

II. DEFINITIONS

The following definitions are based on the Vermont Planning and Development Act (24 V.S.A., Chapter 117), § 4430.

Capital Budget – Lists and describes the capital projects to be undertaken during the coming fiscal year, the estimated costs of those projects, and the proposed method of financing.

Capital Plan - A plan of capital projects proposed to be undertaken during each year through year five of the Capital Plan, including the cost for those projects and the method of financing.

Capital Project - A capital project is any one or more of the following:

- (1) Any physical betterment or improvement including furnishings, machinery, apparatus or equipment for that physical betterment or improvement when first constructed or acquired;
- (2) Any preliminary studies and surveys relating to any physical betterment, or improvement;
- (3) Lands or rights in land;
- (4) Any combination of (1), (2), and (3).

Impact Fee – A fee levied as a condition of a zoning or subdivision permit which is used to cover any portion of the costs of an existing or planned capital project that will benefit or is attributable to the users of a new development or to compensate the municipality for any

expenses it incurs as a result of construction. The fee may be levied for recoupment of costs for previously extended capital outlay for a capital project that will benefit the users of the development.

III. FUNDING SOURCES FOR THE CAPITAL PLAN AND BUDGET

- A. Reserves - A reserve fund is a sum of money raised from the General Fund, via taxes, and/or from impact fees that is deposited in an interest earning account prior to the purchase of a capital project. The purpose of the reserve fund is to spread over a number of years the total amount of money that otherwise would be raised in one year for a capital project. This effectively reduces the sharp increases the tax rate can experience when the money for a large cost capital project is raised in one year. The reserve fund can be planned such that the total sum collected will account for the entire amount of the planned capital project. Or, a reserve fund can be used to partially pay for a bonded capital project, therefore reducing the total amount of interest to be paid by the town.
- B. Impact Fees - Impact fees are fees charged at the issuance of a zoning or subdivision permit which will be used to offset costs of an existing or planned capital project that will benefit or is attributable to the users of the development or to compensate Richmond for any expenses it incurs as a result of construction. Impact fees are deposited in a restricted reserve fund for a planned capital project. Impact fees are driven by the Capital Plan and should adjust annually as such.
- C. General Obligation Bonds - These loans are written promises by Richmond to pay a specified sum of money (i.e., the principal amount) at a specified date(s) in the future (i.e., the maturity dates) together with periodic interest at a specified rate. A bond typically runs for a longer term and is a more formal instrument than a note or most lease-purchase agreements.
- D. Bank Notes – Short-term, one-to-five-year term generally.
- E. State Aid and Grants - State aid in the form of grants or matching funds are utilized in transportation projects.
- F. User Fees - A user fee is a fee imposed upon only the users of a particular public facility or utility. For example, only those residents hooked onto the municipal water and sewer systems will be charged fees for paying for upgrades to the systems.
- G. Fund-raiser - Capital projects financed by fund-raisers are obtained through voluntary contributions and donations.
- H. General Fund - Any capital projects not funded in part or in whole from the aforementioned revenue sources will be financed through the General Fund, i.e., taxes.
- I. Unassigned and Restricted Unassigned funds – May be utilized as a down deposit or purchase of capital equipment or a capital project. These funds are a result of excess revenue or unspent budget lines from year to year.

III. RICHMOND CAPITAL EQUIPMENT DESCRIPTIONS AND JUSTIFICATIONS

Each capital project or equipment is identified by department, item name, and year acquired. An estimated purchase or replacement amount is listed with the year for such activity. A brief description and justification for each capital project is included with the total cost over the Plan and the year in which each project is Planned for "purchase".

TOWN ADMINISTRATION

Administrative Equipment	Past Capital Plan Cost	Past Life Cycle	Future Capital Plan Cost	Future Life Cycle
				6
Server	7,500	FY 16	10,000	FY 23
Copier #1	3,744	FY 21		
Copier #2	3,449	FY 13	4,500	FY 24
Copier #3	4,302		4,500	FY2 6

The copiers and server are utilized by Administrative Staff in the Town Offices. Starting in Fiscal Year 2023 a six-year life cycle will be implemented on all the listed pieces of equipment in order to keep up with technology changes and to avoid the cost of repairs and costly leases. The Capital Plan covers items over 5,000 so for purposes of this plan we will not include desktop and laptop computers that are utilized however they are on a schedule as well.

Finding Source: The server, copiers, and computers are all funded by raising taxes or utilizing unassigned funds as voted on in the annual budget through the Technology line.

POLICE

Cruiser and emergency equipment replacement cycle (6)	Past Capital Plan Cost	Past Life Cycle 4	Future Capital Plan Cost	Future Life Cycle 4
Ford Interceptor #1 2018	38,674	FY 18	46,250	FY 23
Ford Interceptor #3 2017	35,258	FY 17	46,250	FY 23
Ford Interceptor #5 2019	41,148	FY 19	48,250	FY 24
Tesla #2 2021	31,460	FY 22	50,250	FY 25
Dodge Durango #6 2020	40,213	FY 20	50,250	FY 25
Ford Interceptor #4 2016	34,460	FY 16	52,250	FY 26
Ford Interceptor #1 2022	46,250	FY 23	54,250	FY 27
Ford Interceptor #3 2022	46,250	FY 23	54,250	FY27

In FY20 we moved to a six-vehicle fleet, on a four-year replacement schedule. One vehicle will be unmarked and used by the Chief of Police, four vehicles will be utilized by full time officers, and one vehicle will be shared by three periderm officers. Each year the replacement schedule will be reevaluated and subject to change based on staffing, mileage, and the age of the vehicle(s) that are scheduled to be replaced.

The purchase in FY23 for two cruisers will be paid for with a combination of taxes raised for direct payment, Capital Reserve funds, and Unassigned funds. Starting with FY23 through will purchase vehicles on a one to two cruiser purchase on alternating years.

Funding Source: Starting with FY24 all cruisers will be purchased utilizing the Police Capital Reserve. The reserve will be maintained and funded through the Capital Reserve line in the annual budget.

Police Video Dashcams (6)	Past Capital Plan Cost	Past Cycle 4	Future Capital Plan Cost	Future Cycle 4
For Cruiser #1 & #3			0	FY 23
For Cruiser #5			5,000	FY 24
For Cruiser #2 & #6			10,000	FY 25
For Cruiser #4			5,000	FY 26
For Cruiser #1 & #3			10,000	FY 27

Each system is \$5,000 and there will be one replaced with each new vehicle purchased beginning in FY 23. We are establishing a four-year life cycle due to continuous technology changes.

Funding Source: The cost of the Dashcams will be paid for through the Police cruiser equipment annual budget line.

Police Video Body Cameras	Past Capital Plan Cost	Past Cycle	Future Capital Plan Cost	Future Cycle 4
Purchasing (6)			10,000	FY 23

The department currently owns five body cameras and is increasing to six. The goal is to have one body camera for the Police Chief, four for full time officers, and one to be shared by the three peridium officers and serve as a backup if one body camera is out of service. We are purchasing six in FY22 and they should not need to be replaced for another four years.

Funding Source: Although the total cost is \$10,000 the cost will be spread over a period of four years and through the Body Camera annual budget line.

Mobile Data Computers (6)	Past Capital Plan Cost	Past Cycle	Future Capital Plan Cost	Future Cycle 4
For Cruiser #1 & #3			6,500	FY 23
For Cruiser #5			6,500	FY 24
For Cruiser #2 & #6			13,000	FY 25
For Cruiser #4			6,500	FY 26
For Cruiser #1 & #3			13,000	FY 27

There are six mobile data computers, one for each cruiser, and they are priced at \$6,500 each. They are to be replaced on the same schedule as police cruisers with a four-year estimated life cycle. The alternating schedule will begin in FY24 with the purchase of one to be followed by two in FY25.

Funding Source: These computers are being paid for through the Police Cruiser equipment budget line.

FIRE

Fire Trucks (3)	Past Capital Plan Cost	Past Life Cycle 20	Future Capital Plan Cost	Future Life Cycle 15
Fire Engine # 1 2011	363,883	FY 11	500000	FY 28 & FY 29
Fire Engine # 2 2015	386,164	FY 16	500000	FY 30 & FY 31
Fire Engine # 3 2018	384,542	FY 19	500,000	FY 33 & FY 34

Based on the current conditions of our Fire Engines, the cost of repairs, and trade in values, we are changing the life expectancy from 20 years to 15. The next Fire Engine to be replaced is Fire Engine #1 in FY 29 with a deposit of \$100,000 in FY 28 and final payment of \$400,000 in FY 29 for a total approximate cost of \$500,000 and an undetermined trade in or salvage value at this time.

Funding Source: The funds used to pay for Fire Engine #1 will come from the Fire Department Capital Reserve fund. The reserve will be maintained and funded through the Capital Reserve line in the annual budget.

Rescue Truck	Past Capital Plan Cost	Past Life Cycle 20	Future Capital Plan Cost	Future Life Cycle 15
Rescue Truck	199,534	FY 06	500,000	FY 27

Based on the current condition of the Rescue Truck, the cost of repairs, and trade in values, we are changing the life expectancy from 20 to 15 years. Utility trucks carry all rescue equipment for car accidents, structure fires, rescue situations, and interstate accidents which are on the rise. The current Utility Truck was purchased in 2005 and should be replaced now, however, the current loan on this Rescue Truck will not be paid off until FY 26. Therefore, the new Rescue Truck will not be purchased until FY 2027, and maintenance and repairs will be made as needed to keep it in safe working condition.

Funding Source: The funds used to pay for the Rescue Truck will come from the Fire Department Capital Reserve fund and unassigned funds. The reserve will be maintained and funded through the Capital Reserve line in the annual budget.

	Past Capital Plan Cost	Past Life Cycle 20	Future Capital Plan Cost	Future Life Cycle 10
Brush Truck				
Brush Truck	52,236	FY 09	200,000	FY 23

Based on the current condition of the Brush Truck, the cost of repairs, and trade in values, we are changing the life expectancy from 20 to 10 years. Due to the Brush truck being utilized for brush fires, forest fires, traffic control on the interstate, backroads, and fields, we believe this should be moved from a 20 to a 10-year life cycle. The current Brush Truck was purchased in FY09 and is scheduled to be replaced in FY23.

Funding Source: The Brush Truck will be paid for by utilizing Fire Department Capital Reserve funds in FY23. Going forward, the reserve will be maintained and funded through the Capital Reserve line in the annual budget.

	Past Capital Plan Cost	Past Life Cycle 15	Future Capital Plan Cost	Future Life Cycle 15
Jaws of Life (2)				
Jaws of Life #1 portable		FY 05	13,000	FY 24
Jaws of Life #2 Stationary		FY 06	13,000	FY 27
Jaws of Life #3 portable		FY 21	13,000	FY 36

The life cycle for each jaws of life varies due to usage and the life cycle stated here is subject to change depending on the condition of the equipment and the attachments that go with them. The portable units should be replaced at the end of a 15-year life cycle or sooner if needed. The stationary unit is stored on the Rescue Truck and should be replaced when the Rescue Truck is replaced in FY27. These are critical pieces of equipment for vehicle accidents on and off roads. With the increased number of accidents, we are attending on the interstate and secondary roads these are being used more frequently.

Funding Source: This equipment is funded with the Capital Reserve. The Capital Reserve will be maintained and funded through the Capital Reserve line in the annual budget.

	Past Capital Plan Cost	Past Life Cycle 15	Future Capital Plan Cost	Future Life Cycle 15
Air Compressor				
Air Compressor		FY05	35,000	FY25

The Air Compressor is used to fill the air tanks and should be replaced on a 15-year cycle.

Funding Source: This equipment is funded with the Capital Reserve. The Capital Reserve will be maintained and funded through the Capital Reserve line in the annual budget.

Air Packs (17)	Past Capital Plan Cost	Past Life Cycle 15	Future Capital Plan Cost	Future Life Cycle 15
Airpack(s) quantity (2))			18,000	FY 23
Airpack(s) quantity (1)			10,000	FY 24
Airpack(s) quantity (1)			10,000	FY 25
Airpack(s) quantity (1)			10,000	FY 26
Airpack(s) quantity (1)			10,000	FY 27

Each fire fighter that enters a building, or is entering a hazardous area, must have a breathing apparatus that is properly functioning and current with firefighting equipment standards.

We continue to replace Scott Airpacks with MSA Air Packs, which eliminates the need to ship packs away for repair and endure shipping cost. The Department needs a specified number of Airpacks per vehicle; The Rescue vehicle requires 5, Truck #1 requires 5, Truck #2 requires 5, and Truck #3 requires 2, for a total of 17.

Funding Source: This equipment is funded with the Safety Equipment Reserve. The Safety Equipment Reserve will be maintained and funded through the Safety Equipment Reserve line in the annual budget.

Air Tanks (51)	Past Capital Plan Cost	Past Life Cycle 15	Future Capital Plan Cost	Future Life Cycle 15
Air Tanks quantity (6)			9,000	FY 23
Air Tanks quantity (3)			4,500	FY 24
Air Tanks quantity (3)			4,500	FY 25
Air Tanks quantity (3)			4,500	FY 26

Air Tanks quantity (3) 4,500 FY 27

We need three air tanks for each of the 17 air packs.

Funding Source: This equipment is funded with the Safety Equipment Reserve. The Safety Equipment Reserve will be maintained and funded through the Safety Equipment Reserve line in the annual budget.

	Past Capital Plan Cost	Past Life Cycle 10	Future Capital Plan Cost	Future Life Cycle 10
Turn Out Gear (25)				
Turn Out Gear (3)			10,500	FY 23
Turn Out Gear (2)			8,000	FY 24
Turn Out Gear (2)			8,000	FY 25
Turn Out Gear (2)			8,000	FY 26
Turn Out Gear (2)			8,000	FY 27

Turnout Gear is the heavy coats, hats, boots, etc. worn by firefighters and have a cost of \$3,500 for each set. We currently have 18 total sets of Turnout gear that are on a 10-year cycle. However, if a set is damaged in a fire the life cycle is subject to change. In addition, if we have new firefighters, and we have do not have any spare sets that will fit them properly, we will need to purchase sets as needed.

Funding Source: This equipment is funded with the Safety Equipment Reserve. The Safety Equipment Reserve will be maintained and funded through the Safety Equipment Reserve line in the annual budget.

HIGHWAY

Dump truck fleet (4)	Past Capital Plan Cost	Past Life Cycle 8	Future Capital Plan Cost	Future Life Cycle 7
International HV507 single #3 2015	132,612	FY 16	206,884	FY 23
International HV tandem #4 2019	133,045	FY 19	210,000	FY 26
International 7600 tandem #2 2020	172,530	FY 20	210,000	FY 27
International 7600 tandem #1 2022	124,222	FY 22	210,000	FY 29

The Replacement cycle for Dump Trucks has been changed from eight to seven years due to the complexity of the new diesel trucks and the coverage of warranties. The best warranty we can purchase is 84 months, or seven years, and that will cover these trucks bumper to bumper. This also keeps our trade-in value at approximately 25%.

Funding Source:

Dump Truck #3 will be funded utilizing a combination of a deposit raised with taxes and unassigned funds. Future trucks will be paid for by utilizing the Highway Capital Reserve funds. The Highway Capital Reserve will be maintained and funded through the Highway Capital Reserve line in the annual budget.

Pickup fleet (3)	Past Capital Plan Cost	Past Life Cycle	Future Capital Plan Cost	Future Life Cycle 7
Chevrolet 2500 #7 2017	56,280	FY 17	78,000	FY 24
Ford F550 2019 #5	68,696	FY 19	78,000	FY 26
Chevrolet 3500 #6 2021	46,280	FY 21	78,000	FY 29

The pickup fleet consists of three vehicles that carry a V box sander for salt and sand application in the winter months. One truck is for the Foreman, the second and third truck are used for road checks as well as all construction projects. By changing the cycle from four years to three years our fleet does not exceed nine years in age and we can get a decent return on the trade and save us from having to do costly repairs.

Funding Source: Future trucks will be paid for by utilizing the Highway Capital Reserve funds. The Highway Capital Reserve will be maintained and funded through the Highway Capital Reserve line in the annual budget.

	Past Capital Plan Cost	Past Life Cycle	Future Capital Plan Cost	Future Life Cycle
Grader		12		12
John Deere 772gp	308,344	2017	500,000	FY 29

The Grader is an essential machine for all gravel road maintenance as well as the implementation of the gravel road plan. The road grader was purchased in FY 19, however, it was a 2017 demo model at that time. We currently average 300 hours yearly and the ideal replacement schedule for the road grader is between 3,500 and 5,000 hours.

Funding Source: The grader currently has a loan and is paid for through the budget. The last payment on the loan will be made in FY 27 and will be paid for with taxes as part of the budget each year.

Going forward, the Grader will be paid for utilizing the Highway Capital Reserve fund. The Highway Capital Reserve will be maintained and funded through the Highway Capital Reserve line in the annual budget.

	Past Capital Plan Cost	Past Cycle	Future Capital Plan Cost	Future Life Cycle
Front End Bucket Loader		10		10
John Deere 524K 2012	112,821	FY 14	175,000	FY 23

The Town owns one front-end bucket loader utilized in a variety of summer and winter loading tasks. The current loader was purchased in FY 14 but was a 2012 demo model. The loader averages 350 to 400 hours annually. The ideal replacement schedule for this machine would be not more than 4,000 hours as it is a critical machine for road maintenance in the winter months.

Funding Source: In FY 23 the front-end Loader will be funded using a combination of a deposit raised from taxes and unassigned funds. Going forward, the Bucket Loader will be

paid for utilizing the Highway Capital Reserve fund. The Highway Capital Reserve will be maintained and funded through the Highway Capital Reserve line in the annual budget.

Excavator	Past Capital Plan Cost	Past Life Cycle	Future Capital Plan Cost	Future Life Cycle
		12		12
Catapillar M316C 2005	61,644	FY 12	275,000	FY 23

The Town owns one rubber tire excavator that is very cost effective for maintaining the Town's drainage systems. For the past 10 years the excavator has played a major role in road repairs due to FEMA events as well as implementing grant funded projects. The 2005 M316 machine was purchased used in 2012 for \$100,000 and has more than paid for itself in FEMA reimbursements and grant projects. The average annual use of the excavator is between 375 and 425 hours. Ideal replacement schedule for this machine would be not more than 5000 hours.

Funding Source: The Excavator will be paid for with a combination of a deposit raised from taxes and unassigned funds. Going forward, the Excavator will be paid for utilizing the Highway Capital Reserve fund. The Highway Capital Reserve will be maintained and funded through the Highway Capital Reserve line in the annual budget.

Mowers/ Snowblower	Last Capital Plan Cost	Last Cycle	Future Capital Plan Cost	Future Life Cycle
		8		8
Ventrac 2016	45,667	FY 17	52,000	FY 25

The Ventrac machine was purchase to maintain the Volunteers Green, Round Church, Brown's Court ballfield, property on Cochran Road as well as the Riverview cemetery. This machine runs year-round and in the winter months is our sidewalk plow / snowblower and averages 360 hours annually. Ideal replacement should be around 3,000 hrs.

Funding Source: The Ventrac will be paid for utilizing the Highway Capital Reserve fund. The Highway Capital Reserve will be maintained and funded through the Highway Capital Reserve line in the annual budget.

Tractor/Mower	Last Capital Plan Cost	Last Cycle 10	Future Capital Plan Cost	Future Life Cycle 11
Challenger 445b w side arm 2011	66,500	FY 11	110,000	FY 24

The roadside mower was purchased in FY 2011 as a used machine. The model year for this mower / tractor is 2008. The roadside mower is only used for the mowing of roadsides. We average 400 hours of mowing annually. Ideally, we should replace this piece of equipment after 5,000 hours of use.

Funding Source: The Challenger will be paid for utilizing the Highway Capital Reserve fund. The Highway Capital Reserve will be maintained and funded through the Highway Capital Reserve line in the annual budget.

IV. RICHMOND CAPITAL BUILDING AND INFRASTRUCTURE DESCRIPTIONS AND JUSTIFICATIONS

Each capital project is identified by department and project name, and cost, and funding source. New projects have an estimated begin date which is subject to change depending on the voter's approval the project.

HIGHWAY ANNUAL MAINTENANCE

Paving/Retreatment (12-year cycle)

Cost : Starting at \$294,000 in FY23 up to \$295,000 in FY27.
Funding Source : Annual Budget line.

Gravel Plan (7-year cycle)

Cost : Starting at \$140,000 in FY23 up to \$145,000 in FY27.
Funding Source : Annual Budget line.

Sidewalk & Stormwater

Cost : Starting at \$120,000 in FY23 up to \$140,000 in FY27.
Funding Source : Annual Budget line.

Bridge & Culvert Reserves:

Cost : Starting at \$37,000 in FY23 down to \$30,000 in FY27

Guardrail Reserves

Cost : Starting at \$5,000 in FY23 up to \$10,000 in FY27

Sidewalk Reserves

Cost : Starting at \$30,000 in FY23 through to \$30,000 FY27

NEW PROJECTS

Bridge Street Redesign FY26: See attached Capital Plan Suggestions detail from the Transportation Committee.

Cost : \$300,000
Funding Source : 50% Vermont Agency of Transportation
50% Town Match by raising taxes

Huntington Road Sidewalks FY27: See attached Capital Plan Suggestions detail from the Transportation Committee.

Cost : \$1,000,000
Funding Source : \$800,000 (80%) Vermont Agency of Transportation
\$200,000 (20%) Town Match
\$ 75,000 Sidewalk Reserves
\$125,000 Town Match by raising taxes

Jericho Road Sidewalks: See attached Capital Plan Suggestions detail from the Transportation Committee.

Cost : \$1,000,000
Funding Source : \$800,000 (80%) Vermont Agency of Transportation
\$200,000 (20%) Town Match
\$ 75,000 Sidewalk Reserves
\$125,000 Town Match by raising taxes

Southview Drive Bridge

Cost : \$1,000,000
Funding Source : Possibility of available grants
Raise through taxes

FIRE

New Projects

New Roof FY27

Cost : \$45,000
Funding Source : Raise through taxes

Addition to building in FY28 (possibly needed due to length of new trucks)

Cost : \$400,000
Funding Source : Raise through taxes

The Town Center Building Committee is discussing the future of the Library and the Town Center, the use the buildings will serve, and the renovations needed. The associated costs come from the Bread Loaf report detailing needed repairs in the Town Center and Library Buildings.

LIBRARY

New Projects Interior FY23 (ADA doors, Ventilation, Water Fountains)

Cost : \$40,000
Funding Source : Town Center Rent

New Projects Exterior FY23 (Siding, Slate roof – full replacement, Repair/Restore

New Projects Exterior FY23 (Siding, Slate Room – Full Replacement, Repair/Restore steeple and shingled roof)

Cost : \$150,000
Funding Source : Town Center Rent

TOWN CENTER

New Projects Exterior FY23

Cost : \$82,000
Funding Source : Town Center Rent

New Projects Interior FY undetermined

Cost : \$ 1,544,700 for regular renovation \$3,000,000 for net zero renovation.
Funding Source : Taxes

LIBRARY & TOWN CENTER

New Projects FY23 (Owner Contingency, Design Fees, State Permits)

Cost : \$57,525
Funding Source : Town Center Rent

RECREATION

New Projects

Town Green parking lot FY23

Cost : \$30,000
Funding Source : \$5,000 Recreation budget line
\$25,000 Highway Retreatment budget line

Town Green FY26: See attached Capital Plan Suggestions detail from the Recreation Committee.

Cost : \$250,000
Funding Source : \$200,000 from Grants
\$50,000 raised from taxes

WATER

Annual Reserve contributions

Water Capital Reserves

Cost : Starting at \$23,000 in FY23 down to \$20,000 in FY27
Funding Source : System users

Water Capital Short Term Reserve

Cost : \$20,000
Funding Source : System users

Distribution Reserves

Cost : \$15,000
New Projects : System users

New Projects

Gateway Extension FY24

Cost : \$1,000,000 total
\$33,333 annual loan payment
Funding Source : DWSRF 30-year loan – Gateway users

Bridge Street (Bridge to Stone Corral) FY26

Cost : \$1,200,000 total
\$40,000 annual loan payment
Funding Source : DWSRF 30-year loan
System Users

WASTE WATER

Annual Reserve contributions

Waste Water Capital Reserve

Cost : Starting at \$60,000 in FY23 up to \$70,000 in FY27
Funding Source : System users

Waste Water Short Term Capital Reserve

Cost : \$50,000
Funding Source : System Users

Collection System Reserve

Cost : \$10,000
Funding Source : System Users

New Projects

Gateway Extension FY24

Cost : \$1,000,000 total
\$33,333 annual loan payment
Funding Source : 30-year loan – Gateway users

Wastewater Plant Planning

Cost : \$100,000
Funding Source : Loan

V. BEYOND THE CAPITAL PLAN

The Town of Richmond has prepared a 15-year capital needs projection primarily based on the replacement cycle for preliminary long-range capital infrastructure expansions, acquisitions and renovations. Prioritization and financing have not yet been determined, and no project has a significant impact on the adopted Capital Plan and Budget. The information does however provide a reasonable projection, based on current information, of the potential needs for the foreseeable future. For this document the spreadsheets have been abridged to only show the FY2023-FY2027 expenditures. A copy of the full 15-year spread sheets is available from the Town Manager.

APPENDIX ONE - VERMONT STATUTES ANNOTATED PERTAINING TO THE CAPITAL PLAN AND BUDGET

Under the Vermont Planning and Development Act (24 V.S.A. Chapter 117), municipalities that have an adopted municipal plan are authorized to put together a Capital Plan and Budget. Specific references to the Capital Plan and Budget in the Vermont Planning and Development Act are listed below. This is only a summary; full text must be obtained from the statute.

24 VSA §4430. Capital Plan and Budget.

- (a) A capital budget shall list and describe the capital projects to be undertaken during the coming fiscal year, the estimated cost thereof, and the proposed method of financing. A Capital Plan is a plan of capital projects proposed to be undertaken during each of the following five years, the estimated cost thereof and the proposed method of financing. A capital project is:
 - (1) any physical betterment or improvement including furnishings, machinery, apparatus or equipment for such physical betterment or improvement when first constructed or acquired;
 - (2) any preliminary studies and surveys relating to any physical betterment, or improvement;
 - (3) land or rights in land; or
 - (4) any combination of paragraphs (1), (2), and (3) of this subsection.
- (b) The Capital Plan and Budget shall be arranged in such manner as to indicate the order of priority of each capital project, and to state for each project:
 - (1) a description of the proposed project and the estimated total cost thereof;
 - (2) the proposed method of financing, indicating the amount proposed to be financed by direct budgetary appropriation or duly established reserve funds; the amount, if any, estimated to be received from the federal or state governments; and the amount to be financed by the issuance of obligations, showing the proposed type or types of obligations, together with the period of probable usefulness for which they are proposed to be issued; and
 - (3) an estimate of the effect, if any, upon operating costs of the municipality.
- (c) The planning commission may submit recommendations annually to the legislative body for the Capital Plan and Budget, which shall be in conformance with the municipal development plan.

24 VSA §4443. Adoption, amendment, or repeal of Capital Plan and Budget.

- (a) . . . a Capital Plan and Budget may be adopted . . . by the legislative body . . . following one or more public hearings, upon public notice, if a facilities and services plan as described in Section 4382(a)(4) has been adopted by the legislative body in accordance with sections 4384 and 4385 of this title. A copy of

the proposed Capital Plan and Budget shall be filed at least 15 days prior to the final public hearing with the clerk of the municipality and the secretary of the planning commission. The planning commission may submit a report on the proposal to the legislative body prior to the public hearing.

- (b) The Capital Plan and Budget . . . shall be adopted . . . by an act of the legislative body of a municipality promptly after the final public hearing held under subsection (a) of this section.

Capital Plan Suggestions

Infrastructure Improvements

<u>Bridge Street Redesign</u>	\$300,000.00	FY2026
<p>This project would be the implementation of the Bridge Street Complete Streets Corridor Study undertaken in FY2021 with the support of the CCRPC Unified Planning Work Program (UPWP). This project includes: the restriping of Bridge Street to improve vehicle and bicycle safety; the installation of sidewalks and a bump-out; the addition of traffic control measures along Bridge Street and at the intersection of Bridge Street and Huntington Road; and the installation of streetscape improvements including but not limited to street lighting, furniture, and other furnishings. Project estimate is based on estimates calculated in the study and intangibles. Additional elements may be added to this project subject to streetscape design and recommended improvements.</p> <p>For the purposes of the spreadsheet, the total cost of improvements of \$300,000 is listed. This project is eligible for funding from the Vermont Agency of Transportation's Bicycle and Pedestrian Program Federal Aid Grant, and the Bicycle and Pedestrian Program Small-Scale Grant; and the Town will pursue funding for this project.</p> <p><u>If the Town is awarded a grant from the Vermont Agency of Transportation's Bicycle and Pedestrian Program Federal Aid Grant, the required match would be \$60,000 (20 percent of project costs). If the Town is awarded a grant from the Vermont Agency of Transportation Bicycle and Pedestrian Program Small-Scale Grant, the required match would be \$150,000 (50 percent of project costs).</u></p>		
<u>Huntington Road Sidewalk Facility</u>	\$1,000,000.00	FY2027
<p>This project would run parallel with Huntington Road, connecting the end of the sidewalk along Huntington Road to the Johnnie Brook trailhead. Further study of the viability of the sidewalk will be undertaken in FY2022 with the assistance from the FY2022 CCRPC Unified Planning Work Program (UPWP).</p> <p>Project costs are based on the Vermont Agency of Transportation Report on Shared-Use Path and Sidewalk Construction from January 2020. Total cost may vary after further study in FY2022. For the purposes of this spreadsheet, the total cost of improvements is listed. This project is eligible for funding from the Vermont Agency of Transportation's Bicycle and Pedestrian Program Federal Aid Grant and the town will pursue outside funding for this project.</p> <p><u>If the Town is awarded a grant from the Vermont Agency of Transportation's Bicycle and Pedestrian Program Federal Aid Grant, the required match would be \$200,000 (20 percent of project costs). This project also may be eligible for the Vermont Agency of Transportation's Transportation Alternatives Program Grant. If the Town is awarded a grant from the Vermont Agency of Transportation's Transportation Alternative Program Grant, the required match would be \$200,000 (20 percent of project costs).</u></p>		
<u>Jericho Road Sidewalk Facility</u>	\$1,000,000.00	FY2027
<p>This project would run parallel with Jericho Road, connecting the end of the sidewalk at the School Street/Jericho Road intersection to the Jericho Road/Valley View Road intersection. Further study of the viability of the sidewalk will be undertaken in FY2022 with the assistance from the FY2022</p>		

CCRPC Unified Planning Work Program (UPWP).

Project costs are based on the Vermont Agency of Transportation Report on Shared-Use Path and Sidewalk Construction from January 2020. Total cost may vary after further study in FY2022. For the purposes of this spreadsheet, the total cost of improvements is listed. This project is eligible for funding from the Vermont Agency of Transportation's Bicycle and Pedestrian Program Federal Aid Grant and the town will pursue outside funding for this project.

If the Town is awarded a grant from the Vermont Agency of Transportation's Bicycle and Pedestrian Program Federal Aid Grant, the required match would be \$200,000 (20 percent of project costs).

Volunteers Green Improvements

<u>Volunteers Green Playground</u>	\$250,000	FY2026
<p>This project would entail the rehabilitation of the bandshell, the removal of the existing playground, and the installation of a new playground and other park features. Cost estimates include all proposed features and labor. This project is eligible for funding from the Vermont Department of Forests, Parks, and Recreation, and the town will pursue outside funding for this project.</p>		
<p><u>The required match for grants from the Vermont Department of Forests, Parks, and Recreation depends on how much the town is willing to invest. Twenty percent of the project costs is \$50,000.</u></p>		

APPENDIX THREE - SEVEN YEAR GRAVEL PLAN

TOWN OF RICHMOND 7 - YEAR GRAVEL PLAN

Jan-23

FISCAL YEAR	Gravel	Extra trucking to Haul Gravel	Culvert repair or replacement	Brush clearing, flagging & ditching	Miles	Anticipated Road and Mileage to receive gravel resurfacing
FY 23 Summer 2022	\$140,000	\$15,000	\$2,000	\$2,500	3.40	Johnnie Brook Road - 1.40 miles of 1.40 mile; Snipe Ireland Road - 2.0 miles of 2.55 miles
FY 24 Summer 2023	\$140,000	\$15,000	\$2,000	\$2,000	3.35	Snipe Ireland Road - remaining .55 miles of 2.55 miles; Hillview Road - 2.30 miles of 2.30 miles; Christmas Hill Road - .50 miles of .50 miles
FY 25 Summer 2024	\$145,000	\$15,000	\$1,500	\$2,000	3.35	Kenyon Road - 2.25 miles of 2.25 miles; Volunteers Green - .30 miles of .30 miles
FY26 Summer 2025	\$145,000	\$15,000	\$2,500	\$2,000	2.6	Rogers Lane - .40 miles of .40 miles; Stage Road - 1.5 miles of 2.80 miles; Lawrence Road - .30 miles of .30 miles; Grandview Drive - .30 miles of .30 miles; Besaw Road - .10 miles of .10 miles
FY 27 Summer 2026	\$145,000	\$15,000	\$2,500	\$2,000	3.40	Stage Road - remaining 1.3 miles of 2.80 miles; Wes White Hill Road - 2.10 miles of 2.10 miles
FY 28 Summer 2027	\$145,000	\$15,000	\$2,500	\$2,000	3.35	Dugway Road - 3.35 miles of 3.35 miles
FY 29 Summer 2028	\$145,000	\$15,000	\$2,500	\$2,000	2.00	Williams Hill Road - 1.40 miles of 1.40 miles; Worthiem Road - .30 miles of .30 miles; Old County Road - .30 miles of .30 miles
7-year resurfacing cycle continues						Note: Plan includes gravel and rip rap stone for all roads

APPENDIX FOUR - 12 YEAR PAVING PLAN

TOWN OF RICHMOND 12-YEAR PAVING CYCLE
January 2022

FISCAL YEAR	Budget Amount	Miles Paved or Planned	Anticipated Road and Mileage to be paved	Notes
FY 23 Summer 2022	294,000	1.86	Bridge Street - remaining .46 miles of .57 miles; Duxbury Road - .20 miles of .20 miles; Dugway Road apron - .10 miles of .10 miles; Cochran Road - .70 miles of 3.68 miles; Town garage parking lot - .20 miles of .20 miles; Volunteer's Green parking lot - .20 miles of .20 miles	Bridge Street resurfaced after new storm and sidewalk replacements are complete. Bridge Street requires asphalt milling. Volunteer's Green and Town garage require base and top paving
FY 24 Summer 2023	294,000	2.20	Jericho Road - 1.50 miles of 2.33 miles; Southview Drive .70 miles of 1.30 miles	Jericho Road (grant eligible)
FY 25 Summer 2024	294,000	2.12	Jericho Road - .50 miles of 2.33 miles; Esplanade Street - .26 miles of .26 miles; Round Church Road - .07 miles of .07 miles; Thompson Road - .33 miles of .33 miles; Farr Road - .11 miles of .11 miles; Church Street - .18 miles of .18 miles; Sherwood Forest Road - .07 miles of .07 miles; Southview Drive - remaining .60 miles of 1.30 miles	Esplanade Street, Round Church Road and Church Street require asphalt milling
FY26 Summer 2025	295,000	2.05	Hidden Pines Drive - .20 miles of .20 miles; Hidden Pines Circle - .70 miles of .70 miles; Hidden Pines Extension - .11 miles of .11 miles; Joan Avenue - .30 miles of .30 miles; Bradford Terrace - .20 miles of .20 miles; Westall Drive - .45 miles of .45 miles; Westall Extension - .09 miles of .09 miles	Developments require shoulder gravel
FY27 Summer 2026	295,000	2.25	Huntington Road - 2.25 miles of 4.15 miles	Huntington Road (grant eligible) Huntington Road requires multiple years to resurface
FY28 Summer 2027	298,000	1.90	Huntington Road - remaining 1.90 miles of 4.15 miles	Huntington Road (grant eligible) Huntington River Bridge includes expansion joints
FY 29 Summer 2028	298,000	1.76	Hillview Road - .40 miles of .40 miles; Mountain View Road - .74 miles of .74 miles; Cemetery Road - .10 miles of .10 miles; Burnett Court - .11 miles of .11 miles; Brown's Court - .19 miles of .19 miles; Mary Drive - .22 miles of .22 miles	Brown's Court and Burnett Court require asphalt milling
FY 30 Summer 2029	300,000	1.75	Governor Peck Road - .80 miles of .80 miles; Roger's Lane - .10 miles of .10 miles; Johnnie Brook Apron - .15 miles of .15 miles; Baker Street - .11 miles of .11 miles; School Street - .09 miles of .09 miles; Millett Street - .13 miles of .13 miles; Tilden Avenue - .18 miles of .18 miles; Lemroy Court - .19 miles of .19 miles	Governor Peck (grant eligible) Baker Street, School Street, Millett Street and Tilden Avenue require asphalt milling
FY 31 Summer 2030	300,000	1.85	Greystone Drive - .95 miles of .95 miles; Highland Drive - .20 miles of .20 miles; Apple Tree Lane - .10 miles of .10 miles; Pleasant Street - .12 miles of .12 miles; Depot Street - .15 miles of .15 miles; Jericho Road - .33 miles of 2.33 miles	Pleasant Street, Depot Street and Jericho Road require asphalt milling
FY 32 Summer 2031	305,000	1.90	Wes White Hill Road - .90 miles of .90 miles; Hinesburg Road - 1.0 miles of 2.90 miles	Hinesburg Road (grant eligible)
FY 33 Summer 2032	305,000	1.90	Hinesburg Road - remaining 1.90 miles of 2.90 miles	Hinesburg Road (grant eligible)
FY 34 Summer 2033	305,000	1.55	East Hill Road - 1.20 miles of 1.20 miles; Town Center parking lot- .25 miles of .25 miles; Bridge Street municipal parking lot - .10 miles of .10 miles	Parking lots requires asphalt milling
	3,583,000	23.09	Variable: Budgetary; Loans & Grants; Inflation; Weather & Emergencies: Type of Road Repair Needed: Annual Road Surface assessment	Village streets are estimated at a higher cost due to utilities, surface milling and paving quantities. Some village streets, developments and parking lots may be changed to a 15-year resurfacing cycle dependent on condition.

SPREADSHEET #1 - INTEREST SPENT ON LOANS DURING PAST 15 YEARS

Interest or Administrative Fees spent since 2006

EQUIPMENT	Status		Last Installment	Paid as of FY21
	A=Active C=complete			
Highway				
Equipment Note	C			29,922
Excavator (2013)	C			8,033
Grader (2017)	A	FY24		10,013
Loader (2014)	C			1,087
Dump Truck (2011)	C			1,755
Dump Truck (2012)	C			2,984
Dump Truck (2019)	A	FY24		8,654
Dump Truck (2020)	A	FY25		3,877
Chevy PU (2017)	C			182
Tractor	C			337
				<u>66,843</u>
Fire				
2005 Engine	A	FY26		77,100
2011 Engine	C			5,015
2015 Engine	C			13,654
2018 Engine	A	FY26		25,048
				<u>120,818</u>
Police				
Camcorders	C			1,451
Cruiser Lease	C			5,411
				<u>6,862</u>
TOTAL EQUIPMENT INTEREST				<u><u>194,522</u></u>
BUILDINGS & INFRASTRUCTURE				
Highway				
Depot	C			7,023
Millett Street AR1-058	A	FY32		
Jericho Rd	A	FY32		181,820
				<u>269,667</u>
Library				
Building	C			17,711
				<u>17,711</u>
TOTAL BUILDING & INFRASTRUCTURE INTEREST				<u><u>287,378</u></u>
GENERAL FUND TOTAL				<u><u><u>481,900</u></u></u>
BUILDINGS & INFRASTRUCTURE				
Water & Sewer				
Water Tank GAP	A	FY25		
Phosphorus RF1-074	A	FY26		
East Main St. Planning RF1-101	A	FY27		
Millett Street AR1-058	A	FY32		
Jericho Road	A	FY32		
East Main St. RF3-335	A	FY47		
Water Tank RF3-302 (0% interest)	A	FY48		
Bridge Street RF3-365 (0% interest)	A	FY60		
Bridge Street RF3-444	A	FY61		
Revolving Loan/Bond Bank				243,546
				<u>243,546</u>
WATER & SEWER TOTAL				<u><u>243,546</u></u>
TOTAL GENERAL & WATER & SEWER				<u><u><u>725,446</u></u></u>

FIRE DEPARTMENT EQUIPMENT	Year of Equipment	FY Acquired	Estimated Life	Description	Acquired Amount	Payment Source Status	Current Payment Source	Beginning Reserve Balance	FY23	FY24	FY25	FY26	FY27
Fire Engine #1	2011	FY11	15		363,883	Complete							
Fire Engine #2	2015	FY16	15		386,164	Complete Note \$358,005.0							
Fire Engine #3	2018	FY19	15		384,542	Note FY26 \$291,429	Union Bank - principal		48,572	48,572	48,572	48,572	
Rescue Truck	2005	FY06	15		199,534	Bond FY26 \$154,471	Union Bank - interest		4,138	3,109	2,065	1,035	
Brush Truck	2009	FY09	10		52,236	Complete	VMBB - principal		10,000	10,000	10,000	10,000	500,000
Repeater	2020	FY21	10		19,480	Complete	VMBB - interest		965	517	126	-65	
Jaws of Life #1	2004	FY05	15	Portable unit stored on Engine #1		Complete Cash GF							
Jaws of Life #2	2009	FY09	15	Stationary unit stored on Rescue truck		Complete Cash GF			25,000				
Jaws of Life #3	2021	FY21	15	Portable unit stored on Engine #2		Complete Cash GF							
Air Compressor #1	2005	FY05	15	used to fill the air bottles.		Complete Cash GF					35,000		
Air Packs			15	Need 17 (Rescue (5), Engine #1 (5), Engine #2 (5), Engine #3(2))	9,000 ea	Cash Reserve			18,000	10,000	10,000	10,000	10,000
Air Tanks			15	Need 51 Air Tanks (3 for each air pack)	1,500 ea	Cash Reserve			9,000	4,500	4,500	4,500	4,500
Turnout Gear			10	Need 25 sets, one set required for each fire fighter, \$3,500 each	3,500 ea	Cash Reserve			12,000	8,000	8,000	8,000	8,000
Trade-in/Sale of Property													
Unassigned Funds													
Capital Reserves used									-200,000	-25,000	-35,000	0	-75,000
Safety Equipment Reserves used									-39,000	-22,500	-22,500	-22,500	-22,500
Remaining balance													
Loan Payments from Taxes													
Payment from Taxes									63,675	62,198	60,763	59,542	0
Payment from Taxes									-63,675	-62,198	-60,763	-59,542	
Reconciliation													
Capital Reserves raised from taxes									0	0	0	0	0
Safety Equipment Reserves raised from taxes									-55,000	-100,000	-125,000	-125,000	-200,000
Total Taxes raised									-40,000	-40,000	-40,000	-40,000	-25,000
									-158,675	-202,198	-225,763	-224,542	-225,000
Safety Equip Reserves at FY end								1,849	2,849	20,349	37,849	55,349	57,849
Capital Reserves at FY end								153,233	8,233	83,233	173,233	298,233	28,233
Total Reserves								155,083	11,083	103,583	211,083	353,583	86,083

POLICE EQUIPMENT	Year of Equipment	FY Acquired	Estimated Life	Description	Acquired Amount	Payment Source Status	Beginning Reserve Balance	FY23	FY24	FY25	FY26	FY27
Police Cruiser #1	2018	FY18	4	Ford Interceptor	38,764	Complete lease (3yr) GF		38,000				46,000
Police Cruiser #2	2021	FY22	4	Tesla	31,460	Complete lease (3yr) GF		-	-	42,000	-	-
Police Cruiser #3	2017	FY17	4	Ford Interceptor	35,258	Complete lease (3yr) GF		38,000	-	-	-	46,000
Police Cruiser #4	2016	FY16	4	Ford Interceptor	34,460	Complete loan GF		-	-	-	44,000	-
Police Cruiser #5	2019	FY19	4	Ford Interceptor	41,148	Complete cash GF			40,000			
Police Cruiser #6	2020	FY20	4	Dodge Durango	40,213	Complete cash GF				42,000		
Dash cameras			4	Need 6, purchase with new cruisers		Cash			5,000	10,000	5,000	10,000
Cruiser Emergency Equip.				One set for each vehicle (blue lights, siren, control		Cash		16,500	8,250	16,500	8,250	16,500
Mobile Data Computers			4	Need 6, purchase with new cruisers		Cash		6,500	6,500	6,500	6,500	13,000
Body Cameras			4	Need 6		Cash					10,000	
Trade-in/Sale of Property												
Unassigned Funds												
Capital Reserves used								-23,000	-40,000	-84,000	-44,000	-92,000
Remaining balance								76,000	19,750	33,000	29,750	39,500
Loan Payments from Taxes												
Payment from Taxes								-76,000	-19,750	-33,000	-29,750	-39,500
Reconciliation								0	0	0	0	0
Capital Reserves raised from taxes								0	-55,000	-55,000	-75,000	-75,000
Total Taxes raised								-76,000	-74,750	-88,000	-104,750	-114,500
Reserves at FY end							40,783	63,783	78,783	49,783	80,783	63,783

ADMINISTRATION EQU	Year of Equipment	FY Acquired	Estimated Life	Description	Acquired Amount	Current Payment Source	FY23	FY24	FY25	FY26	FY27
Copier #1	2021	FY21	6	Clerks Office	3,744	Cash GF					
Copier #2	2013	FY13	6	Small Conference Room	3,449	Cash GF		4,500			
Copier #3			6	Planning & Zoning office	4,302	Cash GF				4,500	
Server	2016	FY16	6	Serves Finance, Clerk, Town Manager, Assistant to Town	7,500	Cash GF	10,000				
Computers desk tops			4	Need 9(1,500/ea)		Cash GF	1,500	3,000	4,500	4,500	2,000
Computers lap tops			4	Need 4 (1,500/ea)		Cash GF		1,500		4,500	
Phone System			15			Cash GF	10,000				
Unassigned Funds							-20,000				
Remaining balance							1,500	9,000	4,500	13,500	2,000
Payment from Taxes							-1,500	-9,000	-4,500	-13,500	-2,000
Reconciliation							0	0	0	0	0
Total Taxes raised							-1,500	-9,000	-4,500	-13,500	-2,000

GENERAL FUND EQUIPMENT SUMMARY

CAPITAL EXPENDITURES	FY23	FY24	FY25	FY26	FY27
EQUIPMENT					
Highway Taxes Required	-176246	-192945	-189433	-190000	-190000
Fire Taxes Required	-158675	-202198	-225763	-224542	-225000
Police Taxes Required	-76000	-74750	-88000	-104750	-114500
Administrative Taxes Required	-1,500	-9,000	-4,500	-13,500	-2,000
BUILDINGS & INFRASTRUCTURE					
Highway Taxes Required	-693,632	-705,074	-703,284	-857,559	-960,749
Fire Taxes Required	0	0	0	0	-45,000
Library & Town Center Taxes required	0	-50,000	-50,000	-50,000	-50,000
Recreation Taxes required	-30,000	0	0	-50,000	0
TOTAL TAXES REQUIRED	-1,136,053	-1,233,967	-1,260,980	-1,490,351	-1,587,249

RESERVES					
Highway					
Capital eserve at FY end	118,701	55,701	205,701	235,951	275,951
Bridge & Culvert Reserves at FY end	381,926	411,926	441,926	471,926	501,926
Guardrail Reserves at FY end	16,504	26,504	36,504	46,504	56,504
Sidewalk Reserves at FY end	40,000	80,000	110,000	140,000	20,000
Fire					
Safety Equip Reserves at FY end	2,849	20,349	37,849	55,349	57,849
Capital Reserves at FY end	8,233	83,233	173,233	298,233	28,233
Police					
Reserves at FY end	63,783	78,783	49,783	80,783	63,783
Town Center Rents					
Town Center Rents	231,882	243,289	254,696	266,104	277,511
TOTAL RESERVES AT YEAR END	863,879	999,786	1,309,693	1,594,850	1,281,757

HIGHWAY INFRASTRUCTURE	FY Acquired	Acquired Amount	Beginning Reserve Balance	FY23	FY24	FY25	FY26	FY27
Millet Street		116,000		5,780	5,963	6,014	6,134	6,257
				1,265	1,150	1,002	913	789
Jericho Road		688,800		43,200	43,200	43,200	43,200	43,200
				17,387	15,761	14,068	12,312	10,503
Paving/Retreatment (12 year cycle)				294,000	294,000	294,000	295,000	295,000
Gravel Plan (7 year cycle)				140,000	140,000	145,000	145,000	145,000
Sidewalk & Stormwater routine maintenance				120,000	125,000	130,000	135,000	140,000
Southview Drive Bridge								
Bridge Street Redesign	FY26	300,000					300,000	
Huntington Road Sidewalks	FY27	1,000,000						1,000,000
Jericho Road Sidewalks	FY27	1,000,000						1,000,000
Unassigned Funds								
Unassigned Restricted Funds								
Grants for Bridge Street							-150,000	
Grant for Huntington Road								-800,000
Grant for Jericho Road								-800,000
Bridge & Culvert Reserves Used								
Guardrail Reserves Used								
Sidewalk Reserves Used								-150,000
Remaining balance				621,632	625,074	633,284	787,559	890,749
Loan Payments from Taxes				-67,632	-66,074	-64,284	-62,559	-60,749
Payment from Taxes				-554,000	-559,000	-569,000	-725,000	-830,000
Reconciliation				0	0	0	0	0
Bridge & Culvert Reserves raised from taxes				-37,000	-30,000	-30,000	-30,000	-30,000
Guardrail Reserves raised from taxes				-5,000	-10,000	-10,000	-10,000	-10,000
Sidewalk Reserves raised from taxes				-30,000	-40,000	-30,000	-30,000	-30,000
Total Taxes raised				-693,632	-705,074	-703,284	-857,559	-960,749
Bridge & Culvert Reserves at FY end			344,926	381,926	411,926	441,926	471,926	501,926
Guardrail Reserves at FY end			11,504	16,504	26,504	36,504	46,504	56,504
Sidewalk Reserves at FY end			10,000	40,000	80,000	110,000	140,000	20,000
Total Reserves			366,430	438,430	518,430	588,430	658,430	578,430

FIRE DEPARTMENT INFRASTRUCTURE	Year of Equipment	FY Acquired	Estimated Life	Description	Acquired Amount	Current Payment Source	FY22	FY23	FY24	FY25	FY26	FY27
Replace Shingles on roof			30 years		45,000							45,000
Addition to accommodate longer trucks			50 years		400,000							
Remaining balance								0	0	0	0	45,000
Loan Payments from Taxes												
Payment from Taxes												-45,000
Reconciliation								0	0	0	0	0
Total Taxes raised								0	0	0	0	-45,000

LIBRARY & TOWN CENTER INFRASTRUCTURE	Acquired Amount	Payment Source	Payment Source Status	Beginning Fund Balance	FY23	FY24	FY25	FY26	FY27
Library									
Interior Renovations	39,500	Town Center Cash			40,000				
ADA Doors									
Ventilation									
Water Fountain									
Exterior Renovations	150,000	Town Center Cash			150,000				
Siding									
Slate Roof - full replacement									
Repair Restore Roof Steeple									
Town Center									
Exterior Renovations	82,000	Town Center Cash			82,000				
ADA Doors									
Portico									
Interior Renovations	3,000,000	Town Center Cash & Bond	30 years			150,000	150,000	150,000	150,000
		Bond/Loan							
		ARPA Funds (HVAC)							
Library & Town Center									
Owner Contingency	27,150				27,150				
Design Fees	27,775				27,775				
State Permits	2,600				2,600				
Town Center Funds used					-329,525	-100,000	-100,000	-100,000	-100,000
Remaining balance									
Loan Payments from Taxes					0	50,000	50,000	50,000	50,000
Reconciliation					0	-50,000	-50,000	-50,000	-50,000
Rents Received					0	0	0	0	0
Total Taxes raised					-111,407	-111,407	-111,407	-111,407	-111,407
					0	-50,000	-50,000	-50,000	-50,000
Total Town Center Funds FY end				450,000	231,882	243,289	254,696	266,104	277,511

RECREATION INFRASTRUCTURE	FY Acquired	Acquired Amount	FY23	FY24	FY25	FY26	FY27
Town Green Improvements	FY26	250,000				250,000	
Town Green Parking Lot Study			5,000				
Town Green Parking Lot			25,000				
Unassigned Funds							
Unassigned Restricted Funds							
Grants						-200,000	
Remaining balance			30,000	0	0	50,000	0
Payment from Taxes			-30,000	0		-50,000	0
Reconciliation			0	0	0	0	0
Total Taxes raised			-30,000	0	0	-50,000	0

GENERAL FUND INFRASTRUCTURE SUMMARY

CAPITAL EXPENDITURES	FY23	FY24	FY25	FY26	FY27
EQUIPMENT					
Highway Taxes Required	-176246	-192945	-189433	-190000	-190000
Fire Taxes Required	-158675	-202198	-225763	-224542	-225000
Police Taxes Required	-76000	-74750	-88000	-104750	-114500
Administrative Taxes Required	-1,500	-9,000	-4,500	-13,500	-2,000
BUILDINGS & INFRASTRUCTURE					
Highway Taxes Required	-693,632	-705,074	-703,284	-857,559	-960,749
Fire Taxes Required	0	0	0	0	-45,000
Library & Town Center Taxes required	0	-50,000	-50,000	-50,000	-50,000
Recreation Taxes required	-30,000	0	0	-50,000	0
TOTAL TAXES REQUIRED	-1,136,053	-1,233,967	-1,260,980	-1,490,351	-1,587,249

RESERVES	FY23	FY24	FY25	FY26	FY27
Highway					
Capital reserve at FY end	118,701	55,701	205,701	235,951	275,951
Bridge & Culvert Reserves at FY end	381,926	411,926	441,926	471,926	501,926
Guardrail Reserves at FY end	16,504	26,504	36,504	46,504	56,504
Sidewalk Reserves at FY end	40,000	80,000	110,000	140,000	20,000
Fire					
Safety Equip Reserves at FY end	2,849	20,349	37,849	55,349	57,849
Capital Reserves at FY end	8,233	83,233	173,233	298,233	28,233
Police					
Reserves at FY end	63,783	78,783	49,783	80,783	63,783
Town Center Rents					
	231,882	243,289	254,696	266,104	277,511
TOTAL RESERVES AT YEAR END	863,879	999,786	1,309,693	1,594,850	1,281,757

WATER INFRASTRUCTURE	FY Acquired	Acquired Amount	Payment Source Status	Current Payment Source	Rgeinning Reserve Balances	FY23	FY24	FY25	FY26	FY27
Water Tank GAP	FY19	181,000	Union Bank Loan	Principal Interest		25,857 1,482	25,857 990	25,857 493		
Jericho Road	FY12	547,918	Bond Bank	Principal Interest		26,208 10,549	26,208 9,562	26,208 8,535	26,208 7,470	26,208 6,372
Water Tank	FY19	1,093,441	Bond Bank	Principal		37,705	37,705	37,705	37,705	37,705
East Main Street	FY14	729,059	Bond Bank RF3-335	Principal		25,140	25,140	25,140	25,140	25,140
Bridge Street (upper & lower)	FY21	394,614	Bond Bank RF3-365	Principal		9,865	9,865	9,865	9,865	9,865
Bridge Street (middle)	FY22	400,000	Bond Bank RF3-444	Principal		2,500	2,500	2,500	2,500	2,500
Bridge Street (bridge - Stone Corrale	FY26	1,200,000	Bond Bank SRF 30 year						40,000	40,000
Gateway Extension	FY24	1,000,000	Bond SRF 30 year				33,333	33,333	33,333	33,333
Water Capital Reserve raised from fees										
Water Short Term Capital Fund (10 Years) raised from fees										
Distribution Reserve raised from fees										
Gateway Users							-33,333	-33,333	-33,333	-33,333
Balance										
Loan Payments from User Fees						139,306	137,828	136,304	148,889	147,790
Reconciliation						-139,306	-137,827	-136,303	-148,888	-147,790
Water Capital Reserve raised from fees						0	0	0	0	0
Water Short Term Capital Fund (10 Years) raised from fees										
Distribution Reserve raised from fees						-23,000	-23,000	-23,000	-20,000	-20,000
Total User Fees raised						-197,306	-195,827	-194,303	-203,888	-202,790
Total Water Capital Reserves at end of FY					15,000	38,000	61,000	84,000	104,000	124,000
Total Water Short Term Capital Reserves at end of FY					115,270	135,270	155,270	175,270	195,270	215,270
Total Distribution Sidewalk Reserves at end of FY					90,651	105,651	120,651	135,651	150,651	165,651
Total Reserves					220,921	173,270	216,270	259,270	299,270	339,270

WASTE WATER INFRASTRUCTURE	FY Acquired	Acquired Amount	Payment Source Status	Current Payment Source	FY22	FY23	FY24	FY25	FY26	FY27
Phosphorus - Study	FY07	283,684	Bond Bank RF1-074	Principal		20,528	20,939	21,357	21,785	
East Main Street - Planning	FY18	120,810	Bond Bank RF1-101	Administrative Fees Principal		1,692 12,021	1,282 12,021	863 12,021	436 12,021	12,021
Millett Street	FY14	229,680	Bond Bank AR1-058	Principal Administrative Fees		11,445 2,506	11,674 2,278	11,908 1,985	12,146 1,807	12,389 1,563
Jericho Road	FY12	430,507	Bond Bank 2016 Series 2	Principal Interest		20,592 8,288	20,592 7,513	20,592 6,706	20,592 5,869	20,592 5,006
Gateway Expansion	FY24	1,000,000	Bond Bank SRF-Clean Water 30 years				33,333	33,333	33,333	33,333
Wastewater Plant - Planning	FY25	100,000						100,000		
Wastewater Plant - upgrades	FY27	400,000	Loan							400,000
Waste Water Capital Reserve raised from fees										-400,000
Waste Water Short Term Capital Fund (10 Years)										
Collection System Reserve										
Gateway Users								-100,000		
							-33,333	-33,333	-33,333	-33,333
Remaining balance						77,073	76,298	75,432	74,656	51,571
Loan Payments from Fees						-77,073	-76,298	-75,432	-74,656	-51,571
Payment from Fees						0	0	0	0	0
Reconciliation						0	0	0	0	0
Waste Water Capital Reserve raised from fees										
Waste Water Short Term Capital Fund (10 Years)										
Collection System Reserve										
Total Revenue raised						-60,000	-60,000	-60,000	-60,000	-70,000
Total Waste Water Capital Reserves at end of FY					458,056	518,056	578,056	638,056	698,056	368,056
Total Waste Water Short Term Capital Reserves at end of FY					149,884	199,884	249,884	299,884	349,884	399,884
Total Distribution Sidewalk Reserves at end of FY					92,755	102,755	112,755	22,755	32,755	42,755
Total Reserves					700,695	820,695	940,695	960,695	1,080,695	810,695

WATER & SEWER INFRASTRURE SUMMARY

WATER & WASTE WATER INFRASTRUCTURE EXPENDITURES	FY23	FY24	FY25	FY26	FY27
FEES					
Water User Fees required	-197,306	-195,827	-194,303	-203,888	-202,790
Waste Water Fees required	-197,073	-196,298	-195,432	-194,656	-181,571
TOTAL FEES	-394,379	-392,125	-389,735	-398,544	-384,361

RESERVES					
Water Capital Reserves at end of FY	38,000	61,000	84,000	104,000	124,000
Water Short Term Capital Reserves at end of FY	135,270	155,270	175,270	195,270	215,270
Distribution Reserves at end of FY	105,651	120,651	135,651	150,651	165,651
Waste Water Capital Reserves at end of FY	518,056	578,056	638,056	698,056	368,056
Waste Water Short Term Capital Reserves at end of	199,884	249,884	299,884	349,884	399,884
Distribution Sidewalk Reserves at end of FY	102,755	112,755	22,755	32,755	42,755
TOTAL RESERVES	1,099,616	1,277,616	1,355,616	1,530,616	1,315,616