

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

AGENDA

Wednesday, July 7th, 2021, 7:00 PM  
Richmond Town Offices, Third Floor Meeting Room  
203 Bridge St., Richmond, VT 05477

This meeting is also accessible via Zoom:

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](mailto:rvenkataraman@richmondvt.gov).

1. Welcome, sign in and troubleshooting
2. Public Comment for non-agenda items
3. Adjustments to the Agenda
4. Approval of Minutes
  - June 16, 2021
5. Discussion on Automobile Service Station Uses
6. Discussion on Energy Planning
7. Town Plan Goals Update and Coordinating with Planning Advisory Committees
8. Discussion on Next Zoning Topics to Address
9. Discussion on July 21st Meeting Agenda
10. Other Business, Correspondence, and Adjournment

## Table of Contents

### 4. Approval of Minutes

- Page 3: June 16, 2021

### 5. Discussion on Automobile Service Station Uses

- Page 7: Draft amendment for Automobile Service Station uses

### 7. Town Plan Goals Update and Coordinating with Planning Advisory Committee

- Page 8: Email to other Planning Advisory Committees and Related Committees
- Page 9: List of Town Committees and Boards
- Page 10: Town Plan Implementation Table
- Page 21: Planning Commission items on the Town Plan Implementation Table
- Page 26: Planning Commission List of Future Priorities from February 5, 2020

Richmond Planning Commission  
REGULAR MEETING MINUTES FOR June 16, 2021

Members Present:	Chris Cole, Virginia Clarke, Chris Granda, Alison Anand, Lisa Miller
Members Absent:	Mark Fausel, Joy Reap, Jake Kornfeld
Others Present:	Ravi Venkataraman (Town Planner/Staff), Ryan Ackley

**1. Welcome and troubleshooting**

Chris Cole called the meeting to order at 7:16 pm.

**2. Public Comment for non-agenda items**

None

**3. Adjustments to the Agenda**

Chris Granda requested time to make an announcement regarding building energy codes.

**4. Approval of Minutes**

Motion by Virginia Clarke, seconded by Alison Anand, to approve the May 19, 2021 Planning Commission Meeting Minutes. Voting: unanimous. Motion carried.

**5. Reorganization Meeting - Election of Chair and Vice Chair**

Motion by Cole, seconded by Anand, to nominate Virginia Clarke as Chair of the Planning Commission. Clarke accepted the nomination. Voting: unanimous. Motion carried.

Motion by Clarke, seconded by Anand, to nominate Cole as Vice Chair of the Planning Commission. Cole accepted the nomination. Voting: unanimous. Motion carried.

**6. Introduction to ArcGIS Richmond Setback Analysis tool**

Ravi Venkataraman overviewed the ArcGIS tool Chittenden County Regional Planning Commission (CCRPC) prepared, the datasets and how to use the ArcGIS mapping tool. Planning Commission members were impressed with this tool. Cole asked about whether the tool showed acreage and proposed zoning. Venkataraman said that that data is not included in this tool and that if members are looking for acreage maps similar to the ones he produced on this map, he can have that data included in this tool. Venkataraman said that the setback data may be subject to human error because the data was based on measurements.

Venkataraman asked the commission if it found the tool useful. Cole said that this tool will be useful in future discussions about zoning with the public, when discussing how the commission arrived at particular setback numbers. Clarke said that she would need to get a sense of the tool more. Cole asked Venkataraman if he finds the tool useful. Venkataraman said that in this context, the setback limits do not matter for the most part, and only matter if redevelopment occurs. Venkataraman said that in this area, he is more concerned about property owners retaining their rights to maintain nonconforming structures. Venkataraman said that in this case, the tool is not helpful because of the unlikelihood of new development on vacant properties or redevelopment, and that if the commission wants to retain the existing streetscape, it should consider setting setback requirements based on the average setbacks of the adjacent parcels. Lisa Miller asked about development allowances for nonconforming structures. Venkataraman said that future revisions should make sure that nonconforming structures can expand as long as the expansion doesn't create any new nonconformities and would be in conformance with the zoning in effect. Clarke said that this tool will be useful in discussions on new neighborhoods so that the public understands the built environment with particular setbacks in place. Anand found the tool fascinating and helpful. Miller asked about the role of the fire departments in discussions on setbacks. Venkataraman said that in his experience fire departments usually have input on the widths of roadways, vehicle access and circulation within lots, and that state fire codes would apply to all developments.

Venkataraman asked if the commission would like additional areas to be added to the study and additional data layers. Clarke said that she would need to test what it has currently, and asked what kinds of data could be added. Venkataraman said that depending on what the commission requests, he could add the data into the mapping tool. Cole said that Venkataraman should consider including additional data based on his needs and what he concludes that the commission would find helpful. Anand asked if this data analysis would be useful in areas south of the Winooski River. Venkataraman said that there is utility to use the existing analysis as an example to show the public how buildout based on particular setbacks looks like. Miller asked if other boards and staff might find the tool useful. Venkataraman said that the Zoning Administrator and the Housing Committee might find it useful.

## **7. Discussion on Residential/Commercial District and Village Residential Neighborhoods South District**

Clarke explained that the current discussions are to assist the housing consultant's work and to resolve already discussed issues. Clarke asked the commission if it wanted to include the Farr uplands into the Residential/Commercial District. Clarke overviewed the locations of the proposed Residential/Commercial Districts on maps. Granda asked if the Farr uplands area includes wetlands. Clarke said that a small portion of the property has wetlands. Cole suggested that the commission moves forward with the Residential/Commercial District and work on the Farr uplands as a side project. Anand concurred.

Miller asked if the commission can show future curb cuts. Clarke referenced subdivision standards. Venkataraman said that it may be possible by putting in place an official map or future roads on a zoning map.

Anand added by saying that additional time could help the Farris figure out aspects they would like included in future zoning. Clarke noted possible unintended consequences and how these conversations

will overlap with future conversations about the Gateway District. Miller asked about the location of the potential limits of the district. Clarke noted the slopes, and how it is a natural end to the district.

Clarke overviewed the possible uses in the district, density allowances, and development standards. Miller asked about soliciting public opinion. Clarke said that the commission has already received public opinion. Anand noted how the commission will have to hold hybrid public meetings in the future. Clarke said that the Farr uplands area will be removed for the time being. Anand suggested aligning zoning with existing conditions. Granda said that the commission should put in place zoning that is forward-looking while keeping in mind existing conditions and that nonalignment is acceptable.

Miller asked if the commission has talked to the Farris. Clarke said that the Farris said they would like flexibility in future development. Cole said that the public had concerns about large-scale development in past meetings.

## **8. Discussion on State Permits and Nonconforming Lots**

Clarke reviewed the proposed regulations for nonconforming lots. Granda asked if the regulations need to include the suitability of septic systems if a lot cannot be connected to municipal water and sewer. Anand agreed. Venkataraman said that septic systems cannot be regulated through zoning. Miller asked about permitting processes. Venkataraman said that municipalities can regulate on-site water and wastewater systems with a separate ordinance, but not through zoning, and that one can receive a state water/wastewater permit at any time within the process as long as it is received prior to construction. Venkataraman clarified that these regulations only apply to vacant lots that have never been developed and that most small lots in town are already developed and therefore have water/wastewater service on-site or through a community system.

Clarke asked if this proposed amendments should be forwarded for a public hearing. Anand suggested having multiple amendments grouped together for a public hearing. Cole suggested forwarding this item independently for the sake of moving completed items forward. Venkataraman suggested that the commission look at the proposed amendment for state permit references within the packet and then make a decision.

Clarke overviewed the proposed amendments to the state permit references within the zoning regulations. Clarke clarified that local regulations cannot require the provision of a state permit to release any local permits. Clarke recommended including the requirements that developments comply with applicable building energy standards. Granda liked the inclusion of language about building energy standards. Venkataraman said that this is the first time he is seeing this language and that he is concerned that the town may be overstepping, even though technically, all development has to comply with the building energy standards. Venkataraman also suggested removing the certificate of occupancy requirement under building permits and adding it instead to the certificate of occupancy section of the regulations. Cole suggested revising "certificate of compliance" to "certification in adherence to the standards". Clarke said that she had included suggested language in the certificate of occupancy section.

Cole moved to warn a public hearing for July 21, 2021 on the amendments to the Richmond Zoning Regulations Sections 3.8.5, 4.6, 5.2.1, 5.6.2, 5.6.3, and 5.8, seconded by Miller. Voting: unanimous.

Motion carried

## **9. Other Business, Correspondence, and Adjournment**

Motion by Granda, seconded by Anand to adjourn the meeting. Voting: unanimous. Motion carried. The meeting adjourned at 9:14 pm.

Respectfully submitted by Ravi Venkataraman, Town Planner

### **Chat Log**

00:22:00 MMCTV: Thanks for being our test run! We'll work on the projector/audio feedback issue.

01:40:17 MMCTV: Can folks mute themselves when not talking? I'm trying to isolate the feedback.  
Thx.

02:13:15 Chris Granda: I need to log off now.

02:14:39 chriscole: me too

Draft replacement language for “Automobile service station”

## **7. Definitions**

**Replace:** ~~Automobile service station~~ **Vehicle fueling station** -- Any building, land area, or other premises, or portion thereof, used for the retail dispensing or sales of vehicular fuels. Vehicle fueling stations must also have at least one Level 2 or greater electric vehicle charging station. ~~servicing and repair of automobiles and light trucks; and including as an~~ For vehicular fuels, there must not be more than two pumping islands allowing for a maximum of four vehicles to pump fuel at one time. Customary accessory uses for Vehicle Fueling Stations include the retail sales of ~~the sale and installation of lubricants, tires, batteries, and similar vehicle~~ accessories, food, beverages and other convenience store items. ~~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.~~

**Add:** **Vehicle / machinery repair service** -- commercial building and premises used for the repair, servicing and maintenance of cars, trucks, mechanized vehicles or small machinery. Customary accessory uses include retail sale and installation of tires, batteries and other vehicle parts.

---

## Town Plan Goals Check-In

---

Ravi Venkataraman <rvenkataraman@richmondvt.gov>

Thu, Jun 24, 2021 at 9:15 AM

To: Christine Werneke <christine.werneke@richmondvt.org>, Virginia Clarke <vclarke@gmavt.net>, Cathleen Gent <cgent@gmavt.net>, Sarah Heim <heim.sarah@gmail.com>, Kirsten Santor <kirstensantor@gmail.com>, JUDY ROSOVSKY <judy.rosovsky@comcast.net>, William Lee <williebikes@gmail.com>, diane <diane@gmavt.net>, jcrary@primmer.com, bard.hill@richmondvt.org, Jeff Forward <forward@gmavt.net>  
Cc: Josh Arneson <jarneson@richmondvt.gov>

Good morning,

I hope everyone is doing well. The Planning Commission and I are planning to evaluate the status of the Town Plan's goals and objectives. To best utilize your time, I would like you and your respective committees (if applicable) to answer the following questions:

- Which action items have you completed since the approval of the Town plan in November 2018 (or the creation of your committee, whichever is earlier)?
- Which action items are you currently working on?
- Are you working on any items that are unlisted as action items? What are those items?
- Currently, which action items are you facing the most difficulty with completing? Why?
- Which action items paired with your respective committee or your committee's objectives will require assistance outside of you and/or your committee? How so?
- Additional comments for the Planning Commission.

As a reference, I've attached the Town Plan. By "action item", I'm referring to the goals and objectives listed at the end of each chapter of the Town Plan. The plan has a list of all the action items, the section the action item falls under, and the board/committee/organization/representative responsible for carrying out the task on [pages 41 through 51](#).

Please be sure to read through all the action items, not just the ones linked to you or your committee. For some of you, you may not have specific action items linked to you or your committee. But you may have already addressed or are addressing an action item supposedly unrelated to you or your committee. Similarly, some of you may be addressing action items unrelated to you or your committee in addition to the items connected to you or your committee.

Please provide a written response to the questions by [July 29th](#). I plan to include your responses in the August 4th Planning Commission meeting materials. You don't necessarily need to provide a lengthy response; but Planning Commission members may have follow-up questions for you based on your responses.

Let me know if you have any questions.

Thanks,

Ravi

Ravi Venkataraman, AICP (he/him)  
Town Planner  
Town of Richmond  
203 Bridge St.  
Richmond, VT 05477  
office: 802-434-2430  
cell: 802-448-0211  
<http://www.richmondvt.gov/>

*To note: All emails, and any respective attachments to the Town may be considered public records and may be subject to disclosure under the Vermont Open Public Records Act.*

## List of Richmond Boards/Committees

List of all the Planning Advisory Committees ([24 V.S.A. 4433](#)):

- Conservation Commission (Planning Advisory Committee, but with special privileges under [24 V.S.A. Ch. 118](#))
- Trails Committee
- Parking Advisory Committee
- Housing Committee
- Transportation Committee

List of all the boards/committees that are not Planning Advisory Committees:

- Development Review Board (not included in the mailing list because it operates as a quasi-judicial independent body)
- Water/Sewer Commission
- Andrews Community Forest Committee (responsible for stewardship of the Andrews Community Forest)
- Town Center Committee
- Recreation Committee (privileges under [31 V.S.A. Ch. 5](#))

## RICHMOND TOWN PLAN IMPLEMENTATION

Technical Plan	Goal, Action	Action Language	Primary Party	Time
Community Development (CD)	1,1	Continue to support currently established local businesses and service providers by creating a municipal purchasing policy that gives preference to local vendors where applicable and reasonable	Selectboard	Short Term
CD	1,2	When updating zoning regulations, explore ways to allow for non-traditional housing types, ways to encourage the creation of new business enterprises	Planning Commission	Short Term
CD	1,3	Support public health programs and resources in and outside of Richmond by ensuring that town policies and regulations allow for their presence, the development of healthcare and critical facilities, and by supporting and allowing access for all individuals to facilities and programs	Planning Commission, Selectboard	Ongoing
CD	1,4	Support and allow for affordable food and clothing sources such as the Thrift Shop and Food Shelf	Town-Wide	Ongoing
CD	1,5	Convene an essential goods and services summit with local providers to identify where gaps exist in Richmond and determine a course of action to increase availability	Economic Development Committee	Short Term
CD	1,6	Support new and/or unique employment opportunities for Richmond residents through policy and regulation, such as continued or expanded allowance of cottage industry and home occupations	Planning Commission	Short Term
CD	1,7	Support childcare provider opportunities by maintaining programs such as the Children's Librarian	Selectboard, Library Trustees	Ongoing
CD	1,8	Continue to utilize and allow public use of municipal buildings and grounds, such as the Community Room and Volunteers Green, for the Richmond Farmer's Market, Holiday Market, book sale, and other local or affordable buying opportunities	Selectboard	Ongoing
CD	1,9	Include access to goods, services, and basic needs in the emergency management plan	Town Administration	Short Term
CD	1,10	Continue to support Richmond's schools and other educational opportunities for residents	Town-Wide	Ongoing
CD	2,1	Ensure that all town staff, boards, and commissions are following the requirements of Vermont's Open Meeting Law	Selectboard, Town Administration	Ongoing
CD	2,2	Hold an annual meeting of town boards, commissions, and staff to increase collaboration and communication	Selectboard, Town Administration	Ongoing
CD	2,3	Continue to utilize open and transparent communication channels through established platforms such as Front Porch Forum, Times Ink, and MMCTV and publicize accommodations for participation in meetings such as the livestream from MMCTV	Town Administration	Ongoing
CD	2,4	Maintain a user friendly and regularly updated town website and social media platforms which will include a list of volunteer opportunities; public contact information for all town boards, commissions, and staff; and a link to Western Slopes Business Association website	Town Administration	Ongoing
CD	2,5	Maintain the town's inclusivity policy, and explore the creation of a civility policy for the municipal workplace, boards, commissions, and town media presence	Selectboard	Ongoing
CD	2,6	Continue the fair and equitable application and enforcement of town, state, and federal laws	Town Boards and Administration	Ongoing
CD	2,7	Recognize and reward volunteer service through celebration and promotion	Town Boards and Administration	Ongoing
CD	3,1	Work with landowners who are willing to allow public access to privately accessed natural and open space areas	Conservation Commission	Ongoing
CD	3,2	Support the Richmond and Vermont Land Trusts in their endeavors to protect natural resources that will have public access for recreational purposes	Town-Wide	Ongoing
CD	3,3	Encourage collaboration between the trails committee, conservation commission, planning commission, and regional organizations	Conservation Commission	Ongoing
CD	3,4	Create and distribute materials that foster responsible use and enjoyment of Richmond's natural areas, including trail maps, kiosks, improved parking and access, and signage	Conservation Commission	Short Term
CD	3,5	Support long-standing outdoor recreation opportunities such as Cochran's Ski Area and Chittenden County Fish & Game	Town-Wide	Ongoing

CD	3,6	Support outdoor recreation opportunities and programs that include canoe access on the Winooski River, swimming, cross country skiing, skating, mountain biking, etc.	Town-Wide	Ongoing
CD	4,1	Support arts and cultural programming and opportunities for residents and visitors	Town-Wide	Ongoing
CD	4,2	Explore the creation of a town community outreach and recreation staff position	Recreation Committee	Short Term
CD	4,3	Identify possible methods of funding further recreation and community engagement opportunities	Recreation Committee	Short term
CD	4,4	Support public and private recreational businesses or endeavors by ensuring that zoning regulations allow for sustainable recreational uses of public and private lands including, but not limited to, the potential development of community centers, outdoor seating or gathering, performance spaces, etc.	Planning Commission	Short Term
CD	4,5	Educate the community and visitors of Richmond's recreational opportunities through the town website and social media	Recreation Committee	Short Term
CD	4,6	Continue to support and allow community use of the library and Community Room	Selectboard, Library Trustees	Ongoing
CD	4,7	Create a management plan for municipal public spaces, facilities, and lands that includes capital improvements and budget as well as opportunities for expanded or new uses	Selectboard	Short Term
CD	4,8	Continue to allow for public events such as festivals, parades, and vendor fairs and create a streamlined approval process for such uses	Selectboard	Ongoing
CD	5,1	Continue to support the provision of critical services including, but not limited to, law enforcement, fire, and emergency medical services through policy and work to keep these services both affordable and effective	Selectboard	Ongoing
CD	5,2	Ensure that Richmond's first responders are trained and sufficiently equipped to deal with a variety of scenarios and threats	Selectboard	Short Term
CD	5,3	Support public health programs and resources in and outside of Richmond by ensuring town policies allow for their presence and the development of critical facilities	Planning Commission	Ongoing
CD	5,4	Continue to collaborate with and support efforts and resources that are tackling the opiate crisis, as well as other major issues such as domestic abuse and substance abuse	Selectboard	Ongoing
CD	5,5	Monitor for safety opportunities such as increased security measures, grants for safety equipment or projects, new crosswalks, and educational trainings or resources	Town Administration	Ongoing
Economic Development (ED)	1,1	Create clear guidelines and information resources for permit applicants, clarifying requirements and steps for permitting and approval.	Planning Commission	Short Term
ED	1,2	Streamline the business permitting process and reduce permitting costs for small businesses or entrepreneurs	Planning Commission	Short Term
ED	1,3	Create a permit to support pop-up and experimental businesses such as special events, temporary markets, food trucks and pop-up stores	Planning Commission	Short Term
ED	1,4	Promote economic opportunities on town media platforms, and create economic development incentives for development that meets "smart growth" standards and preserves Richmond's history and character	Economic Development Committee	Short Term
ED	1,5	Support the Richmond Farmers' Market and other local agricultural business enterprises	Town-Wide	Ongoing
ED	1,6	Create, maintain and distribute a list of state and regional resources and incentives for local businesses, such as Local First programs or state designation and cost-sharing programs; including an inventory of available properties, facilities and spaces for commercial, industrial or cottage business use	Economic Development Committee	Short Term
ED	1,7	Use local businesses for municipal purchases of goods and services whenever feasible	Town Boards and Administration	Ongoing
ED	1,8	Allow for and encourage expanded utility infrastructure for three-phase power, high-speed internet and municipal water and wastewater	Water Commission, Selectboard	Ongoing
ED	2,1	Update Richmond's land use regulations to protect these industries by incorporating strategies to reduce forest and farm fragmentation and allow for approved forest and farm based commercial activities	Planning Commission	Short Term
ED	2,2	Support occupational opportunities in the fields of scientific study and inventory, pest identification and management, invasive species control, reforestation, as well as outdoor classrooms and a variety of recreational activities	Town-Wide	Ongoing

ED	2,3	Keep track of ongoing strategies and studies being pursued at the state and regional levels to understand the implementation and ramifications of Act 171	Conservation Commission	Ongoing
ED	2,4	Promote the production and purchasing of local food whenever possible	Town-Wide	Ongoing
ED	2,5	Explore regulatory means of supporting the viability of farm and forest based land uses	Planning Commission	Short Term
ED	3,1	Study the potential for expanding Richmond's village center, the benefits of the Designated Downtown program, and renew the Village Center Designation	Planning Commission	Short Term
ED	3,2	Develop a Downtown Master Plan that will direct growth to the village area and address streetscape improvements identified in existing plans. Pursue strategies to attract and focus commercial activity in Jonesville	Planning Commission	Long Term
ED	3,3	Maintain and upgrade zoning regulations and development review policies to ensure that concentrated growth occurs in designated growth centers, thus bringing residents and businesses in close proximity	Planning Commission	Short Term
ED	4,1	Collaborate with the Trails Committee and Conservation Commission to conduct an assessment of current and needed trails and trail networking in Richmond	Planning Commission	Long Term
ED	4,2	Maintain maps and up-to-date information on the town website	Recreation Committee	Short Term
ED	4,3	Support our local Western Slopes Business Association in its goals and efforts	Town-Wide	Ongoing
ED	4,4	Support economic development of local character areas through zoning regulations	Planning Commission	Short Term
ED	5,1	Support mentoring, internships or community-based learning opportunities when possible	Town-Wide	Ongoing
ED	5,2	Support efforts to increase the supply of affordable housing in Richmond	Town-Wide	Long Term
ED	5,3	Support childcare businesses, however possible, to support Richmond's workforce	Town-Wide	Ongoing
ED	6,1	Update land use regulations to include permitting steps, development parameters and mitigation requirements specific to renewable energy projects	Planning Commission	Short Term
ED	6,2	Publicize and promote opportunities on the Town website to list or link to solar installers and other providers of renewable energy based services, particularly those with Richmond-based businesses	Economic Development Committee	Short Term
Education (Ed)	1,1	Continue to develop more programs for preschool students, including more private providers as partners	MMMUSD, Town-Wide	Ongoing
Ed	1,2	Encourage education programs which address the need for new technological training for emerging careers	MMMUSD, Town-Wide	Ongoing
Ed	1,3	Encourage the development of more programs which research shows develop the brain, such as the arts	MMMUSD, Town-Wide	Ongoing
Ed	1,4	Provide education programs to help solve problems caused by the opiate crisis	MMMUSD, Town-Wide	Long Term
Ed	1,5	Support the expansion of nursing and other social support staff as needed within the school	MMMUSD, Town-Wide	Long Term
Ed	1,6	Continue to provide venues such as the Community room at the Library and other facilities for recreational and educational programs for all ages	Selectboard, Library Trustees	Ongoing
Ed	1,7	Support policies that improve the mental health and readiness of students such as later start times and shorter bus routes	MMMUSD, Town-Wide	Ongoing
Ed	1,8	Continue to work with the MMMUSD to staff a School Resource Officer position and implement other safety measures	MMMUSD, Selectboard	Ongoing
Ed	2,1	Work with the school district to explore the potential of electric buses. Support the school district in their current grant application for an electric bus	MMMUSD, Town Administration	Long Term
Ed	2,2	Consider altering bus routes to use smaller buses for outlying areas, shortening lengths of rides and saving fuel for large buses covering so much distance	MMMUSD, Town-Wide	Long Term
Ed	2,3	Consider a shuttle service for students to and from local afterschool activities	MMMUSD	Long Term
Ed	3,1	Support the maintenance and improvement of the building infrastructure with an emphasis on energy conservation	MMMUSD	Ongoing
Ed	3,2	Promote efficient use of water within the buildings	MMMUSD	Ongoing

Ed	3,3	Seek more early care (birth through age 5) providers for available space within the school buildings	MMMUSD	Long Term
Ed	3,4	Encourage the use of buildings for community arts and adult continuing education programs	MMMUSD, Town-Wide	Ongoing
Ed	3,5	Continue to support the use of schools for voting, meetings, and other important community group activities	MMMUSD, Town-Wide	Ongoing
Ed	3,6	Foster community support for education in general by maximizing opportunities to draw the public to the school	MMMUSD, Town-Wide	Ongoing
Emergency Resilience (ER)	1,1	Maintain and update emergency response and preparedness plans including our All-Hazards Mitigation Plan and Local Emergency Operations Plan	Town Administration	Ongoing
ER	1,2	Inventory vulnerabilities of municipal and critical facilities and ways to mitigate potential damages, include this in capital planning and hazard mitigation planning	Town Administration	Short Term
ER	1,3	Create a Richmond Emergency Management plan that encompasses all hazards, emergencies, and disasters, and train employees and emergency service providers on the plan and procedures	Town Administration	Short Term
ER	1,4	Participate in the Red Cross Ready Rating program and certify Camel's Hump Middle School as a Red Cross ready shelter	Town Administration	Long Term
ER	1,5	Determine a sheltering plan for residents south of the Winooski River	Town Administration	Short Term
ER	1,6	Create a plan for domestic animal sheltering during emergencies and disasters	Town Administration	Long Term
ER	1,7	Include railway, interstate, hazmat, and other weather events in the emergency management plan	Town Administration	Short Term
ER	1,8	Ensure that critical facilities and personnel have adequate and proper backup power sources, equipment, and training for disasters, hazards, and emergencies, especially our most likely or common emergencies such as flooding or gorge rescues	Town Administration	Short Term
ER	1,9	Continue to support watershed management programs and projects that will help to mitigate flooding	Town-Wide	Ongoing
ER	1,10	Continue to strictly regulate development in the Special Flood Hazard Area	Planning Commission	Short Term
ER	1,11	Educate property owners about flood risk, insurance, development options, and flood proofing, and educate residents about disaster and emergency protocol and resources	Town Administration	Long Term
ER	1,12	Maintain an emergency preparedness section on the town website as a resource for citizens on emergency resources and procedures	Town Administration	Short Term
ER	1,13	Create an emergency volunteer network and an emergency communication system to better coordinate procedures and notifications in the event of a hazard or disaster	Town Administration	Short Term
ER	2,1	Maintain, upgrade, or implement stormwater systems and water conveyance systems such as ditches, culverts, and the municipal water and wastewater systems to withstand at least 1% storms (100 year storms)	Town Administration, Water Commission, Selectboard	Ongoing
ER	2,2	Maintain and upgrade bridges and roads to withstand inundation from at least 1% storms	Town Administration, Selectboard	Ongoing
ER	2,3	Identify opportunities where increased levels of resilience are possible, such as improvements that could withstand a 500-year storm	Town Administration, Selectboard	Ongoing
ER	2,4	Maintain and upgrade backup power and heating systems in town and critical facilities	Town Administration, Selectboard	Ongoing
ER	2,5	Ensure that critical facilities are structurally sound and able to withstand heavy snowfall and high speed wind gusts, and implement storm windows and doors where necessary in critical facilities	Town Administration, Selectboard	Short Term
Energy (E)	1,1	Adopt and maintain a zoning ordinance based on "smart growth" principles, with most development concentrated in the village, neighborhoods, downtown, gateway mixed use areas to reduce vehicle miles travelled from housing to shopping and to public transit options.	Planning Commission	Short Term
E	1,2	Support public transit opportunities such as Park and Ride lots; commuter rapid transit buses such as the Burlington-Montpelier Link; a Burlington-Montpelier light rail commuter train station in Richmond if the opportunity becomes available and local shuttle bus service, carpooling, and ridesharing programs.	Town-Wide	Ongoing

E	1,3	Consider energy efficiency and alternative fuels when purchasing municipal vehicles, recognizing there may be limited options at this time for heavy duty vehicles and vehicles for first responders.	Town Administration	Ongoing
E	1,4	Facilitate conference calls, webinars and other virtual meetings when feasible to decrease travel by town employees.	Town Administration	Ongoing
E	1,5	Promote the Go! Vermont webpage which provides information on the above transportation options.	Town-Wide	Ongoing
E	1,6	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.	Town Administration, Town-Wide	Short Term
E	1,7	Work with GMP and VEC to find funding for EV charging infrastructure.	Town Administration	Short Term
E	1,8	Collaborate with Drive Electric Vermont to publicize their webpage, host electric vehicle demonstrations, and inform residents about electric vehicle technology, incentives and resources.	Town Administration	Ongoing
E	1,9	Work with the Vermont Energy and Climate Action Network, Drive Electric Vermont and the Vermont Clean Cities Coalition to support the use of electric and bio-diesel vehicles.	Town-Wide	Ongoing
E	1,10	Consider requiring EV charging stations for new commercial development.	Planning Commission	Short Term
E	1,11	Update zoning regulations to include language to clarify permitting requirements for new electric vehicle charging installations and support the ongoing development of this infrastructure.	Planning Commission	Short Term
E	1,12	Plan upgrades to town roads to make them more bicycle and pedestrian friendly	Town Administration	Long Term
E	1,13	Support upgrading sidewalks in the village to encourage walking	Town-Wide	Ongoing
E	2,1	Identify conservation and efficiency opportunities in municipal buildings and facilities and build efficiency improvements into annual maintenance upgrades and into the town's capital plan. The Town will fully participate in Efficiency Vermont and Vermont Gas's high-performance programs whenever building, renovating or upgrading any Town buildings. Develop policies for evaluating purchases and capital improvements that use life cycle analysis.	Town Administration, Selectboard	Ongoing
E	2,2	Support educational activities such as town energy fairs, the Community Energy Dashboard, literature distribution and energy committee activities that provide residents with information about energy conservation and renewable energy opportunities such as advanced wood heating, air-source heat pumps, geothermal, solar PV and programs to reduce energy use.	Town-Wide	Ongoing
E	2,3	Coordinate with Efficiency Vermont, Vermont Gas and the state Weatherization Assistance Program and promote these programs through the town website.	Town Administration	Short Term
E	2,4	Promote any state or regional program that encourages and/or incentivizes the removal of older inefficient woodstoves for newer EPA certified models.	Town-Wide	Ongoing
E	2,5	Consider including anaerobic digestion with methane capture as part of the wastewater treatment system.	Selectboard	Long Term
E	2,6	Support the efficient and sustainable use of wood for fuel and maintain forest health and forest carbon storage and uptake.	Town-Wide	Ongoing
E	2,7	Consider adopting all or parts of the State's Energy Stretch Code in the town's zoning regulations for new construction, renovations, and/or additions.	Planning Commission	Short Term
E	3,1	Develop potential standards for renewable energy generation facilities, including mitigation of aesthetic and natural resources impacts	Planning Commission	Short Term
E	3,2	Designate specific locations as preferred sites for the siting of net-metered solar generation projects.	Planning Commission	Short Term
E	3,3	Continue to participate in and promote net-metering arrangements whenever possible.	Town-Wide	Ongoing
E	3,4	Ensure that the long term management plan for the Town Forest allow for sustainable energy production for the benefit of the town, such as sustainable biomass harvesting (firewood).	Town Forest Committee	Short Term, Ongoing
E	4,1	Develop an energy action plan for the Town to implement the energy goals and actions in this plan and assist with evaluating investments in energy efficiency and renewable energy opportunities that benefit the town.	Planning Commission, Energy Coordinator	Short Term
E	4,2	Maintain energy consumption data for municipal buildings using the Environmental Protection Agency Portfolio Manager software for	Energy Coordinator	Ongoing

		analyzing energy efficiency and renewable energy opportunities and to evaluate the results from investments to reduce energy consumption and costs.		
E	4,3	Work with the Richmond Climate Action Committee to educate the community on energy efficiency, energy conservation and renewable energy technologies and techniques.	Energy Coordinator	Ongoing
E	4,4	Assist the Town with applying for grants and incentives to reduce energy use and increase the use of renewable energy.	Energy Coordinator	Ongoing
E	4,5	Work with the Town Manager to fully implement the 2007 Town Energy Conservation Policy.	Energy Coordinator	Long Term
E	4,6	Inform the Town about the Vermont Climate Pledge and assist with joining this organization to demonstrate the town's commitment to meeting Vermont's energy and climate goals.	Energy Coordinator	Short Term
Future Land Use (FLU)	1,1	Invest in municipal infrastructure improvements that allow for new development	Selectboard, Town Administration	Ongoing
FLU	1,2	Create policies that encourage affordable housing development	Planning Commission	Short Term
FLU	1,3	Provide technical assistance to property owners	Town Administration	Ongoing
FLU	1,4	Create zoning regulations that support the above mentioned uses and prohibitions	Planning Commission	Short Term
FLU	1,5	Create form-based zoning regulations that include architectural and design requirements to be met in certain districts, especially mixed-use areas	Planning Commission	Short Term
FLU	1,6	Explore density-based zoning when updating the land use regulations	Planning Commission	Short Term
FLU	2,1	Continue to prohibit damaging or dangerous types of development in sensitive or conserved areas such as floodplain or steep slopes	Planning Commission	Short Term
FLU	2,2	Restrict certain types of development in sensitive or high priority natural areas	Planning Commission	Short Term
FLU	2,3	Encourage development that protects natural resources and preserves scenic and/or historic character of Richmond	Planning Commission	Short Term
Historic Resources (HR)	1,1	Protect and preserve the Round Church by continuing to provide liability and property insurance as well as routine grounds maintenance	Selectboard	Ongoing
HR	1,2	Work with the Richmond Historical Society to plan funding and implementation of major renovations as needed to preserve historical integrity and enhance the property	Selectboard	Ongoing
HR	1,3	Protect, preserve and continue to fully utilize the Town Center and Library buildings.	Town-Wide	Ongoing
HR	1,4	Encourage the preservation and utilization of privately owned buildings of historic significance within the town	Town-Wide, Historical Society	Ongoing
HR	1,5	Reapply for the State of Vermont Agency of Commerce and Community Development's Village Center Designation	Planning Commission	Short Term
HR	1,6	Revise the Town website to include a list of Richmond's state- and nationally recognized historic sites as well as links to historic preservation resources that could help owners to manage these properties so as to preserve their integrity	Town Administration, Historical Society	Short Term
HR	1,7	Ensure that town regulations allow for historic interpretive signage and historic markers.	Planning Commission	Short Term
HR	1,8	Work with the Richmond Historical Society to develop a walking and/or driving tour of the Town's historic sites	Recreation Committee	Long Term
HR	2,1	Oversee regular maintenance of the grounds, public access routes and grave markers at the Town's two historic cemeteries: the Village Cemetery on Bridge Street and the Hill (or Fay's Corner) Cemetery accessed from Cemetery Road.	Historical Society, Cemetery Trustees	Ongoing
HR	2,2	Work with Cemetery Trustees and the Richmond Historical Society to establish a trained corps of volunteers to do grave marker maintenance not requiring professional intervention	Cemetery Trustees, Historical Society	Long Term
HR	2,3	Create and preserve digital files of all Town cemetery listings, including images of gravesite markers as well as burial records	Historical Society, Cemetery Trustees	Long Term
HR	2,4	When archaeological sites or artifacts are discovered during Town or State projects requiring an archaeological resource review, work with the Richmond Historical Society to document the material and assess preservation options	Town Administration	Ongoing
HR	3,1	Continue to publicize and provide space for Richmond history programs and displays sponsored by the Richmond Historical Society	Town-Wide	Ongoing

		and Richmond Community Senior Center, among others, and continue to support and advertise public events that have become local cultural traditions		
HR	3,2	Revise the Richmond History page of the Town website to include historic photos as well as links to other Richmond history online resources. Links could include the Richmond Historical Society website, information for Richmond history researchers or owners of historic artifacts and/or properties, and lists and/or photo galleries of the town's historic sites	Town Administration	Short Term
HR	3,3	Develop a plan to digitally preserve fragile public records, such as land records and birth, marriage and death records dating back to the late 18 <sup>th</sup> and 19 <sup>th</sup> centuries	Town Administration, Historical Society	Long Term
HR	3,4	Work with Richmond Historical Society to find secure, climate-controlled storage locations for historic cultural assets not stored in the Town Vault	Town Administration	Short Term
Housing (H)	1,1	When updating zoning regulations, identify opportunities for development of a variety of housing types, for example allowing mixed residential and commercial use, higher unit density, or unique accessory housing in certain identified districts	Planning Commission	Short Term
H	1,2	Continue to support the existence of the mobile home park, and support additional affordable housing development in the park	Planning Commission	Ongoing
H	1,3	Create a town housing committee that can identify needs and partner with organizations to help secure funding and identify opportunities for construction or adaptation of housing stock, as well as aid in the creation of affordable housing policies that are welcomed by both developers and residents	Planning Commission	Short Term
H	1,4	Encourage concentrated residential development in areas identified for growth	Planning Commission	Short Term
H	1,5	Consider participation in the FEMA Community Rating System which can lower overall home insurance costs for homeowners in the Special Flood Hazard Area	Planning Commission	Long Term
H	1,6	Provide technical assistance to homeowners in the Special Flood Hazard Area that desire to implement flood proofing measures	Town Administration	Ongoing
H	1,7	Support, and share information about, programs and resources that assist seniors or low mobility residents remain in their homes such as HomeShare Vermont, Meals on Wheels, and Neighbor Rides	Town Administration	Ongoing
H	1,8	Support, and share information about, programs and resources that help to lower cost of home ownership such as energy conservation, weatherization, and utility assistance	Town Administration, Energy Coordinator	Ongoing
H	1,9	Support programs and funding sources for preserving and renovating historic or older homes that can help owners maintain historic character and livability	Planning Commission, Historical Society	Ongoing
Natural Resources (NR)	1,1	Identify opportunities to conserve lands containing or adjoining to above listed conservation priorities	Conservation Commission	Ongoing
NR	1,2	Encourage conservation or protection of above listed conservation priorities on private lands	Conservation Commission	Ongoing
NR	1,3	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	Planning Commission	Short Term
NR	1,4	Continue to support the efforts of the public and private organizations such as the Richmond Conservation Commission, Richmond Trails Committee, and Richmond Land Trust to protect sensitive natural areas	Planning Commission, Town-Wide	Ongoing
NR	1,5	Facilitate a town-wide discussion about the development and management of trails and trail networks in Richmond	Conservation Commission	Short Term
NR	1,6	Minimize the fragmentation and intrusion into sensitive wildlife habitats and forests, including Contiguous Habitat Units and Wildlife Travel Corridors, through land use regulation that promotes Vermont's Smart Growth principles such as clustering development, siting development in a manner to preserve contiguous habitat areas, and through coordinating with neighboring towns on border areas.	Planning Commission	Short Term
NR	1,7	Restrict development on steep slopes between 20% and 35%, cliffs, and ridgelines over 900ft in elevation, and prohibit all structural development (including renewable energy generation facilities and distribution/transmission infrastructure) on slopes greater than 35% , in order to maintain habitat connectors and mitigate erosion	Planning Commission	Short Term

NR	1,8	Create and maintain a library of ecological studies and maps	Conservation Commission	Short Term
NR	1,9	Partner with state and regional organizations to secure funding and collaborate on projects that would support conservation efforts	Conservation Commission	Ongoing
NR	1,10	Construct trails to avoid sensitive natural areas and minimize impact on water quality, wildlife, soils, and other resources	Richmond Trails Committee	Ongoing
NR	1,11	Continue to support invasive species control efforts including removal and mitigation of Japanese Knotweed, Garlic Mustard, Barberry, Buckthorn, and other fast spreading non-native plants.	Town-Wide	Long Term, Ongoing
NR	1,12	Provide educational materials, and consider conducting outreach, to landowners about best management practices for sustainability, conservation, and environmental stewardship of natural areas	Conservation Commission	Ongoing
NR	1,13	Continue to prohibit the construction of new principal structures in the Special Flood Hazard Areas of the Winooski and Huntington Rivers	Planning Commission	Short Term
NR	1,14	Protect river corridors to ensure that streams and rivers have the room they need to move and change over time by utilizing Vermont's River Corridor maps and establishing setbacks for small streams during development review (small stream: less than 2 square miles of drainage area)	Planning Commission	Long Term
NR	1,15	Safeguard water quality, stream channel stability, habitats, and habitat connectivity by protecting riparian areas	Planning Commission	Long Term
NR	1,16	Support and cooperate with water quality testing efforts in Richmond and the region	Conservation Commission	Ongoing
NR	1,17	Support the completion and updates of stream geomorphic assessments, wetland maps, and river corridor maps	Conservation Commission	Ongoing
NR	1,18	Implement feasible projects identified in the 2018 storm water master plan	Town Administration	Long Term
NR	1,19	Control road runoff and erosion by implementing and maintaining best management practices required by the Vermont Municipal Roads General Permit	Town Administration	Ongoing
NR	1,20	Integrate applicable Low Impact Development (LID) standards into land use regulations	Planning Commission	Short Term
NR	1,21	Review land use regulations to ensure compliance with all Vermont and federal regulations that provide surface water protection	Planning Commission	Short Term
NR	1,22	Support and participate in the Vermont Watershed Management Division's Tactical Basin Planning for the Winooski River and Lake Champlain basins.	Conservation Commission	Ongoing
NR	2,1	Encourage the implementation of best environmental management practices in farm or forest businesses	Conservation Commission	Ongoing
NR	2,2	Explore amending zoning regulations to allow for value-added or accessory enterprises, that are not currently exempt through state law, on farm or forest properties as a means of financially maintaining large parcels	Planning Commission	Short Term
NR	2,3	Avoid the creation of landlocked parcels during subdivision of farm or forestry lands by encouraging the maintenance of rights of way and accesses	Planning Commission	Short Term
NR	2,4	Encourage on-site projects or developments that provide ecosystem services or mitigate runoff	Conservation Commission	Ongoing
NR	2,5	Continue to support agriculturally related enterprises	Town-Wide	Ongoing
NR	2,6	Encourage Richmond residents and businesses to buy or procure locally grown foods or value-added products by providing space for markets and allowing sale of goods	Town-Wide	Ongoing
NR	2,7	Support property owner participation in the VT Use Value Appraisal (Current Use) Program, the federal Land Evaluation and Site Assessment (LESA) program, and other voluntary programs as options for land conservation and financial benefits	Conservation Commission	Ongoing
NR	3,1	Update the previously performed (2002) Scenic Viewshed Assessment to identify and map public priorities for landscape conservation, and restrict development that would compromise those identified viewsheds	Planning Commission	Short Term
NR	3,2	Encourage creative development that minimizes both visual and environmental impacts on the landscape	Planning Commission	Ongoing
NR	3,3	Adopt zoning regulations that mitigate noise pollution and light pollution	Planning Commission	Short Term
NR	3,4	Adopt zoning regulations that include Vermont's Smart Growth principles such as concentrated downtown development in order to maintain Richmond's historic settlement pattern and village character.	Planning Commission	Short Term

NR	4,1	Utilize a management plan for the Town Forest, and continually assess for necessary amendments to the plan to ensure best stewardship of that land and forest and to ensure that the requirements of the <i>Grant of Development Rights, Conservation Restrictions and Public Access Easement</i> are being met.	Town Administration, Conservation Commission, Town Forest Committee	Ongoing
NR	4,2	Manage trail development and usage on Town lands to protect neighboring property owner rights and possible sensitive natural areas or conservation priorities such as those listed previously	Planning Commission	Ongoing
NR	4,3	Create a municipal properties management policy including rights of way, access, safety, and maintenance in order to ensure both natural resource protection and proper land stewardship.	Town Administration, Conservation Commission	Short Term
NR	4,4	Control the growth and spread of invasive species on town properties.	Conservation Commission	Ongoing
NR	4,5	Utilize the conservation reserve fund to protect important natural resources and public access to them where appropriate	Conservation Commission	Ongoing
Transportation (T)	1,1	Implement high priority actions from completed planning studies, such as new sidewalks within the village along the east side of Bridge St. and 4 new crosswalks at the Bridge/Railroad/Jolina intersection as soon as is feasible. This may require identifying funding sources and/or integrating the projects into the Capital Budget's road maintenance schedule	Town Administration	Long Term
T	1,2	Support the construction of sidewalks and bike paths or line striping for cyclists on State and Town road projects. Consider making wider shoulders on Town roads, especially Cochran, Huntington, and Hinesburg Roads. Work with VTrans to prioritize rebuilding Route 2 (Main Street) including sidewalks and bicycle/pedestrian accommodation	Town Administration, Town Wide	Long Term
T	1,3	Work with partner agencies and organizations to identify and test (through pop-up demonstrations or other means) best practices in bike and pedestrian safety and implement low-cost improvements that have been identified such as better signage and road markings	Town Administration	Ongoing
T	1,4	Support Safe Routes to School and other walking projects, and road running races on town roadways	Town-Wide	Ongoing
T	1,5	Support interconnectivity of trails and connectivity of trails with destinations such as the market or park and ride in order to provide non-motorized means of travel	Town-Wide, Richmond Trails Committee	Ongoing
T	1,6	Publicize and support the Cross Vermont Trail and other public trails	Richmond Trails Committee	Ongoing
T	1,7	Consider handicap accessibility when making decisions about location of paths, parking, crosswalks, and transit routes	Town Administration	Ongoing
T	2,1	Work with VTrans to adjust the signaling at the Route 2/Bridge Street intersection to improve traffic flow and safety rating and continue to support policing and traffic management during morning and evening busy times	Town Administration	Long Term
T	2,2	Identify road segments where noise, speed, congestion or safety is/are a problem and work to develop strategies to reduce the negative impacts.	Town Administration	Long Term
T	2,3	Work with VTrans and CCRPC to keep bridges on a good maintenance and repair schedule	Town Administration	Ongoing
T	2,4	Implement pedestrian and bike traffic signage in the village and heavily bike-trafficked areas	Town Administration	Long Term
T	2,5	Implement necessary improvements for compliance with the Municipal Roads General Permit	Town Administration	Ongoing
T	2,1	Identify and upgrade undersized culverts to prevent washouts. Use best management practices for managing runoff during road construction or reconstruction.	Town Administration	Ongoing
T	2,2	Work to site new roads away from rivers and streams, and reroute or stabilize roads that are susceptible to flooding	Town Administration	Ongoing
T	2,3	Reduce stormwater runoff by using best practices and incorporating green infrastructure into town road construction, facilities and landscaping.	Town Administration	Ongoing
T	3,1	Support public and private policies, programs or other efforts that promote alternatives to single-occupancy vehicle travel such as public transit improvements, car-sharing, telecommuting, flexible work schedules and school bus usage.	Town-Wide	Ongoing

T	3,2	Work with other Chittenden County towns and the Agency of Transportation to add/expand Park and Ride facilities in Richmond and neighboring Towns to provide alternatives to the Richmond Park and Ride that is currently of inadequate capacity. Identify possible additional Park and Ride capacity space in Richmond, such as on the south side of the I89 interchange with a pedestrian crossing light at the existing interchange traffic light.	Town Administration	Long Term
T	3,3	Encourage “smart growth” development in the village center or downtown, or near transit options, to reduce car travel distances.	Planning Commission	Short Term, Ongoing
T	3,4	Support social service transportation such as SSTA, Neighbor Rides and others for elderly, disabled or other non-drivers.	Town Administration	Ongoing
T	3,5	Partner with the Mount Mansfield Modified Union school District to increase bus ridership, or create other means to reduce morning congestion at the Four Corners	Town Administration	Long Term
T	3,6	Work with the school district to examine the possibility of using school buses as a shuttle system around town during hours when buses are not transporting students	Town Administration	Long Term
Utilities & Facilities (UF)	1,1	Ensure that Volunteers Green is maintained and publicly accessible/usable for residents and visitors	Town Administration	Ongoing
UF	1,2	Follow the goals and intents of the Town Forest management plans	Town-Wide, Town Administration	Ongoing
UF	1,3	Support the efforts of the Historical Society in preserving the Round Church and its parcel	Town-Wide	Ongoing
UF	1,4	Maintain and upgrade the Town Center building and parking areas to support the needs of town officials and staff	Town Administration	Ongoing
UF	1,5	Continue to rent or lease town spaces and grounds to businesses and organizations in order to best utilize space and maintain that income	Town Administration	Ongoing
UF	1,6	Maintain and upgrade the Richmond Fire Department and Richmond Highway Department buildings	Town Administration	Ongoing
UF	1,7	Continue efforts to create an affordable solution for the police department and their facility.	Town Administration	Short Term
UF	1,8	Implement stormwater projects on town properties identified in the Stormwater Master Plan	Town Administration	Long Term
UF	1,9	Ensure that the Water and Wastewater systems meet regulatory standards and have functional capacity as needed under the Town Plan	Town Administration, Water Commission	Short Term, Ongoing
UF	1,10	Implement building improvement projects for the library in order to maintain the use of the historical building	Town Administration, Library Trustees	Long Term, Ongoing
UF	1,11	Utilize multiple funding sources in conjunction with tax resources to implement facility upgrades and maintenance in affordable ways	Town Administration	Ongoing
UF	1,12	Modernize town buildings with energy efficiency measures and accessibility measures to ensure continued usability, especially in the historic facilities	Town Administration	Long Term, Ongoing
UF	2,1	Continue to upgrade water/wastewater/stormwater infrastructure in joint projects with the highway department.	Town Administration, Water Commission	Ongoing
UF	2,2	Implement an Asset Management maintenance program in water/wastewater/stormwater and highway infrastructure and use it for a maintenance schedule.	Town Administration, Water Commission	Long Term
UF	2,3	Directly connect the capital budget to the Asset Management maintenance schedule to create collaboration and cohesion in all water/wastewater/stormwater/highway projects within the water/wastewater district.	Town Administration, Water Commission	Long Term
UF	2,4	Upgrade the water/wastewater/stormwater systems to meet functional capacity and regulatory standards	Town Administration, Water Commission	Short Term, Ongoing
UF	2,5	Extend water/wastewater/stormwater lines to protect public health and the environment where feasible	Town Administration, Water Commission	Long Term, Ongoing
UF	2,6	Encourage the upgrade of customer’s water/wastewater/stormwater connections in the service area	Town Administration, Water Commission	Ongoing
UF	2,7	Encourage upgrades that protect critical infrastructure such as the water line under the Bridge Street Bridge.	Town Administration, Water Commission	Short Term, Ongoing

UF	2,8	Seek out and utilize multiple funding sources in conjunction with possible tax resources to implement the asset management maintenance program with the least impact to water/wastewater rates and town taxes.	Town Administration, Water Commission	Short Term, Ongoing
UF	2,9	Continue to charge impact fees to offset costs of operations.	Selectboard	Ongoing
UF	3,1	Identify opportunities to work with providers to increase internet speed and availability and increase cell service coverage in town	Town Administration	Long Term
UF	3,2	Utilize and support the initiatives of the Chittenden Solid Waste District	Town-Wide, Town Administration	Ongoing
UF	3,3	Work with Vermont Electric Cooperative and Green Mountain Power to ensure all residents have access to reliable electricity	Town Administration	Ongoing

## GLOSSARY

**Open Meeting Law**-Vermont law requiring certain timelines and transparencies regarding municipal meetings such as selectboard or planning commission meetings

**Low Impact Development (LID)** - Development that includes onsite treatment of stormwater runoff

**Land Evaluation and Site Assessment (LESA)** - Agricultural technical framework used to numerically rank parcels based on non-soil resources

**Current Use (Use Value Appraisal) Program**- Property tax adjustment for large agricultural or forestry parcels based on amount of land in active production

**Smart Growth**- Describes a pattern of land development that uses land efficiently, reinforces community vitality, protects natural resources and helps mitigate the adverse impacts of population growth. Smart growth is about promoting development that is good for the economy, community and the environment. Key benefits of smart growth include the creation of diverse housing options; protection of farm and forestland; diverse transportation options and less dependence on the automobile; greater social interaction with neighbors; lower cost for public services resulting in reduced taxes; and a higher quality of life.

**Complete Streets**- Designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work. They allow buses to run on time and make it safe for people to walk to and from train stations.

**Special Flood Hazard Area**- The SFHA is the area where the National Flood Insurance Program's (NFIP's) floodplain management regulations must be enforced and the area where the mandatory purchase of flood insurance applies (100-year floodplain)

**Off-Taker**- An agreement entered between a producer and a buyer to buy/sell a certain amount of the future production. It is generally negotiated long before the construction of a facility to guarantee a market for the facility's future production and improve chances of getting financing for the installation concerned.

**Net-Metered**- Is a billing system that credits small customers at the full retail electric price for any excess electricity they generate and sell to their local electric company via the grid from on-site small sources such as residential rooftop solar arrays.

**CSA**-Community Supported Agriculture

Technical Plan	Goal, Action	Action Language	Party	Time Frame	Status	Point Person
Community Development (CD)	5,3	Support public health programs and resources in and outside of Richmond by ensuring town policies allow for their presence and the development of critical facilities	Planning Commission	Ongoing		
Community Development (CD)	1,2	When updating zoning regulations, explore ways to allow for non-traditional housing types, ways to encourage the creation of new business enterprises	Planning Commission	Short Term		
Community Development (CD)	1,6	Support new and/or unique employment opportunities for Richmond residents through policy and regulation, such as continued or expanded allowance of cottage industry and home occupations	Planning Commission	Short Term		
Community Development (CD)	4,4	Support public and private recreational businesses or endeavors by ensuring that zoning regulations allow for sustainable recreational uses of public and private lands including, but not limited to, the potential development of community centers, outdoor seating or gathering, performance spaces, etc.	Planning Commission	Short Term		
Community Development (CD)	1,3	Support public health programs and resources in and outside of Richmond by ensuring that town policies and regulations allow for their presence, the development of healthcare and critical facilities, and by supporting and allowing access for all individuals to facilities and programs	Planning Commission, Selectboard	Ongoing		
Economic Development (ED)	3,2	Develop a Downtown Master Plan that will direct growth to the village area and address streetscape improvements identified in existing plans. Pursue strategies to attract and focus commercial activity in Jonesville	Planning Commission	Long Term		
Economic Development (ED)	4,1	Collaborate with the Trails Committee and Conservation Commission to conduct an assessment of current and needed trails and trail networking in Richmond	Planning Commission	Long Term		
Economic Development (ED)	1,1	Create clear guidelines and information resources for permit applicants, clarifying requirements and steps for permitting and approval.	Planning Commission	Short Term		
Economic Development (ED)	1,2	Streamline the business permitting process and reduce permitting costs for small businesses or entrepreneurs	Planning Commission	Short Term		
Economic Development (ED)	2,1	Update Richmond's land use regulations to protect these industries by incorporating strategies to reduce forest and farm fragmentation and allow for approved forest and farm based commercial activities	Planning Commission	Short Term		

Economic Development (ED)	2,5	Explore regulatory means of supporting the viability of farm and forest based land uses	Planning Commission	Short Term		
Economic Development (ED)	3,1	Study the potential for expanding Richmond’s village center, the benefits of the Designated Downtown program, and renew the Village Center Designation	Planning Commission	Short Term		
Economic Development (ED)	3,3	Maintain and upgrade zoning regulations and development review policies to ensure that concentrated growth occurs in designated growth centers, thus bringing residents and businesses in close proximity	Planning Commission	Short Term		
Economic Development (ED)	4,4	Support economic development of local character areas through zoning regulations	Planning Commission	Short Term		
Economic Development (ED)	6,1	Update land use regulations to include permitting steps, development parameters and mitigation requirements specific to renewable energy projects	Planning Commission	Short Term		
Economic Development (ED)	1,3	Create a permit to support pop-up and experimental businesses such as special events, temporary markets, food trucks and pop-up stores	Planning Commission	Short Term		
Emergency Resilience (ER)	1,10	Continue to strictly regulate development in the Special Flood Hazard Area	Planning Commission	Short Term		
Energy (E)	1,1	Adopt and maintain a zoning ordinance based on “smart growth” principles, with most development concentrated in the village, neighborhoods, downtown, gateway mixed use areas to reduce vehicle miles travelled from housing to shopping and to public transit options.	Planning Commission	Short Term		
Energy (E)	1,10	Consider requiring EV charging stations for new commercial development.	Planning Commission	Short Term		
Energy (E)	1,11	Update zoning regulations to include language to clarify permitting requirements for new electric vehicle charging installations and support the ongoing development of this infrastructure.	Planning Commission	Short Term		
Energy (E)	2,7	Consider adopting all or parts of the State’s Energy Stretch Code in the town’s zoning regulations for new construction, renovations, and/or additions.	Planning Commission	Short Term		
Energy (E)	3,1	Develop potential standards for renewable energy generation facilities, including mitigation of aesthetic and natural resources impacts	Planning Commission	Short Term		
Energy (E)	3,2	Designate specific locations as preferred sites for the siting of net-metered solar generation projects.	Planning Commission	Short Term		

Energy (E)	4,1	Develop an energy action plan for the Town to implement the energy goals and actions in this plan and assist with evaluating investments in energy efficiency and renewable energy opportunities that benefit the town.	Planning Commission, Energy Coordinator	Short Term		
Future Land Use (FLU)	1,2	Create policies that encourage affordable housing development	Planning Commission	Short Term		
Future Land Use (FLU)	1,4	Create zoning regulations that support the above mentioned uses and prohibitions	Planning Commission	Short Term		
Future Land Use (FLU)	1,5	Create form-based zoning regulations that include architectural and design requirements to be met in certain districts, especially mixed-use areas	Planning Commission	Short Term		
Future Land Use (FLU)	1,6	Explore density-based zoning when updating the land use regulations	Planning Commission	Short Term		
Future Land Use (FLU)	2,1	Continue to prohibit damaging or dangerous types of development in sensitive or conserved areas such as floodplain or steep slopes	Planning Commission	Short Term		
Future Land Use (FLU)	2,2	Restrict certain types of development in sensitive or high priority natural areas	Planning Commission	Short Term		
Future Land Use (FLU)	2,3	Encourage development that protects natural resources and preserves scenic and/or historic character of Richmond	Planning Commission	Short Term		
Historic Resources (HR)	1,5	Reapply for the State of Vermont Agency of Commerce and Community Development's Village Center Designation	Planning Commission	Short Term		
Historic Resources (HR)	1,7	Ensure that town regulations allow for historic interpretive signage and historic markers.	Planning Commission	Short Term		
Housing (H)	1,5	Consider participation in the FEMA Community Rating System which can lower overall home insurance costs for homeowners in the Special Flood Hazard Area	Planning Commission	Long Term		
Housing (H)	1,2	Continue to support the existence of the mobile home park, and support additional affordable housing development in the park	Planning Commission	Ongoing		
Housing (H)	1,1	When updating zoning regulations, identify opportunities for development of a variety of housing types, for example allowing mixed residential and commercial use, higher unit density, or unique accessory housing in certain identified districts	Planning Commission	Short Term		

Housing (H)	1,3	Create a town housing committee that can identify needs and partner with organizations to help secure funding and identify opportunities for construction or adaptation of housing stock, as well as aid in the creation of affordable housing policies that are welcomed by both developers and residents	Planning Commission	Short Term		
Housing (H)	1,4	Encourage concentrated residential development in areas identified for growth	Planning Commission	Short Term		
Housing (H)	1,9	Support programs and funding sources for preserving and renovating historic or older homes that can help owners maintain historic character and livability	Planning Commission, Historical Society	Ongoing		
Natural Resources (NR)	1,14	Protect river corridors to ensure that streams and rivers have the room they need to move and change over time by utilizing Vermont's River Corridor maps and establishing setbacks for small streams during development review (small stream: less than 2 square miles of drainage area)	Planning Commission	Long Term		
Natural Resources (NR)	1,15	Safeguard water quality, stream channel stability, habitats, and habitat connectivity by protecting riparian areas	Planning Commission	Long Term		
Natural Resources (NR)	3,2	Encourage creative development that minimizes both visual and environmental impacts on the landscape	Planning Commission	Ongoing		
Natural Resources (NR)	4,2	Manage trail development and usage on Town lands to protect neighboring property owner rights and possible sensitive natural areas or conservation priorities such as those listed previously	Planning Commission	Ongoing		
Natural Resources (NR)	1,3	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	Planning Commission	Short Term		
Natural Resources (NR)	1,6	Minimize the fragmentation and intrusion into sensitive wildlife habitats and forests, including Contiguous Habitat Units and Wildlife Travel Corridors, through land use regulation that promotes Vermont's Smart Growth principles such as clustering development, siting development in a manner to preserve contiguous habitat areas, and through coordinating with neighboring towns on border areas.	Planning Commission	Short Term		

Natural Resources (NR)	1,7	Restrict development on steep slopes between 20% and 35%, cliffs, and ridgelines over 900ft in elevation, and prohibit all structural development (including renewable energy generation facilities and distribution/transmission infrastructure) on slopes greater than 35% , in order to maintain habitat connectors and mitigate erosion	Planning Commission	Short Term		
Natural Resources (NR)	1,13	Continue to prohibit the construction of new principal structures in the Special Flood Hazard Areas of the Winooski and Huntington Rivers	Planning Commission	Short Term		
Natural Resources (NR)	1,20	Integrate applicable Low Impact Development (LID) standards into land use regulations	Planning Commission	Short Term		
Natural Resources (NR)	1,21	Review land use regulations to ensure compliance with all Vermont and federal regulations that provide surface water protection	Planning Commission	Short Term		
Natural Resources (NR)	2,2	Explore amending zoning regulations to allow for value-added or accessory enterprises, that are not currently exempt through state law, on farm or forest properties as a means of financially maintaining large parcels	Planning Commission	Short Term		
Natural Resources (NR)	2,3	Avoid the creation of landlocked parcels during subdivision of farm or forestry lands by encouraging the maintenance of rights of way and accesses	Planning Commission	Short Term		
Natural Resources (NR)	3,1	Update the previously performed (2002) Scenic Viewshed Assessment to identify and map public priorities for landscape conservation, and restrict development that would compromise those identified viewsheds	Planning Commission	Short Term		
Natural Resources (NR)	3,3	Adopt zoning regulations that mitigate noise pollution and light pollution	Planning Commission	Short Term		
Natural Resources (NR)	3,4	Adopt zoning regulations that include Vermont’s Smart Growth principles such as concentrated downtown development in order to maintain Richmond’s historic settlement pattern and village character.	Planning Commission	Short Term		
Natural Resources (NR)	1,4	Continue to support the efforts of the public and private organizations such as the Richmond Conservation Commission, Richmond Trails Committee, and Richmond Land Trust to protect sensitive natural areas	Planning Commission, Town-Wide	Ongoing		
Transportation (T)	3,3	Encourage “smart growth” development in the village center or downtown, or near transit options, to reduce car travel distances.	Planning Commission	Short Term, Ongoing		

## **List of Future Priorities (From 2/5/2020 PC Meeting):**

- Correct the Village Downtown Zoning District
- Address recommendations from the DRB
- Address request from the Farris for a self-storage facility
- Address request from the Cochran
- Address the Town Plan Implementation items
- Revise the Gateway District regulations
- Address short-term rentals
- Strategize for engaging the Richmond community and gaining their input
- Address housing affordability
- Integrate stretch code into the zoning regulations
- Establish subcommittees, such as housing subcommittee
- Incrementally update the zoning regulations
- Develop renewable Energy siting standards (Section 248)
- Establish Unified Development Ordinance
- Modify the zoning map (after the commission gains public input)

## **Items Staff recommends pursuing in addition to the abovementioned items:**

- Adopt inclusionary zoning policies, or affordable housing bonuses
- Consider applying for the Downtown Designation program to promote growth in the downtown area
  - Benefits of state designation programs: Reduced Act 250 review and fees, additional grants, and priority for grants
- Richmond currently has a Village Center designation
- Establish a Design Review District and become a Certified Local Government
  - Benefits: Increases access to funding to protect historic resources in town
- Put in place Tactical Urbanism standards (To fulfill ED 1,5 and 4,4)
- Integrate SmartCode into zoning regulations to foster sustainable development and walkable neighborhoods

## **Other ideas worth considering**

- Additional PUD standards to protect core forests, prime ag soils, other natural resources, and trail networks, as well as to encourage the clustering of development