



Planning & Zoning Office  
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APPLICATION: SUB2022-04

APPLICANT: Amy & Leandro Vazquez

REQUESTED ACTION: Subdivision Amendment

LOCATION: 65 Highland Drive

EXISTING ZONING: Agricultural Residential

PROJECT DESCRIPTION:

The applicants are seeking to make changes to the existing subdivision plat. The applicants are in the process of designing the driveway for their lot. Previous plats have depicted a building envelope on the property but the most recent plat on file for their property does not show a building envelope. The Administrative Officer has determined that the building envelopes on prior plats are in effect because the most recent plat was for a boundary line adjustment and the applicant at that time did not seek any changes to the building envelope. Applicants are seeking to move the building envelope to create more space to design a driveway that would comply with the Richmond Zoning Regulations.

PARCEL HISTORY:

Boundary Line Adjustment, 12/11/07  
Boundary Line Adjustment, 4/29/08  
Access Permit, 6/18/09  
Boundary Line Adjustment, 8/16/2010  
Boundary Line Adjustment, 11/25/2011  
Boundary Line Adjustment, 9/14/2021

LIST OF SUBMISSIONS:

- A. Subdivision Amendment Application, Submitted on 9/19/2022
- B. Narrative, Submitted on 9/19/2022
- C. Current Plat, Submitted on 9/19/2022
- D. Proposed Plat, Submitted on 9/19/2022

PROCEDURAL INFORMATION:

- 1. Application submitted on 9/19/2022
- 2. Agenda placed in Seven Days 9/23/2022
- 3. Notice placed on Town website and at three locations in town on 9/23/2022
- 4. Abutters notified on 9/23/2022
- 5. Notice sent to Applicant 9/23/2022

**STAFF COMMENTS (In Bold):**

1. Applicants are submitting an amendment to a final subdivision to move the existing location of a building envelope.
2. The lot is located in the Agricultural Residential district.
3. Amendments to subdivision plats require review by the Development Review Board per Section 706 of the Richmond Subdivision regulations.
4. Section 800.1 of the Richmond Subdivision regulations allow the Zoning Administrator to make minor revisions to building envelopes provided that the building envelope would not move more than 20 feet.
5. Applicants are requesting a relocation of the building envelope greater than 20 feet.
6. Applicants are moving the building envelope in order to provide more space to design and build a driveway that will be in compliance with the Richmond Driveway Grade of 12%.
7. Applicants provided a letter from O'Leary Burke Civil Associates noting that the proposed building envelope is similar to the existing building envelope with a milder slope located 40 Feet higher than the existing building envelope.
8. Existing haul road on the property has an average grade of 14-16% and is 650 feet long
9. The letter O'Leary Burke Civil Associates provided also notes that to minimize clearing the road will be moved to the high side of the lot along highland Drive.
10. The Letter notes that the proposed driveway will be located 100 feet from an existing water source on the property not the 30 feet it currently is.
11. **Approving this subdivision amendment would help correct problems with the existing plat on file.**
12. **Moving the building envelope would allow the Applicants to design a driveway that would be in compliance with the Richmond Zoning regulations.**

**Draft motion**

**Motion to approve the subdivision amendment to relocate the building envelope according to the plat presented.**