



Planning & Zoning Office
Town of Richmond P.O. Box 285
Richmond, VT 05477
(802) 434-2430
tmachia@richmondvt.gov
www.richmondvt.gov

Town of Richmond Development Review Board July 9, 2025 Minutes

Members Present: Padraic Monks (Acting Chair), Matt Parisi, Robert DePalma

Members Absent: David Sunshine (Chair), Matthew Dyer (Vice Chair)

Staff: Tyler Machia, Keith Osborne

Others Present: M. Galloway

Meeting Opened: 7:08 PM

Public Comment on Non-Agenda Items - None

Public Hearing

Item 1

Reconsideration for Preliminary Subdivision 2025-04 for Michael and Jessica Sipe, Parcel ID# WF0080.

The applicants are requesting DRB consideration to re-open the Pre-Sub 2025-04 review as per 24VSA§4470a, Misrepresentation: material fact.

THIS APPLICATION WAS NOT ELIGIBLE FOR REVIEW; 30 DAY APPEAL PERIOD HAD PASSED.

Item 2

PRE-SUB 2025-06

Jean-Paul Lavoie

Parcel ID# WM0167

PROJECT DESCRIPTION:

The applicants are proposing a Residential Planned Unit Development (PUD) located at 167 West Main Street, an existing 0.46-acre lot, for the purpose of constructing a second primary structure. The existing structure is a duplex and as such, Planned Unit Development is the mechanism to accomplish this project.

Discussion: The applicants presented their project to the board with a focus on replacing the existing garage with a garage with living space up. The plans were not conclusive with concerns regarding the actual floor plans nor the garage entrance location. The neighbor to the west spoke of shared access concerns as when the plan was initially presented at Sketch, there was limited information as the survey was not completed. With the complete survey, the access language

was found to be antiquated, and the board suggested the two shared driveway users update the shared access language.

Further discussion on the setback as the VRNN zone requires a 10 foot side setback and the plan called for a 5 foot setback. Neighbor advocated for the full setback due to issues of maneuverability to the rear portion of his lot.

The board went into deliberation and came out with preliminary decision with conditions below...

APPLICANT: John-Paul and Lisa Lavoie

RE: CUR 2025-02 – Preliminary Review

DATE: July 9, 2025

LOCATION: 167 West Main Street

EXISTING ZONING: VRNN - Village Residential Neighborhood North

PROCEDURAL INFORMATION:

1. Sketch plan reviewed by the DRB on April 9, 2025
2. CUR Application received 6/18/2025
3. Warning and agenda sent to Seven Days 6/24/2025
4. Agenda posted in 3 locations
5. Hearing notice sent to applicant 6/24/2025
6. Letter to abutters 6/24/2025

UPDATED DETERMINATION ON APPLICATION PROCESS:

The DRB process for reviewing this Residential Planned Unit Development (PUD) application is as follows:

- Per §5.12.1, Coordination of Review, the review mechanism is Planned Unit Development review and Conditional Use Review (CUR). The process for Subdivision review, that being Sketch, Preliminary and Final, is to be followed when no subdivision is proposed; the applicant is **not** proposing a subdivision. The only review before the DRB is Conditional Use Review with the requirements for Site Plan Review to be followed per §5.6.3, and §5.12 Planned Unit Development. **In short, there is no need for separate subdivision or site plan review applications and the associated fees for this project.**

STATEMENT OF FACTS

General Standards §5.12.2

- Lot size is compliant for the use of 2 principal structures. Per state mandate (Act 181) and lot size requirements of the VRNN District, 8,712 sq ft or 1/5 acre in areas served by water and sewer is required. Lot size is 19,875 sq. ft., minimum lot size required for 2 principal structures is 17, 424 sq. ft.
- Infill development and PUDs are consistent with the 2018 Town Plan.

Additional Standards §5.12.3

- No new access proposed to Route 2.

Application Procedures §5.12.4

- All appears in order

Common Land §5.12.5

- Not applicable

Roads and Other Facilities §5.12.6

- Not applicable

General Standards §5.6.1

- All standards, specifically the capacity of existing community facilities and the stated policies and standards of the Town Plan have been met. It can be inferred that this project meets the purpose of Act 47 and Act 181 by creating in-fill development within the existing water and sewer district.

Specific Standards §5.6.2

- No immediate concerns by staff
- DRB to review these standards and may attach such reasonable conditions and safeguards as it may deem necessary to implement the purpose of these Zoning Regulations and 24 V.S.A. Chapter 117

Site Plan Review Standards §5.6.3

- In order to expedite the review process, conditional uses are not subject to separate site plan review under §5.5, however, all conditional uses shall also meet site plan review standards and conditions as set forth under §5.5.3 prior to the issuance of a Conditional Use Approval.
- Traffic
 - For this project, a demonstration that adequate parking exists and is planned. The parcel with two primary structures with a total dwelling count of 3 will require 3 parking spaces.
 - There is a shared gravel driveway with 183 West Main subject to a right of way of unspecified width per the submitted plat.
 - Screening for parking not planned.
 - Site lighting to be discussed but all lighting must be downcast and cut off (Dark Sky Compliant)
- Landscaping and Screening
 - DRB to ascertain if landscaping is required.
 - Silt-fence down slope of the project area should be considered. Note: This is an internal office policy when issuing zoning permits regardless but should be SOP by the DRB.

Conclusion

- Applicant to submit for Final PUD Review to gain all approvals necessary.

DECISION: The Development Review Board approves CUR2025-02 Preliminary PUD with the following conditions:

1. Applicant to update the submitted site plan/plat to move the proposed new principal structure 7.5 feet from the west property line or as otherwise agreed upon between the two adjoining parcels owners of 167 and 183 West Main Street.
2. Update site plan/plat to denote compliant parking for a minimum of 3 spaces; all required parking shall have a minimum width of nine (9) feet and a minimum length if eighteen (18) feet.
3. Floor plans and elevation drawings to be submitted in final planned form.

DRB VOTING ON THIS MATTER (circle one for each member):

David Sunshine, Chair	FAVOR	AGAINST	ABSTAINING	RECUSED	<u>ABSENT</u>
Matthew Dyer, Vice-Chair	FAVOR	AGAINST	ABSTAINING	RECUSED	<u>ABSENT</u>
Padraic Monks, Acting Chair	<u>FAVOR</u>	AGAINST	ABSTAINING	RECUSED	ABSENT
Robert DiPalma, Member	<u>FAVOR</u>	AGAINST	ABSTAINING	RECUSED	ABSENT
Matt Parisi, Member	<u>FAVOR</u>	AGAINST	ABSTAINING	RECUSED	ABSENT

The above votes occurred at a DRB meeting on the 7th day of July 2025.

