



Planning & Zoning Office
Town of Richmond
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Town of Richmond Development Review Board Staff Notes 7/9/2025

APPLICANT: John-Paul and Lisa Lavoie

RE: CUR 2025-03 – 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.**

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.

Planned Unit Development definitions per §7 of the Richmond Zoning Regulations:

Planned Unit Development (PUD) - One or more lots to be developed under the provision of Section 5.12 of these Zoning Regulations. A PUD may be subdivided or retained as a single lot, may have a creative layout, may be developed with a mix of land uses and building types, and may deviate from bylaw requirements that are otherwise applicable to the area in which it is located with respect to lot size, bulk, or type of dwelling or building, use, density, intensity, lot coverage, lot frontage, parking, required common open space, or other standards.

Planned Unit Development (PUD), Residential - A type of Planned Unit Development, as defined above, but that contains only residential use and conforms to the requirements of Section 5.12

PLANNED UNIT DEVELOPMENT (PUD) AND RESIDENTIAL PUD REVIEW

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 PUD's 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

CONDITIONAL USE REVIEW §5.6:

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.

SITE PLAN REVIEW STANDARDS §5.5.3:

Note: Per §5.5.3 – The DRB may impose conditions and safeguards upon the approval of a site plan with respect to features authorized by 24 VSA §2416.

- 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. The DRB shall determine if what is proposed is sufficient.
 - There is a shared gravel driveway with 183 West Main subject to a right of way of unspecified width per the submitted plat. The DRB may wish to require updated language as a result of a driveway expansion to accommodate the new principal structure.
 - Screening for parking not planned.
 - Site lighting to be discussed but all lighting must be downcast and cutoff (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.

STAFF COMMENTS AND RECOMMENDATIONS:

1. Comment - This appears to be a straightforward application for in-fill development. Attention should be paid to the 20-foot-wide sewer easement and protection of the same.
2. Comment - Of note in §5.5, Site Plan Review (SPR) – The applicability of SPR is that Single Family Dwellings, duplexes and multi-family dwellings up to 4 units are exempt except for PUDs.
3. Recommendation - Waste-water allocations for the parcel as a whole to be applied for prior to Final CUR approval. This should be a condition of Final CUR approval.
4. Recommendation – Fire Dept. comment to be requested prior to Final CUR approval. This shall be a condition of approval.