

BREAKDOWN OF FEES

ZONING FEES:

ACCESS PERMIT:

DRB:

R.O.W. FEES

FIRE IMPACT

WATER EXCAVATION:

RECORDING FEES:

\$ 300

\$ 60

TOTAL:

\$ 360

CHECK NUMBER:

1002

NOTES:

For CU 2026-005

(Lre JB 1002)



Original

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

October 1, 2026

Ryan Shanley
PO Box 179
Richmond, VT 05477

Re: CU2026-05, professional office use.

Dear Applicant,

Your application for conditional use, CU2026-005, has been received, accepted, and forwarded to the DRB. **You have been assigned to Public Hearing Number # 4.** Your public hearing has been scheduled for:

Date: **Wednesday, October 14, 2026.**

Time: 7:00 p.m. – 9:00 p.m.

Location: 3rd Floor Meeting Room A, Richmond Town Offices, 203 Bridge Street, Richmond, VT 05477, or via Zoom or Phone Call.

The enclosed *Hearing Notice* poster must be posted on your property — clearly visible from the public right of way — 15 days prior to the scheduled hearing date.¹ It must remain posted there until the Development Review Board renders its decision and the appeal period has ended. For additional information, please review the enclosed Agenda.

All evidence shall be filed at least 24 hours in advance of a hearing for the DRB to review and consider it before making a decision. Otherwise, the DRB will accept all written information presented until the hearing is closed.

As always, please contact the Planning & Zoning Office with any questions.

Respectfully,

Danté DeNault
Zoning Administrator & E911 Coordinator
Town of Richmond, Vermont

¹ Richmond Zoning Regulations § 8.2.3(a).



CONDITIONAL USE REVIEW

Permit # CU 2026-005
Parcel ID: 1002 jb.

APPLICATION

Please review the Richmond Zoning Regulations and provide all the information requested in this application. Additional local permits and approvals may also be required (such as access permits, water & sewer allocations, E911 address assignments.) For information contact the Zoning Administrative Officer at 434-2430. Other federal, state and local permits or approvals may additionally be required, it is the duty of the applicant to obtain all relevant and applicable approvals. To inquire about State permits contact the State Permit Specialist at 802-477-2241.

Application Date: 9/16/2026 Physical Address of Property: 1002 Johnnie Brook Road
Applicant Name: Ryan Shanley Property Owner Name: JBR LLC c/o Ryan Shanley
Applicant Mailing Address: PO Box 179, Richmond, VT Owner Mailing Address: 1002 Johnnie Brook Road, Richmond, VT

Phone: 8603040399 Phone: 8603040399
Email: ryan@ryanshanleycounselingvt.com Email: shanleyrm@gmail.com

Brief description of Project: Please see attached pages, thank you

All projects which require Conditional Use approval are subject to Site Plan Review standards.

Please review Section 5.5 and Section 5.6 of the Richmond Zoning Regulations. A use requiring conditional use approval by the DRB is required, at a minimum, to comply with the following general standards and specific standards:

- ☐ General Standards - A proposed use shall not result in an undue adverse effect upon:
 - The capacity of existing or planned community facilities;
 - The character of the area affected, as defined by the purpose or purposes of the zoning district in which the project is located and with specifically stated policies and standards of the Richmond Town Plan;
 - Traffic on roads and highways in the vicinity;
 - Bylaws and ordinances then in effect; and,
 - The utilization of renewable energy sources.
- ☐ Specific Standards - Conditional uses shall comply with the following specific standards:
 - Obnoxious or excessive noise, smoke, vibration, dust, glare, odors, electrical interference or heat that is detectable at the boundaries of the lot shall not be generated.
 - There shall be no outside displays except those that are brought indoors at the end of the business hours and are the actual product of the business.
 - Outside storage of goods, parts, supplies, vehicles machinery and other personal property shall be appropriate to the neighborhood and shall not impair safety.
 - Applicable state permits for water supply and sewage disposal shall have been obtained, and any other applicable state permits, before the use commences.
 - The development is proposed over a reasonable time period in order that the general and specific standards for conditional uses may be met.
 - In determining the appropriateness of the use in the Zoning District, the DRB shall consider the scale of the proposal in relation to the scale of existing uses and structures.
 - No fire, explosive, or safety hazard shall be permitted that, in the judgment of the DRB, after consideration of the advice of Richmond fire fighting officials, significantly endangers other property owners or emergency personnel.

- The development shall not result in an Undue Adverse Effect on state or community-owned and operated institutions and facilities.
- Existing water supplies and the quality of ground and surface water resources shall not be adversely affected.
- The proposed Land Development shall not have an undue adverse effect on an Historic Site or rare or irreplaceable natural areas.
- Proposed structures should take advantage of existing slopes and vegetation to provide screening for the project.
- Any other standards, such as natural landscape and "character of the neighborhood" standards, as indicated for specific districts shall also be applied.

Application requirements: Please provide the following information as specified within Section 5.5 and Section 5.6 of the Richmond Zoning Regulations. Information may be presented within the form of a cover letter with associated plans and technical information.

- ☐ Narrative description of the project, including how the project does or does not meet any of the general standards and specific standards listed on page 1.
- ☐ Names and addresses of all abutters, including those across contiguous roads or highways.
- ☐ Stamped addressed envelopes for all abutters.
- ☐ A site plan prepared by a registered surveyor, professional planner, engineer, architect, or landscape planner. The site plan shall be drawn to scale, and submitted with written supporting data, showing the following:
 - ☐ Existing features: contours, structures, utility easements, rights-of-way, deed restrictions, significant landscape features, roads or highways, surveyed boundaries, dimensions, total lot size; and
 - ☐ Proposed land development: land use areas, structures, driveways, curb cuts, parking and loading areas, traffic circulation, pedestrian walkways, outside display areas, signs, site grading, landscaping, plantings and screening, setbacks and buffer strips, outside lighting, equipment and waste storage areas and sewage disposal areas.
- ☐ Information as to the time period or phasing for completion of the project.
- ☐ Three copies of the application packet (no larger than 11"x17"), one large format copy of all plans, one digital copy of all plans materials
- ☐ Conditional Use Application Fee— \$300.00 (An additional \$500 Technical Review Fee maybe applied to some projects—Staff shall determine) and \$60.00 Recording Fee

Please note, upon review of the application the DRB may also require the following submittals:

- Security as provided in Section 8.2.5
- Formal traffic study if a substantial alteration in public traffic flow is anticipated or a large-scale parking area is planned. This may include analyses of traffic volumes, average daily trips, turning movements, patterns of ingress and egress, levels of service on roadways and at in-

Signatures: The undersigned hereby certifies this information to be complete and true.

Ryan Shanley 9/20/2026
Applicant Signature Date

Ryan Shanley 9/20/2026
Property Owner Signature Date

NOTE: Upon review of the application, the Zoning Administrative Officer shall issue a Development Review Board referral letter to the applicant confirming the date and time of the upcoming hearing before the Board as per 5.2.1. The referral letter shall also include a Notice Poster which will be required to be posted on the subject property within view of a public right of way, as per section 8.2.3. This information shall be sent directly to the Applicant unless otherwise directed.

— DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—

Application Complete Date: 9/30/26 DRB Referral Letter Issued (date): 9/30/26 DRB Hearing Date: 10/14/26

Comments: _____ Zoning Fee: 360 Check #: 1002

Zoning Administrative Officer signature: Darrell DeHaute Date: 9/30/26

Good afternoon neighbor,

I hope this finds you well. You are getting this letter from the town about a conditional use permit I am applying for at 1002 Johnnie Brook Rd. I would like to erect a 16ft x 20 ft canvas walled tent on a wooden platform under a metal roof. This tent would be used as a psychotherapy office (or professional office space as designated by the town zoning). The canvas walled tent and roof will be neutral colors (green/tan/brown) to blend in with the surrounding forest landscape. The platform will be located roughly 95 ft from the edge of the property on the edge of an existing field. This field is 40 ft above road level and will utilize a natural treeline to make it difficult to see from the road or adjacent properties. It will have a small wood stove for intermittent heating during the winter, a small Rinnai (or similar) propane heater and electricity. Wood storage for the wood stove would be stacked under/next to the tent platform.

I would like to use a canvas walled tent as a psychotherapy office. I believe it can create a beneficial environment for the individuals and populations I serve. From my experience as a wilderness therapy guide and providing nature based therapy in my current role as a psychotherapist, and my own lived experience, I have witnessed the positive effects that being outside can have on folks. This nature-based therapy model has seen a recent uptick in Vermont, and often looks like therapists meeting clients in an open space on public or private land with full immersion in the elements throughout the year. This semi-outdoor experience would create a space where the wind will be felt, the rain will be heard, the smells and changing temperature will be noticed that a conventional office space can not provide.

Checklist Items:

- 1: This does not impact the capacity of existing or planned community facilities
- 2: The character of the area, (Privacy, greenery, scenic views and vistas, local natural recreational opportunities, working residences and/or small residential clusters constitute the "character of the neighborhood) Would not be impacted and fits into the category of a working residence since the main purpose of the property is a single family residence.
- 3: Due to the limited number of individuals a therapist can see on a weekly basis there would not be a notable change to traffic on the roads in the vicinity
- 4: No obnoxious or excessive noise, smoke, vibration, dust, glare, odors, electrical interference or heat that is detectable at the boundaries of the lot shall not be generated
- 5: Due to the nature of psychotherapy and to protect the confidentiality of my clients, there will be no outside displays
- 6: The limited storage that is needed will be kept neatly maintained and at a distance to not impact the neighborhood

7: There will be no running water or waste water created from this structure so no permit from the state is required.

8: I hope to have this structure completed and functional within 6 months to a year from the initiation of the project build (weather dependant), a reasonable time period for this project

9: This structure is proportionally insignificant to the existing use of the property and structures.

10: No explosives or safety hazards will be created from this structure and occupation.

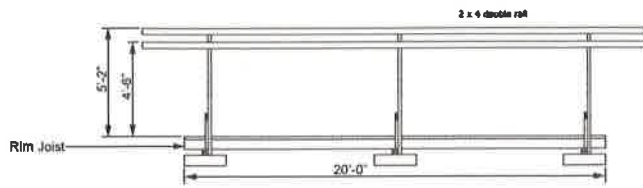
Name of all abutters

- ✓ Cynthia R & Eric D Lashway, 136 Turkey Hill Rd
- ✓ Patricia L D'arcy, 55 Turkey Hill Rd
- ✓ Bradley Lang, 62 Lapierre Dr
- ✓ Jeanne Morrissey & Anastasia Goff, 520 Johnnie Brook Rd
- ✓ Ronna T & William Jr Wheeler, 602 Johnnie Brook Rd
- ✓ Deborah & Edward A Gallo, 676 Johnnie Brook Rd
- ✓ Ian A F Stokes, 694 Johnnie Brook Rd
- ✓ Stephen B Wright, 698 Johnnie Brook Rd
- ✓ Alison D & Mark A Aiken, 830 Johnnie Brook Rd
- ✓ Kathy A & Justin H McLeod, 828 Johnnie Brook Rd
- ✓ Mike Rosenfield, 947 Johnnie Brook Rd
- ✓ Anje V & Harold P Degraaf, 365 Verburg Ln
- ✓ Linda L & William H Donovan, 90 Rogers Lane
- ✓ Gayla Le Cross, 1102 Johnnie Brook Rd
- ✓ Tamara Matejek & Christopher M Powell, 1140 Johnnie Brook Rd
- ✓ Holly Wilkinson, 88 High Meadow Ln
- ✓ Darryl Smith, 90 High Meadow Ln
- ✓ Lars Whitman, 1450 Johnnie Brook Rd

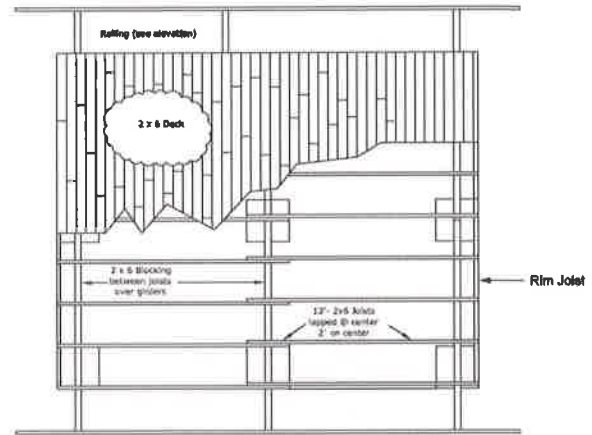
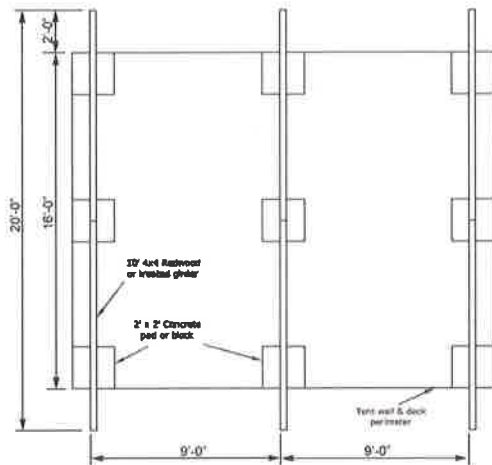
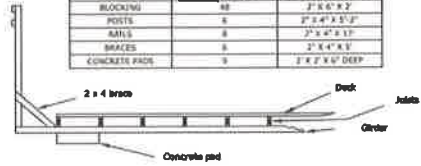


16' x 20' PLATFORM WALL TENT

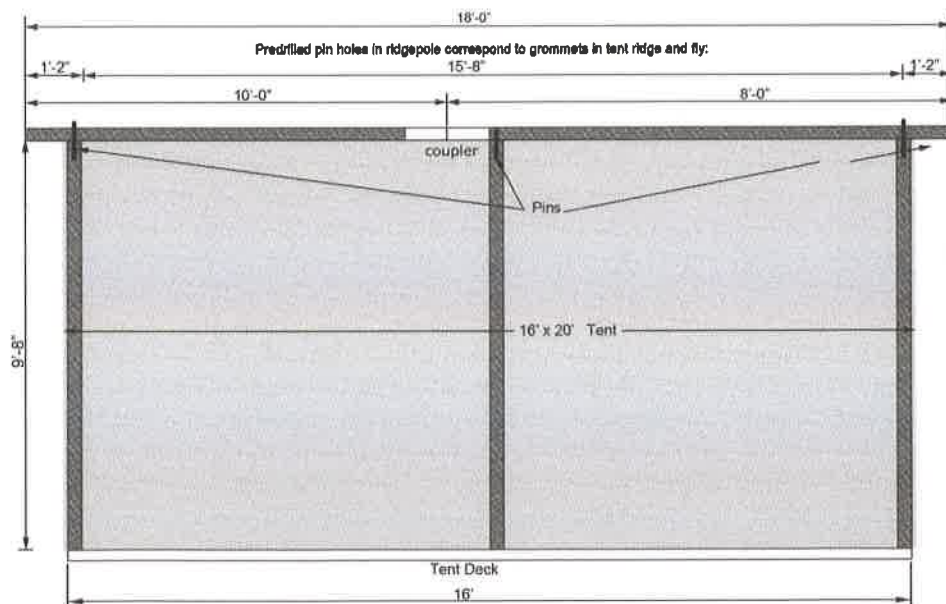
16' x 20' Platform



MATERIALS LIST		
ITEM	ITEM	DIMENSION
GROMMETS	6	8" x 4" x 10"
RAFTERS	20	2" x 6" x 12'
CEILING	320 SQ FT ± 10%	2"x6"x10, 10, 12, 14, 16
BLOCKING	80	2" x 6" x 2'
POSTS	6	2" x 4" x 5' 2"
RAILS	6	2" x 4" x 12'
BRACES	6	2" x 4" x 2'
CONCRETE PADS	6	2' x 2' x 6" DEEP



Pole Set for 16' x 20' Platform Tent





TOWN OF RICHMOND HEARING NOTICE

*This property is the subject of a
Development Review Board hearing.*

Purpose: Professional Office
Use

Parcel Code: JB 1002

Permit #(s): CU 2026-005

Date of Hearing: 10/14/26

Time of Hearing: 7PM

At Town Center, 203 Bridge Street

Information:

Richmond Zoning Administrator

802-434-2430

Applicant: This notice must be displayed immediately on your property, and shall be clearly visible from the public right-of-way, as required under RZR Section 8.2.3(a) from your receipt of this hearing notice and until your final decision's appeal period ends.