



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

APPLICATION: SP2023-01

APPLICANT: Sherry Doane

REQUESTED ACTION: Site Plan Review

LOCATION: 23 Pleasant Street Richmond VT 05477

EXISTING ZONING: Village Downtown

PROJECT DESCRIPTION: Applicants are seeking Site Plan Review for the former TD bank property located at 23 Pleasant Street. Northfield Savings Bank is the new tenant and would like to make changes to the property. The applicants are seeking to make the following exterior changes. Removing of a picket fence between the porch supports, removal of existing satellite dish, new painting of soffit and roof returns, siding, and trim. In addition, the applicants plan to upgrade all exterior light fixtures with new LED fixtures, and a new landscape design. The proposal would also replace an existing chain link fence

PARCEL HISTORY:

None recent

LIST OF SUBMISSIONS:

- a. SP2023-01 A Narrative
- b. SP2023-01 B Site Plan
- c. SP2023-01 C Abutters List 322 KB
- d. SP2023-01 D Lighting 5 MB
- e. SP2023-01 E Site Plan Part 1 9 MB
- f. SP2023-01 E Site Plan Part 2 8 MB

PROCEDURAL INFORMATION:

1. Application received 1/13/2023
2. Warning and agenda sent to Seven Days 1/20/2023
3. Hearing notice sent to applicant 1/23/2023
4. Abutters letter sent 1/23/2023

STAFF COMMENTS (In Bold):

1. Applicants are seeking Site Plan Review for the former TD bank property located at 23 Pleasant Street. Northfield Savings Bank is the new tenant and would like to make changes to the property. The applicants are seeking to make the following exterior

changes. Removing of a picket fence between the porch supports, removal of existing satellite dish, new painting of soffit and roof returns, siding, and trim. In addition, the applicants plan to upgrade all exterior light fixtures with new LED fixtures, and a new landscape design. The project is located in the Village Downtown Zoning district. The proposal would also replace an existing chain link fence

2. Section 3.10 lays out the regulations for the Village Downtown district
3. Section 3.10.1 notes that banks are an allowed use
4. 3.10.1 also notes that site plan review shall be required for development in the Village Downtown
5. Section 3.10.4 list the following dimensional requirements for the Village Downtown district
 - a. No lot shall be less than one-eighth(1/8) or 0.125 acre The purchase of additional land by the owner of a lot from an adjacent lot owner will be permitted, provided such purchase does not create a lot of less than the minimum area required in the Zoning District on the part of the seller. **Lot size is .31 acres**
 - b. Each lot must contain a point from which a circle with a radius of twenty-five (25) feet can be inscribed within the boundary of the lot
 - c. A lot must have 50 feet of continuous frontage on a public or private road, or have access to a public or private road by a permanent easement or right-of-way approved by the DRB as regulated by Sections 4.2 and 4.3.
 - d. The total ground area covered by all structures, parking areas, walkways, driveways and areas covered by impervious materials shall not exceed eighty percent (80%) of the total ground area of the lot. **Lot Currently has a 81.5% coverage. This amount of coverage is a legally non-conforming amount of coverage. Proposed landscaping would slightly reduce the amount of coverage to 80.2%. Bringing it closer to the standard**
6. Section 3.10.5 notes the following Dimensional Limitations for Structures
 - a. Height shall be as in Section 4.12 of these regulations.
 - b. All structures shall have zero (0) feet setbacks, except for a five (5) feet setback for all structures on district boundaries. All development is required to install and maintain a sidewalk to the public works standards on any and all public road frontage. Placement of the sidewalk and curb cuts or accesses to the property are subject to approval of the Highway Foreman **Proposed changes to the access are minor and will not require changing the location of any of the existing accesses**
7. Section 3.10.6 subsection a section ii notes that parking requirements for nonresidential uses will be covered by section 6.1 of the Richmond zoning regulations
8. Section 3.10.6 subsection c notes that signs are covered by section 5.7 of the Richmond zoning regulations
9. Section 3.10.6 subsection f allows the Development Review Board to review and approve the visual aspects of new construction or new or remodeled exteriors. The goal of this requirement is to ensure public ability to review the visual rendering, and the opportunity to provide input. A visual rendering of any new construction or remodeled exterior shall be required as part of a site plan and/or conditional use application. Any changes to the facade, size, or scale of new construction or a remodeled exterior shall require a new visual rendering that portrays the proposed changes and shall require an amendment to the Development Review Board's original site plan and/or conditional use approval which contains the most recent iteration of the visual rendering. The following shall be

considered when reviewing the application: **Applicants have provided details sheets on the proposed landscaping and proposed exterior changes**

- a. Compatibility of size, scale, color, materials, and character of the district, and construction utilizing materials similar or the same to the existing buildings of the district, is required for all new construction and all new or remodeled exterior facades. **Applicants provide details of the proposed exterior changes these include repainting trim and fascia. Applicants have provided detail sheets of the paints that will be used**
 - b. Applicants shall be required to demonstrate compatibility through examples, research, architectural consultation, or other means.
 - c. This compatibility requirement shall not prohibit artistic expression, ability to landscape, commercial viability, creativity, or individuality.
10. The project will be subject to section 4 of the Richmond Zoning regulations which deals with the regulations applying to all lots
11. Section 4.1 notes that All vehicular accesses shall comply with the 2000 Public Works Specifications, or the most recent version of Public Works Specifications at the time of application.
12. Section 4.4 notes that no property can have more than one curb cut per property
13. Property has two preexisting curb cuts **Curb cuts are preexisting and can continue in perpetuity**
14. Section 4.10.1 regulates Exterior Lighting of the building. The Town of Richmond exterior lighting policy is designed to reduce the use of inappropriate and poorly designed or installed exterior lighting which causes unsafe and unpleasant viewing conditions. On the other hand, it is also recognized that some exterior lighting is appropriate and necessary. All Richmond property owners or Applicants are encouraged to utilize the following general guidelines when designing and installing or replacing existing exterior lighting fixtures:
- a. use the minimum light level needed for the task **Applicants lighting plan notes that the majority of the lighting will be located under the existing canopy and will not bleed over onto other peoples property**
 - b. avoid competitive lighting, in which one source of lighting is increased in illumination to “outshine” a neighboring source
 - c. light areas evenly and uniformly for better visibility
 - d. consider the color of the light and limit the use of lighting that provides unnatural color.
 - e. Lighting should not shine onto adjacent properties or above the horizontal plane, at the elevation of the light fixture. **Outside lighting plan shows that new proposed lighting will be concentrated on the bank building and would have minimal impact on the surrounding properties.**
15. Section 4.10.7 notes the following requirements. With the exception of structures having exceptional symbolic (i.e. churches and/or public buildings) or historic significance in the community, exterior building facades shall not be illuminated. When buildings having symbolic or historic significance are to be illuminated, a design for the illumination shall be approved by the DRB, after public hearing, and the following provisions shall be met:
- a. The maximum illumination on any vertical surface or angular roof surface shall not exceed 2.5 footcandles. LIGHTING A/R, HDR, and MHP R/C, G, V/C, JC, VD, and C I/C Mounting Height (Max.) *** 20’ 20’ 25’ Minimum Illumination Level no less than 0.2 foot candles (fc) no less than 0.2 fc no less than 0.3 fc Uniformity Ratio * 4:1 4:1 4:1 Average Illumination Level on Vertical Surface no

more than 0.3 fc no more than 0.5 fc no more than 0.3 fc Minimum CRI ** 70 70
60 **Lighting plan shows that lighting will be focused directly underneath the canopy for the bank entrance lighting will not exceed 2.5 candles outside of the canopy area**

- b. Lighting fixtures shall be carefully located, aimed and shielded so that light is directed only onto the building facade. Lighting fixtures shall not be directed towards adjacent Roads and Highways. **Lighting will be mounted inside of the canopy and will be shielded from the surrounding properties. Lighting diagram shows illumination levels dissipating significantly as you approach surrounding property boundaries**
 - c. Lighting fixtures mounted on the building and designed to “wash” the facade with light are to be preferred. **Lighting fixtures are designed to wash the facade**
 - d. To the extent practicable, lighting fixtures shall be directed downward (i.e. below the horizontal) rather than upward. **Majority of light fixtures will be directed downward and will be located under the canopy**
16. Section 5.5.2 notes the requirements for Site Plan Review
- a. Name and address of owner(s) of the parcel. **Robert Cone**
 - b. Names and addresses of all abutters, including those across contiguous Road(s) or Highway(s). **Abutters list provided**
 - c. Unless waived by the DRB for good cause, a site plan shall be prepared by a registered surveyor, professional planner, engineer, architect, or landscape planner. In all events, the site plan shall be drawn to scale, and submitted with written supporting data, showing the following:
 - i. Existing features: contours, structures, utility easements, rights-of-way, deed restrictions, significant landscape features, Roads or Highways, surveyed boundaries, dimensions, total lot size; **Noted**
 - ii. 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. **Noted**
 - d. Information as to the time period or phasing for completion of the project **Phasing will be April 2023 to august 2023**
 - e. The DRB may also require the following submittals:
 - i. Security as provided in Section 8.2.5.
 - ii. Formal traffic study if a substantial alteration in public traffic flow is anticipated or a largescale 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 intersections, and modes of traffic control
17. Section 5.5.3 notes that the DRB may impose conditions and safeguards upon the approval of a site plan with respect to features authorized by the Act (§4416), as amended. Maps, data, studies, and other information will be requested as needed by the DRB for site plan review. Conditions of approval for site plan review include, but are not limited to, the following:
- a. Traffic - Conditions and safeguards with respect to adequacy of parking, traffic access, and circulation for pedestrians and vehicles, including, but not limited to:
 - i. Installation of speed change lanes or frontage roads.

- ii. Limitations on access driveways, or requirement that these be shared with adjacent properties to reduce curb cuts and provide for safe ingress and egress
 - iii. Provision for pedestrian traffic, with sidewalks and other walkways clearly separated from vehicular traffic and with appropriately designed road-crossing areas. **Pedestrian walkways are clearly marked on the site plan**
 - iv. Roads within the site connecting to roads outside the site that will bear substantial traffic loads being constructed to the Public Works Specifications.
 - v. Parking must be located to the rear of buildings, or at the side well-screened from view **Parking is preexisting and located in the front of the building**
 - vi. Trails for non-motorized transportation.
 - vii. Provision for lighting adequate to promote traffic and pedestrian safety, while
- b. Landscaping and Screening - Conditions and safeguards with respect to landscaping and screening, including, but not limited to:
- i. Provision for landscaping that will preserve the character of the existing neighborhood. This may include curbside shade trees.
 - ii. Provision of a buffer zone that shall include vegetative screening to conceal outdoor storage or display areas, parking lots, or loading areas, or other outdoor commercial or industrial uses from neighboring residences.
 - iii. Requirements that vegetation be indigenous to the area, sight-impervious, large enough to do well, and planted intervals in keeping with other neighborhood foliage. **Landscaping detail sheet notes that plants will be indigenous to the area**
 - iv. Retention of currently existing site vegetation.
 - v. Interim fencing being required while vegetation is growing to appropriate size.
 - vi. Provision for the care and maintenance of plantings, including removal of dead or diseased trees or shrubs. **Application covers planting information for landscaping**
 - vii. Minimum Landscaping Costs. The minimum direct landscaping cost shall be at least equal to the total project construction cost multiplied by a certain percentage per the below schedule: **Applicant note that based on their project cost of \$800,000 they will need \$15000 in landscaping to cover the minimum. They are proposing \$18,000**
 - 1. \$0-\$250,000-3%
 - 2. Next \$250,000-2%
 - 3. Excess over \$500,000-1%
 - viii. Front Yards. In the case of non-residential uses, the required front yard shall be suitably landscaped and maintained in good appearance.
 - ix. Buffer Strips. DRB may also require additional landscaping above and beyond the formula for the purpose of adding a buffer strip along I-89 to properly screen development from the highway.
 - x. Additional Screening. The DRB may require additional plantings or attractive solid fencing, above the normal landscaping requirement, whenever it determines a particular site warrants such additional

landscaping, such as to adequately screen two adjacent dissimilar uses from each other, or to improve the appearance of a property which is covered excessively with pavement or structures or is otherwise insufficiently landscaped. All outdoor lighting or parking from public or commercial uses shall be screened from the view of the ground floor of adjacent residential buildings. Auto service stations shall be screened in the same manner from all abutting properties. Recreational vehicle parking areas shall be screened with evergreen trees and shrubs and such landscaping plan shall be part of the application.

- xi. Exterior Lighting. Exterior lighting shall meet the requirements of Section 4.11 of these Zoning Regulations.
- xii. Site Restoration. The DRB may require any necessary grading or seeding to restore the condition of any portion of a site that is disturbed during construction. **Application materials note that all other disturbed areas will be graded and seeded**

- c. c) Renewable Energy Resources - Conditions and safeguards for the protection and the utilization of renewable energy resources. d) Signs – Size, location, and design.

18. Section 6.1.1 notes the following parking requirements

- a. All loading spaces shall be located on the same lot as the principal use. Loading spaces shall minimize circulation conflicts on the lot. Loading areas shall not be calculated to include required off-Road or Highway parking spaces. **Existing traffic flow allows for circulation around the building**
- b. All loading spaces shall be of sufficient size to allow necessary maneuvering for deliveries without encroaching upon the public right of way, parking spaces, or internal parking lot circulation unless a specific waiver is approved by the DRB. Loading spaces shall be fifteen (15) feet wide by twenty-five (25) feet in length. The DRB may require greater dimensions if deemed necessary to handle projected truck traffic volumes.
- c. All loading areas shall be hard-surfaced and clearly marked with painting to designate the loading area. This requirement may be waived by the Administrative Officer or the DRB based upon projected traffic counts. **Applicants detail sheet notes plans to repave and restripe the parking area**
- d. Loading spaces may be designed to serve one or more businesses located in the same building or on the same lot. The DRB may approve joint usage on adjacent lots provided a written agreement is submitted and filed with a deed.
- e. One (1) space for the first 5000 square feet of gross floor area. One (1) additional space for each additional 30,000 square feet of gross floor area. **Building is only 2700 square feet no loading space required**
- f. Loading areas shall meet screening, landscaping, lighting, and other development standards as specified herein.
- g. All waiver requests shall be submitted in writing. The Administrative Officer may approve a waiver request for a change in use which does not increase loading requirements or any building expansion which does not exceed five hundred (500) square feet of gross floor area. The DRB may approve waiver requests under one or more of the following circumstances:
 - i. The proposed use will require minimal deliveries which will not interfere with the traffic circulation on the lot.
 - ii. Deliveries are made during non-business hours.

- iii. Existing development makes it impossible to meet loading standards. The DRB may require that waivers be filed with Town Land Records and that a statement be attached that any change in use may require the construction of loading facilities.

19. Section 6.1.2 notes the following Off-Road or Highway Parking Requirements

- a. a) All required parking spaces shall have a minimum width of nine (9) feet and a minimum length of eighteen (18) feet. **Detail sheet notes a width of 9 feet for parking isles**
- b. Parking lot aisles shall meet the following minimum dimensional standards laid out on page 57 of the Richmond zoning regulations **Proposed parking changes will meet the dimensional requirements**
- c. The required number of off-Road or Highway parking spaces for banks shall be as follows 3.3 per 1000 SFGFA **Applicants detail sheet notes they are providing 9 parking spaces which meets the minimum parking requirements**

20. Section 6.1.3 notes the following requirements for drive through facilities

- a. Drive-through facilities shall not utilize required parking spaces to meet stacking requirements. Facilities shall be designed to minimize conflicts with other on-site vehicular and pedestrian traffic.
- b. Stacking requirements. A minimum of six (6) vehicles should be accommodated in each stacking lane **Existing drive through lane is pre-existing**

21. Section 6.1.6 notes the following parking standards

- a. All parking areas subject to administrative review by the Administrative Officer, except for such areas associated with single or two-family dwellings, or other Land Development specifically exempted from site plan review, shall require Site Plan Review (see Section 5.5.1). All parking areas shall be located on the lot for which the parking requirement was generated unless specific alternatives are approved by the DRB.
- b. All parking areas shall be hard-surfaced (asphalt or concrete). The DRB may waive this requirement if the Applicant demonstrates that all of the remaining standards of section 6.1.6 will be met. In addition, the following specific standards shall be considered by the DRB when reviewing a waiver request for surfacing requirements: 1) The parking area shall be designed so as to prevent the intrusion of gravel or a similar surfacing material onto the road / Road or Highway travel lanes or adverse impacts on drainage systems. **Parking will be hard surfaced**
- c. All parking areas and associated roadways shall be designed and constructed with detention devices, such as, but not limited to overland grassed and/or stone lined swales, detention basins, and settling ponds, in order to assure that the post development peak flow stormwater volumes from such parking areas and roadways do not exceed the predevelopment quantities based on the run-off from a twenty-five year, twenty-four hour storm event. All such devices shall be designed and constructed to the standards in the Public Works Specifications, except that in the event of a conflict between the Public Works Specifications and the preceding sentence, the preceding sentence shall control. Unless stormwater flows are contained on the lot where such parking areas and roadways are located, there must also be adequate off-site drainage areas to accommodate such flows.
- d. All parking areas shall provide for persons with disabilities which are clearly designated and marked, and signed, using the international symbol for access

required by Title 21 V.S.A. Section 275, as amended, for use by such persons only. **ADA parking located on site plan**

- e. State, municipal or private commuter lots shall be approved by the DRB subject to Site Plan Review under Section 5.5.
- f. All parking spaces shall meet the setback standards for the District in which it is located except parking in driveways in the Agricultural / Residential District for single-family residential uses, parking in the Jolina Court Zoning District, and the Village Commercial District. Refer to Section 3.9 for specific requirements regarding parking and setbacks in the Jolina Court Zoning District, and Section 3.5.4 for specific requirements regarding parking and setbacks in the Village Commercial District.
- g. The DRB may require screening for any parking lots located within any front yard. Screening shall emphasize the separation of parking lots from adjoining public Roads or Highways to minimize glare from vehicle headlights onto public Roads or Highways. The use of berms and landscape materials is the preferred method of screening. The DRB may approve fencing, if it determines the more preferred methods are impractical. **Applicants detail sheet notes plantings intended to screen parking area**
- h. All parking lots shall be landscaped as approved by the DRB.
- i. The design of all parking lots shall incorporate measures to minimize safety hazards to pedestrians. Pedestrian paths shall be designated and clearly marked. Separation of vehicle and pedestrian traffic shall be included in all parking lot plans where possible. The DRB may waive this requirement due to unique characteristics of the lot, or innovative alternative designs. **Pedestrian walkway noted**
- j. parking lots shall be designed to encourage bicycle access. Any parking lot which is required to have fifteen (15) or more parking spaces shall provide bicycle racks at a location convenient to the main entrance to the business. The DRB may waive this requirement if in their judgment the business will not generate bicycle traffic. **Applicants detail sheet notes only 9 parking spaces no bike rack required**
- k. Hard surfaced parking spaces shall be clearly striped and maintained and shall meet standard parking dimensional requirements as specified by the DRB. **B Parking area shall be repaved and restriped**
- l. The DRB may require the use of uniform ingress and egress signs, traffic control signs, and other signs as necessary to direct the flow of traffic. **Ingress and egress arrows will be painted on pavements.**
- m. Lighting shall be provided in all parking lots as approved by the DRB and in conformance with Section 4.11, Exterior Lighting, of this Regulation.
- n. Joint parking arrangements may be approved by the DRB, provided that the Applicant has submitted legal documentation to guarantee continued long-term availability of said parking. Within any shopping center or other areas where joint parking has been established, the DRB may not approve any site plan amendments or other use changes which would increase parking needs, or any waivers of parking requirements, until the Applicant has submitted proof of notice to all tenants or shared parking participants of the proposed change.
- o. All fire lanes as recommended to the DRB by the Fire Chief shall be clearly designated by pavement markings and/or signage. All designated fire lanes shall be kept free from obstruction at all times. Vehicles parked within a designated fire

lane for any period of time shall be subject to immediate towing at the owner's expense.

- p. The DRB may waive some or all parking requirements and may place conditions on a waiver as necessary to guarantee adequate parking. The DRB may require any change in use on any property where a waiver has been granted to be reviewed for parking impacts, and the change shall be prohibited if it is deemed to generate a parking deficiency. The DRB shall determine that one or more of the following standards are met at a specific location prior to granting a waivers:
 - i. The proposed uses have staggered business hours with minimal overlap in business hours.
 - ii. The Applicant presents evidence that the parking requirements are excessive based upon new parking studies, traffic engineering data, or obvious and apparent existing parking demands.
 - iii. The Applicant demonstrates that the demand for parking is reduced because the type of business proposed substantially relies on pedestrian traffic.
 - iv. The Applicant demonstrates that sufficient off-Road or Highway parking is available at other locations within two hundred (200) feet which are, or have been approved by the DRB.
 - v. The use of mass transit, or other alternate transportation reduces parking demand.
 - vi. Joint parking facilities with abutting businesses are sufficient to meet parking demand. Richmond Zoning Regulations 61 Effective May 23, 2022
 - vii. The I.T.E. (Institute of Traffic Engineers) Parking Manual, or other professional source, provides data which demonstrates parking demand for a proposed use is less than the standards specified in these Zoning Regulations.

DRB Recommendations

- 1. DRB approves the application with the following conditions**
 - a. Prior to the issuance of a Zoning permit the applicants submit long term maintenance agreement for the landscaping**