

## Town of Richmond Housing Committee Meeting Minutes

Date: September 2, 2025

Time Started: 7:04p

Time Ended: 8:33p

Present: Virginia Clarke, Mark Hall (Chair), Andrew Mannix, Mairead O'Reilly, Connie van Eeghen

Guest: (none)

Absent: Nick Blanchet

Committee is approved at 5 members, 2 alternates (5/16/22); quorum is 3

1. Welcome and troubleshooting (0:00:00)
2. Adjustments to Agenda – addition to Other Business (0:00:30)
3. Approval of the July 22, 2025 meeting minutes (0:01:00)
  - a. Accepted as written
4. Other Business (0:02:00)
  - a. Mark will resign from the Committee effective Jan 1, 2026
    - i. Mark has been on the Committee for 4 ½ years, starting shortly after it started
    - ii. Work priorities have grown
    - iii. Committee members expressed appreciation
  - b. Need to continue to draw members to Committee and to leadership
    - i. Mark will write an announcement to seek more
    - ii. Connie will reach out to community members
5. General Updates and Discussion – Committee
  - a. Prepare for Strategic Plan presentation – Sept 15th (0:06:00)
    - i. [https://richmondvt-my.sharepoint.com/:w:/g/personal/koborne\\_richmondvt\\_gov/EWvfDjGADotPorVpUDu2ex4Bd6XHfyaWcnVOGHYDQxHOIQ?rtime=f2L5DFfp3Ug](https://richmondvt-my.sharepoint.com/:w:/g/personal/koborne_richmondvt_gov/EWvfDjGADotPorVpUDu2ex4Bd6XHfyaWcnVOGHYDQxHOIQ?rtime=f2L5DFfp3Ug)
    - ii. Mark will not be available to present to the SB on Sept 15
    - iii. Keith Osborne is unhappy about the tone of the document (specifically item #4 under Zoning Recommendations) and its inferences about his office
      1. Virginia met with him and clarified some of the expectations and goals re: collaboration on this document
      2. The Committee agreed it will investigate the concerns K Osborne brought; a useful document is a higher priority than meeting with the SB on Sept 15.
      3. It's not clear if K Osborne still has a staff support role for the Housing Committee or how the Committee is supported, if not.
      4. Virginia and Mark will follow up with K Osborne
        - a. Andrew will consider how to share his comments with K Osborne
  - iv. Item 4:
    1. Orient the language towards improvement that is non-judgmental, emphasizes partnership with the Zoning Department
      - a. Emphasize specific, supported recommendations
      - b. De-emphasize general suggestions/comments
    2. Engage K Osborne in considering steps and resources to improve the approval process
    3. Review Brandy Saxton's report: what does it say exactly about the DRB process and what is the basis of those statements
      - a. The review process is seen as a cost and time burden to complete the requirements of the zoning code that don't appear to affect the functional value of a new building
    4. Last sentence is a specific recommendation: "Allow administrative (Zoning Administrator) approval of small multifamily (3-4 unit buildings) instead of DRB approval" does not specifically refer to a lot in a subdivision.
      - a. Add "If a subdivision is involved,..." at the start of the recommendation. This section of Zoning needs further work.

- b. Pertains only where there is water & sewer infrastructure available
      - 5. Add timelines in collaboration with K Osborne and identify what resources are needed
        - a. Consider a consultant to assist in updates or changes as a support to Zoning
    - v. Connie will contact Duncan, Keith, and Jay about postponing the presentation for approximately one month
  - b. Review Town Plan Narrative updates – Mairead (0:55:00)
    - i. [https://www.richmondvt.gov/fileadmin/files/Housing\\_Committee/Meetings/2025/09/New\\_Draft\\_Housing\\_Narrative\\_MCOR\\_VC\\_draft\\_8.28.pdf](https://www.richmondvt.gov/fileadmin/files/Housing_Committee/Meetings/2025/09/New_Draft_Housing_Narrative_MCOR_VC_draft_8.28.pdf)
    - ii. Data moved to the “Almanac” or appendix
    - iii. Some items (Goal 2, #7) added re: planning or implementation grants for the creation of affordable housing
    - iv. Reviewed action items with respect to “owner” and added committees and roles as needed
      - 1. May include non-municipal voluntary committees if appropriate
    - v. Next steps:
      - 1. Mairead to add appendix
      - 2. Send to Steering Committee; does not have to include appendix yet
        - a. Due date is Sept 30 2025
      - 3. Thank you, Mairead!
    - vi. Town Plan will be presented to SB and public in October
      - 1. Consider adding the Strategic Housing Plan as an additional appendix
      - 2. Must be finished by end of December
  - c. Prioritize Strategic Housing Plan Action Items – see above
6. FLU (Future Land Use) Map Updates (1:12:00)
  - a. [New Map](#)
  - b. CCRPC version 2.0 is available for viewing
    - i. New map is very similar to old map, with some recommendations accepted from Conservation Committee/Working Group
    - ii. Designation of “Planned Growth Area” is very similar to “Village Area”; the Town may prefer to use the latter designation in its (municipal) FLU map for its downtown area. Both allow commercial development and water and sewer support.
      - 1. Must be compatible with CCRPC FLU map
      - 2. Waiting to finalize municipal FLU based on comments from CCRPC, regional FLU map not expected until Spring 2026; municipal FLU map needed by Nov 2025 if vote at Town Meeting anticipated
7. Other Business, Correspondence, Adjournment (1:22:00)
  - a. Code of Ethics – [Training here](#) – Required for all members: reminder to complete.
  - b. [Open Meeting Law](#): quorum requirements, need for notes, open to public, OK to do on Zoom...
  - c. Next meeting: Tuesday, Sept 23 7p
  - d. Proposed agenda to include: continue to prepare Strategic Housing Plan and schedule for presentation to Selectboard
  - e. Agreed to adjourn at: 8:33

Recorded by Connie van Eeghen