

**Monthly Director Report**  
**Town of Richmond Planning and Zoning**  
**September 15, 2023 – October 15, 2023**

The following report recaps the various responsibilities and duties carried out by the Town of Richmond Department of Planning and Zoning for the dates listed above. The Director staffs three committees (RPC, RTC, RHC) and supports other boards when needed (RCC, SB, etc.). The Zoning Administrator staffs the DRB, supports other boards and committees as needed and is the day-to-day public conduit for development, permitting, flood plain management and all items related to zoning. The board can expect a monthly report for their 2<sup>nd</sup> scheduled monthly meeting.

**General Report**

**Planning Commission (RPC)**

- Meetings attended: Sept. 20, Oct. 4
- The recent focus is the incorporation of Act 47 (S.100) in the RZR. The Planning Commission has had four public meetings as part of the recurring agenda and has finished scheduled outreach. However, Act 47 will be refined over-time and incorporated into the zoning amendments, necessitating additional public hearings.
- Work is proceeding on the proposed Village Residential Neighborhood North (VRNN) and Village Residential Neighborhood South (VRNS) Districts. The North District will/may encompass most of the parcels currently in the HDR district within the village that are served by sewer and water. The South District will/may encompass those parcels south of the river that are served by water and sewer. These are distinct and separate districts within the village but may incorporate essentially the same zoning language. As we proceed with the amendments, the districts may be combined as one for administrative purposes. The focus will shift to the development of supporting RZR language for these changes.
- Changes to the Rogers Lane parcels are currently under consideration. The committee appears to have reached consensus on adding targeted residential uses to the district through the PUD model.
- October 4 meeting included a well-received presentation and Q&A session on the Town of Jericho's progress concerning housing that's affordable. Presentation was conducted by Susan Bresse, JPC Chair and Sarahjane Dube, JAH Chair. Please see meeting minutes and meeting archive for additional info. (JPC=Jericho Planning Commission / JHC=Jericho Affordable Housing Committee).
- Please see past minutes for additional information

**Transportation Committee (RTC)**

- Meetings attended: September 27, October 10.
- Route 2 Pinch-point study presentation has been rescheduled for the November 5 Selectboard meeting.
- Share The Road sub-committee has been making great strides. Work includes working on a document to explain the rules for the proposed contest for signs, working on a Front Post Forum post, soliciting prizes from local businesses (\$100 from Northfield Savings Bank and a \$20 gift

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certificate from Sweet Simone's), and reaching out to the schools to see if they will participate. The committee anticipates a Spring 2024 launch for the campaign.

- The THBC intersection (Thompson, Huntington, Bridge and Cochran roads) is reaching the point where the committee will be choosing a preferred alternative in October and will be making a presentation to Selectboard in the near future. The RTC will conduct a public workshop, make a decision on the preferred alternative and move this forward to the Selectboard for consideration.
- FY 24 UPWP Grant Award for Cochran Road Corridor Study was discussed and general introductions to the committee was accomplished with both the project manager (WSP) and CCRCP in attendance on September 27. The Scope of Work (SOW) was discussed and will need to be refined. WSP's SOW should be ready for the October 24.
- Western Gateway Scoping Study presentation slated for October 24.
- Allen Knowles, committee member, tendered his resignation. There is now a vacancy that will need to be filled.
- Please see past minutes for additional information.

#### Housing Committee (RHC)

- Meetings attended: September 27
- Gary Bressor presentation on walkability and connection of village to Riverview Commons.
- September 5 Affordable Housing SB presentation discussed.
- Senior housing and housing that is affordable discussion.
- Please see past minutes for additional information

#### Zoning Administration and Development Review Board (DRB)

- Since 1/1/23:
  - 54 Zoning permits issued.
  - New Housing: 9 Single Family Dwellings (SFD's), 4 Accessory Dwelling Units (ADU's).
  - DRB applications (Subdivision, Conditional Use Review and Site Plan): 17 to date.
  - Enforcement Actions: 0. **Both Nakatomi Plaza and Champlain Housing Trust enforcements actions have been resolved.**
- Meetings attended by Tyler Machia: September 13 (No meeting in August).
- DRB has been busy with multiple development reviews. Recent reviews of note: Jolina Court PUD (Buttermilk) **Approved**, Hillview Final Subdivision **Approved (Potential litigation, stay tuned)**, Depot Street PUD **Approved**.

#### Chittenden County Regional Planning Commission (CCRCP)

- Planning Advisory Committee meeting attended: September 13
- Planning Director has secured a spot on the Clean Water Advisory Committee (CWAC) overseen by the Regional Planning Commission. This was requested by the Town Manager in order to stay abreast of stormwater issues that may affect the town.

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**Additional Comments**

**New Comments:**

- **Scofflaw interest by LaBounty**– This will be a distraction for our office and will not be prioritized as this is basically a solution in search of a problem. I’m trying to build out this function, not antagonize the general public with local government overreach.
- **Richmond TAP Grant TA-23(17)** - Lower Bridge Street Consultant scoring has been accomplished by an ad-hoc committee consisting of Cathleen Gent, Chris Cole, Town Manager and P&Z Director. Meeting with CCRCP (Sai Sarepalli) scheduled for October 16.
- **Clean Water Advisory Committee** - The inclusion of the town on the CWAC should give us insight into stormwater issues that affect the town. The town is not considered an MS4 (see below) but we do have our share of stormwater issues in need of attention. We may wish to consider some level of future attention/resources be given to stormwater issues and they are becoming more prevalent as time proceeds. I’m not sure what that looks like at this point in time but getting out in front of this appears to be prudent.
- **MS4** - Municipal Separate Storm Sewer Systems or MS4 is a state permit for municipal discharges into impaired waterways. This is governed by the EPA and State, more info can be found [here \(ctrl+click\)](#).

**Past Comments (to be recycled and revised in time):**

- **Certified Floodplain Management accreditation** – Ongoing. The accreditation is challenging but not insurmountable.
- **Digitizing Files** – This is an effort that the town should explore, not just for P&Z but for other town offices. The approach is to take the long view but planting a seed is the intent here. This will be a constant place holder in my monthly report.
- **Day to Day** – Same as previous posts; generally, the office is quite busy, and our door is open during office hours with some exceptions. Permitting, timely zoning inquiry response, and professionalism continue as a priority.
- **Long term** – The zoning regulations are in need of updating with concern to a technical and housekeeping point of view. Technical fixes such as state statutes (see: Act 164 Cannabis, Act 179 Affordable Housing, Act 143 - Accessory On-Farm Businesses, Act 47 or S.100, etc.) are required and along with general housekeeping (typos, duplicate definitions, format, etc.) these issues can be addressed separately from zoning amendments. The process is the same for both amendments and technical fixes, but the subject matter is not.
- Embedded Link to TOR A-250 permit database [Link Here](#) (Press Ctrl and click mouse)

Respectfully submitted by Keith Osborne, Director 10/13/23