

Monthly Director and Zoning Administrative Officer Report

Town of Richmond Planning and Zoning

April/May 2026

General Report

The following report recaps the various responsibilities and duties carried out by the Town of Richmond Department of Planning and Zoning for the month listed above. The Director is the town's liaison for the Planning Advisory Committee (PAC) staffs the Planning Commission and up until March of this year, the Town Plan 2026 Committee. Further, the Director supports other boards when needed (ACF, 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.

Planning Commission (RPC)

- Meetings attended: **4.1.26, 4.15.26, 5.1.26**
- Please see Chair update on Richmond Planning Commissions homepage:
Link to PC Homepage: [Planning Commission - Town of Richmond, VT \(richmondvt.gov\)](https://richmondvt.gov/planning-commission)
- Zoning Amendments focused on **Site Plan Review** revisions and a proposed new section on **Stormwater and Erosion Control**.
- Town Plan 2026 Approved by Regional Planning on March 18, 2026.

Transportation Committee (RTC) and Transportation in general

- **The committee ceased to function on May 3, 2024.**
- The demise of this committee should not deter continued efforts to increase the Level of Service (LOS) at intersections, specifically the THBC and Railroad, Bridge and Jolina Court intersections.
- Traffic study planned for the Railroad St., Bridge St., Jolina Court intersection. Purpose is to ascertain, at full build out, the Level of Service (LOS) rating for the intersection and plan for contingencies if needed. This is an internal study to be conducted by CCRCP in late summer and early fall at no cost to the town.

Housing Committee (RHC)

- Focus is on understanding how the W&S Commission operates and how expansion can be accomplished.
- Further attention on Vermont's Community and Housing Infrastructure Program or CHIP funding and the implementation of a housing trust fund.

Zoning Administration, E911 Updates, and Development Review Board (DRB)

- Meetings attended by the Zoning Administrator: **April 8, and May 13.**
- Since **January 1, 2026:**
 - Permits issued: 22 Zoning Permits, 4 Certificate's of Occupancy, 1 Boundary Line Adjustment, 3 Use of Right of Way Permits, 1 Access Permit, and 2 Notice of Intent to Build a Farm Structure.
 - New Housing: 1.

Monthly Director and Zoning Administrative Officer Report

Town of Richmond Planning and Zoning

April/May 2026

- DRB applications (Subdivision, Conditional Use Review, and Site Plan): 6.
- Permit Appeals: 1.
- E911 Addresses Added or Changed: 7.
- Enforcement Actions and Investigations: 6 (four investigations, one remedy agreement, and one notice of violation).
- **Please see attached addendum for zoning/permitting breakdown.**

Chittenden County Regional Planning Commission (CCRCP)

- Clean Water Advisory Committee (CWAC) attended: No meeting scheduled
- Planning Advisory Committee meetings attended: **4/8/26** Meeting centered around new target numbers for housing and potential changes to ACT 181 Legislation.

Additional Comments and Links

- **Jolina Court** - Other than gaining DRB approval in November of 2025 to place nine (9) additional units on the first floor of building 1, no development has taken place to date.
- **Infill development** - Infill development includes accessory dwelling units, single family conversions to multi-family, and expansion of existing housing stock. P&Z has seen an uptick in permits and interest with concern to infill development.
- **The Planning Commission** is working on revisions to the RZR to promote Stormwater and Erosion Control, specifically as the result of on-going erosion issues on East Main Street and other active projects. The draft amendments have been forwarded to the DRB and ZAO for comment. We feel it is critical to get standards in place to address this issue, specifically with the potential increase of development within the core village areas.
- **Other Zoning Amendments** -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 181, 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. Stay tuned.
- Embedded Link to ACT-250 permit database [Link Here](#) (Press Ctrl and click mouse)
- Embedded Link to the Vt. Stormwater permit database [Link Here](#)
- Embedded Link to the Vt. Wetlands permit database [Link Here](#)

Abbreviations: ARPA = American Rescue Plan Act of 2021; CCRPC = Chittenden County Regional Planning Commission; D&K = Dubois and King; GMT=Green Mountain Transit; PAC = Planning Advisory Committee; PPL = Project Pipeline Document; RTC = Richmond Transportation Committee; RVC=Riverview Commons; RZR = Richmond Zoning Regulations; SB = Selectboard; TAP=Transportation Alternatives Program; THBC = intersection of Thompson Rd, Huntington Rd, Bridge St, and Cochran Rd; TOR = Town of Richmond; UPWP = Unified Planning Work Program; VDH = VT Dept. of Health; VTRANS=Vermont Agency of Transportation; ZAO = Zoning Administrative Officer.

Respectfully submitted by Keith Osborne, Director 5/14/26



TOWN OF RICHMOND

203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



Zoning Office's Selectboard Report January - May 2026

This report was finalized by the Zoning Administrator on May 14, 2026. Please note that this report captures most if not all activity from January 1, 2026, through now. Please see the appendix below for a visual breakdown of issued permits. To make these reports more user friendly or follow up on any information contained within, please contact ddenault@richmondvt.gov.

I. Issued Permits

- a. January 2026:
 - i. Three (3) Zoning Permits: home occupation (bicycle repair shop), temporary structure (fence and scaffolding), and deck expansion.
- b. February 2026:
 - i. Two (2) Zoning Permits: additional sunroom and amended driveway.
 - ii. One (1) Certificate of Occupancy.
 - iii. One (1) Boundary Line Adjustment.
- c. March 2026:
 - i. Two (2) Zoning Permits: silo removal/home addition and garden shed.
 - ii. One (1) Access Permit.
 - iii. One (1) Use of Right of Way Permit.
 - iv. One (1) Notice of Intent to Build a Farm Structure.
- d. April 2026:
 - i. Nine (9) Zoning Permits: (1) canvas accessory structures; (2) phase two of Browns Court Athletic Field; (3) home addition; (4) renovation and conversion into four-bedroom residence; (5) extension of roof and back slab; (6) sidewalk from house to garage; (7) greenhouse; (8) expanded storage and laydown areas; and (9) new shed.
 - ii. Three (3) Certificates of Occupancy for various home additions.
 - iii. One (1) Use of Right of Way permit.
- e. May 2026: (through May 14, 2026)
 - i. Six (6) Zoning Permits: (1) concrete patio and walkway, (2) home addition, (3) shed, (4) sheds, (5) home addition, and (6) warehouse use space.
 - ii. One (1) Notice of Intent to Build a Farm Structure.

II. Appeals from Decisions of the Zoning Administrator

- a. March - May 2026:
 - i. One (1) appeal from the issuance of an amended driveway Zoning Permit by the Applicant's neighbors.

1. For the entirety of 2024, the Zoning Office received one (1) appeal from the same neighbors related to the issuance of a zoning permit for a single-family home.
2. For the entirety of 2025, the Zoning Office received one (1) appeal from the same neighbors related to the issuance of an amended driveway permit that was vacated and mooted to correct an administrative deficiency.

III. Development Review Board Applications and Decisions

- a. January 2026.
 - i. On January 14, 2026, the DRB heard only one (1) item for a sketch plan application. No decision was needed for that application type.
- b. February 2026.
 - i. On February 11, 2026, the DRB heard five (5) items: item one (1) was for a site plan review; item two (2) was for a preliminary subdivision; items three (3) through four (4) were for conditional use approvals, and item five (5) was for a sketch plan application.
- c. March 2026.
 - i. On March 11, 2026, the DRB heard two (2) continued items and an additional piece of business: item one (1) was a continued hearing for a sketch plan application; item two (2) was for a continued hearing regarding conditional use approval; and the additional piece of business was to review right-of-way language for an interior lot with no road frontage.
 - ii. On March 27, 2026, three (3) final decisions were issued.
- d. April 2026.
 - i. On April 8, 2026, the DRB heard four (4) items: item one (1) was for a continued hearing regarding conditional use approval, item two (2) was for conditional use review, item three (3) was for site plan review; and item four (4) was for the neighbor's appeal of Zoning Permit 2025-75.
- e. May 2025.
 - i. Four (4) decisions were signed and issued on May 8, 2026.
 - ii. On May 13, 2026, the DRB heard two (2) items; the items involved site plan changes for stormwater and façade changes in the village downtown. Decisions are expected to be issued by month's end.
 - iii. After over 25 years of service to the DRB and the Town of Richmond—having been with the DRB since its modern inception—Chair David Sunshine announced his retirement, effectively immediately.

IV. Zoning Violations

- a. May 2026.

- i. The Zoning Office is actively investigating enforcement actions against five (4) specific Landowners. Issues relate to (1) purported site or driveway expansions and junk or salvage yards, (2) performance standards violations (undue adverse impacts to Town sidewalks), (3) setback violations, and (4) unpermitted drywell and business office.
- ii. One (1) Notice of Violation is still ongoing for the unpermitted occupancy of a built dwelling unit. The Landowner is otherwise working towards compliance by receiving all necessary Town and State permits, including Certificates of Occupancy. Multiple appeals have been filed against the Landowner; some are still ongoing. More may come.
- iii. Ongoing progress has been made on one (1) active Remedy Agreement.

V. E911 Updates

- a. Since January 1, 2026, seven (7) addresses have been added or changed.

VI. Miscellaneous

- a. Attended Elevation Certificate Workshop on April 27, 2026.
- b. Eyes on [S.325](#), amending Act 181 (the Act 250 changes, road rule, etc.).

APPENDIX

Zoning Permits Issued by Type of Project	Permits Issued, thus far, in 2026	Permits Issued in 2025	Permits Issued in 2024	Permits Issued in 2023	Permits Issued in 2022	Permits Issued in 2021
Accessory Dwelling	0	5	3	5	4	3
Accessory Structure	6	25	45	17	20	25
Addition & Renovation	11	24	18	30	24	27
Administratively Created Lot	0	1	2	2	2	0
Boundary Adjustment	1	4	2	0	2	5
Home Occupation & Cottage Industry	2	3	0	0	0	2
Mobile Home Replacement	0	1	1	2	2	0
New Construction Commercial	1	2	2	1	0	0
Sign	0	1	3	2	2	3
Single-Family Dwelling	1	5	6	14	11	14
Two-Family Dwelling	0	0	0	0	0	0
Multi-Family Dwelling	0	0	0	0	0	0
Right of Way & Access	3	27	N/A	N/A	N/A	N/A
Other	3	5	15	12	N/A	N/A