

Monthly Director and Zoning Administrative Officer Report

Town of Richmond Planning and Zoning

June 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 Regional 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.

New comments in bold, some past comments carried over from last month.

Planning Commission (RPC)

- Meetings attended: **6/17, 7/1**
- 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**. **This is a work in progress and outreach to the Development Review Board and an update to the Selectboard can be expected. See below for additional comment.**

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 developing a Housing Trust Fund (HTF) and communicating with the public.**
- **It should be noted that this office has extensively researched the issue of building height and the only limiting factor is the homeowner insurance issue. There is zero issue with fire and safety due to building height but the dearth of information from insurance companies, and what affect this issue has concerning premiums is unknown.**
- Further attention on Vermont's Community and Housing Infrastructure Program or CHIP funding and the implementation of a housing trust fund.

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

- Meetings attended by the Zoning Administrator: **June 10, 2026.**
- Since **May 15, 2026:**
 - Permits issued: 20 Zoning Permits, 3 Certificate's of Occupancy, and 2 Excavation Permits.
 - New Housing: 2 (one single family home and one ADU).
 - DRB applications (Subdivision, Conditional Use Review, and Site Plan): 5.
 - Permit Appeals: 1.
 - E911 Addresses Added or Changed: 3.
- Enforcement Actions and Investigations: 2 (two active investigations 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: **Meeting cancelled.**
- 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. **At the June 17 and July 1 meetings, the commission is considering a more comprehensive stormwater management section to the zoning regulations. The focus of this office is to ensure that any new language can be comprehended by parcel owners and also that the administrative oversight is not too burdensome. To date, the proposal is a bit raw and in need of refinement. Shout out to Chelsye and Trevor Brooks for their contributions to this effort.**
- **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.

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- 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 7/2/26