



Planning & Zoning Office
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Town of Richmond Development Review Board Staff Notes 10/9/2024

RE: PRESUB2024-03- The Applicant, Matt Parisi, is looking to create a three-lot residential planned unit development (PUD). This PUD would consist of three lots. Two of the lots would have existing principal structures located on them. The third lot contains the remaining common land.

EXISTING ZONING: Village Residential Commercial

PARCEL HISTORY:

1. Certificate of Occupancy CO2024-08, Approved 6/25/24
2. Right of Way Permit ROW2024-01, Approved 02/09/24
3. Zoning Permit for Single Family Home 2023-59, Approved 10/25/23
4. Certificate of Occupancy for permit 2020-135, Approved 2/02/22
5. Zoning Permit for changes to permit 2020-135 21-07, Approved 3/5/21
6. Zoning Permit for converting a single-family home to a duplex 2020-135, Approved 3/5/21
7. Boundary Line Adjustment 2020-107, Approved 8/14/20
8. Sketch Plan 18-003, Submitted 1/19/18

LIST OF SUBMISSIONS:

- A. Preliminary Subdivision Application
- B. Narrative
- C. Plat
- D. Site Plan
- E. Abutters List
- F. Master Development Plan

PROCEDURAL INFORMATION:

1. Application received 09/18/2024
2. Warning and agenda sent to Seven Days 09/20/2024
3. Hearing notice sent to applicant 09/24/2024
4. Abutters letter sent 02/26/2024

STAFF COMMENTS (In Bold):

1. The Applicant, Matt Parisi, is looking to create a three-lot residential planned unit development (PUD). This PUD would consist of three lots. Two of the lots would have existing principal structures located on them. The third lot contains the remaining common land.

2. Proposed development is located in the Village Residential Commercial district and is governed by Section 3.3 of the Zoning Regulations.
3. Project calls for 3 lots
 - a. Lot 1: .08 acres containing an existing duplex.
 - b. Lot 2: .08 acres containing an existing single-family home.
 - c. Lot 3: 0.2 acres and would contain the remaining common land.
4. All lots will be accessed off of the existing shared driveway.
5. The lots inside of the PUD are subject to the dimensional requirements noted in Section 3.3.1 of the Richmond Zoning Regulations.
6. Because the applicants are proposing a residential PUD the lots do not have to comply with most of Section 3.3.3. Section 5.12 notes that Residential Planned Unit Developments allow for modifications of the dimensional requirements of the underlying district to allow for denser development patterns.
7. Section 3.3.3 notes that lot coverage does cannot exceed 60% (**While each lot of this proposed PUD is exempt from the coverage requirements noted in Section 3.3.3.e the project as a whole is still subject to them. The project cannot have more than 60% impervious coverage.**)
8. The Applicants plan set notes that lot coverage is 47.5%.
9. The Applicant's project is subject to all of the district specific standards noted in Section 3.3.5. (**The Applicants are not proposing any changes that would require site design or building design review as the buildings are already constructed an the applicant is not proposing changes.**)
10. Since the Applicant's proposed PUD would no longer have 2 principal structures on one lot Section 3.3.5.d would not apply.
11. Section 3.3.6 notes that PUDs are an allowed use in this district.
12. The Applicants site plan notes that lot 2 and 3 will be served by a preexisting driveway and will be in compliance with Section 4.3.1 and 4.3.2 of the Richmond Zoning Regulations.
13. Section 4.3.3 notes that the easement dimensions for lots without frontage is 30ft (**The Width of the easements are not shown on the site plan**).
14. The Project is served by two preexisting curb cuts and is in compliance with Section 4.4.
15. The Applicants are required to submit a letter from the Richmond Fire Department with feedback on the project. This feedback must be taken into consideration as noted in Section 4.11.5 (**Letter from Richmond fire has not been provided at this time**).
16. Residential Planned Unit Developments require review under Section 5.5.3 and Section 5.6.
17. The Applicants project is subject to the conditions of approval noted in Section 5.5.3.a-b.
18. The Applicants have provided the information noted in Section 5.5.3.a.
19. The Applicants have not provided the information noted in Section 5.5.3.b (**The Applicant has not submitted a landscaping plan for the project. This is tricky as the residential structures are preexisting. Therefore, it is unclear as to whether or not the landscaping should be based on the cost of construction for the original projects or the cost associated with this work which appear to be minimal to non-existent. However, the regulations clearly note that they have to provide screening for parking as noted by Section 5.5.3.b.ii. The Board will need to consider how much landscaping to require as well as how that cost should be calculated.**)
20. The project will be subject to the standards noted in Section 5.6 of the Richmond Zoning Regulations.

21. Section 5.6.2.d notes a state wastewater and potable water permit shall be obtained prior to the use commencing (**The applicants lots are all served by town water and sewer**).
22. Section 5.6.2.e notes that the development is proposed over a reasonable time period (**The Applicants have not provided a timeline for the project; however, it is unclear how much work would actually be required beyond the application itself**).
23. The Applicants have submitted the rest of the information required by Section 5.6.2.
24. Section 6.1.2 notes that single family dwellings require 1 parking space per dwelling unit.
25. The Applicant's project is not subject to Section 6.1.6 as two family and single-family parking is exempt from review.
26. The project will be serviced by two preexisting driveways in compliance with Section 6.2
27. PUDs are allowed in the Village Residential Commercial District as is noted by Section 5.12.2.b
28. The Applicants project is in compliance with Sections 5.12.2.c-k.
29. Section 5.12.3 notes that the Board can impose the following additional standards.
 - a. Greater setbacks and screening for structure parking area and other developments of the Richmond Zoning Regulations.
 - b. Adequate Pedestrian circulation.
 - c. Improvements to roads.
 - d. Restricting points of access.
 - e. Require an applicant to demonstrate they know how to fix and maintain roads.
30. The Applicants plan set notes common land that complies with the standards noted in Section 5.12.5 (**The Board should consider if there are any critical permit conditions that they would like to see imposed on this project**).
31. The Application must follow the Review Process as outlined in Section 5.12.7 a-e (**The board should consider whether any critical permit conditions should be imposed on this project**).
32. Section 5.12 notes that Planned Unit Developments are Subdivisions.
33. Article 3 Section 300 of the Richmond Subdivision Regulations lays out the criteria for Preliminary Subdivision Approval.
34. The Applicants are required to submit all of the information noted in Section 310.1.1-10.
35. Section 310.1.3 notes that the scale for the preliminary location map is required to be 1in = 2000 feet.
36. The applicants plat site map notes that it is not to scale. However, the site plans location map is to scale. (**Applicant will need to supply an updated location map on the plat prior to applying for final approval**).
37. Section 310.1.5 notes that existing easements need to be shown on the plat.
38. Section 310.1.6 notes that zoning district needs to be shown on the plat.
39. While not on the plat the Applicants did show the zoning district on the plan set (**This information will need to be added to the plat**).
40. The Applicants have supplied the information required for the following Section of 310.1:1, 2, 3, 4, 7, 8, 9, 10, 11.
41. Section 3.10.2 notes the requirements for subdivision plans.
42. The Applicants plan is in compliance with the following Sections of 310.2:1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14,
43. The Applicants plan set does not show the contours of the grading at 20-foot increments as noted in Section 310.2.8. (**The applicants should amend their plan set to show these grades**).
44. The Applicants have submitted a Master Development Plan as noted in section 310.2.15 and Section 610.1.

45. Section 640 notes that The DRB may require the permanent planting of new trees and shrubs in subdivisions which are lacking in trees or shrubs or in which substantial loss of trees or shrubs will result from road construction and development of the subdivision. such trees or shrubs shall be of a type indigenous to Vermont, preferably of high wildlife conservation value, shall be planted in fertile and fertilized ground in accord with standard horticultural practices, and shall be watered and nurtured until growth is assured. trees shall have a minimum trunk diameter at a point six (6) inches above the ground level of two (2) inches, shall be planted close to the right-of-way line at average intervals of no more than sixty (60) feet, and shall be free of branches between ground level and a point six (6) feet above ground level **(As previously noted the DRB has to consider how much landscaping to require .)**
46. Section 650.1 notes that the applicants will provide a design for a drainage system which will remove any water and storm runoff which traverse the site **(The applicants plan set does not have a detailed storm water plans though the location of an existiing crushed stone drywell is hown. The Board will need to decide whether or not to continue the application until this information is received.)**.
47. Section 650. 2 Notes that the drainage facilities will need to treat anticipated flows. **(The Applicants need to provided a drainage plan for the project.)**.
48. Section 650.4 notes that the drainage system and all easements shall be designed to accommodate a 25-year storm event **(The Applicants have not provided a stormwater plan for this project. The Board should consider continuing this application until the storm water plan is in place.)**.
49. Section 650.5 notes that the smallest practical area of land shall be bare at any one time during development. **(The Applicants are not proposing new development so an erosion control plan is not necessary.)**.
50. Section 670.1 notes that the final subdivision plat shall show all utility systems, existing and proposed. The subdivider shall coordinate subdivision design with the utility companies to ensure adequate and suitable areas for installation, both for proposed subdivision and for areas adjacent to the subdivision. **(The Applicants have presented a site plan that shows various utilities)**.
51. Section 670.2 notes that all utilities should be underground.
52. The Applicants plan set shows utilities.

Items for DRB Consideration

- 1. Should the application be continued until the applicant reworks their plat to include the necessary information?**
- 2. Should the application be continued until the applicant provides a storm water plan?**
- 3. How much landscaping should be required to screen the existing parking?**

Recommendations to the DRB

I recommend that the application be continued until the applicant has supplied the following information.

- 1. Provide a landscaping plan for the project.**
- 2. Provide screening of parking area from abutting property owners as noted in Section 5.5.3.b.ii.**
- 3. Storm Water Plan for the project that shows storm water infrastructure can handle a 25 year 24 hr. event.**
- 4. Easement widths for lots 2 and 3.**
- 5. Grading as noted in Section 310.2.8.**
- 6. Letter from the Richmond Fire Department.**