



Planning & Zoning Office
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Town of Richmond Development Review Board Staff Notes 02/12/2025

RE: SUB2025-02- 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
9. Preliminary Subdivision Review PRESUB2024-03, Approved, 12/18/2024

LIST OF SUBMISSIONS:

- A. Final Subdivision Application
- B. Narrative
- C. Abutters List
- D. Plat
- E. Site Plan /Master Development Plan
- F. Declaration of Covenants
- G. Engineering letter
- H. Fire Chief Email

PROCEDURAL INFORMATION:

1. Application received 01/23/2025
2. Warning and agenda sent to Seven Days 01/24/2025
3. Hearing notice sent to applicant 01/27/2025
4. Abutters letter sent 01/27/2025

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 of the Richmond Zoning Regulations notes that lot coverage 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 of the Richmond Zoning Regulations. (**The Applicants are not proposing any changes that would require site design or building design review as the buildings are already constructed and 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 of the Richmond Zoning Regulations 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.
14. Proposed easements are shown on the site plan.
15. The project is served by two preexisting curb cuts and is in compliance with Section 4.4 of the Richmond Zoning Regulations.
16. 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.
17. The Applicants have provided an email from the Richmond Fire Department.
18. Residential Planned Unit Developments require review under Section 5.5.3 and Section 5.6.
19. The Applicants project is subject to the conditions of approval noted in Section 5.5.3.a-b.
20. The Applicants have provided the information noted in Section 5.5.3.a.
21. 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. There is an existing trees on both the left and right side of the property. The Board will need to consider if the trees presented are sufficient to meet the requirements noted. This section cannot be waived.)

22. The project will be subject to the standards noted in Section 5.6 of the Richmond Zoning Regulations.
23. 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).**
24. Section 5.6.2.e. notes that the development is proposed over a reasonable time period. **(The Applicants are not proposing any new structures or land development beyond what currently exists).**
25. The Applicants have submitted the rest of the information required by Section 5.6.2.
26. Section 6.1.2 of the Richmond Zoning Regulations notes that single family dwellings require 1 parking space per dwelling unit.
27. The Applicant's project is not subject to Section 6.1.6 Richmond Zoning Regulations as two family and single-family parking is exempt from review.
28. The project will be serviced by two preexisting driveways in compliance with Section 6.2
29. PUDs are allowed in the Village Residential Commercial District as is noted by Section 5.12.2.b of the Richmond Zoning Regulations.
30. The Applicants project is in compliance with Sections 5.12.2.c-k of the Richmond Zoning Regulations.
31. 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.
32. 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).**
33. The Application must follow the Review Process as outlined in Section 5.12.7 a-e of the Richmond Zoning Regulations. **(The board should consider whether any critical permit conditions should be imposed on this project.)**
34. Section 5.12 notes that Planned Unit Developments are Subdivisions.
35. Article 4 of the Richmond Subdivision Regulations lays out the criteria for Final Subdivision Approval.
36. The Applicants are required to submit all of the information noted in Section 420.2.1-13. **(The applicants have provided the information noted in Section 420.2. However, Article 6 Section 650 notes that the applicant has to provide plans for a stormwater system. This system is already installed and predates the application. DRB could consider requiring the applicant to submit plans for the installed system.)**
37. The Applicants need to provide the information noted in Section 420.3.1-11 of the Richmond Subdvsion Regulations.
38. The Applicants have provided the information noted in Section 420.3.1-11 of the Richmond Subdvsion Regulations.
39. The Applicants have submitted a Master Development Plan as noted in Section 420.10 and Section 610.1 of the Richmond Subdvsion Regulations.

40. The Applicants are required to submit the information noted in Section 600.1-14 of the Richmond Subdivision Regulations.
41. The Applicants need to submit all the required information in Article 6 of the Richmond Subdivision Regulations.
42. Section 640 of the Richmond Subdivision Regulations notes that The DRB may require the permanent planting of new trees and shrubs in subdivisions. **(As previously noted, the DRB has to consider how much landscaping if any to require.)**.
43. Section 650.1 of the Richmond Subdivision Regulations 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 stormwater plan though the location of an existing crushed stone drywell is shown. The Board will need to decide whether or not to require the applicant to submit plans for the system.)**.
44. Section 650.2 of the Richmond Subdivision Regulations notes that the drainage facilities will need to treat anticipated flows.
45. Section 650.4 of the Richmond Subdivision Regulations 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 as the existing drainage system is already installed.)**.
46. Section 650.5 of the Richmond Subdivision Regulations 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.)**.
47. Section 670.1 of the Richmond Subdivision Regulations notes that the final subdivision plat shall show all utility systems, existing and proposed. **(The Applicants have presented a site plan that shows various utilities)**.
48. Section 670.2 of the Richmond Subdivision Regulations. Notes that all utilities should be underground.
49. The Applicants plan set shows utilities.

Items for DRB Consideration

1. **Should the Applicants be required to provide a storm water plan?**

Recommendations to the DRB

1. **Recommend that the application be approved.**