



O'Leary-Burke Civil Associates, PLC

CIVIL ENGINEERING | REGULATORY AND PERMIT PREPARATION | LAND SURVEYING | CONSTRUCTION SERVICES | LAND USE PLANNING

March 20, 2025

Keith Osborne, Director
Richmond Planning and Zoning
P.O. Box 285
Richmond, VT 05477

Re: Vermont Youth Conservation Corps – Planned Unit Development
1949 East Main Street
Preliminary Plan Application

Dear Keith:

We are writing on behalf of Vermont Youth Conservation Corps to request Preliminary Plan Review of a Planned Unit Development. This campus expansion is explained in the attached cover letter previously provided for the Sketch Plan Application by Breck Knauff, Executive Director of VYCC. This project had a previous Sketch Plan meeting with the DRB on December 11th, 2024. VYCC is located at 1949 East Main Street (Parcel EM1949) on approximately 399.6 acres located in both the Commercial (C) and Agricultural Residential (AR) Zoning Districts. The proposed development is to occur within the commercial zoned area, while sewage disposal systems are proposed within the AR zoned area.

The minimum landscaping cost was calculated at \$72,500 given the estimated construction costs for the project of approximately \$6.5 million. Section 5.5.3.b of the Town of Richmond Zoning Regulations state that the DRB may grant some credit for existing trees, existing site features or alternative improvements other than tree planting. A majority of this project includes alternative improvements that should be considered for Landscaping and Screening credit. Multiple buildings in clear sight from Route 2 will be restored and rehabilitated, including the East Monitor Barn. This will greatly improve the aesthetics of this parcel. The project site includes a wooded area along the lot frontage between Route 2 and the gravel parking area, providing screening from the right-of-way. A large tree is located in front of the existing Farm House to be considered for landscaping credit. Proposed are ten (10) new Maple trees.

Please find additional commentary on each of the checklist items below.

Conditional Use Checklist:

- The Applicant has demonstrated that they will not have any adverse impact on the capacity on existing or planned community facilities (5.6.1.a)
 - The proposed project will not have any adverse impact on the existing community facilities.

- The Applicant has demonstrated that they will not have an adverse impact on the character of the area as noted in purpose of the zoning district in which the project is located (5.6.1.b)
 - The proposed project will not impact the character of the area. This project is an expansion of the existing Vermont Youth Conservation Corps Campus – an Educational Facility, described as an allowable use upon issuance of Conditional Use Approval within the Commercial Zoning District.
- The Applicant has demonstrated that they will not have an adverse impact on traffic on roads and highways in the vicinity (5.6.1.c)
 - The project proposes no access changes to the parcel. Any trips added as part of this expansion are minimal in comparison to the traffic flow on Route 2. VTrans requires a traffic study for projects proposing greater than 75 trip ends, which this project will not.
- The Applicant has demonstrated that they will not have an adverse impact on bylaws and ordinances (5.6.1.d)
 - No impacts to bylaws or ordinances are proposed.
- The Applicant has demonstrated that they will not have an adverse impact on utilization of renewable energy resources (5.6.1.e)
 - The proposed project does not affect the utilization of renewable energy.
- The Applicant has demonstrated that they will not have an adverse impact on neighboring properties through adverse environmental factors i.e. light, noise, etc. (5.6.2.a)
 - Standard construction noise will occur during standard construction hours.
- The Applicants proposal notes no outside displays that are not taken down every day (5.6.2.b)
 - No permanent outside displays are proposed.
- Any outside storage of goods and parts shall not impair safety (5.6.2.c)
 - Any outside storage will not impair safety and will be appropriate for the surroundings.
- A state wastewater permit and potable water permit (5.6.2.d)
 - A state Wastewater System and Potable Water Supply Permit will be obtained prior to Zoning Permit.
- The Applicants have provided a timeline for development of the project (5.6.2.e)
 - The intent is to begin construction in September, and complete in a timely manner. The exact construction schedule is subject to the permitting process at both the Local and State levels.
- The Applicants are not proposing any fire, explosion, or safety hazard that Richmond fire feels endangers other properties (5.6.2.g)
 - No fire hazards are proposed with this application.
- Provide evidence that the project will not have an impact on items noted in the following section (5.6.2 h-k)
 - No proposed impacts to state or community-owned facilities, water supplies, historic sites, or the character of the neighborhood.
- The Applicants have provided the site plan information noted in Section 5.5.3 (5.6.3)
 - See Site Plan Review Checklist below.

- Letter from an engineer noting the stormwater infrastructure complies with the Richmond public work and zoning regulations
 - The proposed project requires a State Stormwater Discharge permit, which will be obtained prior to a zoning permit.

Site Plan Review Checklist:

- Plans were prepared by a professional planner, engineer, architect, landscape planner or applicant submitted a waiver from this requirement (5.5.2.c)
 - All plans were prepared by O'Leary-Burke Civil Associates, PLC and Vermont Integrated Architecture.
- Existing features of the site including, contours, structures, utility easements, rights of way, deed restrictions, significant landscape features, roads and highways, survey boundaries dimensions and total lot size (5.5.2.c)
 - Existing contours, structures, easements etc. can be found on the plan set.
- Proposed land development land use areas including structures, driveways, curb cuts, parking and loading areas, traffic circulation, pedestrian walkways, outside display areas, signs, site grading, landscaping, plantings and screening, setbacks and buffer strips, outside lighting, equipment and waste storage areas and sewage disposal areas (5.5.2.c)
 - These aspects can be found on the plan set.
- Phasing plan for the project (5.5.2.d)
 - N/A
- Traffic plan for the project (5.5.3.a)
 - N/A
- Landscaping plan for the project (5.5.3.b)
 - See Sheet 10 – EPSC & Landscaping Plan
- Lighting plan for the project (5.5.3.b.xi)
 - Please see Sheet 8 – Lighting Plan. The project proposes 5 new bollard style light fixtures.
- Stormwater and erosion control plan for project (6.1.6.6.c)
 - Please see Sheet 10 – EPSC Plan for erosion control measures. Silt fence will be utilized downslope from construction activities. Please see Sheet 9 – Stormwater Details. This project will obtain a State Stormwater Discharge Permit.
- Narrative for the project
 - Please see the cover letter provided.
- Letter from an engineer noting the stormwater infrastructure complies with the Richmond Public Works and Zoning regulations
 - The proposed project requires a State Stormwater Discharge permit, which will be obtained prior to a zoning permit.

Preliminary Subdivision Checklist:

- Subdivision name or title (310.1.1)
 - VYCC Campus (See Title Block)
- Tax map number (310.1.1)
 - EM1949
- Name of the town (310.1.1)
 - Richmond (See Title Block)
- Name and address of owner or record of the property (310.1.2)
 - Owner/Applicant information can be found on Sheet 1 – Existing Conditions (Vermont Youth Conservation Corps)
- Name and address of subdivider if different from the owner of record (310.1.2)
 - N/A
- A location map showing the relationship of the proposed subdivision to adjacent properties and surrounding area within 2000 feet of any property line (310.1.3)
 - Please see Sheet 1 – Existing Conditions
- Location map should be a USGS map at scale of 1 inch equals 2,000 feet (310.1.3)
 - N/A
- Boundaries of the proposed subdivision (310.1.4)
 - N/A - No proposed subdivision.
- Names of the owners of record of all the surrounding properties to the proposed subdivision (310.1.4)
 - Please see Sheet 1 – Existing Conditions.
- Existing easements within proposed subdivision (if applicable) (310.1.5 & 7)
 - Existing easements are shown throughout the plan set.
- Date prepared (310.1.11)
 - Shown on all plans.
- True north arrow and scale (310.1.11)
 - Shown on all plans.
- Name of the designer of the subdivision (310.2.1)
 - Shown on all plans. No subdivision proposed.
- Number of acres within the proposed subdivision (310.2.1)
 - N/A – No subdivision is proposed.
- Location of natural features streams, ponds, wetlands large animal habitat etc.(310.2.3)
 - None of these natural features exist within the project site.
- Designation of each segment of adjoining property boundaries for all adjoining properties (310.2.4)
 - N/A
- The location of known archeological sites old cellar holes, foundations, wells, old stone fences Etc. (310.2.5)
 - None present on the project site.

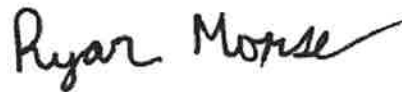
- Location and dimensions of existing wastewater disposal system (310.2.6)
 - Existing wastewater disposal systems are shown.
- Location and dimensions of existing water supplies (310.2.6)
 - Existing water supplies are shown.
- Location and dimensions of existing culverts, drains and drainage ways (310.2.7)
 - Existing culverts and drainage ways are shown.
- Location name and widths of parks, public open spaces, trails (310.2.7)
 - N/A
- Location name and widths of parks, public open spaces and trails on adjacent properties (310.2.7)
 - N/A
- Contour lines at intervals of 20 feet of existing grades (310.2.8)
 - Existing contours are shown.
- Master Development Plan Per section 610.1 (310.2.12)
 - N/A
- Conceptually show future roads (610.1)
 - N/A
- Conceptually show future stormwater infrastructure (610.1)
 - Proposed stormwater treatment practice and infrastructure is shown.
- Conceptually show future building areas (610.1)
 - Proposed buildings are shown.
- Conceptually show future open areas (610.1)
 - N/A
- Conceptually show future uses (610.1)
 - N/A
- Storm water plan (610.1)
 - See Sheet 9 – Stormwater Details
- Landscape plan (610.1)
 - See Sheet 10 – EPSC & Landscaping Plan

Please find the following for your review:

- 1) Preliminary Subdivision Application & Checklist;
- 2) Site Plan Application & Checklist;
- 3) Conditional Use Application & Checklist;
- 4) One (1) Full-Size & Eight (8) 11" x 17" Plan Sets;
 - a. Civil Plan Set & Building Elevations
- 5) VYCC Supplemental Cover Letter from Sketch Plan Application;
- 6) Abutters List;
- 7) One Set of Stamped & Addressed Abutters Envelopes;
- 8) Preliminary Subdivision Application Fee of \$410;
(\$350 + \$60 Recording Fee)

Please let us know if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Ryan Morse". The signature is written in a cursive style with a long, sweeping horizontal line extending from the end of the name.

Ryan Morse, E.I.