Selectboard, Village Trustees and Planning Commission 2024

Tuesday – November 19th, 2024 at 5:30 p.m.

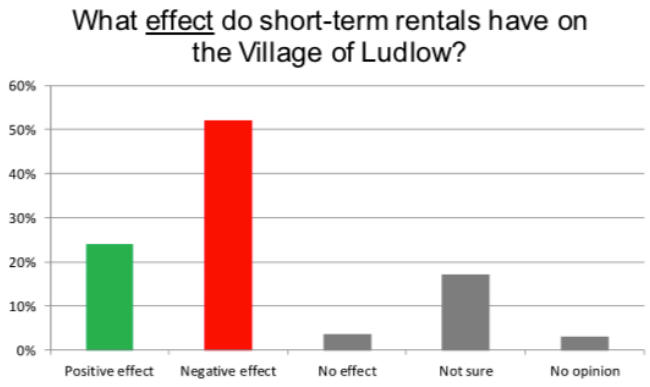
Special Meeting

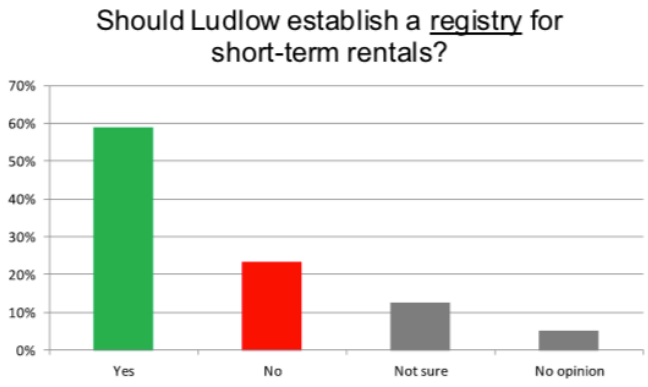
Hybrid Meeting - Heald Auditorium/Zoom

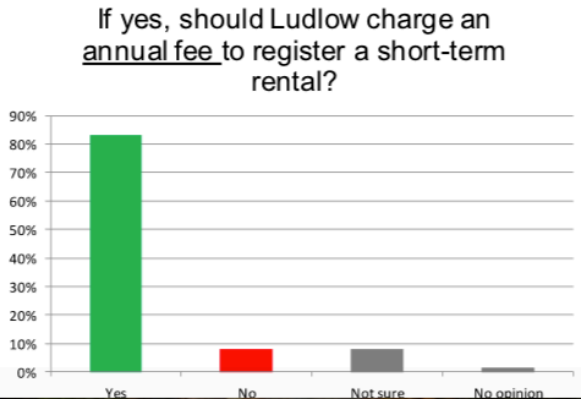
Zoom Link: Planning Commission Agenda and Docs - November 19, 2024
Meeting ID: 999 9677 6407
Passcode: 428636

AGENDA

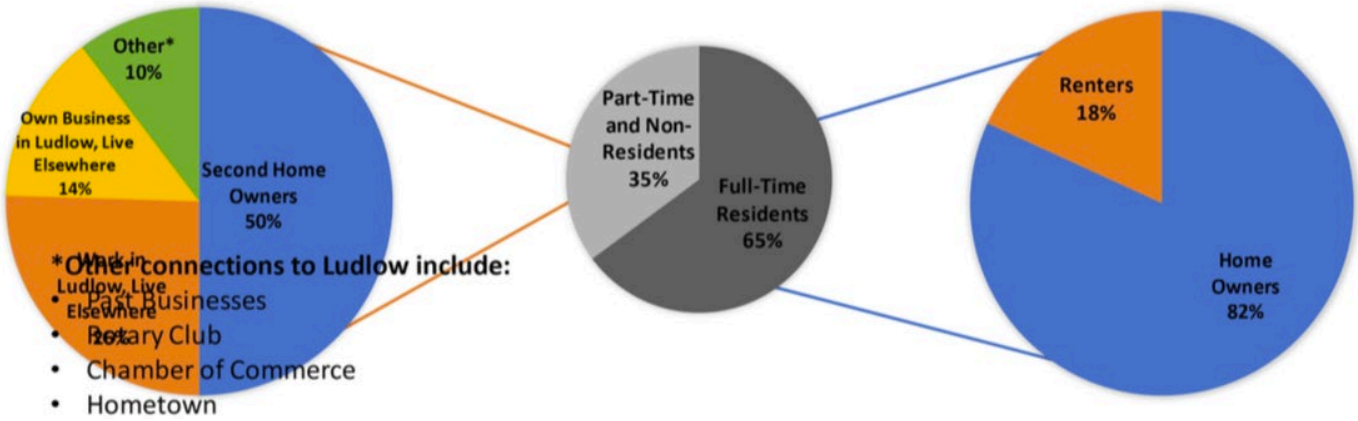
1. Bret Sanderson, Selectboard Chair: Call the meeting to order
2. Considerations of any Changes, Additions or Removals to the Agenda
3. Short Term Rental Regulation: Planning Commission will present their researched approach to this issue.
3. Introduction of Mount Ascutney Regional Planning Commission: Housing Study
4. Neighborhood Development Areas- zoning requirements for the application, mapping
5. Adjourn at 7:30 or earlier







297 Responses:



***Other connections to Ludlow include:**

- Past Businesses
- Rotary Club
- Chamber of Commerce
- Hometown

	Ludlow
Fees Due	
Permit/Registration Required	• Permit/Registration will be required for short and long term rentals, but the long-term rentals will have no fees but will have fire and safety reqs.
How many days?	• Permits will be req. for rentals 1 day a year or greater.
Operator Availability	• Phone and email will be req. from the owner, designated professional and/ or rental agency. Owner address, email and phone will be required for the registry.
Occupancy	• Occupancy: 2 per bedroom+2, max. of 8 (3BRX2+2), >8 special requirements.
Yearly cost	• Yearly Cost: Tiered per bedroom cost, an owner-occupied lower rate and an annual fee.
Knox Box	
Zoning areas	All
Parking Requirements	On site only
Insurance Requirement	Tabled
State fire inspection required	• Fire Safety Certificate will be required
Noise/Party restrictions	• Noise/Party Restrictions: Public Decency in volume and behavior 9PM-7AM Weekdays, 11PM to 8AM Weekends
Fines for violations and non-registration	• Fines: $100 a day for infractions and non-registration, $150 violation #1, $350 violation 2nd, $600 violation 3rd.
Company involved	• The board is also proposing that a company be chosen to enact and enforce these requirements as our town office staff is too small and work too hard to take on these additional tasks.

SECTION 8. PENALTIES. An Issuing Municipal Official is authorized to recover civil penalties in the following amounts for each violation:

	1st Offense	2nd Offense	3rd Offense	4th Offense
Fine for advertising a property for short-term rent (online or offline) without first having obtained a permit or complying with local listing requirements.	$200 per day	$400 per day	$650 per day	$800 per day plus revocation for twelve months before a new Short-Term Rental Registration application may be submitted. The revocation can be appealed.
Fine for all other violations.	$250 per day	$500 per day	$750 per day	

***In Woodstock a notice to renters is required pertaining to parking, garbage, noise, parties, etc. to be visibly displayed in the dwelling. Garbage containers must be mantained out of sight.

**** Woodstock Fees for a Conditioinal Use Permit:

Review Board Fees

Administrative:	$75.00
Village Development Review Board & Design Review Board:	$250.00
Village Design Review Board Minor:	$75.00
Town Development Reivew Board:	$250.00
Planning Commission Review Board:	$250.00
*Recording Fee: This fee is in addition to the Administrative and/or Review Board fees	$15.00

Neighborhood Development Area (NDA) Checklist

Ludlow, VT 08.29.2024

Building Patterns

An application requires meeting 8 of the following 10 checklist items. You meet 8 in the current proposed amendments, but a few could be strengthened.

☒Allow for a mix of housing opportunities (multi-family, duplex, and single-family, etc.) throughout the NDA?

See Article 4. Pending amendments are generally consistent with HOME Act requirements.

☒Allow for small minimum lot sizes, similar to existing small lot sizes in the area?

See Article 4. Pending amendments are generally consistent with HOME Act requirements.

Note that deleting the non-residential dimensional standards would make it easier to facilitate future conversions, etc.

☒Have dimensional requirements or form based code standards, that make it possible to convert existing single family dwellings into multi-family dwellings?

See Article 4. Pending amendments enable the conversion of single-detached dwellings into multi-unit dwellings.

Note: consider renaming Workforce Housing in Sec. 520.16 to Employee Housing. "Workforce housing" is a planning and zoning term typically referring to a broad range of housing types (e.g., subsidized, affordable, market rate) for the diverse range of a community's workforce (i.e., working residents).

☒Minimize dimensional requirements (whether traditional: lot size, frontage, lot coverage, etc. or form based: building form standards, frontage type standards, etc.) allowing for infill development?

See Article 4. Pending amendments are generally consistent with HOME Act requirements and enable infill development.

☒Allow for building heights that are sufficiently high enough to allow for diverse housing options (at least 3 story building)?

See Article 4. Pending amendments are generally consistent with HOME Act requirements.

☒Reduce front setbacks to conform to existing building lines or add a maximum requirement to prevent new development from being set back "too far" from the street?

In most Village districts this is true. See Article 4. Pending amendments are generally consistent with existing patterns.

NOTE: Preservation District front setbacks at 20 feet (instead of 30 feet) would more accurately reflect existing patterns.

☐Include provisions that ensure garage doors are not the dominant element of a front façade? An example of this would be prohibiting the garage door from facing the street or requiring it to be setback from the front wall of the building.

☒Require that new developments be designed to accommodate safe and convenient pedestrian circulation.

See Section 260.2 as well as most District purpose statements which call for walkable neighborhood streets or multi-modal infrastructure.

Note: the language could be clearer. It is largely up to the interpretation of the DRB at this point.

☐Include provisions that encourage primary building facades to be oriented to the street (such as requiring front doors to face the street)?

Partially. See Section 410(D)(3) for the Preservation District, and vague references in the other district purpose statements (Secs. 420 and 430).

☒Have provisions that minimize curb cuts and reduce their frequency, or other access management provisions?

See Subdivision Section 4.6(8)(a).

Note: adding a more robust access section in zoning is recommended.

Complete Streets

An application requires meeting 8 of the following 10 checklist items. You clearly meet 5 in the current proposed amendments, but a few could be strengthened, and you need to address 3 more checklist items.

☒Require that provisions be made for the extension of the street and pedestrian network into existing streets and adjacent, undeveloped land?

See Subdivision Section 4.6(6) and (8).

☒Have existing or planned pedestrian facilities (such as sidewalks/paths) servicing the proposed NDA?

Consider the location of existing sidewalks, as well as water and sewer infrastructure, when mapping a proposed NDA.

☐Require sidewalks or pedestrian facilities for new development?

Partially. See Sections 260.2 (maximum safety of pedestrian circulation), Section 410 (Preservation District), and Subdivision Section 4.6(11) (DRB *may* require…).

☐Have plans or regulations in place that include bike facilities (such as paths/lanes) where appropriate?

Partially. See Subdivision Section 4.6(4) which enables the DRB to consider additional widths to accommodate bikes.

Numerous plans support bike facilities, but there is no concrete, feasible plan at this point. See Town Plan, Village Center Master Plan, and old Coolidge Bike Path designs.

☒Require street trees, lighting and appropriate landscaping for new developments?

See Subdivision Section 4.2(6) and Zoning Section 260.2(3).

Note: With the exception of the Subdivision street tree provision, most the existing/proposed provisions require landscaping as screening between uses and to limit negative lighting impacts. Few seem to be intended to create a pleasant and illuminated pedestrian environment along streets.

☐Require new streets to be as narrow as possible (such as having specifications for travel lanes that are eleven feet wide or narrower?)

Partially. See Subdivision 4.6(4) references VTrans' design standards which includes narrow road widths based on traffic and the number of homes.

Note: the Town Road and Bridge Standards (which presumably relate to Village streets) calls for a contradictory minimum 24 foot total width (shoulder to shoulder). The state design standards call for a road with two 7 foot travel lanes and zero shoulder width (i.e., 14 feet wide) for up to 25 AADT.

☐Require utilities to be placed underground in new developments?

☐Prohibit cul de sacs/dead end streets and oversize block lengths? If not, is the length of cul-de- sacs regulated and minimized?

☒Allow for on-street parking?

See Section 430 R-C District purpose statement and Section 530.3(4).

☒Minimize any required off-street parking? (Requiring two or more off street parking spaces per residential unit is excessive.)

See Section 530. Pending amendments are generally consistent with HOME Act requirements.

Town & Village of Ludlow
DRAFT - Neighborhood Designation Area
Map 1 of 4: INFRASTRUCTURE

Legend

- DRAFT - Ludlow NDA
- 1/4 Mile Buffer Zone
- Sidewalks
- Parcels
- Water Line
- Sewer Line
- Roads
- Rivers and Streams
- Lakes and Ponds
- Railroad
- Designated Village

N

0 0.25 0.5 Miles

Data Sources: NDA (MARC 2024), Village Boundaries (ACCD 2020), Roads (VTrans 2023), Water (VHD 2019), Parcels (VCGI 2024), Railroad (VTrans 2020), Sidewalks (MARC 2024), Water and Sewer Lines (Otter Creek 2022).

Mount Ascutney Regional Commission
PO Box 320, Ascutney, VT 05030
802-674-9201
www.marcvt.org

Map Drawn 10/28/2024

Attachment A

Work Plan and Budget

07110-MP-2023-Ludlow-04

Town of Ludlow

		Personnel				Material		
Task Name	Description of Task	Paid Personnel	Hours	Hourly Rate	Cost	Description	Cost	Total Cost
1. Data Compilation and Analysis	Compile housing data and clearly identify housing need, with a focus on long-term vs. short-term rentals, seasonal housing, and affordable workforce housing for Ludlow residents and workers.	Regional Planning Staff	120	$60	$7,200	Purchase housing data from airdna.co	$179	$7,379
2. Outreach	Facilitate 1 public meeting, conduct 1 community survey, Coordinate with municipal boards and Chamber	Regional Planning Staff	56	$60	$3,360	mileage	$56	$3,416
3. Identify Tools to Address Housing Needs	Identify possible tools that the Town and Village might use to address housing, such as tax stabilization, NDA designation, revolving loan fund, local housing commission, ADU utility or similar program, etc.	Regional Planning Staff	64	$60	$3,840			$3,840
4. Prepare Action Plan	Develop an action plan that summarizes project findings and develops priority implementation steps for the community to address housing needs.	Regional Planning Staff	100	$60	$6,000			$6,000

Totals	**$20,400**	**$235**	**$20,635**

Total Project Cost:	**$20,635**
State Funds - Grant Amount Requested:	**$18,571**
Total Match Funds	**$2,064**
Minimum Required Match Funds: (10% of Total Project Cost)	**$2,064**
Additional Match Funds:	**$1**