

# REGULAR MEETING AND PUBLIC HEARING AGENDA



Wednesday, July 15, 2015 - 6:00 p.m.  
CCRPC Offices; 110 W. Canal Street, Suite 202  
Winooski, VT 05404

## CONSENT AGENDA –

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## DELIBERATIVE AGENDA

1. Call to Order; Changes to the Agenda
2. Public Comment Period on Items NOT on the Agenda
3. Action on Consent Agenda (MPO Business) (Action; 5 minutes)
4. Approve Minutes of June 17, 2015 Meeting\* (Action; 5 minutes)
5. FY16-19 Transportation Improvement Program (TIP) (MPO Business)
  - a. Presentation & Public Hearing (Information: 15minutes)
  - b. Approval of the TIP\* (Action: 5 minutes)
  - c. Certification of the Planning Process\* (Action: 5 minutes)
6. Public Hearing and Approval of the Westford Town Plan\* (Action: 10 minutes)
7. Approval of the Underhill Town Plan\* (Action: 10 minutes)
8. FY16 Schedule of Meetings\* (Action: 5 minutes)
9. Solicitation of Members to serve on Committees \* (Information: 10 minutes)
10. Draft Direct Northern Lake Champlain Tactical Basin Plan – Neil Kamman, DEC (Information; 20 minutes)
11. Executive Director's Updates (Information; 25 minutes)
  - a. Water Quality Advisory Committee proposal Update\*
  - b. Housing presentation
12. Committee/Liaison Activities & Reports (Information, 5 minutes)
  - a. Executive Committee (draft minutes July 1<sup>st</sup>) – to be sent separately
  - b. Planning Advisory Committee (meeting minutes July 8, 2015) – to be sent separately
13. Members' Items, Other Business (Information, 5 minutes)
14. Adjourn

July 15th meeting airs on July 17th, 8pm, replays on the 18th at 1 and 7am. Web link:

<https://www.cctv.org/watch-tv/programs/chittenden-county-regional-planning-commission-51>

## **NO AUGUST MEETING FOR CCRPC BOARD**

Upcoming Meetings - Unless otherwise noted, all meetings are held at our offices:

- Transportation Advisory Committee – Tuesday, August 4, 2015; 9:00 a.m. (tentative)
- Joint Executive & Finance Committee, Wednesday, August 5, 2015; 5:45 p.m.
- **NOTE – No CCRPC Board Meeting in August**
- Transportation Advisory Committee – Tuesday, September 1, 2015; 9:00 a.m.
- Executive Committee, Wednesday, September 2, 2015; 5:45 p.m.
- CCRPC Meeting - Wednesday, September 16, 2015; 6:00 p.m.

*In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Long, CCRPC Title VI Coordinator, at 802-846-4490 ext 21 or [elong@ccrpcvt.org](mailto:elong@ccrpcvt.org), no later than 3 business days prior to the meeting for which services are requested.*

**Chittenden County Regional Planning Commission  
Annual Meeting Minutes**

**Date:** Wednesday, June 17, 2015  
**Time:** 7:00PM  
**Place:** The Essex Resort and Spa, 70 Essex Way, Essex Junction, VT 05452  
**Members:**

9 Bolton, Leslie Pelch, Alternate	21 St. George, Absent
10 Buels Gore, Garret Mott	22 Shelburne, Absent
11 Burlington, Andy Montroll	23 S. Burlington, Chris Shaw
12 Charlotte, Marty Illick, Alternate	24 Underhill, Absent
13 Colchester, Marc Landry	25 Westford, Dave Tilton
14 Essex, Jeff Carr	26 Williston, Debbie Ingram, Alternate
15 Essex Junction, Dan Kerin	27 Winooski, Mike O'Brien
16 Hinesburg, Andrea Morgante	28 VTrans, Amy Bell
17 Huntington, Absent	29 Socio/Econ/Housing, Justin Dextrateur
18 Jericho, Catherine McMains	30 Conservation/Environment, Absent
19 Milton, Lou Mossey	31 Industrial/Business, Tim Baechle
20 Richmond, Absent	32 Agriculture, No Representative

**Ex-Officio (non-voting):**

35 Burlington Int'l Airport, Absent	38 FTA, Absent
36 CCTA, Karen Walton	39 Railroad Industry, Charles Hunter
37 FHWA, Chris Jolly	

**Others:**

41 Pam Baker	58 Brent Meacham, Westford Road Foreman
42 Bob Bancroft, Vt. House	59 Diane Meyerhoff, Third Sector Assoc.
43 Clem Bissonette, Vt. House	60 Sue Minter, VTrans Secretary
44 Michele Boomhower, VTrans	61 Scott Moody, CCTV
45 Jim Brangan	62 Linda Meyers, Vt. House
46 Amy Carmola, United Way	63 Jean O'Sullivan, Vt. House
47 Curt Carter, GBIC	64 Robin Pierce, Essex Jct. Planner
48 Jillian Charest	65 Alyson Platzer, United Way
49 Alex Craven, Sen. Sanders office	66 Chris Saunders, Sen. Leahy's office
50 Rebecca Ellis, Vt. House	67 Carol Talley
51 Tim Jerman, Vt. House	68 Sandy Thibault, CATMA
52 Kathy Keating	69 Maida Townsend, Vt. House
53 Matthew Langham, VTrans	70 George Tyler, Essex Jct. Village President
54 Seth Leonard, Mayor of Winooski	71 Chris Vaughn
55 Max Levy, Essex Selectboard	72 Don Welch
56 Stephen Marshall, Winooski resident	73 Irene Wrenner, Essex Alternate
57 Curt McCormack, Vt. House	74

**Staff:**

76 Charlie Baker, Executive Director	82 Bryan Davis, Sr. Transportation Planner
77 Dan Albrecht, Senior Planner	83 Marshall Distel, Transportation Planner
78 Pam Brangan, GIS, Data, & IT Manager	84 Chris Dubin, Transportation Planner
79 Jason Charest, Trans. Planning Engineer	85 Bernadette Ferenc, Trans. Business Mgr.
80 Eleni Churchill, Trans. Program Mgr.	86 Christine Forde, Senior Trans. Planner
81 Forest Cohen, Business Manager	87 Peter Keating, Sr. Transportation Planner

- 1 Lee Krohn, Senior Planner
- 2 Emma Long, Communications Manager
- 3 Regina Mahony, Planning Program Mgr.

- 4 Emily Nosse-Leirer, Planner
- 5 Sai Sarepalli, Trans. Planning Engineer

6

7 **1. Call to Order**

8 The meeting was called to order at 7:15PM by the Chair, Andy Montroll.

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10 **2. Public Comment Period on Items NOT on the Agenda**

11 There were no comments.

12

13 **3. Approve Minutes of May 20, 2015**

14 JEFF CARR MADE A MOTION, DULY SECONDED BY MARC LANDRY, TO APPROVE THE MINUTES OF MAY  
15 20, 2015 WITH CORRECTIONS. There were none. THE MOTION CARRIED UNANIMOUSLY WITH  
16 ABSTENTIONS FROM GARRET MOTT AND DEBBIE INGRAM.

17

18 **4. Election of Officers and Executive Committee for FY 2016**

19 The Board Development Committee recommended the following slate of officers for Fiscal Year 2016:

20 Chair: Andy Montroll (Burlington)

21 Vice Chair: Chris Roy (Williston)

22 Secretary/Treasurer: Mike O'Brien (Winooski)

23 At-Large for Towns over 5,000: John Zicconi (Shelburne)

24 At-Large for Towns under 5,000: Brian Bigelow (Underhill)

25 Immediate Past Chair: Lou Mossey, III (Milton)

26

27 JEFF CARR MADE A MOTION, DULY SECONDED BY DAN KERIN, TO APPROVE THE FY 2016 SLATE OF  
28 OFFICERS RECOMMENDED BY THE BOARD DEVELOPMENT COMMITTEE. THE MOTION CARRIED  
29 UNANIMOUSLY.

30

31 **5. Warn a Public Hearing for the FY2016-2019 Transportation Improvement Program (TIP)**

32 ANDREA MORGANTE MADE A MOTION, DULY SECONDED BY CHRIS SHAW, TO WARN A PUBLIC  
33 HEARING ON THE DRAFT FY2016-2019 TRANSPORTATION IMPROVEMENT PROGRAM TO TAKE PLACE  
34 AT THE JULY 15, 2015 CCRPC COMMISSION MEETING. THE MOTION CARRIED UNANIMOUSLY.

35

36 **6. Appointment of the Active Transportation Plan Committee**

37 Chair Andy Montroll appointed members to the committee:

38 Katelin Brewer-Colie, Local Motion

Phoebe Spencer, Essex Jct. Walk/Bike Advisory Comm.

39 Bob Henneberger, AARP/TAC

Heather Danis, VT Dept. of Health

40 Nicole Losch, Burlington/TAC

Chris Shaw, CCRPC Board

41 Meredith Birkett, CCTA/TAC

Nick Meltzer, VTrans

42 Sandy Thibault, CATMA/TAC

Nelson Hoffman, FHWA

43 Ian Stokes, Richmond Trails Committee

Maren Hill, VT Safe Routes to School

44

45 **7. Chair/Executive Director's Update**

46 Charlie Baker recognized Bernie Ferenc's birthday today. Charlie thanked Emma Long for her work  
47 organizing the Annual Meeting, welcomed Michele Boomhower back for the meeting, and  
48 acknowledged all the CCRPC staff for their support during the transition. Andy Montroll thanked staff  
49 and board members for their service.

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1 **8. Committee/Liaison Activities & Reports**

2 Meeting notes and minutes were provided in the Board packet.

3

4 **9. Adjourn**

5 The Chair adjourned the meeting at 7:21PM.

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7 Respectfully submitted, Diane Meyerhoff

8

9 After the meeting, members and guests heard a presentation from Sue Minter, Secretary of the  
10 Vermont Agency of Transportation.

DRAFT



## **Chittenden County Regional Planning Commission**

**July 15, 2015**

**Agenda Item 5a: Action Item**

### **FY2016-2019 Transportation Improvement Program**

**Issues:** Federal regulations require the Chittenden County Regional Planning Commission (CCRPC), as the designated Metropolitan Planning Organization (MPO) for Chittenden County, to develop and maintain a Transportation Improvement Program (TIP). The TIP contains funding information for transportation projects proposed to expend federal transportation funds in Chittenden County. Projects must be listed in the TIP in order to spend federal transportation funds. The TIP includes all modes of transportation including highways, bicycle and pedestrian facilities and transit.

The TIP covers a four-year period and it must be fiscally-constrained. It is typically updated every year with the assistance of a subcommittee of the Transportation Advisory Committee (TAC), the Vermont Agency of Transportation (VTrans), Chittenden County Transit Authority (CCTA) and Burlington International Airport.

Estimated construction dates are given for projects in the TIP. It should be noted that the TIP is not a Capital Improvement Program. The TIP represents the intent to construct or implement a specific project and the anticipated flow of federal funds and matching state or local contributions.

The Draft FY16-19 TIP has been approved by the TIP subcommittee and the TAC for review by the Commission. The Commission called for a Public Hearing on the draft TIP at the June Commission Meeting. A full presentation will be made on this draft at the July Commission meeting.

The Public Hearing Draft Fiscal Year 2016–2019 TIP can be found at <http://www.ccrpcvt.org/tip>. A hard copy is available upon request – please contact Christine if you wish to have a copy mailed to you.

**Staff Recommendation:** Recommend that the Commission approved the FY2016-2019 Transportation Improvement Program.

**TAC Recommendation:** Recommend that the Commission approved the FY2016-2019 Transportation Improvement Program.

**Subcommittee Recommendation:** Recommend that the Commission approved the FY2016-2019 Transportation Improvement Program.

**For more information contact:** Christine Forde  
846-4490 ext. 13 or [cforde@ccrpcvt.org](mailto:cforde@ccrpcvt.org)



**Chittenden County Regional Planning Commission**

**July 15, 2015**

**Agenda Item 5c: Action Item**

**Transportation Planning Process Certification**

**Background:** Concurrent with the submittal of the proposed Transportation Improvement Program to Federal Highway Administration and Federal Transit Administration the CCRPC must certify that the metropolitan transportation planning process is being carried out in accordance with all federal requirements. The certification, which is attached to this item, lists the federal requirements CCRPC must follow and includes legal citations. The table below summarizes each requirement by item number. Also attached to this item as Table 1 is a more detailed summary of each legal citation listed in the certification.

<b>Item Number</b>	<b>Summary of Requirements</b>
Item 1	Defines the metropolitan planning process.
Items 2 and 3	CCRPC may not discriminate against any person under any program or activity receiving federal financial assistance. Protected categories include race, color, creed, national origin, sex or age.
Item 4	CCRPC must ensure nondiscrimination in the award and administration of Department of Transportation (DOT)-assisted contracts and create a level playing field on which Disadvantaged Business Enterprises can compete for DOT-assisted contracts.
Item 5	Equal employment opportunity requirements for highway construction contracts. CCRPC does not award or oversee construction contracts.
Item 6	CCRPC may not exclude any qualified handicapped person, solely by reason of his disability, from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance administered by the DOT.
Item 7	CCRPC may not discriminate on the basis of age in programs and activities receiving Federal financial assistance.
Item 8	CCRPC may not exclude any person on the grounds of sex from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.
Item 9	Pertains to discrimination for programs or activities conducted by any Executive agency.

**Staff Recommendation:** That the CCRPC Commission authorizes the chair to sign the certification of the planning process and forward it to the Secretary of Transportation with the adopted FY16-19 TIP.

**For more information contact:** Christine Forde  
846-4490, ext. 13 or [cforde@ccrpcvt.org](mailto:cforde@ccrpcvt.org)

**Attachments:** Certification document  
Table 1: Federal Regulations that MPOs Must comply with in the Planning Process

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
TRANSPORTATION PLANNING PROCESS CERTIFICATION  
(To be submitted with each TIP)

In accordance with 23 CFR 450.334, the Vermont Agency of Transportation and the Chittenden County Regional Planning Commission, the designated MPO for the Burlington urbanized area, hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements including:

1. The metropolitan planning requirements identified in 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
3. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the MAP-21 (Public Law 112-141) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in "Transportation for Individuals with Disabilities" (49 C.F.R. Parts 27, 37, and 38).
7. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

CHITTENDEN COUNTY  
REGIONAL PLANNING COMMISSION

VERMONT  
AGENCY OF TRANSPORTATION

\_\_\_\_\_  
Michael O'Brien, Acting Chair

\_\_\_\_\_  
Susan Minter, Secretary

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)



**Table 1**  
**Transportation Planning Process Certification:**  
**Federal Regulations that MPOs Must Comply With in the Planning Processes**

**Code of Federal Regulations**

<b>23 C.F.R. Part 230</b>	<b>Implementation of Specific Equal Employment Opportunity Requirements</b> Equal employment opportunity requirements must be included in advertising, award and contract administration procedures for Federal highway construction contracts.
<b>23 C.F.R. 450.334</b>	<b>Self-certification and Federal certifications</b> Concurrent with the submittal of the proposed TIP to the FHWA and FTA the MPO shall certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including all regulations listed in this table.
<b>49 C.F.R. Part 21</b>	<b>Nondiscrimination in Federally-Assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964</b> No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation.
<b>49 C.F.R. Part 26</b>	<b>Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs</b> Ensure nondiscrimination in the award and administration of DOT-assisted contracts and create a level playing field on which DBEs can compete for DOT-assisted contracts.
<b>49 C.F.R. Part 27</b>	<b>Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance</b> No otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance administered by the Department of Transportation.
<b>49 C.F.R. Part 37</b>	<b>Transportation Services for Individuals with Disabilities</b> Implement the transportation and related provisions of titles II and III of the Americans with Disabilities Act of 1990.
<b>49 C.F.R. Part 38</b>	<b>Americans with Disabilities Act Accessibility Specifications for Transit Vehicles</b> Provides minimum guidelines and requirements for accessibility standards for transportation vehicles required to be accessible by the Americans with Disabilities Act of 1990.

**MAP-21**

<b>Section 1101(b) of MAP-21 (Public Law 112-141)</b>	<b>Authorization of Appropriations - Disadvantaged Business Enterprise</b> Except to the extent that the Secretary determines otherwise, not less than 10 percent of the amounts made available for any program under divisions A and B of this Act and section 403 of title 23, United States Code, shall be expended through small business concerns owned and controlled by socially and economically disadvantaged individuals.
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**Table 1 cont.**  
**Transportation Planning Process Certification:**  
**Federal Regulations that MPOs Must Comply With in the Planning Processes**

**United States Code**

**23 U.S.C. 134**

**Metropolitan Planning**

It is in the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between states and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes.

This section includes the following:

- General requirements
- Designation of Metropolitan Planning Organizations
- Metropolitan Planning Area boundaries
- MPO consultation in plan and TIP coordination
- Scope of planning process
- Development of Long-Range Transportation Plan
- Metropolitan Transportation Improvement Program
- Report on performance-based planning processes
- Funding

**23 U.S.C. 324**

**Prohibition of Discrimination on the Basis of Sex**

No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title.

**29 U.S.C. 794**

**Nondiscrimination Under Federal Grants and Programs**

No otherwise qualified individual with a disability in the United States, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.

**42 U.S.C. 6101**

**Age Discrimination in Federally Assisted Programs**

It is the purpose of this chapter to prohibit discrimination on the basis of age in programs and activities receiving Federal financial assistance.

**42 U.S.C. 2000d-1**

**Civil Rights - Federally Assisted Programs**

Each Federal department and agency which is empowered to extend Federal financial assistance to any program or activity, by way of grant, loan, or contract other than of insurance or guaranty, is authorized and directed to effectuate the provisions of section 2000d of this title. (See below)

*Sec. 2000d: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

**Table 1 cont.**  
**Transportation Planning Process Certification:**  
**Federal Regulations that MPOs Must Comply With in the Planning Processes**

**42 U.S.C. 12101 et seq**

**Equal Opportunity for Individuals with Disabilities**

To provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

To provide clear, strong, consistent, enforceable standards addressing discrimination against individuals with disabilities.

To ensure that the Federal Government plays a central role in enforcing the standards established in this chapter on behalf of individuals with disabilities.

To invoke the sweep of congressional authority, including the power to enforce the fourteenth amendment and regulate commerce, in order to address the major areas of discrimination faced day-to-day by people with disabilities.

**49 U.S.C. 5303**

**Metropolitan Planning**

Defines the Metropolitan Planning process, including the following:

- General requirements
- Designating Metropolitan Planning Organizations
- Metropolitan Planning Area Boundaries
- MPO Consultation in Plan and TIP Coordination
- Scope of the planning process
- Developing Long-Range Transportation Plans
- Metropolitan TIP
- Report on Performance-based Planning Processes

**49 U.S.C. 5332**

**Nondiscrimination**

A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, creed, national origin, sex, or age.

## **Chittenden County Regional Planning Commission**

**July 15, 2015**

Agenda Item 6: Westford Town Plan Amendment Approval and Confirmation

**Issues:** The Town of Westford has requested, per Title 24 V.S.A §4350, that the Chittenden County Regional Planning Commission (1) approve its 2015 Town Plan; and (2) confirm its planning process.

Attached is the proposed Resolution of approval and the staff report to the Planning Advisory Committee. The Planning Advisory Committee met on January 14, 2015 and recommended that the Plan, and the municipal planning process, be forwarded to the CCRPC Board for approval and confirmation, following Selectboard adoption. The Westford Selectboard has now adopted the Town Plan as of May 14, 2015 with PAC recommendations, and without any other substantial changes.

Due to the timing of the PAC meeting and the Town's process, a public hearing could not be warned for the PAC meeting. Therefore, the public hearing will be held at the Board meeting.

Please note that municipal planning process confirmation and plan approval decisions shall be made by majority vote of the commissioners representing municipalities, in accordance with the bylaws of the CCRPC and Title 24 V.S.A. § 4350(f).

**Planning Advisory  
Committee  
Recommendation:**

The Planning Advisory Committee reviewed the Plan on January 14, 2015 at the CCRPC Offices and made the following motion:

The PAC finds that the draft 2015 Westford Town Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the municipality's planning process meets all statutory requirements for CCRPC confirmation. Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any information relevant to the confirmation process, for changes. If staff determines that changes are substantive, those changes will be forwarded to the PAC for review. Otherwise the PAC recommends that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for approval.

**Executive Committee  
Recommendation:**

NA

**Staff  
Recommendation:**

The Westford Selectboard has adopted the Town Plan with PAC recommendations, and without any other substantial changes. Therefore, Staff recommends that the CCRPC Board approve Westford's Town Plan and confirm the Town of Westford's planning process in accordance with the attached resolution.

**Chittenden County Regional Planning Commission (CCRPC)  
Resolution**

**Westford's 2015 Town Plan & Planning Process**

WHEREAS, Title 24, V.S.A. § 4350 in part requires that CCRPC shall review the municipal planning process of our member municipalities including review of plans; that each review shall include a public hearing which is noticed as provided in 24 V.S.A. § 4350(b); and that before approving a plan the Commission shall find that it:

1. is consistent with the goals established in Section 4302 of this title;
2. is compatible with its Regional Plan;
3. is compatible with approved plans of other municipalities in the region;
4. contains all the elements included in § 4382(a)(1)-(12) of this Title.

WHEREAS, the CCRPC at its May 22, 2013 meeting approved the *CCRPC Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans* dealing with local plans and CCRPC action; and

WHEREAS, The Town of Westford, Vermont is a member municipality of this Commission; and

WHEREAS, The Town of Westford formally requested CCRPC to approve its Town Plan update and confirm its planning process; and

WHEREAS, The Planning Advisory Committee reviewed the Town Plan update and planning process; and

WHEREAS, the Planning Advisory Committee reviewed the Westford Town Plan on January 14, 2015, reviewed the records and recommended that, upon Selectboard adoption and after a public hearing is held, the Commission approve Westford's Town Plan update as meeting the requirements of 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans* and confirm the community's planning process as consistent with Title 24, Chapter 117; and

WHEREAS, The Town of Westford's Selectboard adopted the proposed Town Plan on May 15, 2015; and

WHEREAS, the CCRPC held a warned public hearing at the CCRPC, located at 101 W. Canal Street, Suite 202, Winooski, Vermont on July 15, 2015 at 6:00 PM.

NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION, that, in compliance with 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans*, CCRPC approves Westford's Town Plan amendment and the Commission finds that said Town Plan:

1. is consistent with the goals established in Section 4302 of Title 24;
2. is compatible with the *2013 Chittenden County Regional Plan, entitled the ECOS Plan*, adopted June 19, 2013;
3. is compatible with the approved plans from other adjacent Chittenden County municipalities; and
4. contains all the elements included in § 4382(a)(1)-(12) and/or is making substantial progress toward attainment of the elements of this subsection;

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION, that, in compliance with 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans*, CCRPC confirms the Town of Westford's municipal planning process.

Dated at Winooski, this 15th day of July, 2015.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

\_\_\_\_\_  
Michael O'Brien, Acting Chair

CCRPC Formal Staff & PAC Review – 2014 Westford Town Plan  
January 14, 2015 PAC Meeting

**Staff Review of the 2015 Westford Town Plan**  
**Regina Mahony, CCRPC Senior Planner**  
**January 6, 2015**

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The Town of Westford has requested, per 24 V.S.A §4350, that the Chittenden County Regional Planning Commission (1) approve its 2015 Town Plan; and (2) confirm its planning process.

This draft 2015 Town Plan is an entire update of the Westford Town Plan including data updates, flood resiliency elements throughout, some re-organization, form based zoning additions and other updates. CCRPC provided an initial review of this Plan and the majority of those recommendations were incorporated. The Westford Planning Commission public hearing will be held on January 21, 2015. CCRPC Staff recommended that the PAC review this Plan at the January meeting, rather than wait until March – however, this did create a bit of a time crunch so we weren't able to warn the public hearing (so it will have to be held at another stage of review).

Following the Chittenden County Regional Planning Commission's (CCRPC's) *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans (2013)* and the statutory requirements of 24 V.S.A. Chapter 117, I have reviewed the draft 2015 Westford Town Plan to determine whether it is:

- Consistent with the general goals of §4302;
- Consistent with the specific goals of §4302;
- Contains the required elements of §4382;
- Compatible with the 2013 Chittenden County Regional Plan, entitled the *2013 Chittenden County ECOS Plan* (per §4350); and
- Compatible with approved plans of other municipalities (per §4350).

Additionally, I have reviewed the planning process requirements of §4350.

Staff Review Findings and Comments

1. The 2015 Westford Town Plan is consistent with all of the general goals of §4302. See the attached Appendix A submittal that describes how the Plan is consistent with these goals.
2. The 2015 Westford Town Plan is consistent with the specific goals of §4302. See the attached Appendix A submittal that describes how the Plan is consistent with these goals.
  - a. In the past, CCRPC expressed concern over one of the Plan's objectives in the Agricultural, Forestry, Residential II district which focused commercial development along paved roads especially in light of the following State Planning Goal: §4302(c)(1): "To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside." This has been amended in this draft Town Plan as follows - Section 10.10, Objective 1 is explicit in ensuring that small scale commercial development is allowed so long as it is in keeping with the historic rural character of Westford and does not create strip development. This text is much clearer on the Town's intent and purpose of this district. In addition, this statement in the Economic Chapter provides clarity: "Furthermore, customer centric/consumer retail must be located in the Town Center Area in order to avoid strip development and encourage revitalization of the Town Center Area as the social and service hub

## CCRPC Formal Staff & PAC Review – 2014 Westford Town Plan

### January 14, 2015 PAC Meeting

of the community.” Also, the Town Plan designates 80% of the Town in the Agricultural, Forestry, Residential I Area - a more development restrictive and conservation oriented district. Therefore, CCRPC finds that the Plan is consistent with §4302(c)(1).

3. The 2015 Westford Town Plan contains the required elements of §4382. See the attached Appendix A submittal that describes compliance with these required elements.
4. The 2015 Westford Town Plan is generally compatible with the planning areas, goals and strategies of the 2013 Chittenden County Regional Plan, entitled the *2013 Chittenden County ECOS Plan*.
5. The 2015 Westford Town Plan is compatible with the municipal plans for Georgia, Fairfax, Cambridge, Underhill, Jericho, Essex, Colchester and Milton.
6. Westford has a planning process in place that is likely to result in an approved plan. In addition Westford has provided information about their planning budget and CCRPC finds that Westford is maintaining its efforts to provide local funds for municipal and regional planning.

#### Additional Comments/Questions:

**While, Staff does not find that any of the amendments below are necessary for approval and confirmation of the process by the CCRPC, we do have the following comments and questions – some of which are recommendations for edits at this time:**

1. The section on compatibility with Georgia refers to a low density development (20 acres per lot) in Westford. I may have missed this, but I thought the Agricultural, Forestry & Residential II district is described as 10 acres per lot?
2. The CCRPC Housing targets described on pages 17 & 18 are out of date. We understand that some municipalities prefer to keep reference to the targets in their Plans, however the targets are not necessarily regional policy at this point. We suggest something along these lines: “While these targets are out of date, the *2013 ECOS Plan* (Chittenden County’s Regional Plan) still calls for the need for additional housing throughout the County.”
3. The Town’s clearly stated intention regarding agricultural soil mitigation in Chapter 8 is excellent and I hope Act 250 and the Agency of Agriculture follow the recommendations.
4. Connection to the State Village Center Designation as required by Act 59 appears comprehensive and very well described throughout the Plan (housing, economic development, land use, etc). While the State Village Center Designation is shown on Map 8, the State has preferred to see the boundaries more clearly on a separate map. Westford should review the map with ACCD to determine if a more specific map will be needed prior to renewal of the designation (it will expire in September, 2015).
5. The organization of the Plan - with objectives in the main body, and more specific tasks in the Implementation Plan – is very readable and clearly identifies the Town’s intent. It is great to see how the tasks help implement various sections in the Town Plan. However, it would be helpful to have a brief description or introduction to the Implementation Plan that describes to the reader how the tasks relate to the objectives, and/or how the tasks were derived.
6. The second paragraph under 10.17 states “...and does not permit land development in water resource areas...” It isn’t clear whether this is referring to the WRO areas or the FHO areas, and you may want to consider clarifying the intent.
7. Because the FEH areas are already protected by the WRO and FHO, why is the Town considering adoption of an FEH overlay?
8. Are the Form Based Zoning standards described in the fourth task on Page 82 in the Implementation spreadsheet already developed for the Town Center Area? Should this task begin with “implement”

## CCRPC Formal Staff & PAC Review – 2014 Westford Town Plan

### January 14, 2015 PAC Meeting

instead of “develop”? On this same note, is Westford still intending to look at Form Based Zoning for the Agricultural, Forestry & Residential II zoning district?

#### 9. Minor Edits/Typos:

- a. Page 7, first paragraph, second line: withe
- b. Page 13, Table 4, the last row includes a median household income figure that isn't associated with a location
- c. Page 16, paragraph 2, second to last line: residents
- d. Page 16, paragraph 3, second to last line: districts
- e. Page 17, paragraph 3, first line: pf should be of
- f. Page 27, paragraph 4, fifth line: incorporation should be in cooperation
- g. Page 35, paragraph 4, fourth line: residents and bases
- h. Page 40, paragraph 5, eighth line, reimbursed
- i. Page 42, paragraph 1, fourth line, full evaluation of purchasing practices
- j. Page 72, paragraph 2, fifth line, suitable
- k. Page 73, objective 2, they are conserved
- l. Page 73, objective 3, fauna are to promote
- m. Page 74, objective 4, trap soils particles
- n. Page 75, paragraph 2, tenth line, education
- o. Page 76, paragraph 2, third sentence, potentially something missing in the sentence?
- p. Page 77, paragraph 2, fifth line, provided a valuable insight
- q. Page 77, paragraph 2, second to last line, “...refer to Section 10...” – should this be Section 8?

#### Proposed Motion & Next Steps:

**PROPOSED MOTION:** The PAC finds that the draft 2015 Westford Town Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the municipality's planning process meets all statutory requirements for CCRPC confirmation.

Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any information relevant to the confirmation process, for changes. If staff determines that changes are substantive, those changes will be forwarded to the PAC for review. Otherwise the PAC recommends that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for approval. The public hearing was not conducted at this PAC meeting, and therefore should be held by whichever body (PAC or CCRPC Board) sees the Plan next in this review process.



## **Chittenden County Regional Planning Commission**

**July 15, 2015**

Agenda Item 7: Underhill Town Plan Amendment Approval and Confirmation

**Issues:** The Town of Underhill has requested, per Title 24 V.S.A §4350, that the Chittenden County Regional Planning Commission (1) approve its 2015 Town Plan; and (2) confirm its planning process.

Attached is the proposed Resolution of approval and the staff report to the Planning Advisory Committee. The Planning Advisory Committee met on March 11, 2015 and recommended that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for approval. This meeting served as the public hearing for the Plan and was warned as such.

The Plan has been adopted by the Underhill Selectboard on June 23, 2015 without substantial changes, and staff is recommending approval by the CCRPC Board at this time.

Please note that municipal planning process confirmation and plan approval decisions shall be made by majority vote of the commissioners representing municipalities, in accordance with the bylaws of the CCRPC and Title 24 V.S.A. § 4350(f).

**Planning Advisory  
Committee  
Recommendation:**

The Planning Advisory Committee held a public hearing and reviewed the Plan on Wednesday, March 11, 2015 at the CCRPC Offices and made the following motion:

The PAC finds that the draft 2015 Underhill Town Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the municipality's planning process meets all statutory requirements for CCRPC confirmation.

Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any information relevant to the confirmation process, for changes. If staff determines that changes are substantive, those changes will be forwarded to the PAC for review. Otherwise the PAC recommends that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for approval.

**Executive Committee  
Recommendation:**

NA

**Staff  
Recommendation:**

Staff recommends that the CCRPC Board approve Underhill's Town Plan and confirm the Town of Underhill's planning process in accordance with the attached resolution.

**For more information  
contact:**

Regina Mahony, Planning Program Manager  
802-846-4490 x28; rmahony@ccrpcvt.org

**Chittenden County Regional Planning Commission (CCRPC)  
Resolution**

**Underhill's Town Plan & Planning Process**

WHEREAS, Title 24, V.S.A. § 4350 in part requires that CCRPC shall review the municipal planning process of our member municipalities including review of plans; that each review shall include a public hearing which is noticed as provided in 24 V.S.A. § 4350(b); and that before approving a plan the Commission shall find that it:

1. is consistent with the goals established in Section 4302 of this title;
2. is compatible with its Regional Plan;
3. is compatible with approved plans of other municipalities in the region;
4. contains all the elements included in § 4382(a)(1)-(12) of this Title.

WHEREAS, the CCRPC at its May 22, 2013 meeting approved the *CCRPC Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans* dealing with local plans and CCRPC action; and

WHEREAS, The Town of Underhill, Vermont is a member municipality of this Commission; and

WHEREAS, The Town of Underhill formally requested CCRPC to approve its Town Plan and confirm its planning process; and

WHEREAS, The Planning Advisory Committee reviewed the Town Plan and planning process; and

WHEREAS, the Planning Advisory Committee held a warned public hearing at the CCRPC, located at 110 W. Canal Street, Suite 202, Winooski, Vermont on Wednesday, March 11, 2015, reviewed the records and recommended that, upon Selectboard adoption, the Commission approve Underhill's Town Plan as meeting the requirements of 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans* and confirms the community's planning process as consistent with Title 24, Chapter 117.

WHEREAS, The Town of Underhill's Selectboard approved the 2015 Underhill Town Plan at its June 23, 2015 meeting; and

NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION, that, in compliance with 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans*, CCRPC approves Underhill's Town Plan amendment and the Commission finds that said Town Plan:

1. is consistent with the goals established in Section 4302 of Title 24;
2. is compatible with the *2013 Chittenden County Regional Plan, entitled the ECOS Plan*, adopted June 19, 2013;
3. is compatible with the approved plans from other adjacent Chittenden County municipalities; and
4. contains all the elements included in § 4382(a)(1)-(12) and/or is making substantial progress toward attainment of the elements of this subsection;

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION, that, in compliance with 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans*, CCRPC confirms the Town of Underhill's municipal planning process.

Dated at Winooski, this 15<sup>th</sup> day of July, 2015.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

\_\_\_\_\_  
Michael O'Brien, Acting-Chair

CCRPC Formal Staff & PAC Review – 2015 Underhill Town Plan  
March 11, 2015 PAC Meeting

**Staff Review of the 2015 Underhill Town Plan**  
**Regina Mahony, CCRPC Senior Planner**  
**March 6, 2015**

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The Town of Underhill has requested, per 24 V.S.A §4350, that the Chittenden County Regional Planning Commission (1) approve its 2015 Town Plan; and (2) confirm its planning process.

This draft 2015 Town Plan is an entire update of the Underhill Town Plan. CCRPC did an initial review before the Plan was updated (attached with annotations of what was completed) and then reviewed each draft chapter as it was being drafted over the last year and most of those recommendations were incorporated. Those that were not, are completely reasonable and not needed for our official approval and confirmation. Overall, this is an excellent Plan and they've done a great job at keeping the analysis clear and succinct. The Underhill Planning Commission public hearing will be held on March 18, 2015.

Following the Chittenden County Regional Planning Commission's (CCRPC's) *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans (2013)* and the statutory requirements of 24 V.S.A. Chapter 117, I have reviewed the draft 2015 Underhill Town Plan to determine whether it is:

- Consistent with the general goals of §4302;
- Consistent with the specific goals of §4302;
- Contains the required elements of §4382;
- Compatible with the 2013 Chittenden County Regional Plan, entitled the *2013 Chittenden County ECOS Plan* (per §4350); and
- Compatible with approved plans of other municipalities (per §4350).

Additionally, I have reviewed the planning process requirements of §4350.

Staff Review Findings and Comments

1. The 2015 Underhill Town Plan is consistent with all of the general goals of §4302. See the attached Appendix A submittal that describes how the Plan is consistent with these goals.
2. The 2015 Underhill Town Plan is consistent with the specific goals of §4302. See the attached Appendix A submittal that describes how the Plan is consistent with these goals.
  - a. While Appendix A indicates that the Plan does not include a discussion on how growth may impact services and facilities (§4302(c)12) utilities, services and facilities are described in the land use, services and infrastructure chapters. These chapters indicate that existing services appear to be adequate for current needs and the future 5 years. In addition, the Plan indicates that future infrastructure projects will be directed to the village centers, and calls for a focus on maintaining existing infrastructure rather than expansion. Cell service in particular is identified as patchy throughout the Town.
3. The 2015 Underhill Town Plan contains the required elements of §4382. See the attached Appendix A submittal that describes compliance with these required elements.

## CCRPC Formal Staff & PAC Review – 2015 Underhill Town Plan

March 11, 2015 PAC Meeting

- a. **While the Plan includes an implementation element, the Plan could be strengthened by a identifying a timeframe associated with each strategy in the Implementation chapter (ongoing, short-term, long-term, etc.); as well as identifying a top 10 list of priority strategies to focus the implementation efforts for the coming 5 years.**
4. The 2015 Underhill Town Plan is generally compatible with the planning areas, goals and strategies of the 2013 Chittenden County Regional Plan, entitled the *2013 Chittenden County ECOS Plan*.
5. The 2015 Underhill Town Plan is compatible with the municipal plans for Bolton, Jericho, Essex, Westford, Cambridge, and Stowe. While the analysis contained in this section is brief, Jericho, Westford and Cambridge do all have similar goals and visions and the land use strategies on the borders are compatible. The connections with Stowe and Bolton are entirely within the Firing Range and therefore compatible.
6. Underhill has a planning process in place that is likely to result in an approved plan. In addition Underhill has provided information about their planning budget and CCRPC finds that Underhill is maintaining its efforts to provide local funds for municipal and regional planning.

### Additional Comments/Questions:

**While, Staff does not find that any of the amendments below are necessary for approval and confirmation of the process by the CCRPC, we do have the following minor recommendations:**

1. The floodplain and fluvial erosion hazard areas are described in the Natural Resource and Land Use sections. This may be an opportunity to delete some text and rely on referencing. Aside from that I recommend adding the following to the end of the last flood resiliency paragraph in Section 1.5 (top of page 10): "...and for State funding purposes as described in Section 3.8 of the Land Use Chapter."
2. Section 1.11 – Climate Change – I recommend adding a reference at the end of this section to the energy chapter where greenhouse gas emissions are described.
3. Section 9.3 – Greenhouse Gas Emissions Data – I recommend adding a statement at the end of this section: "...some of which are already identified in other sections of this Plan including the Transportation Chapter."
4. I recommend referencing the Maps throughout the text. Some of them are referenced, but more references would be helpful. For example, when reading the Energy chapter it would be great to be reminded to look at Map 7 which includes existing solar installations.

### Proposed Motion & Next Steps:

PROPOSED MOTION: The PAC finds that the draft 2015 Underhill Town Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the municipality's planning process meets all statutory requirements for CCRPC confirmation.

Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any information relevant to the confirmation process, for changes. If staff determines that changes are substantive, those changes will be forwarded to the PAC for review. Otherwise the PAC recommends that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for approval. The public hearing was not conducted at this PAC meeting, and therefore should be held by whichever body (PAC or CCRPC Board) sees the Plan next in this review process.



## **Chittenden County Regional Planning Commission**

**July 15, 2015**

**Agenda Item 8: Action Item**

### **FY2016 Schedule of Meetings**

**Issues:**

Vermont's Open Meeting Law requires that public bodies clearly designate the time and place of all regular meetings. Below is the proposed meeting schedule for both the Executive Committee and the CCRPC Commission for the 2016 fiscal year beginning July, 2015. Please mark your calendars.

**EXECUTIVE COMMITTEE**

First Wednesday of the Month  
5:45 p.m. – 7:00 p.m.

July 1, 2015  
August 5, 2015  
September 2, 2014  
October 7, 2015  
November 4, 2015  
(Joint with Finance Comm. for audit)  
December 2, 2015  
January 6, 2016  
February 3, 2016  
March 2, 2016  
April 6, 2016  
May 4, 2016  
June 1, 2016

**COMMISSION MEETINGS**

Third Wednesday of the Month  
6:00 p.m. – 8:00 p.m.

July 15, 2015  
NO AUGUST MEETING  
September 16, 2015  
October 21, 2015  
November 19, 2014  
  
Legislative breakfast date TBD  
January 20, 2016  
February 17, 2016  
March 16, 2016  
April 20, 2016  
May 18, 2016  
June 15, 2016 (ANNUAL MEETING)

The Transportation Advisory Committee (TAC) meets the first Tuesday of each month at 9:00 a.m. (except on Town Meeting Day, when they meet on the 1<sup>st</sup> Wednesday.)

The Finance Committee generally meets the 4<sup>th</sup> Wednesday of each month at 5:45 p.m.

The Planning Advisory Committee (PAC) generally meets bi-monthly on the 3<sup>rd</sup> Wednesday of the month from 2:30-4:30 p.m. (but not in July or August).

**Staff** That the Commission approve the FY2016 Meeting Schedule.

**Recommendation:**

**Executive Committee** That the Commission approve the FY2016 Meeting Schedule.

**Recommendation:**

**For more information contact:** Bernie Ferenc  
846-4490 ext. 10 or [bferenc@ccrpcvt.org](mailto:bferenc@ccrpcvt.org)



## **Chittenden County Regional Planning Commission**

**July 15, 2015**

### **Agenda Item 9: Information Item**

#### **FY2016 Committee Solicitations**

**Issues:** Below is the excerpt from our Bylaws with a listing of current committees and members. We are soliciting any changes or additions to committee membership.

From the Bylaws: Article VII.B. *"The Chair shall ... with concurrence of the Chittenden County Regional Planning Commission, establish and appoint committees and their members."*

Article XI: *"All Chittenden County Regional Planning Commission Board members are encouraged to participate in a minimum of at least one standing committee. The Chair may appoint ad hoc committees for a specific purpose with the approval of the Chittenden County Regional Planning Commission. Committees should include subject matter experts as needed to provide advice to the Chittenden County Regional Planning Commission Board."*

**Finance Committee** (Secretary/Treasurer, Vice Chair and 1 other board member):  
Mike O'Brien, Winooski (Chair); Chris Roy, Williston; Jeff Carr, Essex

**Board Development Committee** (past Chair and up to 4 other board members):  
Lou Mossey, Milton (Chair); Sandy Dooley, South Burlington; Catherine McMains, Jericho;  
Jeff Carr, Essex

**Unified Planning Work Program Committee** (3-5 board members):  
Chris Roy, Williston (Chair); John Zicconi, Shelburne; Andrea Morgante, Hinesburg

**Transportation Advisory Committee** (1 board member): Barbara Elliott, Huntington

**Planning Advisory Committee** (1 board member): Joss Besse, Bolton

**Long Range Planning Committee** (3-6 board members, one of them to be Chair of the LRPC):  
*Looking for volunteers to be appointed this Fall to accomplish a Plan Update by June, 2016.*

**VAPDA representative:** Andrea Morgante, Hinesburg; Andy Montroll, Burlington (Alt.)

**Executive Committee Recommendation:** Seeking volunteers for these committees as needed.

**For more information contact:** Charlie Baker  
846-4490 ext. 23 or [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org)



## **Chittenden County Regional Planning Commission**

**July 15, 2015**

**Agenda Item 10: Discussion Item**

### **Draft Direct Northern Lake Champlain Tactical Basin Plan**

**Issues:** As noted by tonight's presenter, Neil Kamman the Vermont ANR is soliciting public comment on the Draft Northern Lake Champlain Direct Drainages Tactical Water Quality Management Plan. This plan will be used to establish priorities for clean water projects being pursued in fulfillment of the Vermont Clean Water Act (H.35), signed into law by Governor Shumlin on June 16, and related Lake Champlain restoration efforts.

The plan can be viewed here:

[http://www.watershedmanagement.vt.gov/planning/htm/pl\\_northernlcb.htm](http://www.watershedmanagement.vt.gov/planning/htm/pl_northernlcb.htm)

Comments are due to ANR by July 24, 2015.

CCRPC staff will be preparing comments for submission to ANR. CCRPC staff comments will focus on such issues

-overall, the Plan is substantially improved from the 2009 version with a much stronger inclusion of data from a wider variety of sources.

-the need for an expanded discussion of the role RPCs and municipalities play in maintaining and improving water quality;

-the need for a statement in the Plan that projects will be further prioritized based upon appropriately weighted factors such as pounds of phosphorus removed per dollar spent; acres of impervious surface treated; volume of runoff infiltrated; etc.

-the need in the Plan for a more detailed discussion of what constitutes success in the implementation of the Plan.

**Staff Recommendation:** Recommend that members encourage their municipalities to review and comment on the Plan. Members who wish to add comments to the CCRPC staff letter to ANR should contact Dan Albrecht.

**TAC Recommendation:** N/A

**Subcommittee Recommendation:** N/A

**For more information contact:** Dan Albrecht  
846-4490 ext. 29 or [dalbrecht@ccrpcvt.org](mailto:dalbrecht@ccrpcvt.org)



**DRAFT MEMORANDUM ( July 7<sup>th</sup> draft))**

**TO: CCRPC Board**  
**FROM: Dan Albrecht, Senior Planner**  
**Charlie Baker, Executive Director**  
**DATE: August XX, 2015**  
**RE: Proposed Water Quality Advisory Committee**

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*Based on discussions with the County's MS-4 municipalities and organizations, TAC, and CCRPC Board, here is the first draft of the purpose, membership, and meeting logistics for the potential creation of a Water Quality Advisory Committee of the CCRPC.*

*We recommend the Board first establish this Committee as an ad hoc committee in the Fall of 2015 and, if appropriate, consider adoption of a formal by-law amendment at the end of 2016. We propose that the membership be small at the outset and consist of municipalities and MS-4 permittee organizations with an initial charge to focus on plans and policies most impacting their operations. To minimize demands on municipal staff, it is proposed that the Committee meet as needed after the TAC meeting. By the end of 2016 the Committee should report back to the CCRPC with recommendations for formal incorporation, or not, into the CCRPC by-laws including membership composition and duties.*

Recommendations for *ad hoc* Water Quality Advisory Committee

The Water Quality Advisory Committee (WQAC) shall oversee the Chittenden County Regional Planning Commission activities and policy development regarding but not limited to, the Vermont Lake Champlain TMDL Plan and its related plans and programs.

The Chair of the Water Quality Advisory Committee shall be a WQAC member elected by the WQAC or appointed by the Chair of CCRPC. There shall be up to 24 members and representatives of organizations as follows:

- 1 CCRPC Board member or Alternate (who may also represent their municipality)
- Representatives of the County's 19 municipalities
- University of Vermont
- Vermont Agency of Natural Resources
- Vermont Agency of Transportation
- Burlington International Airport

The terms of WQAC municipal members will be for two years beginning July 1<sup>st</sup>, municipalities whose beginning letter falls between A and K shall appoint a representative to serve beginning in even numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in odd numbered fiscal years.

Organizational members shall appoint a member for a 2 year term with an alternate if desired.



Appointments to fill a vacancy shall be for the unexpired term.

The Water Quality Advisory Committee shall meet as needed to conduct the following activities:

1. oversee programming related to the CCRPC's efforts in assisting the Vermont Agency of Natural Resources with basin planning and surface water management including but not limited to:
  - a. CCRPC's assistance to Vermont ANR in the development of tactical basin plans;
  - b. technical assistance and data collection activities to inform municipal officials and the State in making water quality investment decisions;
  - c. coordinating municipal planning and adoption or implementation of municipal development regulations to better meet State water quality policies and investment priorities;
  - d. assistance to Vermont ANR in implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.
2. undertake water quality related technical assistance and policy activities and coordinate activities with the Transportation Advisory Committee including but not limited to activities related to implementation of Municipal Roads Stormwater General Permits;
3. There shall be a Municipal Separate Storm Sewer System (MS-4) subcommittee of the WQAC comprised of the twelve (12) municipalities and organizations in Chittenden County currently subject to a Municipal Separate Storm Sewer System (MS-4) permit:
  - a. This subcommittee shall operate under agreements contained in a mutually-agreed upon Memorandum of Understanding regarding implementation of, but not limited, to Minimum Control Measures #1 and #2.
  - b. This subcommittee has sole authority issues regarding implementation of the Memorandum noted above.
4. The Water Quality Advisory Committee or other individual subcommittees of the WQAC may also, as appropriate, meet as needed to conduct the following activities:
  - a. review and recommend to the Board water quality program recommendations and priorities;
  - b. review and recommend water quality studies for inclusion in the UPWP;
  - c. review completed CCRPC studies regarding water quality issues;
  - d. oversee the selection of consultants to be retained for water quality related projects and programs;
  - e. conduct other duties as assigned by the Board and/or Executive Committee including recommendations to the Board as needed; and,
  - f. establish sub-committees on an as needed basis.
5. By the end of 2016, the Committee shall report back to the Commission with recommendations for formal incorporation, or not, into the CCRPC by-laws including membership composition and duties.