

Planning Advisory Committee

Wednesday, November 18, 2015

2:30pm to 4:30pm

CCRPC Main Conference Room, 110 West Canal Street, Winooski

Agenda

2:30 Welcome and Introductions, *Joss Besse*

2:35 Approval of September 9, 2015 Minutes*

2:40 Water Quality Program, *Regina Mahony*

Brief overview of the Lake Champlain TMDL municipal requirements; and CCRPC's Contract with ANR for Vermont Clean Water Act outreach and basin planning.

3:10 CCRPC's Unified Plan Work Program (UPWP) solicitation, *Bryan Davis*

Bryan Davis will provide a brief overview of the UPWP, program areas and the application.

3:40 Jericho Comprehensive Town Plan Review and Public Hearing, *Emily Nosse-Leirer*

- a. *Open the Hearing*
- b. *Accept Public Comment*
- c. *Close the Hearing*
- d. *Review Staff Summary*
- e. *Questions and Comments*
- f. *Recommendation to the CCRPC Board*

4:10 Regional Act 250/Section 248 Projects on the Horizon, *Committee Members*

4:20 Other Business

- a. Special PAC meeting on December 9th meeting at 2pm (1.5 hours max) to learn about the draft proposed changes in what constitutes a RAP, and changes in the definition of farming farm structure and potential expanded regulatory authority for municipalities. NOTE: We will start at 2pm, not 2:30pm as my original email stated.
- b. Permit Tracking Software Memo – CCRPC research is complete and reported in the attached memo*

4:30 Adjourn

* = Attachment

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1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 PLANNING ADVISORY COMMITTEE - MINUTES
3

4 DATE: Wednesday, September 9, 2015
5 TIME: 2:30 p.m. to 3:30 p.m.
6 PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT

Members Present

Joss Besse, Bolton
Paul Conner, South Burlington
Ken Belliveau, Williston
Dana Hanley, Essex
Jeannine McCrumb, Charlotte
David White, Burlington
Alex Weinhagen, Hinesburg

Melissa Manka, Westford
Dean Pierce, Shelburne
Sarah Hadd, Colchester
Karen Purinton, Colchester

Staff

Regina Mahony, Planning Program Manager
Lee Krohn, Senior Planner

7
8
9 **1. Welcome and Introductions**

10 Joss Besse called the meeting to order at 2:40 p.m. .

11
12 **2. Approval of July 8, 2015 Minutes**

13
14 Paul Conner made a motion, seconded by Dean Pierce to approve the July 8, 2015 minutes. No further
15 discussion. MOTION PASSED.
16

17 **3. Permit Tracking Research Update**

18 Lee Krohn provided an overview of his research to date on the permit tracking software systems. The options
19 are quite varied in complexity and cost. Some use NMERC – the users have reported very differing opinions
20 on the usefulness of this system, and you can't attach documents. It is affordable (about \$2,000), but not
21 customizable. Lee received rave reviews from Barre City about their system, and experienced a live demo
22 from Janet Shatney, Barre's main user of the system. They use Citizen Serve – it is affordable (about \$1,800
23 per year/per license), links to the grand list, customizable, 24-7 help response system, customizable forms,
24 abutter landowner notification, town logo, etc. You can do a simple data dump into an excel spreadsheet if
25 they go away or if it doesn't work for you over time. Janet Shatney would be happy to answer questions as
26 she has been using it for a number of years. The PAC verified that they would still like this information in a
27 memo so that they can customize this for budget conversations with their Selectboards. CCRPC will provide
28 this information in a memo to the municipalities. Jeannine reminded CCRPC Staff that Charlotte is also using
29 a very simple access database – it can be clunky but helpful and is a good option for a small town. This will
30 be added to the research spreadsheet/memo. Sarah asked about the software Citizen Serve uses to link to the
31 grand list, and if that software is proprietary? This led to questions about whether Barre has a live link to the
32 grand list or whether there is a regularly scheduled data dump. CCRPC will follow-up with these questions,
33 prepare a memo and provide it to the PAC members.
34

35 **4. Act 250 – Municipal Impact Fee Discussion**

36 Regina explained, in some circumstances, the District Commission has begun to impose payment of fair share
37 transportation mitigation fees to municipalities through the use of Act 145. We knew that this would be used
38 for State capital projects with payment to VTrans, but not for municipal projects. Regina stated that we
39 wanted to alert you of this because it is unclear whether this is being coordinated with the municipalities or
40 not. Ken Belliveau mentioned the Transportation Improvement District demonstration project that CCRPC
41 will be working on with Williston. The point is to clearly define the transportation improvement needs
42 between both the State and the Municipality so that each development can be assessed a fair fee, and avoid
43 "double dipping". Regina Mahony explained that it may be a good idea for each municipality to review the
44 draft permits to monitor this, however CCRPC will be doing the same and will alert each municipality when
45 we see a draft condition. In addition, the PAC asked that we communicate with the District Commission and
46 let them know that those conditions need to be coordinated with the municipalities.

1

2 5. Essex 2015 Comprehensive Plan

3 Joss Besse opened the public hearing. No one from the public was in attendance. The public comment period
4 was closed.

5

6 Regina Mahony summarized the Staff comments that were completed by CCRPC Staff, Emily Nosse-Leirer.
7 Regina mentioned that CCRPC Staff comments were previously provided to the Essex Planning Commission
8 in time for their public hearing, and amendments were made accordingly as explained in the Staff report.

9 Overall, the update looks great with an Action Plan in the front chapter and quite a reduction in content to
10 make it more user friendly. Regina explained that Staff found that the Plan meets the requirements of the
11 elements and is consistent with the goals, despite some of the responses in Essex's Appendix A submittal.

12 Dana Hanley explained that there are sections that they felt should be improved somewhere down the line
13 including JAM Golf outfall and agriculture. The main goal of this re-write was to make it more usable, shorter
14 and strategic with the Action Plan. For the Action Plan they asked the Town Departments to give them a list
15 of what they are actually going to do. Implementation is right up front, with funding options. They've
16 received lots of positive feedback so far.

17

18 Alex Weinhagen asked about the maps. Dana Hanley explained that they are located within the text rather
19 than at the end, and when it is graphically designed they will pop up and take up the whole page. Alex
20 Weinhagen also asked how the Town is handling the existing agricultural land that isn't protected by
21 floodplains or other natural resource protections. Dana Hanley explained that they've worked on conservation
22 subdivision regulations that are good, but tough. Brandy Saxton developed the state-of-the-art regulations.
23 They ran into some opposition from the Public Works Department, and some developers. The density would
24 have increased but it also would have really protected a number of resources. At that point the municipality
25 was side-tracked by the Saxton Hill changes and haven't been able to return to it yet. Alex Weinhagen
26 expressed concern that some of the economic development goals could put some real growth pressure on the
27 the rural parts of Town.

28

29 Paul Conner asked about the tasks in the Action Plan - to what extent will the Selectboard vet those? Dana
30 Hanley explained that these implementation actions are more up-front and center than they've been before, so
31 she isn't quite sure what they'll want to do with them. Sarah Hadd expressed that it is really great to see a
32 sustained vision in Essex, with a focus on implementing it.

33

34 Paul Conner made a motion, seconded by Sarah Hadd, that the PAC finds the draft 2016 Essex Town Plan, as
35 submitted, meets all statutory requirements for CCRPC approval, and that the municipality's planning process
36 meets all statutory requirements for CCRPC confirmation. Upon notification that the Plan has been adopted
37 by the municipality, CCRPC staff will review the plan, and any information relevant to the confirmation
38 process, for changes. If staff determines that changes are substantive, those changes will be forwarded to the
39 PAC for review. Otherwise the PAC recommends that the Plan, and the municipal planning process, should be
40 forwarded to the CCRPC Board for approval. No discussion. MOTION PASSED.

41

42 6. Regional Act 250/Section 248 Projects in the Horizon

- 43 • Didn't get to this.

44

45 7. Other Business

46

47 a. Next meeting is on Veteran's Day (November 11th) – this is a holiday for many members so CCRPC Staff
48 will reschedule the November meeting.

49 b. Long Range Planning Committee Reconvened for ECOS Plan Updates – Regina Mahony explained that
50 we need to do some amendments to the ECOS Plan and we need 1 or 2 PAC members. Jeannine
51 McCrumb and Paul Conner will represent the PAC on the LRPC.

52 c. We also need UPWP Committee Reps. The PAC discussed that they are happy with Joss Besse and Ken

- 1 Belliveau remaining on the UPWP as they have in years past.
2 d. Melanie will soon be sending out requests for information on new development for 2014 to update the
3 ECOS indicators.
4

5 **7. Adjourn**

6 Ken Belliveau made a motion, seconded by Paul Conner to adjourn the meeting. No discussion. MOTION
7 PASSED. The meeting adjourned at 4:24 p.m. The next meeting date is to be determined.
8

9 Respectfully submitted, Regina Mahony

DRAFT

Lake Champlain Phosphorus TMDL

(TOTAL MAXIMUM DAILY LOAD)

Requirements for Municipalities

WASTEWATER

Wastewater Treatment Facilities

Of the 59 Vermont wastewater treatment facilities in the Lake Champlain Basin, 25 will receive new reduced phosphorus limits according to a permit reissuance schedule that is based on DEC's five-year tactical basin planning schedule. Flexible options to meet the TMDL include:

- Require new or upgrade treatment facilities only when the current phosphorus discharge exceeds 80% of the facility's annual phosphorus allocation.
- Employ annual average phosphorus loading rates (rather than concentration limits) to set TMDL-based discharge permit limits in order to allow operational flexibility in attaining the limits.

- Establish compliance schedules that couple phosphorus upgrades with other planned facility construction projects to enhance cost-effectiveness.
- Support opportunities to reallocate (i.e., trading) phosphorus limits for facilities within the same lake segment watershed as long as total permitted phosphorus discharge remains the same. Discharges in the Main Lake, Burlington Bay, and Shelburne Bay watersheds will be considered to be discharges to the same lake segment for reallocation purposes.

Administrative processing fee: \$240; application review fee: varies; annual operating fee: \$0.003/gallon of permitted flow (\$200 minimum; \$12,500 maximum). See website for details: <http://www.watershedmanagement.vt.gov/wastewater.htm>

STORMWATER

Municipal Roads General Permit

The new general permit for all municipal roads will go into effect before January 2018, with all municipalities signed up no later than 2021. Municipalities will be "credited" for projects implemented before the permit goes into effect. The general permit will require:

- Practices to reduce erosion and stormwater discharges being generated from roads and drainage systems. New roads will likely continue to be permitted as they are now. All practices will be consistent with the VTrans Road and Bridge standards.

- A management plan to oversee implementation and bring roads up to standards over several years. The general permit will not require separate approval for every maintenance activity or upgrade.
- Application fee: \$400; annual operating fee: \$2,000.

Municipal Separate Storm Sewer System (MS4) General Permit

Municipalities that have municipal separate storm sewer system (MS4) permits will require a new MS4 general permit. New components to the permit include:

- Long-range phosphorus control plans similar to the "flow restoration plan" requirements for municipalities with stormwater-impaired waters. Municipal road management requirements will be incorporated into the MS4 permit; separate permit coverage will not be required.

- Implementation plans for stormwater best management practices (BMPs) to reduce phosphorus in conformance with the Champlain TMDL.
- Application fee: \$2,400; annual operating fee: \$10 per acre of impervious surface.

The reissuance process for the MS4 permit will start within 3 months of the issuance of the TMDL. Regulated MS4s will be notified and included in the stakeholder process.

Municipally Owned Developed Land Permit

What's required?

- All municipal sites with 3 or more acres of impervious surface, including municipal properties, will require a new developed land permit.
- If a site does not have a stormwater system designed to 2002 or more current standards, it will need to implement stormwater management practices.

- Smaller sites may be subject to the same requirement if necessary to implement the Lake Champlain TMDL, or stormwater TMDLs.
- Application fee: \$860 per acre of impervious surface; annual operating fee: \$160 per acre impervious surface.

The developed land general permit must go into effect before January 2018, with all projects in the Champlain basin under a permit by 2023, and the rest of the state under a permit by 2028.

NEW PROJECTS

New Municipal Projects Construction Standards

The permitting standards for new projects have not yet changed. However, by January 2016 DEC will report to legislature on the prospect of lowering the threshold for requiring a post-construction stormwater permit for new projects to ½-acre of impervious surface (it is currently 1 acre). **The Department will also be revising its**

Stormwater Manual and Stormwater Rules over the coming year. The Manual and Stormwater Rules revisions will both go through the formal APA rulemaking process and municipalities will be invited to participate in rulemaking meetings and public comment processes.

Timeline for Municipalities

	ACTIVITY	MUNICIPAL OBLIGATIONS	TIMELINE
WASTEWATER	Wastewater Treatment Facilities (WWTFs)	Reductions from currently permitted phosphorus loads at 25 of 59 facilities in the Lake Champlain Basin.	Vermont DEC will issue wastewater discharge permits incorporating the new phosphorus allocations according to the five-year tactical river basin planning schedule (2016-2020).
STORMWATER	Municipal Roads General Permit www.watershedmanagement.vt.gov/stormwater/hm/sw_municipalroads.htm	Implementation of practices to reduce erosion and stormwater discharged generated from roads and drainage systems.	The general permit must go into effect before January 2018, with all municipalities signed up no later than 2021.
	Municipal Separate Storm Sewer System (MS4) Permit	MS4 municipalities will develop long-range phosphorus control plans following the reissuance of this permit.	The reissuance process for the MS4 permit will commence within 3 months of the issuance of the TMDL.
	Stormwater Permits for Municipally Owned Developed Land	VT DEC's Stormwater Program will develop a general permit applicable to all sites with 3 or more acres of impervious surface, including municipal properties.	The general permit must go into effect before January 2018, with all projects in the Champlain basin under a permit by 2023, and the rest of the state under a permit by 2028.
NEW PROJECTS	Stormwater Permits for New Municipal Projects	No change. Report to Legislature by January 15, 2016 on whether to lower the threshold for new projects from 1 acre to ½-acre of impervious surface.	
	Stormwater Planning www.watershedmanagement.vt.gov/erp/docs/erp_SWMPFinal2-18-14.pdf	No change. Towns are encouraged to seek funding for stormwater planning, which can be used in tactical basin plans.	

Providing Time, Flexibility and Support to Meet Requirements of the TMDL



For more information, contact:

Kari Dolan, Watershed Management Division
One National Life Drive, Davis Bldg, 2nd floor,
Montpelier, VT 05620-3522
(802) 490-6113

CCRPC Formal Staff & PAC Review – 2016 Town of Jericho Comprehensive Town Plan
November 18, 2015 PAC Meeting

Staff Review of the 2016 Town of Jericho Comprehensive Town Plan
Emily Nosse-Leirer, CCRPC Planner
November 6, 2015

The Town of Jericho has requested, per 24 V.S.A §4350, that the Chittenden County Regional Planning Commission (1) approve its 2016 Comprehensive Town Plan; and (2) confirm its planning process.

This draft 2016 Comprehensive Town Plan replaces a 2014 update to the 2011 Town of Jericho Comprehensive Town Plan, which was intended solely to add information about flood resilience and Jericho's Designated Village Centers. The 2016 Plan is an update of the entire 2011 plan, and incorporates new input from Town boards and residents. CCRPC completed an initial review in June 2015, as the Plan was updated. The review is attached with annotations explaining what was completed. This is an excellent plan that shows clear connections between different aspects of planning. The Jericho Planning Commission's public hearing will be held on November 17, 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 2016 Town of Jericho Comprehensive 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 2016 Town of Jericho Comprehensive 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 2016 Town of Jericho Comprehensive 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.
3. The 2016 Town of Jericho Comprehensive Town Plan contains the required elements of §4382. See the attached Appendix A submittal that describes compliance with these required elements.
4. The 2016 Town of Jericho Comprehensive 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 2016 Town of Jericho Comprehensive Town Plan is compatible with the municipal plans for Essex, Underhill, Bolton, Richmond and Williston. The towns all have similar goals and visions and the land use strategies on the borders are compatible. The analysis of this issue is thorough.

**CCRPC Formal Staff & PAC Review – 2016 Town of Jericho Comprehensive Town Plan
November 18, 2015 PAC Meeting**

6. Jericho has a planning process in place that is likely to result in an approved plan. In addition Jericho has provided information about their planning budget and CCRPC finds that Jericho is maintaining its efforts to provide local funds for municipal and regional planning.

Additional Comments/Questions:

- The connections made between every chapter in the plan are impressively clear and thorough.

Proposed Motion & Next Steps:

PROPOSED MOTION: The PAC finds that the draft 2016 Town of Jericho Comprehensive 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.



MEMORANDUM

TO: Katherine Sonnick, Planning & Development Coordinator

FROM: Emily Nosse-Leirer, Planner

DATE: June 30, 2015 UPDATED 11/6/2015

RE: Initial Review of the 2011/2014 Town Plan

In preparation for Jericho to write a new town plan, CCRPC has completed an initial review of the 2014 Town Plan. The comments below are based on our understanding that work on the draft 2016 Plan has already begun, and that the Town's goal is to have the 2016 Plan adopted by February 17, 2016. With that in mind, we have focused the review on ensuring compliance with state statute and offering suggestions for changes that could be made during the 2016 Plan writing process.

We understand that the 2014 Plan was an update written to meet the new requirements of the Village Center Designation program, and a full update is still intended for 2016. When the 2014 plan was reviewed, only the new required sections (Village Center Designation, Economic Development and Flood Resiliency) were reviewed. This review will address the whole plan, most of which has not been changed since 2011. It will reiterate previous staff comments regarding the sections added in 2014 and comments made during the enhanced consultation process in 2013, as well as providing feedback on the rest of the plan.

Strengths

- The plan is exceptionally comprehensive by way of many connections made throughout the plan. For example, the economic section includes arts, wildlife & natural resources, and travel & tourism industries. Another example is the transportation discussion within the school section.
- The plan clearly points out where utility and facility improvements should be prioritized.
- The regional cooperation section at the end of every section is great.
- The inclusion of data from the grand list is very helpful.
- The child care section is very thorough.
- The economic development section is comprehensive and discusses a range of business types and the type of development (infrastructure and otherwise) that would be beneficial to those different kinds of businesses

New Requirements

Since 2011, there have been several additions to what is required by statute in municipal plans. Given the update that took place in 2014, the Plan already includes a flood resilience and economic development element. However, the Vermont Clean Water Act (H35) has several provisions that will need to be reflected in municipal plans.

All plans must now include a discussion about water quality that mentions the basin plans from DEC (see below). While it is unclear when this requirement will take effect, CCRPC recommends adding it to the plan at this time to be prepared. Jericho is split between the Lamoille River Basin to the north and the Winooski River Basin to the south. The basin plans and more information about basin planning can be found here:

- Lamoille: http://www.watershedmanagement.vt.gov/planning/htm/pl_lamoille.htm

- Winooski: http://www.watershedmanagement.vt.gov/planning/htm/pl_winooskibasin.htm

In addition, H35 creates a new municipal highway permit designed to regulate stormwater runoff from municipal roads. The permit will be issued by December 31, 2017 and all towns will become subject to it on a rolling basis between 2018 and 2021. Given Chittenden County's proximity to Lake Champlain, CCRPC assumes that all the county's municipalities will be required to apply for the new permit soon after it comes into effect. With that in mind, we suggest including language in the transportation section recognizing that this new permit will have an impact on the planning and capital budgeting processes. **Completed**

Opportunities for Improvement

- Has the Town's vision for itself changed since the writing of the last plan? Have a specific and actionable vision in the first section to support and inform the goals that are stated later would be helpful for the reader. What is the Town proud of and what would the ideal Jericho look like if all the Town's goals could be reached? **Completed**
- In the interest of making plans more accessible for the reader, some municipalities have been moving towards short plans with some background information, but mostly focused on where they want to see their municipality in the future and identifying very specific actionable goals and strategies (PlanBTV is the most notable example, though Bolton is also planning to have their latest plan take that form). The majority of background information is then moved to appendices. There is no obligation to write a plan like this, but it's something that's worth being aware of. **Not completed, but that is not a barrier to approval.**
- All data throughout the plan need to be updated with Census 2010 or with American Community Survey Data 2009-2013 American Community Survey 5-Year Estimates. **Completed.**
- All references to CCMPO should be updated to reflect the merger of CCRPC and CCMPO **Completed.**
- Reviewing the Vermont Healthy Community Design Resource and considering how best to integrate active living and healthy living into the town plan would be a good step (http://healthvermont.gov/family/fit/documents/active_living_healthy_eating_community_design_resource.pdf) **Completed**
 - Ideas to consider are
 - Including another goal to the introduction that recognizes Jericho as town that supports active living / healthy eating and understands that a sustainable community starts with healthy people.
 - 2. Including references to health, active living, healthy eating in various sections throughout the Plan like Land Use, Transportation, and Natural Resources
- If there is a community engagement/input process during the writing of the update, it would be good to include a section about that, perhaps in the Introduction section **Completed**

Community Profile

- Consider adding data on the percent of residents that earn income below poverty.
 - This information can be found in the table here (the last heading): http://factfinder.census.gov/bkmk/table/1.0/en/ACS/13_5YR/DP03/0600000US500073670
Q Completed
- The table on page 13 might be more useful if police incidents were given as incidents per 1000 residents and compared to rates in the rest of Vermont or other similar towns. **This table was removed so this suggestion is moot.**

Land Use

- The Rural Residential District discussion on page 15 explains that the typical development pattern within this district has been sprawl-like. Are there any specific strategies in place to limit this from happening further? For example, a break is described on Plains Road to maintain a sense of open countryside. Is it possible to establish more of these breaks within the Rural Residential District? If so, the Plan could be more effective in implementing the goal of “planning development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside” (§4302(c) (1)). **Completed**
- Any recent changes in land use policies (such as Form Based Code being used in the Riverside area) should be reflected in the Land Use section. Is Form Based Code, Design Review or any similar kind of regulation being used in the town? **Completed**

Natural Resources

- There are a number of possible plans related to various issues mentioned: Open Space Plan, Water Resources Plan, and Scenic Roads Plan. Have these plans been created? If yes, a discussion of their impact would be useful. **Completed**
- What is the status of the vernal pool mapping mentioned on page 29? Can the results be incorporated into land use regulations yet, as suggested here? **Completed**
- Following through on Goal 04.2.2.2 and defining “significant” open spaces, farmland, etc. and including that information in the next plan will make keeping those open spaces more legally defensible. **CCRPC staff will follow-up with the Town on potential ways to strengthen this for participation in the PSB process. This is not a barrier to approval.**

Flood Resilience

- The plan would benefit from some flood resiliency cross references within the goal, strategy and implementation sections, especially related to being more effective in implementing the statewide flood resiliency goals. For example, incorporating flood resiliency concepts into the implementation tasks of Strategy #4.1.2 would be beneficial. **Completed**
- Two examples of flood resilience sections, one based on the CCRPC’s All Hazards Mitigation Plan and one based on the EPA guide for flood resilience, are attached as examples. **Completed**

Housing

- On page 61, it says that Jericho’s Land Use and Development Regulations define “affordable housing” as housing which is affordable to a household earning 100% of median income or less. Are developers who are attempting to build affordable housing aiming for the 100% median income market, or less? Low-income is traditionally 80% median income—is any housing being developed for this range? **This isn’t addressed explicitly, but it is noted which types of housing are available to those earning 80% AMI (efficiency apartments only).** **Completed**
- However, the tables showing the various income ranges for which housing is affordable are very useful, since there is a range of income values used for defining eligible participants in affordable housing programs. While the Town’s is 100% of the MSA median, Champlain Housing Trust and HUD use 80% MSA median income as a starting point and have programs focusing on lower percentages too, and Vermont Housing Finance Agency uses 125%.
- The housing targets section needs to be re-worked because it references studies that are no longer relevant. In place of the housing targets, see the Chittenden County Vermont Fair Housing and

Equity Assessment. **Completed.**

(http://ecosproject.com/sites/default/files/documents/FHEA_Final_20140115_1.pdf)

- The housing section should be updated with more recent build out analysis data conducted by CCRPC. **No build out analysis data is referenced, but this is not a barrier to approval.**
- Identify progress and/or implementation steps toward achieving ECOS Regional Plan strategies and actions regarding housing. **This is not discussed, but this is not a barrier to approval.**
 - see ECOS Strategy 3.2.2.1, 3.2.2.2, and 3.2.2.3 starting on page 89
- The Vermont Housing Data Bank is a valuable resource for general housing data (<http://www.housingdata.org/index.php>)
- Fair Market Rates should be updated with the latest data from HUD. **Completed.**

Education and Childcare

- Are the statistics on childcare still accurate? Would be worth checking since it seems that the last data were gathered in 2005. The Bright Futures database can be accessed here: <http://www.brightfutures.dcf.state.vt.us/> **Completed**

Transportation

- With the knowledge that the transportation section of the plan will be based on the transportation studies just completed with RSG, staff did not review the existing section

Utilities, Facilities and Services

- There are a few issues “left hanging” in this section.
 - On pg 86, has a community solution been found or further explored for the septic capability needed for Village Center growth? **Completed**
 - On page 87, has a high-speed internet provider been found to meet the needs of Jericho, Underhill and Westford? **Completed**
 - The Solid and Hazardous Waste Disposal section is outdated given the Universal Recycling law that was recently passed. **Completed**
- There are sections on fire protection, police and health, rescue and social services in this section, but a specific discussion of the town’s Emergency Operations Plan as referenced on page 27, as well as the local Hazard Mitigation Plan, would be useful. **Completed**

Energy

- Consider including current energy resources, energy consumption of different sectors and associated GHG emissions (CCRPC can provide data). **Completed.**
- The statement about weather-stripping and caulking on page 101 is just a narrow portion of all the energy efficiency-increasing techniques available today. The plan might benefit from including some other ideas for low-cost, high value options that residents could use. Also, it would be good to read about the status of the school retrofits in the next plan. **Completed.**
- Update the energy section with information on the current state energy portfolio and the most current breakdown of home heating fuels, especially editing to reflect the closing of Vermont Yankee. The Department of Public Service publishes Utility Facts report which will be of value (http://publicservice.vermont.gov/sites/psd/files/Pubs_Plans_Reports/Utility_Facts/Utility%20Fact%202013.pdf) **Completed.**
- Update the plan with the results of the biomass energy study mentioned on page 100. **The grant the town received is mentioned on page 109, but no details or results are given. This is not a barrier to approval.**
- If the community wants to limit or promote renewable energy in specific areas, it could be stated in a clear manner at the end of page 100.

- Add a discussion about the Home Energy Challenge and the work done with the \$10,000 grant from Efficiency VT. Consider including information about the educational opportunities the energy task force provides for residents. **Completed.**
- Clean Energy Assessment Districts are now referred to as PACE (Property Assessed Clean Energy). <https://www.encyvermont.com/For-My-Home/Financing/Financing/PACE-Overview> **Completed**
- Review CCRPC's Climate Action Guide Appendix E for additional actions that they town may be able to undertake. (http://www.ccrpcvt.org/climate/Climate_Action_Guide_20140521.pdf) **Completed.**
- Consider including an implementation statement that says "Update the zoning bylaws to include language to clarify permitting requirements for new electric vehicle charging installations and to support the ongoing the development of charging stations. Please see Municipal Permitting Guide." **Included with simplified language.**

Implementation

- There are a number of strategies and implementation goals associated with each task. Some way of sorting or prioritizing these tasks may make the plan easier to use for readers and staff alike. A few possibilities are below. CCRPC can also help with this process. **Prioritization was not completed, but this is not a barrier to approval.**
- Tasks could be prioritized in many different ways, including
 - By timeline: for example, choosing a few tasks that need to be with 6 months, a few to be done in two years, and a few that may extend beyond the life of the plan
 - By responsible party: for example, assigning a small number of tasks to the planning commission, conservation commission, energy task force, etc.
 - By completing an analysis of the relative costs and benefits of tasks: separating low-cost, high-impact tasks from high-cost, low-impact tasks and ranking the tasks in between
 - By budget: With an estimate of the amount of money that will be available for plan implementation over the life of the plan, which tasks could be completed before the money ran out?

Maps

All maps should include some more context, including what exists outside the town boundary (example below). **Completed.**

Maps Required by Statute:

- There should be be two land use maps: Existing and future. An existing map can easily be developed using e911 site data. **Completed.**
- On the transportation map, roads should include road names and possibly distinguish between road and functional class. Park & Ride and transit data should be included. This map can use the Transportation Infrastructure data group in the Jericho Map Viewer to be sure all transportation data are included. **Completed.**
- On the Utilities & Facilities map, it might be useful to distinguish between the two water service areas as opposed to the WS1 and WS2. Do the labels (P1, S3, P5) relate to a table or something that names these facilities or is it just noting that there are five public parks, 4 cemeteries, 2 libraries, etc.? It seems there could be a clearer way to depict the facilities – perhaps insets of some the town would produce a clearer picture. **Completed.**

Other Maps:

- Add a map that shows the location of renewable energy sites in Jericho. **Completed.**
- The topography map could use contours developed from the 2013 orthophotos. If Pam has time, she could potentially depict 10 foot intervals similar to the online map. **Completed.**

- On the watersheds map, consider including road & road names as a point of reference as opposed to (or in addition to) the village centers points. **Completed.**
- The map of Surface Water Resources should include ANR River Corridor **Completed.**
- There might be more current data available on VCGI's website related to Wellhead Protection Areas and Habitat and Natural Areas. **Completed.**
- For reader use, it is recommended to spell out FLESA in the title instead of the legend. **Completed.**
- It may be useful to include habitat and natural areas data from the ECOS Science to Action project. These data can be viewed on the Jericho mapviewer. **Completed.**
- For a future Public Open Space Conserved Land map, name some of the public spaces and verify that it is the most current data. **The naming was not completed, but this is not a barrier to approval.**
- Fix the legend in Historic Sites & Districts (remove underscore in Historic_Districts). Insets of the centers would provide a clearer picture, or maybe a heat map (Pam has never done this for historic sites, but it might prove interesting) **Completed.**
- The Septic Suitability map is fine, but consider adding some road names, and definitely include somewhere (title or legend) the word soil suitability. **Completed.**



TOWN OF JERICHO VERMONT

October 30, 2015

Charlie Baker, Executive Director
Regina Mahony, Senior Planner
Chittenden County Regional Planning Commission
110 West Canal Street
Winooski, VT 05404

Dear Charlie and Regina,

The Town of Jericho has entered into the process of updating the 2011 *Town of Jericho Comprehensive Town Plan*, which was last adopted on November 20, 2014 and approved by the CCRPC on November 19, 2014. The 2014 revisions included the addition of information related to Floodplain Resiliency and the Designated Village Centers only. This current revision is an update to the entire plan, as a part the regularly required five-year Town Plan update. Although the 2016 Plan wasn't a substantial rewrite, many revisions have been made by the Planning Commission with input from other Town boards and the Planning Commission Survey conducted earlier in the year. The Planning Commission's public hearing will be held on November 17, 2015, with the Selectboard hearings anticipated to follow in December and January.

This letter is a formal request that the Chittenden County Regional Planning Commission review the *Town of Jericho Comprehensive Town Plan* for regional approval and confirmation of the Town's planning process in accordance with 24 VSA §4350. The information needed for plan review and confirmation as outlined in the CCRPC's "Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans" is attached. This includes one hard copy of the plan along with a digital version, both versions of which include the maps.

If you have any questions about the 2016 updates to the *Town of Jericho Comprehensive Town Plan* or the documents we have provided for your review, please feel free to contact Katherine Sonnicks, Planning & Development Coordinator, via phone at 802-899-2298 x 103 email at ksonnick@jerichovt.gov.

Sincerely,

Todd Odit
Town Administrator

Town Administrator
899-9970 x 3

Town Clerk
899-4936 x 1

Financial Coordinator
899-4786 x 5

Planning & Zoning
899-2287 x 6

Listers
899-2640 x 4

Summer Recreation
899-9970 x 7

Town of Jericho Planning & Zoning Department Budget: FY 2011 through FY 2015	FY 2015	FY 2014	FY 2013	FY 2012	FY 2011
Salaries/Benefits	\$ 86,924.00	\$ 77,957.00	\$ 83,232.00	\$ 82,839.00	\$ 71,986.00
CCRPC Dues	\$ 7,207.00	\$ 7,064.00	\$ 7,260.00	\$ 3,895.00	\$ 3,936.00
CCMPO Dues	n/a	n/a	n/a	\$ 3,646.00	\$ 3,685.00
GBIC Dues	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Miscellaneous*	\$ 18,139.00	\$ 62,941.00	\$ 11,900.00	\$ 13,650.00	\$ 3,450.00
Total	\$ 112,570.00	\$ 148,262.00	\$ 102,692.00	\$ 104,330.00	\$ 83,357.00

*All other expenses – e.g., special projects (includes grant funds), telephone, notices, supplies, etc.

Appendix A, CCRPC Guidelines and Standards for Confirmation of the Municipal Planning Processes and Approval of Municipal Plans

Requirement	Guideline Questions	Yes/No	Location	Comments	
Consistent with General Goals in Sec. 4302(b)					
1	(1) To establish a coordinated, comprehensive planning process and policy framework to guide decisions by municipalities, regional planning commissions, and state agencies.	<i>Are municipal decisions guided by a coordinated, comprehensive planning process and policy framework?</i>	Yes	Each chapter's Goals, Strategies and Implementation sections. Chapter 12, Implementation	Implementation chapter provides a timeline, responsible parties, type of project and how it will be implemented.
2	(2) To encourage citizen participation at all levels of the planning process, and to assure that decisions shall be made at the most local level possible commensurate with their impact.	<i>Is citizen participation encouraged at all levels of the planning process?</i>	Yes	Transportation section - Implementation 9.3.2.1 (solicit public participation), Utilities, Facilities and Services Goal 10.2	Goal 10.2 and following Strategies and Implementation tasks all seek to increase public knowledge and participation in all levels of municipal functions.
3	(3) To consider the use of resources and the consequences of growth and development for the region and the state, as well as the community in which it takes place.	<i>Is consideration being given to the use of resources and the consequences of growth and development?</i>	Yes	Land Use chapter, Goal 3.3	Jericho's planning efforts will consider the regional context. Planning decisions will be made in part based on coordination with adjacent
4	(4) To encourage and assist municipalities to work creatively together to implement and develop plans.	<i>Is the municipality working creatively together with other municipalities to develop and implement plans?</i>	Yes	Land Use chapter, Strategy 3.3.2., Implementation 3.3.2.2., Implementation 3.3.2.1.	Pursue opportunities for joint projects with adjacent towns aimed at addressing common issues. Continue joint planning efforts with the
Consistent with Specific Goals in Sec. 4302(c)					
5	1. To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside.	<i>Do the land use patterns proposed in the Land Use chapter of the Plan support this goal? If so, are proposed densities higher within or adjacent to village/downtown/growth areas?</i>	Yes	Overall vision statement for the town in the Introduction chapter, expresses this clearly. Land Use Chapter, Goals 3.1 and 3.2 express this. Three maps (Map 15, 16 and 17) show the designated Village Center boundaries for all three VCTR areas. Density is highest in the VTCR district at 1/4 acre.	The Plan is built around these concepts
A. Intensive residential development should be encouraged	<i>Does the plan ensure that intensive residential development is encouraged primarily in areas related to village/downtown/growth areas?</i>	Yes	See above. Natural Resources chapter, Priority Conservation Areas section-protection for valued resources in conservation areas.	Also, new consideration is given to additional protection standards for most areas of town outside of the current populations centers.	
	<i>Does the plan allow for auto-centered commercial uses outside of designated village/downtown/growth areas?</i>	Yes	Land Use chapter, Commercial District section.	This section notes that resources should be focused in the Village Centers and Commercial District should look different and not compete with the Village Centers.	

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6	primarily in areas related to community centers, and strip development along highways should be discouraged.	<i>If so, are these areas that already have historic strip-type development? Is the town making an effort to incorporate more multi modal land uses?</i>	Yes	Land Use Chapter - Strategy 3.2.2., Implementation 3.2.1.2	A new focus has been added regarding enhancing and maintaining the rural character along RT 15 and preserving the views to Mt Mansfield. New development focus on appearance, location, and protection of views.
		<i>If so, is strip development limited to areas that are already developed as strip developments or is the community encouraging new strip development?</i>	Yes	Land Use chapter, Goal 3.1. No infrastructure expansion outside of areas designated for growth,	The Land Use chapter stresses the importance protection of rural character for new development and keeping growth in Village Centers.
7	B. Economic growth should be encouraged in locally designated growth areas, or employed to revitalize existing village and urban centers, or both.	<i>Is economic growth encouraged in locally designated growth areas, or employed to revitalize existing village and town urban centers, or both?</i>	Yes	Economic Development chapter, Goal 6.1	All priority of expansion of services and infrastructure is focused in the Village Centers.
		<i>Does the plan discuss where economic growth is to be located?</i>	Yes	Economic Development chapter, Goals 6.1 and 6.2	Village Centers, home based and agriculture, local food production.
		<i>Are the types of uses described of a scale and type that they will have little or no impact on the rural countryside? (such as home businesses)</i>	Yes	Economic Development chapter, Goal 6.1	Any growth outside of the village centers should be agriculturally based or home businesses.
		<i>Does the plan discuss the need to locate most municipal or public buildings within the economic core of the community?</i>	Yes	Economic Development chapter, Implementation 6.1.4.2	Clear statement that public and quasi-public facilities should be located in Village Centers to provide for a stable anchor for village businesses.
		<i>Does the proposed transportation system encourage economic development in existing village centers/growth areas/downtowns?</i>	Yes	Transportation chapter ,Strategy 9.2.1.	Throughout the plan the focus is providing transportation infrastructure to the Village Centers and connecting the Village Centers.
		<i>Are public investments, including the construction or expansion of infrastructure, planned to reinforce the general character and planned growth patterns of the area?</i>	Yes	Transportation, Utilities, Facilities and Services and Economic Development chapters	Transportation chapter stresses the importance of keeping the rural character, further developing the pedestrian network in villages, and connect the village centers via safe bicycle facilities. Utilities, Facilities and Services chapter - further development of infrastructure in the Village Centers. Economic Development chapter-Improvements to infrastructure in the Village Centers only to promote economic vitality in the Town Centers.

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8	C. Public investments, including the construction or expansion of infrastructure, should reinforce the general character and planned growth patterns of the area.	Does the plan effectively discuss future infrastructure needs?	Yes	Transportation and Utilities, Facilities and Services chapters	The Transportation chapter goals are all focused on maintaining, improving roadway, sidewalks and bike facilities. Priority projects are listed for future improvements. Utilities, Facilities and Services chapter Goal 10.1 states that the Town will maintain a high quality level of services and facilities and provide for new or expanded services that support the goals of the plan.
		Does the plan effectively discuss where future infrastructure will be needed?	Yes	Transportation and Utilities, Facilities and Services Chapters	See discussion above
		If no planned infrastructure investments are planned, does the plan make this clear?	NA		
		Are the development patterns proposed in the land use chapter likely to lead to forced infrastructure improvements and increased services due to increases in density? (such as high density development on rural roads)	No	Land Use and Utilities, Facilities and Services chapters	The Land Use chapter encourages development in the Village Centers and development is to be focused, and priority given to infrastructure in the Village Centers. Utilities, Facilities and Services chapter - Goal 10.1 states that the expansion of
9	2. To provide a strong and diverse economy that provides satisfying and rewarding job opportunities and that maintains high environmental standards, and to expand economic opportunities in areas with high unemployment or low per capita incomes.	Does the plan have an economic development chapter?	Yes	Chapter 6	
		Does the plan discuss its position in terms of regional employment? (i.e. is it an employment center, is it a bedroom community, etc.)	Yes	Economic Development chapter	Notes Jericho is a "bedroom community.," but residents are increasingly working in town. The Plan notes town residents and local businesses are reliant on the health of the regions larger employers.
		Does the plan discuss unemployment or lack thereof?	No, not directly	Table 2.8	Notes the amount of residents with income below poverty level
		Does the plan discuss the balance of improving the economy and maintaining environmental standards?	Yes	Economic Development chapter	Discusses the importance of wildlife and natural resource based recreation, with the need to conserve and protect wildlife habitat as an economic development strategy as well as a natural resources conservation strategy.
		Does the plan discuss adult education?	Yes	Education and Utilities, Facilities and	Educations chapter states that adult education is
		Does the plan discuss where educational opportunities are and might be found?	Yes	Education, Land Use and Utilities, Facilities and Services chapters	Education chapter discusses all the schools in town. The Land Use chapter discusses the UVM Research Forest and opening it up to more education opportunities. The Utilities, Facilities and Services chapter discusses opportunities at the libraries.

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10	3. To broaden access to educational and vocational training opportunities sufficient to ensure the full realization of the abilities of all Vermonters.	<i>Is the town working with the local school district or the community to provide educational opportunities in schools and in other community settings?</i>	Yes	Land Use, Education and Energy chapters	Land Use chapter discusses the UVM Research Forest and the Ethan Allen Firing Range as partners to continue to work with to provide more education opportunities. Education chapter discusses the importance of planning with the school district to absorb impacts of new development. Natural Resources and Energy discuss providing education opportunities to schools as well as community as a whole on energy conservation, limited idling and energy efficient driving techniques into drivers education curriculum.
11	4. To provide for safe, convenient, economic and energy efficient transportation systems that respect the integrity of the natural environment, including public transit options and paths for pedestrians and bicyclers.	<i>Is the proposed land use plan coordinated with the transportation network? Does it discuss the connection between land use and transportation efficiency? The following ought to be considered:</i>	Yes		
		o Access management	Yes	Land Use chapter	Land Use chapter discusses this is of importance in the Commercial District as well as in the Riverside Character-Based District and all Village Centers.
		o Discouraging new roads in outlying areas	Yes	Natural Resources and Transportation chapters	Natural Resources chapter in the discussion of conservation areas, states importance of limited road construction in areas that are or to be conserved (which is a large portion of the rural areas of town). Transportation chapter discusses considering environmental impacts of roadway construction.
		<i>Does the Transportation chapter discuss and encourage multi-modal transportation?</i>	Yes	Throughout the Transportation chapter	This is based on the 2015 Pedestrian and Bicycle Master Plan.
		<i>Does the Transportation chapter discuss and encourage public transit?</i>	Yes	Transportation chapter, Implementation 9.2.3.3	Discusses the importance of working with CCTA on the Jeffersonville Commuter line and enhance additional transit opportunities.
12	(A) Highways, air, rail and other means of transportation should be mutually supportive, balanced and integrated.	<i>Does the Plan discuss development of transportation connections between smaller towns and centers of employment?</i>	Yes	Transportation chapter	Discusses the importance of safe bicycle network, with connections to regional routes and connections between Village Centers. Also
		<i>In the development of the transportation system, does the plan use good resource management and minimize or reduce negative impacts to the natural environment?</i>	Yes	Transportation chapter, Strategy 9.3.3	Consider environmental impacts of roadway construction and maintenance. Consider Low Impact and green site design.

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		<i>If the community has rail or air transportation, is it discussed?</i>	NA		
		<i>Does the community consider other modes of transportation when discussing expansion of transportation infrastructure?</i>	Yes	Transportation chapter	Based on the Pedestrian and Bicycle Master Plan and the 2015 Transportation Plan alternative modes such as bike, ped, car pooling, and transit
13	5. To identify, protect and preserve important natural and historic features of the Vermont landscape, including:				
14	(A) significant natural and fragile areas;	<i>Does the plan identify significant natural and fragile areas? (Note to planners: does the plan include criteria for what makes an area "significant"? Towns should be encouraged to move in this direction so that the maps and future regulations are legally defensible).</i>	Yes	Natural Resources chapter	Conservation areas, with 3 tier according to significance are identified in the chapter as well as on Map 9, Tiered Conservation Areas.
		<i>If identified, does the plan clearly (not vaguely) discuss how they should be preserved?</i>	Yes	Natural Resources chapter, Priority Conservation Areas section	Priority - should not be developed, Secondary - should be evaluated carefully when development is proposed, Tertiary - development can happen, but cares should be taken to minimize the inclusion of new roads and development to avoid forest fragmentation.
		<i>If identified, is land use proposed in such a fashion that these areas will be protected?</i>	Yes	Land Use chapter, Strategy 3.1.4	Maintain contiguous areas of open space and natural resource lands in the rural area.
		<i>Does the plan discuss alternative (non-regulatory) ways to protect these areas (other than through land use regulations)?</i>	Yes	Land Use chapter, Implementation 3.1.4.2, Implementation 3.1.4.3, Goal 4.3	Continue to work with local and regional conservation organizations. Continue funding the Open Space Fund. Engage townspeople, developers and other organizations with an interest in protecting natural resources and encourage the management of open lands for farming, forestry, recreation and conservation.
		<i>Does the plan identify outstanding water resources, including lakes, rivers, aquifers, shorelands and wetlands? (Note to planners: does the plan include criteria for what makes a resource "outstanding"? Towns should be encouraged to move in this direction so that the maps and future regulations are legally defensible).</i>	Yes	Natural Resources Chapter, section on Water Resources (Surface Waters and Watersheds, Riparian Areas, Floodplain Protection, Inundation Hazard Protection, Erosion Hazard Protection, Stormwater, Wetlands, Vernal Pools, and Groundwater)	These areas area also shown on Map 5: Surface Water Resources & Protection Areas. Inventories done of these areas as well as existing protection standards for Town's Overlay district and Wetland Overlay district.
		<i>If identified, does the plan clearly (not vaguely) discuss how they should be preserved?</i>	Yes	Natural Resources chapter, Water Resources section	Flood Plain, Wetlands Overlay, River Overlay already protected. The proposed Primary Conservation and Secondary Conservations Areas provide specific protection measures.
	(B) outstanding water resources, including lakes, rivers, aquifers				

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15	(b) Outstanding water resources, including lakes, rivers, aquifers, shorelands and wetlands.	<i>If identified, is land use proposed in such a fashion that these areas will be protected?</i>	Yes	Land Use chapter, Strategy 3.1.4	Maintain contiguous areas of open space and natural resource lands in the rural area. The Plan states that if the Conservation areas are officially adopted, the uses will need to be potentially amended in the Zoning Regulations.
		<i>Does the plan discuss alternative (non-regulatory) ways to protect these areas (other than through land use regulations)?</i>	Yes	Land Use chapter, Implementation 3.1.4.2, Implementation 3.1.4.3, Goal 4.3	Continue to work with local and regional conservation organizations. Continue funding the Open Space Fund. Engage townspeople, developers and other organizations with an interest in protecting natural resources and encourage the management of open lands for farming, forestry, recreation and conservation.
16	(C) significant scenic roads, waterways and views;	<i>Does the plan identify scenic roads, waterways and views? (Note to planners: does the plan include criteria for what makes a scenic resource "significant"? Towns should be encouraged to move in this direction so that the maps and future regulations are legally defensible)</i>	Yes	Map 5, Surface Water Resources and Protection Areas. Natural Resources chapter, Scenic Resources section, Cultural and Historic Resources chapter, Historic Resources, Scenic landscape sections	Strategy 4.1.7 Maintain and enhance the rural character of Jericho and attractive landscape features such as scenic vistas, hillsides, and ridgelines and develop regulations to protect these features. Implementation 5.1.2.3. Consider a scenic overlay along the VT 15
		<i>If identified, does the plan clearly (not vaguely) discuss how they should be preserved?</i>	Yes	Natural Resources chapter, existing Wetland and River Overlay districts. Strategy 4.1.7 and following implementation tasks. Implementation 5.1.2.3	Regulations that limit light pollution, noise standards, ridgeline overlay, subdivision siting, screening starts, access management. A Route 15 Scenic Protection Overlay.
		<i>If identified, is land use proposed in such a fashion that these areas will be protected?</i>	Yes	Land Use Chapter	Discusses the potential of the overlay district
		<i>Does the plan discuss alternative (non-regulatory) ways to protect these areas (other than through land use regulations)?</i>	Yes	Land Use chapter, Implementation 3.1.4.2, Implementation 3.1.4.3, Natural Resources chapter, Goal 4.3	Continue to work with local and regional conservation organizations. Continue funding the Open Space Fund. Engage townspeople, developers and other organizations with an interest in protecting natural resources and encourage the management of open lands for farming, forestry, recreation and conservation.
		<i>Does the plan identify historic structures, sites, or districts, archaeological sites and archaeologically sensitive areas? (Note to planners: does the plan include criteria for what makes a site "important"? Towns should be encouraged to move in this direction so that the maps and future regulations are legally defensible)</i>	Yes	Map 10, Historic Sites and Districts	Historic Sites and Districts are shown on this map

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17	(D) important historic structures sites, or districts, archaeological sites and archeologically sensitive areas.	<i>If identified, does the plan clearly (not vaguely) discuss how they should be preserved?</i>	Yes	Cultural and Historic Resources chapter, Goal 5.1 and following Strategies and Implementation tasks.	Encourage and promote private and public preservation, rehabilitation and enhancement of important historic structures, areas, sites and archeological features through a mix of regulatory programs and voluntary and non-regulatory programs. Allow adaptive reuse. Work with the Jericho Historical Society to increase awareness of preservation opportunities.
		<i>If identified, is land use proposed in such a fashion that these areas will be protected?</i>	Yes	Land Use chapter, Village Center District description.	Development in the Jericho Corners and Jericho Center Village Centers is encouraged to maintain and reuse the existing historic structures.
		<i>Does the plan discuss alternative (non-regulatory) ways to protect these areas (other than through land use regulations)?</i>	Yes	Cultural and Historic Resources, Goal 5.1 and following Strategies and Implementations	Encourage and promote private and public preservation, rehabilitation and enhancement of important historic structures, areas, sites and archeological features through a mix of regulatory programs and voluntary and non-regulatory programs. Allow adaptive reuse. Work with the Jericho Historical Society to increase awareness of preservation opportunities.
18	6. To maintain and improve the quality of air, water, wildlife and land resources.				
(A) Vermont's air, water, wildlife, mineral and land resources	<i>Is there a complete inventory/map of existing water resources, wildlife habitat, mineral resources and other land resources?</i>	Yes	Map 3: Agriculture, Map 5: Water Resources, Map 6: Ground Water Protection Areas, Map 7: Habitat and Natural Areas, Map 8: Upland Natural Communities, Map 9: Tiered Conservation Priorities		
	<i>Does the plan discuss air quality? If so, does it describe measures to maintain and improve its quality?</i>	Yes	Natural Resources chapter, Section Air Quality	Implementation 4.1.8.1 Monitor air quality reports.	
	<i>Does the plan discuss water quality? If so, does it describe measures to maintain and improve its quality? Recommendation: Include watersheds - could be a good way to present/organize this information.</i>	Yes	Natural Resources chapter, Surface Waters and Watersheds water protection is discusses	Goal 4.1 and following Strategies and Implementations discuss specific measures such as maintaining vegetated buffer zones, adopt Low Impact Development and Green Stormwater Infrastructure practices.	

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19	should be planned for use and development according to the principles set forth in 10 V.S.A 6086(a).	Does the plan discuss wildlife resources? If so, does the plan describe measures to maintain and improve its quality?	Yes	Natural Resources chapter. Map 7: Habitat & Natural Areas, Map 8: Upland Natural Communities, Map 9: Tiered Conservation Priorities.	Primary, Secondary and Tertiary Conservation Areas discuss protection measures for all sorts of wildlife resources.
		Does the plan discuss floodplain protection? If so, does the plan describe measures to maintain and improve its quality? Recommendation: Also include Fluvial Erosion Hazard maps and information.	Yes	Floodplain Protection & Resilience Section. Map 5: Surface Water Resources and Protection Areas.	Jericho's River Overlay district and Flood Hazard Areas regulations.
		Does the proposed land use pattern maintain or improve the quality of the resources listed above?	Yes	Natural Resources chapter, Water Resources section	The Overlay district and Flood Hazard Areas protect and restrict development.
		Recommendation: Include reference to the All Hazards Mitigation Plan & Emergency Operation Plans. Do these plans call for any changes that should be addressed in the Town Plan?	Yes	Natural Resources, Water Resources section and Utilities, Facilities and Services chapter, Hazard Mitigation Plan section.	They do not require any changes that need to be addressed in the Town Plan.
20	7. To encourage the efficient use of energy and the development of renewable energy resources.	Does the town recognize the connection between energy, transportation and land use?	Yes	Energy Chapter, Land Use Planning and Site Design and Transportation sections.	Goal 11.3 and following Strategies and Implementation tasks ties in tasks to reduce auto dependency, building and site design that energy conservation.
		Does the energy chapter of the plan discuss energy efficiency and renewable energy? Recommendation: Reference the VT State Residential Building Energy Code & the Commercial Building Energy Standards.	Yes	Energy Chapter, Energy Efficiency and Conservation section	Goal 11.2, following Strategies and Implementation tasks address promoting the development of renewable energy resources.
		Does the plan contain policies and recommendations that encourage energy efficiency?	Yes	Energy chapter, Strategy 11.1.2 Encourage energy efficiency and conservation by private entities. Strategy 11.1.3 Improve the fuel efficiency of the Town Vehicle fleet to reduce costs and conserve energy.	Implementation tasks such as providing residents with information regarding energy audits, weatherization, etc. Adopt fuel efficiency standards as an important consideration in the acquisition and/or lease of new vehicles.
		Does the plan contain policies and recommendations that encourage the development of renewable energy resources?	Yes	Energy chapter, Goal 11.2. Promote development of Renewable Energy Resources.	For example: Strategy 11.2.1 Encourage use of solar, wind, hydro, wood, biomass and other renewable energy sources. Implementation
		Does the pattern of land use proposed in the community appear to encourage the efficient use of energy either through the proposed location of development in relation to community services, or in terms of lot layout and design?	Yes	Land Use section. Encourage development to occur in Jericho's three Village Centers. Compact villages interspersed with rural countryside.	Strategy 3.1.2. Public investment, including construction or expansion of infrastructure, shall reinforce the land use and growth patterns articulated in the Plan. Priority for transportation and other infrastructure investments should be

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21	8. To maintain and enhance recreational opportunities for Vermont residents and visitors.	Does the plan discuss recreation and identify important recreational areas?	Yes	Utilities, Facilities and Services chapter, Recreation and Open Space section.	List of all of the parks and recreation areas are included in this section.
		Does the land use plan encourage development that protects or harms access to or the availability of recreational activities?	Yes	Land Use Section, Open Space district	Much of the recreational areas are located in the Open Space district which prohibits most types of development.
22	(A) Growth should not significantly diminish the value and availability of outdoor recreational activities.		Yes	Land Use Section, Open Space district	Much of the recreational areas are located in the Open Space district which prohibits most types of development.
23	(B) Public access to noncommercial outdoor recreational opportunities, such as lakes and hiking trails, should be identified, provided, and protected wherever appropriate.		Yes	Map 11: Transportation	Map 11 shows existing trails. Implementation 9.2.2.1 Secure easements for new or existing trails.
24	9. To encourage and strengthen agricultural and forest industries.	Does the plan discuss agriculture and forestry?	Yes	Natural Resources chapter. Map 3: Agriculture and Map 8: Upland Natural Communities	The Natural Resources chapter discuss the importance of these resources. These maps show where the forests and agricultural resources are located.
25	(A) Strategies to protect long-term viability of agricultural and forest lands should be encouraged and should include maintaining low overall density.	Does the plan discuss the protection of agriculture and silviculture? If not, does it legitimately discuss why it does or cannot?	Yes	Land Use chapter and Natural Resources chapter	Land Use chapter "Prime forest and agriculture land indicated on the prime soils map, Map 3, should be protected, while allowing for limited,
		Do proposed densities of development appear to negatively impact the availability of workable land?	No	Land Use chapter	Rural districts require large lots. Conservation district doesn't allow most types of development.
26	(B) The manufacture and marketing of value-added agricultural and forest products should be encouraged.	Does the plan discuss the economic value of agriculture and forestry?	Yes	Economic Development chapter, Agriculture and Local Food Based Businesses section.	Discusses the importance of agriculture and local food production for the Jericho economy.
		If so, does it have viable policies and recommendations on how to encourage them?	Yes	Economic Development chapter, Agriculture and Local Food Based Businesses section.	Predictable permitting process. Implementation 6.2.3.3. Review current regulations to determine their impact on farm based-value added endeavors. Consider revising regulations to allow for on-farm processing that may not fall under the State definition of "agriculture." Implementation 6.2.3.4. Develop standards to reduce conflicts between existing and future agricultural operations and new residential development, such as requiring new developments in rural areas to include "right-to-farm" language in deeds, use of vegetative buffers, or other similar measures.

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27	(C) The use of locally grown food products should be encouraged.	<i>Is the availability of locally produced food encouraged in the plan?</i>	Yes	Economic Development Chapter, Agriculture and Local Food Based Businesses section.	Strategy 6.2.3. Encourage the development of agriculture and local food based commercial enterprises.
28	(D) Sound forest and agricultural management practices should be encouraged.	<i>Does the plan discuss methods of agriculture/silviculture and their potential impact on the environment?</i>	Yes	Natural Resources chapter, Forest Management section	Sound forestry practices provide enhanced wildlife habitat, natural water quality management, erosion control, landscape and
29	(E) Public investment should be planned so as to minimize development pressure on agriculture and forest land	<i>Does the plan direct public investments such as roads and sewer systems and other infrastructure away from agricultural and forest land?</i>	Yes	Land Use chapter, Strategy 3.1.2	Public investments, including the construction or expansion of infrastructure, shall reinforce the land use and growth patterns articulated in this Plan. Priority for transportation and other infrastructure investments should be directed toward the Village Centers.
30	10. To provide for the wise and efficient use of Vermont's natural resources and to facilitate the appropriate extraction of earth resources and the proper restoration and preservation of the aesthetic qualities of the area.	<i>Does the plan adequately discuss the extraction of earth resources?</i>	Yes	Natural Resources chapter, Implementation 4.1.5.3.	Continue to enforce regulations regarding extraction of sand, gravel, topsoil, and ledges to prevent undue environmental harm and to maintain town character and avoid its defacement.
31	11. To ensure the availability of safe and affordable housing for all Vermonters.	<i>Does the plan inventory the types and costs of housing in the community?</i>	Yes	Housing chapter, Existing Housing Stock section	Table 7.1 Number and Type of Dwelling Units.
		<i>Do the proposed land use patterns or public investments in the plan support the resident's ability to have safe and affordable housing?</i>	Yes	Land Use chapter, Implementation 3.1.1.1.	Consider infrastructure investments and/or zoning incentives/revisions that will increase the likelihood that development will occur in these districts.
		<i>Does the plan adequately discuss housing and housing density throughout the community?</i>	Yes	Land Use chapter, Strategy 3.1.1., Housing chapter, Strategy 7.2.1., Utilities, Facilities and Services Implementation 10.1.2.1	Plan so that the majority of new growth over the next twenty years can be accommodated within the Village Center and Village Districts. Evaluate needs and develop plans to create infrastructure necessary to support increased housing density in the Village Center Districts. Encourage appropriate mixed use development within areas currently served by public water.

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32	(A) Housing should be encouraged to meet the needs of a diversity of social and income groups in each Vermont community, particularly for those citizens of low and moderate income.	<i>Does the plan have a housing section that encourages low income housing and housing for the elderly?</i>	Yes	Housing chapter, Strategy 7.1.1., Implementation 7.1.1.1., Strategy 7.1.4.	Encourage affordable housing and elderly (senior) housing through municipal regulations and ordinances. Encourage adoption of a fee structure that reduces or waives application and impact fees for affordable and senior housing. Consider reducing fees for all units within a development that contains a certain percentage of affordable units. Think about increasing density bonuses for affordable and/or senior housing.
33	(B) New and rehabilitated housing should be safe, sanitary, located conveniently to employment and commercial centers, and coordinated with the provision of necessary public facilities and utilities.		Yes	Housing chapter, Goal 7.2., Strategy 7.2.1. , 7.2.1.1.	Encourage a mix of housing types located in mixed use Village Centers. Evaluate needs and develop plans to create infrastructure necessary to support increased housing density in the Village Center Districts. Implementation Inventory and evaluate infrastructure needs in each Village Center.
34	(C) Sites for multi-family and manufactured housing should be readily available in locations similar to those generally used for single-family conventional dwellings.		Yes	Land Use chapter, Village district.	The purpose of the Village District is to provide a moderate-density residential area as a transition from the Village Center Districts. The Village District is intended to provide a variety of housing options, including a mix of single and multi-family housing, near the amenities provided by the Village Center District and the Commercial District.
35	(D) Accessory apartments within or attached to single family residences which provide affordable housing in close proximity to cost-effective care and supervision for relatives or disabled or elderly persons should be allowed.	<i>Does the plan discuss accessory apartments?</i>	Yes	Housing chapter, Strategies to	• In an effort to encourage accessory apartments,
		<i>Does the plan discuss the availability of health care and elderly services?</i>	Yes	Utilities, Facilities and Services chapter, Health, Rescue and Social Services section	Lists available resources
		<i>Does the plan discuss future public facility investments, or at least acknowledge that none are needed?</i>	Yes	Utilities, Facilities and Services chapter, Goal 10.1	Jericho will maintain a high quality level of services and facilities and provide for new or expanded public facilities and services that support the goals of this Plan, such as compact, mixed use development in Village Centers.

36	12. To plan for, finance and provide an efficient system of public facilities and services to meet future needs.	<i>If so, does the plan discuss how these projects will be financed and how they will meet the needs of the public?</i>	Yes	Utilities, Facilities and Services chapter, Strategy 10.1.1., Implementation 10.1.1.1., and Implementation 10.1.1.2.	Ensure that new users and new development contribute their proportion of the costs for infrastructure improvement and maintenance. Maintain and update a schedule for capital expenditures related to the maintenance and upgrading of the services described within this section of the Plan. Maintain and update a schedule of impact fees to mitigate the effect of new development on the cost of improving affected utilities, facilities, and services
		<i>Does the plan discuss how it provides services to the community and whether or not they are meeting the community's needs?</i>	Yes	Utilities, Facilities and Services chapter, Town Government section	Lists all town governmental functions.
		<i>Does the town have a Capital Improvement Plan and Budget outlining timing and funding for necessary public investments to ensure efficiency and coordination in their provision?</i>	Yes	Chapter 12, Implementation, Implementation tasks	This table has a CIP task tab to show when a task requires capital funding.
37	(A) Public facilities and services should include fire and police protection, emergency medical services, schools, water supply and sewage and solid waste disposal.	<i>Are fire, police, emergency medical services, schools, water supply, sewage and solid waste disposal discussed adequately in the plan? Recommendation: Identify how stormwater is being managed in the municipality as well, use of low impact development practices, etc.</i>	Yes	Utilities, Facilities and Services Chapter, Fire Protection, Police, Safety Water and Wastewater sections	The chapter discusses all. Stormwater is discussed throughout the plan, in particular in the Natural Resources chapter. Low impact development practices are noted and encouraged in the Transportation Chapter, and Natural Resources Chapter.
38	(B) The rate of growth should not exceed the ability of the community and the area to provide facilities and services.	<i>Does the plan ensure that high density development occurs only where urban public facilities and services exist or can be reasonably made available?</i>	Yes	Economic Development chapter, Implementation 6.1.2.1.	Determine and recommend infrastructure improvements needed to foster economic development in each Village Center, as prescribed in the Utilities, Facilities, and Services Section of this Plan.
		<i>Does the plan discuss growth in relation to the provision of services and facilities adequately?</i>	Yes	Housing chapter, Implementation 7.2.1.2.	Includes necessary infrastructure upgrades in the Capital Plan and Budget.
		<i>Does the plan speak clearly about how growth might impact these services and facilities?</i>	Yes	Housing chapter, Implementation 7.2.1.1.	Inventory and evaluate infrastructure needs in each Village Center
		<i>Does the plan discuss how they will control growth in a manner that allows them to phase upgrades in facilities and the expansion of services at a rate that is sustainable?</i>	Yes	Land Use chapter 3.1.2.	Public investments, including the construction or expansion of infrastructure, shall reinforce the land use and growth patterns articulated in this Plan. Priority for transportation and other

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39	13. To ensure the availability of safe and affordable child care and to integrate child care issues into the planning process, including child care financing, infrastructure, business assistance for child care providers, and child care work force development.	Within the childcare element of the plan, is there a discussion about the availability of childcare related to the needs of the community? Note: Child Care Resource can be a good source of data.	Yes	Education and Child Care chapter, Child Care section the need for childcare in town.	The number of children under 6, is high when compared to the number of child care providers in Town.
		Does the plan discuss how the town can make childcare more available?	Yes	Education and Child Care Chapter, Strategy 8.3.1. and Implementation 8.3.1.1	Investigate the barriers or challenges to owning/operating high quality daycare in Jericho. Conduct a formal study or obtain information about Jericho childcare needs and barriers/challenges to owning or operating high quality daycare in Jericho.
40	14. To encourage flood resilient communities. Note: this will take effect on July 1, 2014.		Yes	Natural Resources chapter, Floodplain Protection and Resiliency section	A section is included addressing floodplain resiliency, which contains information from the 2011 All-hazards Mitigation Plan. It also contains several important references to related resources and plans, for the purpose of performing research and planning related to flood resiliency.
41	(A) New development in identified flood hazard, fluvial erosion, and river corridor protection areas should be avoided. If new development is to be built in such areas, it should not exacerbate flooding and fluvial erosion.	Is new development discouraged in these areas?	Yes	Natural Resources chapter, Floodplain Protection and Resiliency, Inundation Hazard Protection, and Erosion Hazard Protection sections.	This section discusses limitations. Map 5: Water Resources also shows the protection areas.
42	(B) The protection and restoration of floodplains and upland forested areas that attenuate and moderate flooding and fluvial erosion should be encouraged.	Is protection and restoration of these areas encouraged?	Yes	Natural Resources chapter, Erosion Hazard Protection section	This section discusses protection with a 50-foot buffer and restoration of streambanks.
43	(C) Flood emergency preparedness and response planning should be encouraged.	Is flood emergency preparedness and response planning encouraged?	Yes	Natural Resources chapter, Inundation Hazard Protection section and Utilities, Facilities and Services chapter, Hazard Mitigation Section.	Local Hazard Mitigation Plan and Emergency Operations Plan are discussed that provide a directive for emergency preparedness and response planning.
Requirement		Guideline Questions	Yes/No	Location	Comments
Contains 11 Required Elements in Sec. 4382(a)					
44	1. A statement of objectives, policies and programs of the municipality, to guide the future growth and development of land, public services and facilities, and to protect the environment.		Yes	Implementation chapter	All of the implementation tasks stemming from the goals of the plan are listed in this chapter.
	2. A LAND USE PLAN, consisting of a MAP and statement present and prospective land use, indicating those areas	Does the plan include future and prospective land uses - both descriptions and locations on a map?	Yes	Appendix A: Maps	Each of these areas are included in the maps in this appendix.

45	<p>proposed for forests, recreation, agriculture, (using 6 VSA Section 8), residence, commerce, industry, public and semi-public uses and open spaces reserved for flood plain, wetland protection, or other conservation purposes; and setting forth the present and prospective location, amount, intensity and character of such land uses and the appropriate timing or sequence of land development activities in relation to the provision of necessary community facilities and services.</p>	<p><i>Does the plan collectively indicate appropriate timing or sequence of land development in relation to facilities and services?</i></p>	Yes	Land Use chapter, Strategy 3.1.1.	<p>The Plan's intent is to focus new development in the areas planned for growth, the Village Center. The following strategy stresses the importance of planning. "Plan so that the majority of new growth over the next twenty years can be accommodated within the Village Center and Village Districts."</p>
46	<p>3. A TRANSPORTATION PLAN, consisting of a MAP and a statement of present and prospective transportation and circulation facilities showing existing and proposed highways and streets by type and character of improvement, and where pertinent, parking facilities, transit routes, terminals, bicycle paths and trails, scenic roads, airports, railroads and port facilities, and other similar facilities or uses, with indications of priority of need.</p>	<p><i>Does the plan include an inventory of existing roads and other transportation facilities?</i></p>	Yes	Transportation chapter, Characteristics of Roadways and Bicycle and	Also on Map 11: Transportation.
		<p><i>If relevant, does the plan indicate the transportation problems in the community and the relative seriousness of those problems?</i></p>	Yes	Transportation chapter, Congestion Concerns and Safety Concerns sections	These sections address problematic intersections
		<p><i>If relevant, does the plan include possible solutions that the community can work toward, as specified by this element?</i></p>	Yes	Transportation chapter, Recommended Intersection Improvements and Proposed Pedestrian Facilities	These sections list the improvements recommended for the identified intersections or pedestrian or bicycle facilities.
		<p><i>Is the plan consistent with the currently adopted Metropolitan Transportation Plan?</i></p>	Yes	Transportation chapter was based on the 2015 Transportation Study and 2015 Pedestrian and bicycle Master Plan.	The studies were written with help from the CCRPC.
47	<p>4. A UTILITY AND FACILITY PLAN, consisting of a MAP and statement of present and prospective community facilities and public utilities showing existing and proposed educational, recreational and other public sites, buildings and facilities, including hospitals, libraries, power generating plants and transmission lines, water supply, sewage disposal, refuse disposal, storm drainage and other similar facilities and activities, and recommendations to meet future needs for community facilities and services, with indications of priority of need, costs and methods of financing.</p>	<p><i>Does the plan indicate the location, character, and capacity of existing community facilities and public utilities as referenced in this element?</i></p>	Yes	Map 12: Facilities and Utilities	
		<p><i>Does the plan describe how changes in population will affect the need for services and facilities, indicating the priority of need?</i></p>	Yes	Land Use chapter 3.1.2.	Public investments, including the construction or expansion of infrastructure, shall reinforce the land use and growth patterns articulated in this
		<p><i>Does the plan indicate the recommended prospective facilities to meet future needs, indicating their estimated costs and methods of financing?</i></p>	Yes	Implementation tasks	This table has a CIP task tab to show when a task requires capital funding.

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48	5. A statement of policies on the PRESERVATION of rare and irreplaceable natural areas, scenic and historic FEATURES AND RESOURCES.	<i>Does the plan include one or more policy statements that document the community's commitment to take steps to ensure the preservation of the rare and irreplaceable features and resources in keeping with the goals of 24 VSA 4302? Recommendation: Include features from surrounding municipalities on your natural resource maps (and other maps if it makes sense to)?</i>	Yes	Natural Resources chapter, Priority Conservation Areas.	Primary Conservation areas in particular consist of the most sensitive places. Map 9: Tiered conservation Priorities shows these areas.
49	6. An EDUCATION FACILITIES PLAN consisting of a MAP and a statement of present and projected uses and the local public school system.	<i>Does the plan include statements and maps that collectively indicate the location, character and capacity of existing and prospective educational facilities?</i>	Yes	Education and Childcare chapter, Education section	Discusses the current school system and capacity.
		<i>Does the plan describe the ability of the local public school systems to meet the needs of children and adults, with specific reference to attendance trends, school facilities, and future needs?</i>	Yes	Education and Childcare chapter, Education section	Schools are described as able to meet the current needs of the community.
		<i>While not required, it is encouraged that this element be written in conjunction with local school boards.</i>	No	Written with the assistance of the school administration	
50	7. A recommended program for the IMPLEMENTATION of the objectives of the development plan.	<i>Does the plan include statements that identify programs the municipality expects to use to address the objectives in the plan?</i>	Yes	Each Chapter and Implementation chapter, Chapter 12.	Each chapters has a list of the Goals, Strategies, and Implementation tasks for each topic.
		<i>When known funding, timeframe and responsible party can be helpful within the implementation element.</i>	Yes	Implementation chapter	This chapter has a table that list who is responsibility for implementation of each task.
51	8. A statement indicating how the plan relates to development trends and plans for ADJACENT MUNICIPALITIES, areas and the REGION developed under Title 24.	<i>Does the plan include statements that collectively indicate that the municipality examined and considered development trends for the municipality, adjacent municipalities and the region?</i>	Yes	Land Use chapter, Adjacent Municipal and Regional Plans section	This section addresses all of the land uses of adjacent municipalities' borders with Jericho and if they are compatible.
52	9. An ENERGY PLAN, including an analysis of energy resources, needs, scarcities, costs and problems within the municipality, a statement of policy on the conservation of energy, including programs, such as thermal integrity standards for buildings, to implement that policy, a statement of policy on the development of renewable energy resources, a statement of	<i>Does the plan include an analysis of energy resources, needs, scarcities, costs and problems within the municipality?</i>	Yes	Energy chapter	This chapter includes a discussion of energy utility infrastructure, energy resources, need for conservation, energy sensitive land use planning
		<i>Does the plan include an energy conservation policy and programs to implement that policy?</i>	Yes	Introduction chapter, Goal 1.11 and related strategies and implementation	Promote energy conservation through municipal example and by encouragement of appropriate
		<i>Does the plan include a policy on the development and use of renewable energy resources?</i>	Yes	Energy chapter, Goal 11.2 and related strategies and implementation tasks.	Promote Development of Renewable Energy Resources.

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	policy on patterns and densities of land use likely to result in conservation of energy	<i>Does the plan include a policy on how future development in the municipality can support energy conservation — both in terms of individual buildings and general land use patterns?</i>	Yes	Energy chapter, Goals 11.3 and related strategies and implementation tasks.	Establish land use patterns and densities that will result in the conservation of energy.
53	10. A HOUSING ELEMENT that shall include a recommended program for addressing low and moderate income persons' housing needs as identified by the regional planning commission pursuant to Section 4348a (a) (9) of Title 24.	<i>Does the plan include an inventory of the existing housing stock that identifies the number of housing units in each major type of housing in the community based on recent data?</i>	Yes	Housing chapter, Existing Housing Stock section	Table 7.1 Number and Type of Dwelling Units.
		<i>Does the plan compare the existing housing stock with recent population trends (such as changes in total population, households, and household size)?</i>	Yes	Housing chapter, Existing Housing Stock section	Discusses the decline in the number of new units built, which corresponds with the small decline in the population.
		<i>Does the plan assess the ability of municipal residents to reasonably afford safe, well-constructed, and efficient housing?</i>	Yes	Housing chapter, Housing Affordability section	This section notes the increase in housing costs and need to provide more affordable housing.
		<i>Does the plan identify progress and/or implementation steps toward Regional Plan strategies and actions regarding housing? (NOTE: this will not come into effect until the new Regional Plan (aka ECOS Plan) is adopted)</i>	Yes	Land Use chapter, Strategy 3.1.1	Plan so that the majority of new growth over the next twenty years can be accommodated within the Village Center and Village districts. These are the ECOS growth areas.
54	11. An ECONOMIC DEVELOPMENT ELEMENT that describes present economic conditions and the location, type and scale of desired economic development, and identifies policies, projects, and programs necessary to foster economic growth.	<i>Does the plan identify present economic conditions and the location, type and scale of desired economic development, and identifies policies, projects, and programs necessary to foster economic growth?</i>	Yes	Economic Development chapter, Local Businesses section	This section points to the importance of and desire for local businesses to serve the local population. The include restaurants and professional services, but not regional chains.
55	(12)(A) A flood resilience plan that: Note: this will take effect on July 1, 2014.				
56	(i) identifies flood hazard and fluvial erosion hazard areas, based on river corridor maps provided by the Secretary of Natural Resources pursuant to 10 V.S.A. § 1428(a) or maps recommended by the Secretary, and designates those areas to be protected, including floodplains, river corridors, land adjacent to streams, wetlands, and upland forests, to reduce the risk of flood damage to infrastructure and improved property; and	<i>Does the plan identify flood hazard and fluvial erosion hazard areas, and designate these areas to be protected (including floodplains, river corridors, land adjacent to streams, wetlands, and upland forests) for the purposes of reducing the risk of flood damage to infrastructure and improved property?</i>	Yes	Natural Resources chapter, Floodplain Protection and Resiliency, Inundation Hazard Protection, and Erosion Hazard Protection sections.	These sections discuss the importance of protection these areas, the standards already in place, and recommend additional protections.
57	(ii) recommends policies and strategies to protect the areas identified and designated under subdivision (12)(A)(i) of this subsection and to mitigate risks to public safety, critical infrastructure, historic structures, and municipal investments.	<i>Does the plan recommend policies to protect these areas and mitigate risks to public safety, critical infrastructure, historic structures and municipal investments?</i>	Yes	Natural Resource chapter, Water Resources section	This section references the recommendations of a geomorphic assessment of the Brown's River and the AHMP, as well as describing Jericho's no-build restrictions for the 100-yr floodplain

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58	(B) A flood resilience plan may reference an existing local hazard mitigation plan approved under 44 C.F.R. § 201.6.	<i>Does the municipality have an existing local hazard mitigation plan approved under 44 C.F.R. § 201.6, and if so is it referenced in the Plan?</i>	Yes	Natural Resources chapter, Water Resources section	Yes, this section references the 2011 Jericho All-hazards Mitigation Plan.
	Requirement	Guideline Questions	Yes/No	Location	Comments
	Compatible with the Current Regional Plan, Chap 117, Sec 4350(b)(1)(B)				
59	Planning areas				
60	Goals and strategies				
	Requirement	Guideline Questions	Yes/No	Location	Comments
	Compatible with Plans in other municipalities, Chap 117, Sec 4350(b)(1)(C)				
61	Land use				
62	Goals and objectives				
	Requirement	Guideline Questions	Yes/No	Location	Comments
	Confirm planning process, Chap 117, Sec 4350(a)				
63	1. Continuing planning process resulting in approved plan				
64	2. Maintaining efforts to provide local funds for municipal & regional planning				

MEMORANDUM

TO: CCRPC PAC
FROM: LEE KROHN, AICP
DATE: November 6, 2015
RE: PERMIT TRACKING SYSTEMS

CCRPC researched automated permit tracking systems, and summarized that research in the following report to provide municipalities with the benefits of using such systems, the options available, and the features and costs associated with each.

Why Use a Computer-Based Permit Tracking System?

A computerized permit tracking system can be simple or complex, depending upon needs, budget, and support available. It can simplify entering and keeping track of information; makes it easy to find answers to commonly-asked questions (how many residential building permits were issued last year, what is the permit history on a particular parcel, and the like); it also helps to ensure a consistent approach to recording and tracking data over time, and with different staff. These can range from simple catalogs of information (basic spreadsheet or database), to more full-featured systems that can link to the Grand List, GIS maps, and associated documents such as Certificates of Occupancy or DRB decisions.

The options used currently by municipalities in Chittenden County range from purely paper-based lists or files to wide-ranging, full-featured systems like AMANDA in Burlington or the Edgesoft system being developed for the Town of Colchester.

Issues to Consider:

- Complexity – level of in-house expertise needed to learn, use, and manage the system
- Cost – both initial set-up cost and annual license/support
- Ability to link to the Grand List and/or GIS mapping
- Customizable System – whether you limited to prebuilt templates or can you custom design forms, reports, and other needs
- Ownership of data/ability to export to common file formats – are your data usable only within that software package, or can data be exported for use in other programs or systems?
- Reporting Capabilities – can the system generate abutter notifications, permit expirations or other key dates within the development review process, generate annual reports (number of permits issued, etc.)... is reporting limited to prebuilt templates or can you custom design for your needs?
- Linkages -- the ability to link documents (site plans, DRB decisions, etc.) within the system
- Lessons and Experience from existing users

Summary:

As you'll see on the attached spreadsheet, options range from essentially free (Excel, built into the Microsoft Office suite that most likely already have) to costly (custom-designed, full-featured, multi departmental systems). Prebuilt packages on the open market tend to be better suited for larger cities with greater needs and larger budgets and staffs (including IT departments).

What follows here are brief summaries of two systems: one because many ask about it; the other as it seems an ideal solution, balancing ease of use, customizability, support, and cost.

NEMRC

Several Vermont municipalities use the NEMRC planning/zoning module. It's a Vermont-based system, and most communities already use other NEMRC modules for property assessment, finance, and maintaining grand lists. It costs \$1795 to buy and install; support is free if a town already uses and pays for other NEMRC modules; otherwise, standalone support for the planning/zoning module is \$1000/year. Experience is quite varied: some find it simple and useful; others find it extremely frustrating, and limited in flexibility and customizability (for example, it does not allow you to attach PDF files to records).

CITIZEN SERVE

Barre City has had great success with this program. It costs \$2000 to buy (includes initial setup, data import, etc.), and then \$1800/year/license for support. It is completely customizable, links to the grand list, allows considerable automation of routine data entry, allows images, PDFs, or other documents to be attached to records. Staff find it easy to learn, easy to use, and report that the company provides excellent and timely customer support. Data may be exported to standard file formats.

Based on research and experience, this may be an ideal solution for many municipalities.

We hope you find this information helpful.

Software/Systems (with web link for more information)	Complexity	Cost	Connection to the Grand List	Connection to GIS	Customizable	Proprietary	Reporting Capabilities	Link Documents	VT Municipalities Using the System	Reviews	General Notes
Excel spreadsheet	low	Part of Microsoft Office; most already have			Y	N	basic	Y			Free viewer available to open files
FilemakerPro database	low	< \$300	can be done	can be done	Y	N	basic	Y	Manchester		Works with Office suite. Free trial: www.filemakertri.com
Microsoft Access database	low	<\$150	likely possible	likely possible	Y	N	basic	Y	Charlotte	simple, basic, use full.com	Free viewer available to open files
Microsoft Access with Avolve ePlan database	low	unknown	likely possible	likely possible	Y	N	broader but needs IT support		N/A		needs significant IT used by one New England city.
Municipal Permit Tracking System (MPTS) - from State of Massachusetts (built on Access database)	low	free	likely possible	likely possible	hard to tell	N	built in	?	N/A	none	https://secure.reg.state.ma.us/eohed_mpts/eohed_mpts_form.asp
Colchester System - Edgesoft Systems	high, but custom	high >\$100K to de	Y	Y	Y		custom designed	Y	Colchester		
Amanda	high, but custom	high (>\$100K to de	Y	Y	Y; really needs a full time person to p		custom designed	Y	Burlington		
NEMRC planning/zoning module			Y	?	limited		limited			difficult or impossible	Mixed - from very Other NEMRC modules used in most VT munis
Citizen Serve		\$2000 initial; \$180	Y		Y	N	wide ranging	Y	Barre City		extremely positive company very responsive, can custom design anything
Tylertech.com		unknown*	?	?	?	Y	?	?	N/A		"do not buy" more suitable for large cities
Sassy Software Solutions (www.ybsassy.com) prebuilt permit tracking module		\$599 first license; \$199 each add'l license. Annual supp			Y	Y	?	?	N/A		more suitable for large cities
Sungard Public Sector (www.sungardps.com) offers their PermitTRAK module		unknown*		Y	Y	Y	?	?	N/A		more suitable for large cities

* some firms would not release cost or other information