

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

4 DATE: Wednesday, January 14, 2015
5 TIME: 2:30 p.m. to 4:30 p.m.
6 PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT

Members Present

Joss Besse, Bolton
Eranthie Yeshwant, Winooski
Alex Weinhagen, Hinesburg
Paul Conner, South Burlington
Ken Belliveau, Williston
Melissa Manka, Westford
Edmund Booth, Huntington
Dana Hanley, Essex
Greg Duggan, Essex
Sarah McShane, Underhill

Staff

Regina Mahony, Senior Planner
Lee Krohn, Senior Planner
Bryan Davis, CCRPC

Other

Jason Van Driesche, Local Motion
Katelin Brewer-Colie, Local Motion

7
8 **1. Welcome and Introductions**

9 Joss Besse called the meeting to order at 2:39 p.m.

10
11 **2. Approval of November 12, 2014 Minutes**

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13 Ken Belliveau made a motion, seconded by Alex Weinhagen, to approve the November 12, 2014 minutes,
14 with the addition of Winooski on the Act 250 project list. No further discussion. MOTION PASSED.
15

16 **3. Model Bike Parking Ordinances to Support Multimodal-Friendly Development**

17 Jason Van Driesche & Katelin Brewer-Colie from Local Motion provided an overview of current best
18 practices for bike parking requirements within development ordinances, as well as share a model ordinance
19 under development in collaboration with the City of Burlington. The approach in Burlington is described in
20 the document titled “Ideas for Addressing Bicycle Infrastructure Needs as Part of Burlington’s Downtown
21 Parking Study” attached to these minutes. The approach includes inventorying existing bike parking and
22 setting targets for the desired amount and types of parking; update the city ordinance specifying the type,
23 location and installation in private development; and create and begin a program for adding secure parking to
24 garages. Local Motion also provided the PAC with a more specific memo on issues related to zoning code
25 requirements for bicycle parking (also attached to these minutes). This includes a table of Comparisons of
26 Bike Parking Requirements that identifies specific regulations in Burlington and comparable cities (Cambridge
27 (MA), Corvallis (OR), Missoula (MT)).
28

29 Local Motion also explained that their CCRPC Work Program contract includes bike parking assistance to
30 municipalities. This is a relatively new area for them and they are learning quite a bit through the Burlington
31 project, but they are willing and able to assist in all of the Chittenden County municipalities. In addition,
32 Katelin explained that Local Motion has about 15 U racks available for purchase at a discounted rate – the
33 racks need to be located in publically available locations (this includes parking for a commercial
34 establishment). Other efforts include two pilot installations of secure bike lockers in Burlington and Winooski
35 that can be accessed electronically – this approach will get more use out of the lockers rather than individual
36 rental lockers.
37

38 Discussion followed regarding the required amount of bike parking spaces and how it seemed rather low
39 across the board and it would be interesting to know bike ownership numbers as opposed to just commuter
40 rates as many people bike recreationally and still need to store their bikes. Katelin mentioned that Burlington is
41 considering going to a bike parking space per bedroom model which may be a good approach. Jason
42 described a bike storage room approach that Champlain College has used with wall hangers that provides a lot

1 of storage in a small amount of space and minimizes wall damage (as it eliminates the need for residents to lug
2 bikes up to their rooms). Lee Krohn suggested a lead by example approach as an alternative to a regulatory
3 approach – as an example there are interesting art installation bike rack projects. Jason, described that the
4 Burlington approach does include more than a regulatory approach, however there is a need to establish
5 regulations as the majority of it won't happen otherwise.

6
7 Ken described Williston's regulatory approach: bike parking as a percentage of total parking requirements;
8 secure bike parking as a percentage of the total bike parking required; and end of trip facilities. There is a
9 great example of bike storage and end of trip facilities in the new Panera/Verizon building.

10
11 Local Motion reiterated that this work is part of their CCRPC contract and they encouraged the municipalities
12 to contact them if they are interested; they are also able to give Planning Commission presentations on this
13 topic. They also suggested that the municipalities send interested developers their way for advice and
14 assistance on bike parking.

15 16 **4. UPWP Regional Projects**

17 Joss Besse explained that the UPWP project applications are due on Friday, January 23, 2015 and
18 municipalities are working on their individual applications but this is a good forum to understand if there are
19 any regional or sub-regional projects the CCRPC should consider. Bryan Davis thanked Joss Besse and Ken
20 Belliveau for serving as the PAC reps on the UPWP Committee. CCRPC is currently working on the permit
21 tracking software white paper; and Regina explained that Colchester has started the application process for
22 FEMA's Community Rating System – one of the other topics mentioned last year. Joss asked if there are any
23 other sub-regional or region wide UPWP projects that CCRPC should be considering for FY16? Alex
24 explained that there don't appear to be any avenues for these ideas to develop as the municipalities rarely talk
25 to each other in this way. He suggested that CCRPC is in a good position to facilitate multi-town discussions
26 – not just at the PAC meeting but specifically going out to coffee to bring some folks together – could be
27 project oriented, infrastructure specific, or more general without a specific agenda. Lee described the Shared
28 Services Survey that was recently sent to Town Managers and SLB Chairs. The survey is intended to find out
29 if there are any needs or desires for shared or sub-regional approaches to municipal services. The results of the
30 survey may likely inspire some of those conversations to take place. Paul suggested a Zoning Administrator's
31 annual or semi-annual training, especially in light of the turnover that we see in these positions. Regina
32 explained the DRB Summit that CCRPC will host in the Spring – and if successful may continue to host in the
33 future on a regular basis. It may be possible to do something similar for Zoning Administrators.

34 35 **5. Huntington 2014 Comprehensive Plan**

36 Note: This agenda item was discussed earlier than described on the agenda to accommodate Everett Marshall's
37 attendance at the meeting.

38
39 Public hearing opened (3:35pm). No one from the public was in attendance. Public Hearing closed.

40
41 Regina Mahony provided an overview of the process and why this final Plan came back to the PAC, and
42 described the potential issue with the Village Designation map. Everett Marshall, Huntington Planning
43 Commission Chair, explained the nature of the changes to the Plan at the Selectboard level – largely language
44 edits that don't change the effect of the Plan. Paul asked about implementation of the Village districts and
45 whether Huntington is still considering the use of FBC in those districts. Everett explained that they'd like to
46 make the districts more flexible and may use some components of the FBC if not the whole draft.

47
48 Melissa Manka made a motion, seconded by Alex Weinhagen, that the PAC finds that the final 2014
49 Huntington Town Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the
50 municipality's planning process meets all statutory requirements for CCRPC confirmation. The PAC
51 recommends that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for
52 approval. No further discussion. MOTION PASSED. Edmund Booth abstained.

1
2 **6. Westford 2015 Town Plan Review (no public hearing)**

3 Joss Besse explained that there is no public hearing associated with this review as it was too late to warn one,
4 however the required public hearing will be held at the next stage of review on this Plan (either PAC meeting
5 or Board meeting). Regina Mahony gave a brief overview of the staff report. Joss asked if the PAC had any
6 comments or questions. Paul thought that the steep slopes table (pg. 60) seemed out of line with the steep
7 slopes on Map 3; suggested there was a typo in a column heading on the implementation table; and suggested
8 that the CCRPC housing targets are out of date. Regina explained that she also mentioned the housing targets
9 in her comments and suggested some amendment language if the Westford PC wants to keep those in their
10 Plan. Joss asked how “small scale commercial” is defined. Melissa stated that it is currently 4,000 sq.ft.;
11 however, they are considering amending that. They won’t allow retail, customer oriented businesses (the
12 Town Core is planned for those uses), and may go to a max of 22,000 sq.ft. total lot coverage (including
13 parking and all improvements on the site). Joss is concerned about strip developments along these roads and it
14 hasn’t happened in large part as a result of poor soils. He stated that 4,000 sq.ft. is more comfortable than
15 22,000 sq.ft. Melissa explained that the PC has also identified context sensitive design standards for this
16 district (intentionally not calling it FBC in this area). Joss concluded by indicating that this seems like an okay
17 approach. Alex indicated that he won’t be voting on this Plan at the PAC as he will be voting on it as a
18 Westford Selectboard member. However, he had some broad recommendations that he makes on all of the
19 Plans that seem relevant in this case as well: implementation list is good, but way too long & needs a top ten
20 list; and the objectives in each chapter are good but seem very broad.

21
22 Melissa responded to Regina’s staff comments: most of the comments will be addressed in the Plan. Melissa
23 specifically mentioned that there are a few FEH areas not covered by the existing regulations and so there may
24 be an addition or an expansion of the WRO overlay to capture these – not necessarily a brand new overlay; and
25 the FBC standards should be implemented rather than developed as that is already done. Melissa further
26 explained that the implementation spreadsheet was done specifically to allow for sorting of tasks – so they
27 could easily identify specific tasks associated with particular Committees.

28
29 Ken Belliveau made a motion, seconded by Edmund Booth, that the PAC finds that the draft 2015 Westford
30 Town Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the municipality's
31 planning process meets all statutory requirements for CCRPC confirmation. Upon notification that the Plan
32 has been adopted by the municipality, CCRPC staff will review the plan, and any information relevant to the
33 confirmation process, for changes. If staff determines that changes are substantive, those changes will be
34 forwarded to the PAC for review. Otherwise the PAC recommends that the Plan, and the municipal planning
35 process, should be forwarded to the CCRPC Board for approval. The public hearing was not conducted at this
36 PAC meeting, and therefore should be held by whichever body (PAC or CCRPC Board) sees the Plan next in
37 this review process. No further discussion. MOTION PASSED. Alex Weinhagen and Melissa Manka
38 abstained.

39
40 **7. Regional Act 250/Section 248 Projects in the Horizon**

- 41 • Winooski – Potential Act 250 appeal from the developer of the 277 East Allen project regarding the
42 traffic light condition.
- 43 • Essex – As a result of Act 250 changes the Town is likely to see an amendment to the Freeman Woods
44 project. There is a multi-use project in Essex Town Center - 54 unit residential on Commonwealth
45 Ave and a commercial bldg. on the Commonwealth Ave/Route 15 corner. Hoping they will break up
46 the massing of the commercial building – the developer seems to be receptive thus far.
- 47 • Huntington – nothing new
- 48 • So. Burlington – 24 housing units in 3 bldgs on Hineburg Road (west side of Kennedy) putting in front
49 of a parking lot to make the area more pedestrian friendly. Paul also mentioned the New England
50 Clean Power Link – power transmission line in proposed to be installed in Lake Champlain.
- 51 • Bolton – nothing new

- 1 • Westford – the DRB approval of a microfilament recycling and tanker truck testing proposal on Route
2 128 (north of the common) was just upheld by the courts will likely go to Act 250 now. Also an
3 existing business (for decades) never got Act 250 approval and septic system failed – they now have to
4 go to Act 250 to get approval.
- 5 • Williston – the Park & Ride at Exit 12 application has now been submitted to Act 250. It raises an
6 interesting question in light of Act 145 – the project will generate 95 trips (regional trip reduction,
7 local trip generation), should VTrans have to pay Williston’s transportation impact fee?
- 8 • Hinesburg – nothing new

9 10 **6. Other Business**

- 11 a. DRB Summit – Regina explained that this idea came from the Milton DRB. Interest from about 25
12 DRB members has been expressed and most of the municipalities are represented. CCRPC will host
13 this event on a weekday evening in the Spring. Stay tuned for more information.
- 14 b. Census Data Workshop – CCRPC will host this on Friday, 1/23 from 1pm to 4pm. The first hour will
15 include a presentation on the new online format for the ECOS Annual Report. Melanie will email
16 more information so stay tuned for that.
- 17 c. Paul reported that So. Burlington is conducting a large education facilities planning project and with
18 that a demographic study. The study shows a decline in school enrollment as well as a population
19 decline. Population will go up until 2020, but then drop after that due to death rates. While the study
20 is So. Burlington specific it is likely relevant to the entire region. While the school enrollment
21 numbers are not surprising the general population numbers are. The study also indicates that there
22 will soon be very few buyers of large single family homes.
- 23 d. Dana reported that she and Greg attended the VT Economic Outlook Conference last week. The VT
24 short term outlook is good, however the long-term outlook is bad based on the aging population. A
25 presentation from the Brookings Institute was fascinating – it described a happiness U-shaped curve,
26 indicating that happiness decreases in middle-age and increases as you get older (mid-50s and older).

27 28 29 **7. Adjourn**

30 The meeting adjourned at 4:30 p.m. The next meeting will take place on March 11, 2015 from 2:30pm to
31 4:30pm.

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33 Respectfully submitted, Regina Mahony
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