

# REGULAR MEETING AGENDA

Wednesday, September 17, 2014 - 6:00 p.m.  
CCRPC Offices; 110 W. Canal Street, Suite 202  
Winooski, VT 05404



## CONSENT AGENDA –

C.1 Minor TIP Amendments

## DELIBERATIVE AGENDA

1. Call to Order; Changes to the Agenda
2. Public Comment Period on Items NOT on the Agenda
3. Action on Consent Agenda (MPO Business) (Action; 5 min)
4. Approve Minutes of July 16, 2014 Meeting\* (Action; 5 min.)
5. Project Prioritization (MPO Business) \* Action; 20 min.)
6. Report on Interstate Interchange Projects (Exits 12, 14, 16 & 17) (Information; 45 minutes)
7. Essex Junction Comprehensive Plan\* (Action, 5 min.)
8. Rough draft TMDL Committee recommendations (September 10, 2014)\* (Information; 10 min.)
9. Appointment of Members to serve on Committees\* (Chair Action; 5 min.)
10. Appointment of Regional Board Members \* (Action, 5 min.)
11. Recognition of Bernie Ferenc's 30 years of service\* (Action, 10 min.)
12. Executive and MPO Directors' Updates (Information; 10 min.)
  - a. Committee webpage improvements
  - b. Monthly Project Status Report
  - c. Public Engagement Plan Outreach
13. Committee/Liaison Activities & Reports \* (Information, 5 min.)
  - a. Executive Committee (draft minutes Aug. 6<sup>th</sup> and Sept. 3rd)\*
    - i. Act 250/Sec 248 letters\*
  - b. Transportation Advisory Committee (draft minutes Sept. 2, 2014)\*
  - c. Planning Advisory Committee (draft minutes July 23, 2014)\*
  - d. ad hoc Permit Integration Committee (draft minutes August 27, 2014)\*
14. Members' Items, Other Business (Information, 5 min.)
15. Adjourn

The Sept. 17<sup>th</sup> Chittenden County RPC meeting will air on Friday, September 26, 2014 at 8 p.m. and repeat on Saturday, September 27<sup>th</sup> at 1am and 7am and available on the web at:  
<http://www.cctv.org/watch-tv/programs/chittenden-county-regional-planning-commission-43>

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

- ad hoc TMDL Committee – Monday, September 22, 2014 at 5:45 p.m.
- ad hoc Permit Improvement Committee – date/time to be determined
- Planning Advisory Committee – Wednesday, September 24, 2014 at 2:30p.m.
- Transportation Advisory Committee – Tuesday, October 7, 2014; 9:00 a.m.
- Executive Committee, Wednesday, October 1, 2014; 5:45 p.m.
- CCRPC Meeting - Wednesday, October 15, 2014; 6:00 p.m.

## Chittenden County Regional Planning Commission September 17, 2014

Agenda Item C.1: Consent Item

### FY2015 Transportation Improvement Minor Amendments

**Issues** Add the projects listed below to the FY15 year of both the FY14-17 and FY15-18 TIPs. The FY15-18 TIP has not yet been approved by FHWA so the FY14-17 TIP remains in effect. This change will incorporate these projects in both versions of the TIP.

Project	Project Description	Federal Funds
<b>Construction Projects</b>		
<b>Browns River Middle School and Union ID School Crossing Improvements</b> , Jericho (Amendment FY15-01, Project BP083)	Design and Construct crossings with Rectangular Rapid Flash Beacon (RRFB) and Ped Hybrid Beacon to cross VT 15	\$210,808
<b>Village Sidewalk and Crosswalks</b> , Shelburne (Amendment FY15-02, Project BP084)	Construct 600 feet of sidewalk along Shelburne Rd. to connect village destinations including the Shelburne Museum and Town offices.	\$111,890
<b>VT 116 Sidewalk to Tilley Drive</b> , South Burlington (Amendment FY15-03, Project BP085)	Construct 800 feet of sidewalk on the west side of Hinesburg Rd to connect to Tilley Drive	\$136,214
<b>Towers Road Sidewalk</b> , Essex (Amendment FY15-04, Project BP086)	Construct 1,000 feet of sidewalk along Towers Rd.	\$175,133
<b>Scoping Projects</b>		
<b>Jericho Corners Connection Project</b> (Amendment FY15-05, Project BP087)	Study to evaluate bike/ped facilities in Jericho Corners Village Center and Lee River Rd.	\$24,324
<b>Railroad St. Rail Crossing</b> , Milton (Amendment FY15-06, Project BP088)	Study of 300 feet of sidewalk along Railroad St. including a rail crossing	\$17,838
<b>Main St. Sidewalk Extension</b> , Essex Junction (Amendment FY15-07, Project BP089)	Study of 3,200 feet of sidewalk to access neighborhoods and Essex Education facility and Village downtown	\$28,378

**Staff Recommendation:** Recommend that the Commission approve the proposed TIP amendments.

**For more information contact:** Christine Forde  
cforde@ccrpcvt.org or 846-4490 ext. 13

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

**Date:** Wednesday, July 16, 2014

**Time:** 6:00 p.m.

**Place:** CCRPC Offices; 110 W. Canal Street, Suite 202, Winooski, VT 05404

**Members:**

8 Bolton, Absent	20 St. George, Debra Kobus
9 Buels Gore, Absent	21 Shelburne, John Zicconi
10 Burlington, Absent	22 S. Burlington, Sandy Dooley
11 Charlotte, Jim Donovan	23 Underhill, Brian Bigelow
12 Colchester, Dawn Francis, Alternate	24 Westford, Dave Tilton
13 Essex, Jeff Carr	25 Williston, Chris Roy
14 Essex Junction, Absent	26 Winooski, Mike O'Brien
15 Hinesburg, Andrea Morgante	27 VTrans, Matthew Langham
16 Huntington, Barbara Elliott	28 Socio/Econ/Housing, Absent
17 Jericho, Catherine McMains	29 Conservation/Environment, Absent
18 Milton, Lou Mossey	30 Industry/Business, Absent
19 Richmond, Absent	31 Agriculture, No Representative

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

33 Burlington Int'l Airport, Absent	36 FTA, Absent
34 CCTA, Absent	37 Railroad Industry, Absent
35 FHWA, Absent	

**Others:**

39 Diane Meyerhoff, Third Sector Assoc.  
40 , CCTV

**Staff:**

41	46 Christine Forde, Senior Trans. Planner
43 Charlie Baker, Executive Director	47 Emma Long, Communication Manager
44 Bryan Davis, Sr. Transportation Planner	48 Regina Mahony, Senior Planner
45 Bernadette Ferenc, Trans. Business Mgr.	

**1. Call to Order & Changes to the Agenda**

The meeting was called to order at 6:00PM by the Vice Chair, Chris Roy.

**2. Public Comment Period on Items NOT on the Agenda.** There were none.

**3. Approve Consent Agenda (MPO Business).** There were no items on the consent agenda.

**4. Approve Minutes of June 18, 2014 Meeting**

CATHERINE MCMAINS MADE A MOTION, DULY SECONDED BY JOHN ZICCONI, TO APPROVE THE MINUTES OF JUNE 18, 2014 WITH CORRECTIONS. During discussion, Debra Kobus asked that on page 3, line 38, the spelling of her name be corrected. THE MOTION CARRIED UNANIMOUSLY WITH THREE ABSTENTIONS FROM BARBARA ELLIOT, MIKE O'BRIEN, AND JIM DONOVAN.

**5. FY2015-18 Transportation Improvement Plan (TIP) (MPO Business)**

**5a. Presentation & Public Hearing**

Christine Forde of the CCRPC staff made a presentation. Federal regulations require that the CCRPC, as a designated Metropolitan Planning Organization (MPO), develop and maintain a Transportation Improvement Program (TIP). Transportation projects must be listed in the TIP in order to spend federal transportation funds. Andrea Morgante asked why the 2018 funding level is so low. Christine explained that the levels will vary through the years; at this point it's not clear how quickly the CIRC alternatives projects will progress. John

1 Zicconi asked why the Bolton/Richmond paving project is delayed for two years. Christine explained that VTrans  
2 is trying to coordinate paving with work in Waterbury.

3  
4 JIM DONOVAN MADE A MOTION, DULY SECONDED BY JEFF CARR, TO OPEN THE PUBLIC HEARING ON THE  
5 FY2015-18 TRANSPORTATION IMPROVEMENT PROGRAM AT 6:20PM. THE MOTION CARRIED UNANIMOUSLY. As  
6 there were no members of the public present, JOHN ZICCONI MADE A MOTION, DULY SECONDED BY MIKE  
7 O'BRIEN, TO CLOSE THE PUBLIC HEARING AT 6:21PM. THE MOTION CARRIED UNANIMOUSLY.

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9 **5b. Approval of the Transportation Improvement Plan (TIP)**

10 JEFF CARR MADE A MOTION, DULY SECONDED BY JIM DONOVAN, TO APPROVE THE FY2015-18  
11 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) WITH TECHNICAL CORRECTIONS BY CCRPC STAFF. VOTE:

12 Bolton – Absent Burlington – Absent Charlotte- Yes Colchester – Yes (2)  
13 Essex – Yes Essex Jct. – Absent Hinesburg – Yes Huntington – Yes  
14 Jericho – Yes Milton – Yes Richmond – Absent St. George – Yes  
15 Shelburne – Yes So. Burl. – Yes (2) Underhill – Yes Westford – Yes  
16 Williston – Yes Winooski – Yes VTrans - Yes

17 THE MOTION CARRIED WITH 17 OF 24 VOTES AND 15 OF 18 COMMUNITIES VOTING IN FAVOR.

18  
19 **5c. Certification of the Planning Process**

20 JOHN ZICCONI MADE A MOTION, DULY SECONDED BY JIM DONOVAN, TO AUTHORIZE THE CCRPC CHAIR TO SIGN  
21 THE CERTIFICATION OF THE PLANNING PROCESS AND FORWARD IT TO THE SECRETARY OF TRANSPORTATION  
22 WITH THE ADOPTED FY2015-18 TRANSPORTATION IMPROVEMENT PROGRAM (TIP). THE MOTION CARRIED  
23 UNANIMOUSLY.

24  
25 **6. Draft Public Engagement Plan Presentation and Warn Public Hearing**

26 Bryan Davis of the CCRPC presented the draft Public Engagement Plan. Federal regulations require that the  
27 CCRPC, as the designated MPO, adopt a public involvement plan. The existing plan is six years old and staff  
28 wanted to strengthen the Plan's focus on diversity and equity. An Advisory Committee, chaired by Deb Ingram,  
29 Williston Alternate, helped draft the new plan.

30  
31 Major changes include a title change to the Public Engagement Plan (from Public Involvement Plan) to  
32 demonstrate a commitment to an expanded role for the public. The plan has been reorganized, shows a clear  
33 connection to ECOS, and has a simplified evaluation process. The new plan is based on the Spectrum of  
34 Engagement (page 9) and incorporates the Equity Impact Worksheet (pages 20-23). The draft plan is now out for  
35 public comment and targeted outreach will begin soon.

36  
37 Andrea Morgante wants to be sure that the CCRPC is hearing from diverse groups of people; she would like to  
38 see techniques and strategies to ensure that people are comfortable sharing their knowledge and opinions.  
39 Charlie Baker responded that the equity impact tool is a worksheet that outlines a project's public engagement  
40 plan and includes an equity component. Charlie thanked Bryan, Emma, and Deb Ingram for their work. JEFF  
41 CARR MADE A MOTION, DULY SECONDED BY SANDY DOOLEY, TO WARN A PUBLIC HEARING FOR OCTOBER 15,  
42 2014 FOR THE PUBLIC ENGAGEMENT PLAN. THE MOTION CARRIED UNANIMOUSLY.

43  
44 **7. Act 250 – Shelburne Green, LLC, Shelburne; Application #4C0822-5**

45 Chris Roy noted that the Executive Committee brought the draft CCRPC Act 250 letter to the full board for their  
46 input. Regina Mahoney of CCRPC staff distributed a new draft with additional information requested by the  
47 Town of Shelburne. A minor correction is to note that "DEC" in this case is the District Environmental  
48 Commission (not the Department of Environmental Conservation). Regina will spell out this acronym in the final  
49 letter.

50

1 John Zicconi explained that CCTA had concerns about this new development on Route 7. The Town of Shelburne  
2 chose to add three issues to the letter regarding safety: 1) establish transit access to the new development; 2)  
3 build sidewalks to serve transit and the development; and 3) provide safe pedestrian crossings with lighting on  
4 Route 7. The Town chose not to address CCTA's additional issues regarding speed limits, pull-offs, etc.  
5

6 There was discussion about the phrase that the applicant (developer) would "contribute to the implementation  
7 of ... improvements" and whether or not this was appropriate for the CCRPC to include in the letter. Dawn  
8 Francis suggested a revised sentence to state: "Considering the improvements needed, CCRPC suggests that the  
9 District Commission consider imposing *a reasonable and proportional* transportation impact fee process for  
10 these capital needs." (*text in italics added*).  
11

12 ANDREA MORGANTE MADE A MOTION, DULY SECONDED BY CATHERINE MCMAINS, TO REVISE THE LETTER TO  
13 THE DISTRICT COMMISSION TO SPELL OUT DISTRICT ENVIRONMENTAL COMMISSION AND ADD "REASONABLE  
14 AND PROPORTIONAL" TO THE TRANSPORTATIONS IMPACT FEE PROCESS. During discussion, John Zicconi would  
15 like to keep the financing options as flexible as possible. Sandy Dooley believes that the developer's contribution  
16 should be more than nominal. SANDY DOOLEY MADE A MOTION TO AMEND, DULY SECONDED BY ANDREA  
17 MORGANTE, TO REVISE THE LETTER: "THE DISTRICT ENVIRONMENTAL COMMISSION SHOULD REQUIRE THE  
18 APPLICANT TO CONTRIBUTE *SUBSTANTIALLY* TO THE IMPLEMENTATION OF ONE OR MORE IMPROVEMENTS..."  
19 (*text in italics added*). Andrea expressed concern that discussing funding mechanisms is beyond the role of the  
20 CCRPC in this context; CCRPC's role is to suggest necessary improvements and let the towns negotiate funding.  
21 SANDY DOOLEY AND ANDREA MORGANTE AGREED TO WITHDRAW THEIR MOTION TO AMEND.  
22

23 SANDY DOOLEY MADE A MOTION TO AMEND, DULY SECONDED BY JEFF CARR, TO REVISE THE SENTENCE TO  
24 READ, "THE DISTRICT ENVIRONMENTAL COMMISSION SHOULD REQUIRE ~~THE APPLICANT TO CONTRIBUTE~~  
25 ~~SUBSTANTIALLY TO THE IMPLEMENTATION OF ONE OR MORE IMPROVEMENTS..."~~ (strikeout text deleted) AND  
26 THE FINAL SENTENCE UNDER PARAGRAPH 1 TO BE REMOVED: "~~Considering the improvements needed, CCRPC~~  
27 ~~suggests that the District Commission consider imposing a reasonable and proportional transportation impact~~  
28 ~~fee process for these capital needs."~~ Jim Donovan is concerned that by removing the last sentence we are not  
29 showing support for the impact fee process that the Commission supported earlier. THE QUESTION WAS CALLED  
30 AND THE MOTION TO AMEND CARRIED UNANIMOUSLY WITH ONE ABSTENTION FROM JOHN ZICCONI.  
31

32 THE QUESTION WAS CALLED FOR THE ORIGINAL MOTION TO APPROVE THE LETTER AS REVISED BY THE MOTION  
33 TO AMEND. THE MOTION CARRIED UNANIMOUSLY.  
34

### 35 **8. FY15 Schedule of Meetings**

36 JEFF CARR MADE A MOTION, DULY SECONDED BY LOU MOSSEY, TO APPROVE THE CCRPC FY2015 MEETING  
37 SCHEDULE. THE MOTION CARRIED UNANIMOUSLY.  
38

### 39 **9. Solicitation and Appointment of Member to Serve on Committees**

40 Chris Roy explained that committee appointments are made at the Chair's discretion and with the concurrence  
41 of the Board. The Chair, Andy Montroll, is open to adding additional members over the next two months. Jeff  
42 Carr volunteered for the Board Development Committee. Andy and Chris are interested in raising the profile of  
43 the organization in part to raise awareness about serving on the Commission. Andrea Morgante suggested that  
44 the Commission has become too focused on transportation and that the committee list should be reexamined to  
45 broaden the topics and participation. There was discussion about the list of committees and the difficulty of  
46 securing members and the steep learning curve for many committees.  
47

48 JOHN ZICCONI MADE A MOTION, DULY SECONDED BY JIM DONOVAN, FOR THE BOARD TO CONCUR WITH  
49 ADDING JEFF CARR TO THE BOARD DEVELOPMENT COMMITTEE, ADDING COMMITTEE MEMBERS THE CHAIR  
50 DETERMINES ARE APPROPRIATE GIVEN FURTHER CONTACT BY COMMISSION MEMBERS, AND ADDING A  
51 SECOND VAPDA REPRESENTATIVE (ANDY MONTROLL). THE MOTION CARRIED UNANIMOUSLY.

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**10. Solicitation of Regional Board Members**

Charlie Baker explained that the bylaws require that regional board members are appointed every two years. He asked that any recommendations be sent to him, especially for the vacant agriculture seat.

**11. Executive and MPO Directors' Updates**

Charlie Baker reported that press releases will be distributed to each town with a summary of projects to be undertaken in this year's work program. Staff is summarizing the past year's work for town annual reports. Future board packets will include a status report of projects underway. Open Meeting Law changes require that we post draft meeting minutes (both Commission and committees) on the website in five business days. Emma Long and Michele Boomhower have been working hard to bring a national conference, the Transportation Research Board: Tools of the Trade, to the Sheraton in South Burlington next week.

Lou Mossey suggested that the Commission move its meetings around the County.

**12. Committee/Liaison Activities & Reports:** There were none.

**13. Members' Items/Other Business**

Jeff Carr asked about the new volunteer reimbursement policy. Charlie Baker explained that the policy emerged from the Public Participation Plan Advisory Committee to allow people who normally don't participate to be able to contribute. This is an interim policy and it will be evaluated for effectiveness.

**14. Adjourn**

JIM DONOVAN MADE A MOTION, DULY SECONDED BY MIKE O'BRIEN, TO ADJOURN AT 7:33PM. THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Diane Meyerhoff



## **Chittenden County Regional Planning Commission**

**09/17/14**

**Agenda Item 5: Action Item**

### **2016 Transportation Project Prioritization – Addition of Circ Alternatives Phase III Projects and Exit 17**

**Issues:** In April 2014 CCPRC submitted project prioritization scores to VTrans for input into the development of the State Fiscal Year 2016 Capital Program. The Vermont Legislature requires that projects in the Transportation Capital Program be prioritized. The Regional Planning Commissions have input in the prioritization process and submit regional scores that are incorporated into VTrans scores. Regional scores account for 20 percent of total project score (15 percent for bridge projects).

Over the past three years, since the Governor announced that the Circ Highway would not be constructed, CCRPC has been involved in a Circ Alternatives planning process intended to develop projects that would implement the purpose and need that the Circ highway was intended to address. Through this process a suite of 34 projects were identified in three phases. Phase I and Phase II projects were admitted directly into VTrans Capital Program without being subject to the annual project prioritization process. However, the Circ Task Force and VTrans agreed that the Phase III projects would be prioritized with the other Chittenden County projects for inclusion in the Capital Program.

In addition, VTrans has recently identified structural deficiencies in the US2 Bridge over I-89 at Exit 17. As a result, Exit 17 has also been added to the project list for prioritization.

CCRPC staff scored the Circ Phase III projects using the standard prioritization methodology and inserted those projects into the Chittenden County list. After approval by the TAC and Board, this revised prioritized list will be forwarded to VTrans for development of the FY16 Capital Program.

**Background: CIRC Task Force**

On July 28, 2011 the CCRPC, in collaboration with VTrans, convened the CIRC Alternatives Task Force, consisting of twenty-three representatives of the Towns of Colchester, Essex, Williston, the Village of Essex Junction, state agencies, CCTA, the bicycle and pedestrian community, environmental groups, and the business community. The Task Force's charge was to identify a list of immediate, mid-term, and long-term recommendations for projects and planning activities to address mobility, congestion, transportation demand, safety, livability, and economic development in the region.

The Task Force met 13 times between July 2011 and November 2013. An extensive planning process was undertaken to identify transportation system issues in the CIRC Alternatives Study Area. The Task Force arrived at consensus on a suite of 34 projects with an estimated total implementation cost of \$99 million. The Phase I and II implementation projects were approved

for inclusion in the VTrans Capital Program by the Legislature in the 2012 and 2013 sessions.

### **Regional Project Prioritization**

CCRPC developed a methodology for regional project prioritization in 2005. The methodology uses planning factors MPOs are required to consider in their planning process, as stated in federal legislation. The planning factors are: Economic Vitality; Safety and Security; Accessibility, Mobility and Connectivity; Environment, Energy and Quality of Life; Preservation of Existing System; and, Efficient System Management.

The methodology uses a project scoring sheet that identifies project characteristics that result in a score of High, Medium-High, Medium-Low or Low Impact for each of the six scoring criteria. Each project receives one score for each planning factor. The score is determined by finding the highest scoring project characteristic that applies to each project. Necessary information for scoring projects is derived from existing studies and data collected/processed by CCRPC, VTrans, consultants or towns. Only one score is applied to the project for each planning factor even though multiple characteristics may apply to the project.

In addition to the six scoring categories, projects receive points if the project is in the current TIP according to the following schedule:

- 10 points for construction funds in the first or second year of the TIP
- 8 points for construction funds in the third or fourth year of the TIP
- 6 points for right-of-way in the first or second year of the TIP
- 4 points for right-of-way in the third or fourth year of the TIP
- 4 points for engineering in the first or second year of the TIP
- 2 points for engineering in the third or fourth year of the TIP

Note: projects can receive a maximum of one score for this item which is the highest applicable point value.

The list of projects to be scored comes from the annual Transportation Capital Program and is supplied by VTrans.

<b>TAC Recommendation:</b>	Approve the revised 2016 CCRPC Prioritized Project List with Circ Alternative Phase III Projects.
<b>Staff Recommendation:</b>	Approve the revised 2016 CCRPC Prioritized Project List with Circ Alternatives Phase III Projects and forward to CCRPC Commission.
<b>For more information contact:</b>	Christine Forde cforde@ccrpcvt.org or 846-4490 ext. 13
<b>Attachments:</b>	2016 CCRPC Prioritized Project List with Phase III Circ Alternatives CCRPC Project Prioritization Scoring Criteria



**2016 CCRPC Prioritized Project List with Phase III CIRC Alternatives**

		Economic Vitality	Safety and Security	Accessibility, Mobility and Connectivity	Environment, Energy and Quality of Life	Preservation of Existing System	Efficient System Management	TIP Status
<b><u>Roadway</u></b>								
US2/Industrial Avenue, Williston	1	High - Principal Arterial	High - High Crash	High - CCRPC Enterprise	Medium-High - Enterprise	High - Critical Need	High - Congestion	CON-1,2
VT2A/US7/Creek Rd/Bay Rd Intersection, Colchester	2 tie	High - Principal Arterial	High - High Crash	Medium-High - Principal Arterial	Medium-High - CCRPC Village	High - Critical Need	Medium-High - New Signal	CON-1,2
US7 Rehabilitation, Charlotte	2 tie	High - Principal Arterial	Medium-High - New Shoulders	High - Goods Movement	Medium-High - Principal Arterial	High - Critical Need	Medium-High - Congestion	CON-1,2
VT15/Susie Wilson Rd/Kellogg Rd Corridor & Intersections Improvements, Essex	3	High - CCRPC Enterprise	High - High Crash	High - CCRPC Enterprise	High - TOD	Medium-High - Significant Need	High - Signal interconnect	PE-3,4
I-89 Exit 17 Improvements	4	High - Principal Arterial	High - High Crash	High - CCRPC Enterprise	Medium-High - Principal Arterial	Medium-High - Significant Need	High - Congestion	PE-1,2
I-89 Exit 12 Stage 1, Williston	5 tie	High - Principal Arterial	High - High Crash	High - Growth Center	Medium-High - Principal Arterial	Medium-High - Significant Need	High - Signal interconnect	PE-3,4
I-89 Exit 12 Stage 2, Williston	5 tie	High - Principal Arterial	High - High Crash	High - Growth Center	Medium-High - Principal Arterial	Medium-High - Significant Need	High - Signal interconnect	PE-3,4
I-89 Exit 12 Stage 3, Williston	5 tie	High - Principal Arterial	High - High Crash	High - Growth Center	Medium-High - Principal Arterial	Medium-High - Significant Need	High - Signal interconnect	PE-3,4
I-89 Exit 12 Stage 4, Williston	5 tie	High - Principal Arterial	High - High Crash	High - Growth Center	Medium-High - Principal Arterial	Medium-High - Significant Need	High - Signal interconnect	PE-3,4
VT2A/Industrial Avenue/Mountain View Improvements, Williston	5 tie	High - Principal Arterial	High - High Crash	High - Growth Center	Medium-High - Principal Arterial	Medium-High - Significant Need	High - Congestion	PE-3,4
Market Street, S. Burlington	6 tie	High - New Town Center	Medium - Safety	High - New Town Center	High - Compact Land Use	Low - New facility	Medium-High - New Connection	CON-3,4
VT2A Colchester Village Main Street & Mill Pond Rd/East Rd Intersection Improvements, Colchester	6 tie	Medium-High - CCRPC Village	High - High Crash	Medium-High - CCRPC Village	High - Compact Land Use	High - Critical Need	Medium-High - New Signal	PE-3,4
Champlain Parkway, Burlington	7	High - Downtown District	Medium - Safety	High - Downtown District	Medium-High - Remove Traffic	Low - New facility	Medium-High - New Connection	CON-3,4
Airport Drive, S. Burlington	8	High - Airport Access	Medium-High - Emergency Access	High - Enterprise Planning Area	Medium-High - Remove Traffic	Low - New facility	Medium-High - New Connection	-

Note: CIRC Alternative projects are designated with shading.

## Traffic Operations & Safety

		Economic Vitality	Safety and Security	Accessibility, Mobility and Connectivity	Environment, Energy and Quality of Life	Preservation of Existing System	Efficient System Management	TIP Status
<b>Traffic Operations &amp; Safety</b>								
1	US7/Middle Road/Railroad Street, Milton	High - Freight Access	High - High Crash	Medium-High - Municipal Growth Area	Medium-High - CCRPC Center	High - Critical Need	Medium-High - New Signal	PE-1,2
2	V T127 Prim Rd/West Lakeshore Dr Intersection Improvement, Colchester	High - Tourism Facility	High - High Crash	High - Growth Center	Medium-High - CCRPC Village	Medium-High - Significant Need	Medium-High - New Signal	PE-3,4
3 tie	VT117/North Williston Road Intersection Improvements, Essex	High - Principal Arterial	Medium-High - Documented Safety Problem	Medium-High - Principal Arterial	Medium-High - Principal Arterial	High - Critical Need	Medium-High - New Signal	PE-3,4
2 tie	V T127 Blakely Rd/Laker Ln Intersection Improvement, Colchester	High - Tourism Facility	Medium-High - Documented Safety Problem	High - Growth Center	Medium-High - CCRPC Village	Medium-High - Significant Need	Medium-High - New Signal	PE-3,4
4	VT117/North Williston Road Hazard Mitigation Improvements, Essex	High - Principal Arterial	Medium-High - Documented Safety Problem	Medium-High - Principal Arterial	Medium-High - Principal Arterial	Medium-High - Significant Need	Medium - Reduces Travel Time	PE-3,4

	<b>Bicycle/Pedestrian Projects</b>							
1 tie	Mill Pond Road/Severance Road Intersection Improvements & New Shared Use Path, Colchester	High - Growth Center	High - Regional Connections	High - Growth Center	High - Reduce VMT	Low - new facility	High - Regional Connection	PE-3,4
1 tie	US2 - Taft Corners to Williston Village Shared Use Path, Williston	High - Village	High - Regional Connections	High - Growth Center	High - Reduce VMT	Low - new facility	High - Regional Connection	PE-3,4
1 tie	Mountain View Road Multi-Modal Facility, Williston	High - CCRPC Enterprise	High - Regional Connections	High - Growth Center	High - Reduce VMT	Low - new facility	High - Regional Connection	PE-3,4
2	VT2A Taft Corners Area Sidewalks, Williston	High - Growth Center	Medium-High - Principal Arterial	High - Growth Center	High - Compact Land Use	Low - new facility	Medium - Local Connection	PE-3,4
3	VT15 Old Stage Road to Essex Way Shared Use Path, Essex	Medium-High - Locally Important	Medium-High - Principal Arterial	Medium-High - Locally Important	Medium-High - Local Connections	Low - new facility	Medium - Local Connection	PE-3,4

Note: CIRC Alternative projects are designated with shading.

## CCRPC Project Prioritization Scoring Criteria

		Planning Factors	
		Economic Vitality <i>Support the economic vitality especially by enabling global competitiveness, productivity, and efficiency</i>	Safety and Security <i>Increase the safety and security of the transportation system for motorized and nonmotorized users</i>
<b>Project Characteristics</b>	<b>High Impact (10 points)</b>	<input type="checkbox"/> Project provides new or improved access*, including transit and pedestrian/bike access*, to or within a Vermont designated Growth Center, Downtown, New Town Center or Village Center or a CCRPC designated Enterprise Planning Area <input type="checkbox"/> Project on an interstate or principal arterial that improves access* for freight <input type="checkbox"/> Project improves airport access* <input type="checkbox"/> Project improves access*, including transit and pedestrian/bike access*, to tourism facility <input type="checkbox"/> Project that improves access* to the rail network	<input type="checkbox"/> Safety improvement in a VTrans identified High Crash Location – intersection or section of roadway <input type="checkbox"/> Bridge improvement for a bridge with a sufficiency rating up to 25 <input type="checkbox"/> Transit equipment for safety or security <input type="checkbox"/> Dedicated pedestrian/bike facility making intermodal linkages or regional connections in a location with a documented existing safety problem
	<b>Medium-High Impact (7 points)</b>	<input type="checkbox"/> Project provides new or improved access*, including transit and pedestrian/bike access*, to or within a CCRPC designated Center, Metro or Village Planning area, or a municipal designated growth area <input type="checkbox"/> Project on a minor arterial or major collector that improves access* for freight <input type="checkbox"/> Project that maintains existing access facilities on interstate or principal arterial <input type="checkbox"/> Project improves an access* facility important to rural community <input type="checkbox"/> Project addresses environmental issues that could impact economic development <input type="checkbox"/> New/expanded Park and Ride Lot	<input type="checkbox"/> Improvement to emergency access <input type="checkbox"/> Bridge improvement for a bridge with a sufficiency rating of 25.1 to 50 <input type="checkbox"/> New median barriers, guardrails or shoulders <input type="checkbox"/> Intersection/roadway safety improvement in a location with a documented safety problem <input type="checkbox"/> Rail grade crossing improvement or warning signs <input type="checkbox"/> Dedicated pedestrian/bike facility with a documented safety problem on a Principal or Minor Arterial roadway
	<b>Medium Impact (5 points)</b>	<input type="checkbox"/> Project that provides access*, including transit and pedestrian/bike access*, to or within a future activity area identified in a municipal plan or study <input type="checkbox"/> Project that provides new or improved access*, including transit and pedestrian/bike access*, to or within locally important areas of economic activity <input type="checkbox"/> Bus station/stop amenities and shelters <input type="checkbox"/> Project that supports the mobility needs of a rural community <input type="checkbox"/> Project that maintains existing access facilities on minor arterial or major collector	<input type="checkbox"/> Bridge improvement for a bridge with a sufficiency rating from 50.1–80 <input type="checkbox"/> Repave interstate or principal arterial <input type="checkbox"/> Dedicated pedestrian/bike facility in a location with a documented safety problem on a Major Collector roadway <input type="checkbox"/> Safety related transportation project identified in a study/report
	<b>Low Impact (3 points)</b>	<input type="checkbox"/> Other transportation improvement that supports economic development	<input type="checkbox"/> Repave a minor arterial or major collector <input type="checkbox"/> Dedicated pedestrian/bike facility in a location with a documented safety problem on a local road <input type="checkbox"/> Other safety related improvement identified in a study/report
	<b>No Impact (0 Points)</b>	<input type="checkbox"/> No discernible benefit	<input type="checkbox"/> No discernible benefits

\* Improved access is defined as increase in capacity or reduced delay

		<b>Planning Factors</b>
		<b>Accessibility, Mobility and Connectivity</b> <i>Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight</i>
<b>Project Characteristics</b>	<b>High Impact (10 points)</b>	<input type="checkbox"/> Transit project that provides new/expanded transit infrastructure, service or dedicated facility for buses, along designated transit corridors, resulting in service improvements, increased transit connectivity or improvements to multi-modal connectivity <input type="checkbox"/> Bicycle /pedestrian facility making intermodal linkages or regional connections to or within a Vermont designated Growth Center, Downtown, New Town Center or Village Center or a CCRPC designated Enterprise Planning Area <input type="checkbox"/> Project that facilitates movement of goods (increased capacity or reduced delay) or improves intermodal connectivity to or within a Vermont designated Growth Center, Downtown, New Town Center or Village Center or a CCRPC designated Enterprise Planning Area <input type="checkbox"/> Project that benefits areas where 10% or more of the households are below the poverty level <input type="checkbox"/> Project that provides gap closure (new roadway connections or new bridges) on an interstate or principal arterial <input type="checkbox"/> Bridge project in a location with no alternative route for residents or businesses
	<b>Medium-High Impact (7 points)</b>	<input type="checkbox"/> Transit project that provides new/expanded transit infrastructure, service or dedicated facility for buses connecting with designated transit corridors, resulting in service improvements, increased transit connectivity or improvements to multi-modal connectivity <input type="checkbox"/> Bicycle/pedestrian facility making intermodal linkages or regional connections to or within a CCRPC designated Center, Metro or Village Planning area or municipal designated growth area <input type="checkbox"/> Project that facilitates movement of goods (increased capacity or reduced delay) or intermodal connectivity to or within a CCRPC designated Center, Metro or Village Planning area or municipal designated growth area <input type="checkbox"/> Project that provides gap closure (new roadway connections or new bridges) on a minor arterial or major collector <input type="checkbox"/> Project maintains existing connectivity on interstate or principal arterial
	<b>Medium Impact (5 points)</b>	<input type="checkbox"/> Transit project that provides new/expanded transit infrastructure, service or dedicated facility for buses, resulting in service improvements, increased transit connectivity or improvements to multi-modal connectivity <input type="checkbox"/> Bicycle/pedestrian facility making intermodal linkages or regional connections to or within a locally important activity center <input type="checkbox"/> Project that facilitates freight movement (increased capacity or reduced delay) or intermodal connectivity <input type="checkbox"/> Provides gap closure (new roadway connections or new bridges) on minor collectors or other local roads <input type="checkbox"/> Project maintains existing connectivity on minor arterial or major collector <input type="checkbox"/> Project that maintains connectivity and mobility for a rural community
	<b>Low Impact (3 points)</b>	<input type="checkbox"/> Bridge rehabilitation/replacement to other bridges
	<b>No Impact (0 Points)</b>	<input type="checkbox"/> No discernible benefits

		<b>Planning Factors</b>	
		<b>Environment, Energy and Quality of Life</b> <i>Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns</i>	
<b>Project Characteristics</b>	<b>High Impact (10 points)</b>	<input type="checkbox"/> New or expanded transit service to reduce VMT and thus energy use and emission of air pollutants <input type="checkbox"/> Pedestrian/bike facility making intermodal linkages or regional connections resulting in the potential for reducing VMT <input type="checkbox"/> Clean fuel buses/vehicles and alternative fuel infrastructure <input type="checkbox"/> VMT reduction program including transportation demand management and park and ride lots <input type="checkbox"/> Transportation project that encourages compact land use or transit oriented development <input type="checkbox"/> Transportation project that reduces stormwater runoff to impaired waterways	
	<b>Medium-High Impact (7 points)</b>	<input type="checkbox"/> Transportation project that reduces delay at an existing high volume intersection or group of intersections within a Vermont designated Growth Center, Downtown, New Town Center, Village Center, CCRPC designated Center, Metro, Enterprise or Village Planning area or municipal designated growth area <input type="checkbox"/> Traffic calming/streetscape project within a Vermont designated Growth Center, Downtown, New Town Center, Village Center, CCRPC designated Center, Metro, Enterprise or Village Planning area or municipal designated growth area <input type="checkbox"/> Projects that remove traffic from a neighborhood within a Vermont designated Growth Center, Downtown, New Town Center, Village Center, CCRPC designated Center, Metro, Enterprise or Village Planning area or municipal designated growth area <input type="checkbox"/> Pedestrian/bike facility making local connections resulting in the potential for reduced VMT <input type="checkbox"/> Necessary bridge or roadway improvements on interstate or principal arterial	
	<b>Medium Impact (5 points)</b>	<input type="checkbox"/> Transportation project that reduces delay at an existing high volume intersection or group of intersections <input type="checkbox"/> Rehabilitation or reconstruction of transit vehicles or facilities that increases ridership <input type="checkbox"/> Necessary bridge or roadway improvements within a Vermont designated Growth Center, Downtown, New Town Center, Village Center, CCRPC designated Center, Metro, Enterprise or Village Planning area or municipal designated growth area <input type="checkbox"/> Necessary bridge or roadway improvements on minor arterial or major collector	
	<b>Low Impact (3 points)</b>	<input type="checkbox"/> Other project that has a positive effect on the environment, energy use or quality of life in the region <input type="checkbox"/> Other bridge improvements	
	<b>No Impact (0 Points)</b>	<input type="checkbox"/> No discernible benefits	

		Planning Factors	
		<b>Preservation of Existing System</b> <i>Emphasize the preservation of the existing transportation system</i>	<b>Efficient System Management</b> <i>To encourage and promote the safe and efficient management and operation of integrated, intermodal transportation systems to serve the mobility needs of people and freight and foster economic growth and development.</i>
<b>Project Characteristics</b>	<b>High Impact</b> <b>(10 points)</b>	<input type="checkbox"/> Reconstruction, resurfacing or intersection improvement for a project with a documented critical need (pavement condition very poor) <input type="checkbox"/> Bridge structural improvement for a bridge with a sufficiency rating of less than 25, or documented to be in danger of being closed or weight restricted <input type="checkbox"/> Reconstruction or resurfacing of an existing pedestrian/bike facility making intermodal linkages or regional connections with a documented signification need <input type="checkbox"/> Improvement to existing transit infrastructure or service necessary to maintain existing service levels, safety and customer service	<input type="checkbox"/> TDM strategies, programs and incentives including new or expanded park and ride lot that would reduce VMT <input type="checkbox"/> Increases in transit service capacity and/or reliability resulting in service improvements and VMT reductions <input type="checkbox"/> Traffic signal interconnect or other ITS improvement to reduce congestion <input type="checkbox"/> Improvement that reduces congestion to roadway, corridors or intersection with significant congestion (V/C over 1.5) <input type="checkbox"/> Pedestrian/bike facility making intermodal linkages or regional connections resulting in the potential to reduce congestions
	<b>Medium-High Impact</b> <b>(7 points)</b>	<input type="checkbox"/> Reconstruction, resurfacing or intersection improvement for a project with a documented significant need (pavement condition poor) <input type="checkbox"/> Bridge structural improvement for a bridge with a sufficiency rating of 25 – 50, or with documented significant structural deficiencies <input type="checkbox"/> Reconstruction or resurfacing of an existing pedestrian/bike facility with a documented significant need <input type="checkbox"/> Existing transit vehicle or facility replacement/ rehabilitation that prolongs the useful life of the asset <input type="checkbox"/> Necessary improvement to an existing park and ride lot	<input type="checkbox"/> Improvements that reduces congestion to roadway, corridor or intersection (V/C over 1) <input type="checkbox"/> New interchange on limited access highway, in a location with significant congestion, to relieve congestion <input type="checkbox"/> New signals or roundabout where warranted <input type="checkbox"/> New connections between existing streets to facilitate the use of alternative routes and reduce congestion <input type="checkbox"/> Bus station/stop amenities and shelters to encourage increased transit ridership <input type="checkbox"/> Necessary improvements to operate existing bridges and roadways on interstate or principal arterial
	<b>Medium Impact</b> <b>(5 points)</b>	<input type="checkbox"/> Reconstruction, resurfacing or intersection improvement for a project with a documented moderate need (pavement condition fair) <input type="checkbox"/> Bridge structural improvement for a bridge with a sufficiency rating of 50.1-75, or with documented moderate structural deficiencies <input type="checkbox"/> Reconstruction or resurfacing of an existing pedestrian/bike facility	<input type="checkbox"/> Improvement that reduces congestion to roadway, corridor or intersection (V/C less than 1) <input type="checkbox"/> Median treatment or access management <input type="checkbox"/> Bicycle/pedestrian facility making locally important connections resulting in the potential for reducing congestion <input type="checkbox"/> Improvements that reduce travel time <input type="checkbox"/> Necessary improvements to operate existing bridges and roadways on minor arterial or major collector
	<b>Low Impact</b> <b>(3 points)</b>	<input type="checkbox"/> Other improvement to the existing transportation system <input type="checkbox"/> Transportation improvement that has an indirect benefit to the existing transportation system	<input type="checkbox"/> Traffic flow improvements
	<b>No Impact</b> <b>(0 Points)</b>	<input type="checkbox"/> No discernible benefits	<input type="checkbox"/> No discernible benefits

## Chittenden County Regional Planning Commission September 17, 2014

### Agenda Item 7: Essex Junction Comprehensive Plan Update Approval and Confirmation

**Issues:** The Village of Essex Junction has requested, per Title 24 V.S.A §4350, that the Chittenden County Regional Planning Commission (1) approve its Comprehensive Plan update; and (2) confirm its planning process. This is a complete update of the Comprehensive Plan. Attached is the proposed Resolution of approval and the staff report to the Planning Advisory Committee. The Village of Essex Junction Trustees adopted this Comprehensive Plan update on August 26, 2014. The PAC held their review of this Plan on July 23, 2014. The final version adopted by the Trustees has a few changes from the version that the PAC reviewed and recommended for approval, including:

1. Table of Contents – removed 6.2.1 Pump Stations and 6.2.2 Sludge
2. Added to List of Figures - Figure 10 FY14 Budgeted Expenses
3. Added to List of Tables and renumbered - Table 12: Chittenden County Rental Market; and Table 13: Five Corners Roadway AADT
4. Chapter III, first paragraph – change “identifies review current” to “identifies recent”.
5. Page 20, bullet referring to the farmers market – change to read “35 vendors participating in the farmers market in 2013”.
6. Page 27, Section 3.6 IBM - after the sentence reading “As one of the state’s top employers....” insert “Present uncertainties regarding the growth of IBM’s local site require intensification of such efforts.”
7. Goal 1, Add “Objective 1.5 “Develop a plan for diversifying the IBM property”, list of objectives renumbered accordingly.
8. Page 32, paragraph beginning “The only pieces...” – add “In addition the Summit Street Natural Playground Group is working to change the traditional playground into a “natural playground” as a community resource.”
9. Page 50, Section 6.7, Facilities – Text added at beginning of paragraph “The Brownell Library building was built in 1926. A historical assessment will be undertaken to determine needed repairs and a plan for implementing those repairs. Both the assessment and the plan for repairs will take into consideration the necessity of avoiding jeopardizing the historical nature of the building.”
10. Goal 5, Objective 5.5 – add “an historic assessment of the Brownell Library structure will be done in the next five years”.
11. Delete Objectives 1.9 and 1.10 relative to representation on Champlain Water District, list of objectives renumbered accordingly.
12. Section 9.4.11, Village Center – Change 2<sup>nd</sup> sentence to the ‘intent’ paragraph reading: “It is not anticipated any building greater than four stories in height would be built in the Village Center.”

Considering the relatively minor nature of these edits, and none that would result in a different PAC recommendation, Staff is recommending approval by the CCRPC Board at this time.

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

**Planning Advisory  
Committee  
Recommendation:**

The Planning Advisory Committee held a public hearing on July 23, 2014 at 3:40 pm at the CCRPC Offices and made the following motion: “The PAC finds that the 2014 Essex Junction Comprehensive Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the municipality’s planning process meets all statutory requirements for CCRPC confirmation. The PAC recommends that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for approval.”

**Executive  
Committee  
Recommendation:**

NA

**Staff  
Recommendation:**

Staff recommends that the CCRPC Board approve Essex Junction’s Comprehensive Plan and confirm the Village of Essex Junction’s planning process in accordance with the attached resolution.

**For more  
information  
contact:**

Regina Mahony, Senior Planner  
802-846-4490 x28; rmahony@ccrpcvt.org



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

**Essex Junction's Comprehensive Plan Update & Planning Process**

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

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

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

WHEREAS, The Village of Essex Junction, Vermont is a member municipality of this Commission; and

WHEREAS, The Village of Essex Junction's Trustees adopted the 2014 Comprehensive Plan on August 26, 2014; and

WHEREAS, The Village of Essex Junction formally requested CCRPC to approve its Comprehensive Plan update and confirm its planning process; and

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

WHEREAS, the Planning Advisory Committee held a warned public hearing at the CCRPC, located at 101 W. Canal Street, Suite 202, Winooski, Vermont on July 23, 2014 at 3:40 PM, reviewed the records and recommended that, upon Trustees adoption, the Commission approve Essex Junction's Comprehensive Plan update as meeting the requirements of 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans* and confirms the community's planning process as consistent with Title 24, Chapter 117.

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

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

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

Dated at Winooski, this 17<sup>th</sup> day of September, 2014.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

\_\_\_\_\_  
Andy Montroll, Chair

CCRPC Formal Staff & PAC Review – 2014 Essex Junction Comprehensive Plan  
July 23, 2014 PAC Meeting

**Staff Review of the 2014 Village of Essex Junction Comprehensive Plan**  
**Lee Krohn, AICP, CCRPC Senior Planner**  
**July 3, 2014**

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Pursuant to 24 V.S.A §4350, the Village of Essex Junction has asked that the Chittenden County Regional Planning Commission (CCRPC) confirm its planning process and approve its proposed 2014 Comprehensive Plan.

This draft 2014 Comprehensive Plan is a clear, thorough, and highly readable document. Importantly, it not only references, but uses as a foundation throughout, the six key community values that emerged from the extensive Heart and Soul process. It also describes achievements and improvements made since the last Plan, as well as an ambitious set of goals for the next five years and beyond. Table 14, the Implementation Schedule, describes all of these in relation to Heart and Soul values, ECOS Plan goals, and departmental responsibilities. The challenge with this schedule is that almost all of the goals are “ongoing”. This table would be more useful and effective in helping to set priorities if the Village’s own timeframes (short-, mid-, long-term) were attached to each. “Ongoing” is defined as ‘no definitive timeframe; may be ongoing policy’. While many goals indeed require ongoing effort to achieve, each still requires someone to take action at some point. If these can be defined more clearly, then there might be a firmer foundation for setting priorities for policy work, decisionmaking, and implementation.

Following 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 2014 Village of Essex Junction Comprehensive 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 2014 Essex Junction Comprehensive Plan is consistent with all of the general goals of §4302. Please see Appendix A, attached, as completed by Village Staff and reviewed by CCRPC Staff, describing how the Plan is consistent with these goals.
2. The 2014 Essex Junction Comprehensive Plan is consistent with the specific goals of §4302. Please see Appendix A, attached, as completed by Village Staff and reviewed by CCRPC Staff, describing how the Plan is consistent with these goals.
3. The 2014 Essex Junction Comprehensive Plan includes the required elements of §4382. Please see Appendix A, attached, completed by Village Staff and reviewed by CCRPC Staff, which describes compliance with these required elements. The maps in the proposed Plan are clear, comprehensive, and easy to read. The facilities plan is generally complete, but does not show major electrical transmission lines nor other major utility lines.
4. The 2014 Essex Junction Comprehensive 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*.

**CCRPC Formal Staff & PAC Review – 2014 Essex Junction Comprehensive Plan  
July 23, 2014 PAC Meeting**

5. The 2014 Essex Junction Comprehensive Plan appears compatible with the municipal plans for its adjoining towns.
6. Essex Junction clearly has a planning process in place that is likely to result in an approved plan. The Village has maintained significant funding for its planning and zoning department (roughly a quarter million dollars annually); therefore, CCRPC finds that the community is clearly maintaining its efforts to provide local funds for municipal and regional planning.

Additional Comments/Questions:

The new state-mandated flood resiliency goal is effective as of July 1, 2014. This draft Plan includes both text- and map-based information regarding flood hazards and methods to reduce risk, and therefore, at least in part, resiliency. Whether town plans must or should also delve into all possible dimensions of resiliency (other aspects of hazard mitigation, emergency management, recovery...) remain to be seen as more experience is gained with this element. We believe that the Village has met its statutory obligation under present statute.

Also effective on July 1 is a requirement for town plans to describe and reference any existing or planned State-designated areas (downtown, growth center, et al). Essex Junction's designated Village Center is shown on both the existing and future land use maps, and is also referenced within the text of the Plan. This statutory requirement is satisfied.

Data cited throughout the Plan are updated from reasonably current or available sources.

The facilities map should be updated with major transmission lines that may exist (electrical, gas, and the like) and as may be available.

There are a number of typographical or formatting suggestions that will be made "offline"; these are inevitable in any draft document of this type, and have no effect on either the content of the Plan, nor consideration for approval by PAC or CCRPC.

I think this is a great plan, filled with tangible hopes, dreams, and visions for community action. Based on everything this community has so far and still seeks to achieve, it makes me think I might want to live there!

Proposed Motion & Next Steps:

**PROPOSED MOTION:** The PAC finds that the draft 2014 Essex Junction Comprehensive 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.

CCRPC ad hoc TMDL Committee  
Meeting Summary – 9/10/2014

Attendees: Don Meals, John Zicconi, Brian Bigelow, Justin Dextrateur. Staff: Charlie Baker, Dan Albrecht.

Next Meeting: Monday, September 22 @ 5:45

DRAFT Recommendations of the CCRPC TMDL Committee – updated September 10, 2014

**1.0** [introduction and approach]

**2.0 Principles**

**2.1** Permit programs and technical requirements implemented in support of the TMDL should be based on the watershed unit, rather than applied piecemeal by individual municipalities. This principle is particularly applicable to road permits, river corridors, and floodplains that commonly cross jurisdictional boundaries. The idea is to facilitate targeting of improved management to critical source areas, rather than to require some base level of treatment across the board.

**2.2** Municipalities must coordinate their efforts, including funding, particularly on roads and developed areas that cross town boundaries.

**2.3** DEC should provide a clear role (with appropriate resources) for RPCs to involve municipalities and other stakeholders to assist DEC in the priority setting in the basin plan development process.

**2.4** DEC should provide structure, coordination, and guidance to assure technical consistency of measures implemented across watersheds and municipalities. This could be done through the basin planning system with the individual coordinators. Some such efforts are already underway, e.g., upgrading of the VSMM.

**2.5** Information, education, and training should be provided to municipalities on how to identify problems, set priorities, and develop site-specific actions. Some such efforts are already underway, e.g., development of remote sensing information and inventory methods for municipalities to identify and prioritize high-risk areas of erosion from local roads.

**2.6** Activities that are listed separately in the TMDL, such as stormwater master plans, town road management plans, and impervious surface management plans, should be allowed and encouraged to be integrated into a single plan. This should be integrated into the basin plan. Clarify a role and funding for RPCs to provide stormwater planning assistance to towns.

**2.7**

### **3.0 Recommendations regarding proposed program improvements**

#### **3.1 Municipal road permits**

*DEC will issue a stormwater general permit covering municipal roads. The permit will require development of management plans based on local road conditions including road slope, connectivity to receiving waters, and other factors, that identify the type and scope of BMPs necessary for the municipality. The management plan will include an implementation schedule informed by sub-watershed phosphorus reduction priorities. At a minimum, BMPs shall be as protective as those identified in the 2011 Town Road and Bridge Standards and focused on the prevention of erosion and the transport of sediment containing phosphorus.*

#### Questions:

1. How do we integrate the municipality's capital planning process with the basin plan priorities so that we take advantage of roads that are already planned for improvement?
2. Are municipalities expected to add new road projects to their capital plan/program or will this influence priorities at the municipality schedule?
- 3.

#### Recommendations:

1. Additional state and federal funding is needed to invest in additional projects to improve the priority local roads.
2. Rename "management plans" to better convey the idea that the town is required to develop conceptual design improvements for priority roads in their capital plan/program that would then qualify for and be approved for additional state funding and assistance in development of final engineering plans
- 3.

### **3.2 Existing developed land stormwater management**

*Stormwater runoff from existing developed land, exclusive of surfaces regulated under the State or municipal roads stormwater programs, will be addressed in a staged and prioritized manner through a system of watershed-based stormwater permitting using a combination of state law and NPDES-based regulatory authority.*

*The first stage of implementation will require permit coverage for all stormwater discharges on sites where impervious surfaces exceed 3 acres. Additionally, impervious surfaces discharging to municipal stormwater systems where such impervious surfaces exceed 15 acres, in aggregate, and the density of impervious surface is greater than 7%, shall be addressed by a stormwater permit, issued to the municipality and requiring implementation of a stormwater management and phosphorus control plan. These are preliminary criteria that may require refinement during future implementation plans to ensure targets are met.*

*Stormwater management practices will be consistent with the Vermont Stormwater Management Manual, with an emphasis on surface infiltration where feasible to maximize phosphorus reduction.*

#### Questions:

1. Could this apply to less than 3 acres if it was shown that the site was a critical source?
2. What will be the monitoring system for this?
3. Are under-drained infiltration systems considered infiltration?
4. How do individual site owners work through a town to move forward in this structure?
5. Explain and elaborate on the process for delineating the qualifying areas of >15 acres impervious surface.
6. Explain and elaborate whether measures applying to existing developed land will take the form of regulatory enforcement on private property owners or will this be a municipal obligation. More discussion about how this will be enforced would be helpful (liens, etc).

#### Recommendations:

1. Technical assistance is needed for condo and homeowner associations. Templates or guides or generic plans for these groups would be helpful.
2. These permits must be clearly linked to the basin plan priorities and compete against other types of priorities for available funding.
3. The municipal stormwater and phosphorus control plan should be clearly integrated with the basin plan priorities.

### **3.3 New development stormwater permits**

*This strategy is implemented via DEC's post-construction stormwater permit program. DEC's Stormwater Program administers a post-construction stormwater permit program pursuant to state statute. Regulated projects are required to implement BMPs in accordance with the Vermont Stormwater Management Manual (VSMM). The final adopted Manual will employ state-of-the-art stormwater BMPs designed to maximize phosphorus removal. These practices combined with Vermont's regulatory program that requires permits for all new and redevelopment projects with over one acre of impervious surface, as well as expansions greater than 5,000 square feet, will prevent substantial phosphorus loading.*

#### Questions:

- 1.
- 2.
- 3.

#### Recommendations:

1. This manual should be updated as soon as possible.
2. Increase the level of enforcement and establish effective penalties on erosion and sediment control plans.
- 3.

### **3.4 Non-regulatory stormwater management**

*Stormwater Master Planning (SWMP) is an analytical process designed to prevent and reduce stormwater runoff from the impervious areas that are currently not regulated by the DEC. The process serves as the basis for targeting management actions in areas of the developed landscape thought to be critical sources of phosphorus. The process directs a variety of mitigation actions, including Green Stormwater Infrastructure and Low Impact Development approaches, and promotes municipal adoption of the Vermont League of Cities and Town's model stormwater ordinance to protect water quality and save municipalities money by avoiding the increasing costs of collecting and treating stormwater runoff. Recommended actions identified by a stormwater master planning process are then integrated into tactical basin plans.*

#### Questions:

1. Under what circumstances/criteria will DEC exercise its authority to designate a non-MS4 area for compliance with MS4 requirements?
2. Is there a role for RPCs in the GIS analysis?
3. Would these stormwater management plans take the place of the management plans in 3.1 and the pollution control plans in 3.2?

#### Recommendations:

1. Consider adding private roads to the GIS modelling.
- 2.
- 3.

### **3.5 Minimizing river corridor and flood plain encroachments and restoring riparian buffers**

*DEC will use existing statutory authority to manage the program, including the development of Flood Hazard Area and River Corridor Rules, Protection Procedures, and General Permits, and Inter-Agency Floodplain and River Corridor Management MOUs.*

#### Questions:

1. Will ANR actively pursue MOUs with other state agencies to regulate developments within their purview to be consistent with or more stringent than the National Flood Insurance Program (NFIP)?
- 2.
- 3.

#### Recommendations:

1. CCRPC supports the DEC recommendation to train and certify floodplain technicians to assist municipalities and landowners in floodplain protection and to make available enhanced model bylaws that exceed the NFIP minimum requirements
2. CCRPC supports the DEC recommendation to implement an outreach program to promote cross-agency, flood resiliency planning, peer-to-peer learning, and community progress barometers to increase Vermont municipal adoption of enhanced floodplain, river corridor, and riparian buffer protection bylaws and other mitigation measures to minimize flood risks and maximize floodplain and riparian function.
3. FEH zones and maps need to be produced and publicized as soon as possible.

## **4.0 Recommendations regarding proposed funding and prioritization**

### **4.1 Ecosystem restoration program**

### **4.2 Vermont Clean Water Improvement Fund**

#### **General:**

**Resources needed to achieve our clean water standards should include existing federal funds, existing state funds, and new federal and state funds. Any new revenue should be dedicated to the highest priority projects that provide the most benefit per dollar and maybe required under TMDL requirements. Existing funding should be used to incentivize participation in the TMDL programs and permits.**

#### **Potential funding sources:**

**We support a statewide revenue generation mechanism that is easy to implement, such as a per parcel or per acre fee. Consideration for land use types, impervious cover, existing water quality improvement investments, credits for existing stormwater utility fees, etc.**



**Transportation specific funding sources should also be considered (like car rental fees, surcharge on registration, increase gas tax). A portion of state funding for local transportation could be dedicated to water quality improvements that are prioritized on a statewide or watershed basis. Should this local transportation funding be increased?**

**Consider a scaled tax on drinking water utilities that utilize surface water sources.**

**Consider an additional tax or fee on rooms.**

**Consider an additional tax or fee on moorings, marinas.**

#### **4.3 Tactical Basin Planning**

#### **4.4 Funding and capacity**

#### **4.5 Other**

**DRAFT**



## CCRPC FY15 Committee Appointments - Draft

08/15/14

Item #9

### **Executive Committee**

Andy Montroll, Burlington (Chair)  
Chris Roy, Williston (Vice Chair)  
Debra Kobus, St. George (Secretary/Treasurer)  
Lou Mossey, Milton (Immediate Past Chair)  
John Zicconi, Shelburne (Municipalities with > 5,000 in population)  
Andrea Morgante, Hinesburg (Municipalities with < 5,000 in population)

### **Finance Committee**

Debra Kobus, St. George (Chair)  
Jeff Carr, Essex  
Chris Roy, Williston

### **Board Development Committee**

Lou Mossey, Milton (Chair)  
Sandy Dooley, South Burlington  
Catherine McMains, Jericho

### **Unified Planning Work Program Committee**

Chris Roy, Williston (Chair)  
John Zicconi, Shelburne  
Andrea Morgante, Hinesburg

### **Transportation Advisory Committee**

Bryan Osborne, Colchester TAC (Chair)

### **Planning Advisory Committee**

Joss Besse, Bolton (Chair)

### **Public Participation Plan Advisory Committee**

Debbie Ingram, Williston (Chair)

### **Long Range Planning Committee**

*hiatus*

### **Permit Integration – ad hoc Committee**

Justin Dextrateur, Socio/Econ/Housing (Chair)  
Brian Palaia, Milton  
Curt Carter, GBIC

### **TMDL – ad hoc Committee**

Don Meals, Environment/Conservation (Chair)  
John Zicconi, Shelburne  
Brian Bigelow, Underhill  
Justin Dextrateur, Socio/Econ/Housing

### **VAPDA representative**

Andrea Morgante, Hinesburg  
Andy Montroll, Burlington (alternate)



**CCRPC Commission**

**September 17, 2014**

**Agenda Item 10: Action Item**

**Appointment of Commission Regional Representatives**

<b>Issues:</b>	<p>The CCRPC Bylaws Article IV.C. (Appointment of Representatives, Term of Office) state that Regional Board members from the following sectors (Agriculture, Socio-Economic-Housing, Industrial/Business, Conservation/Environmental and Railroad Industry) shall be appointed for a term of two years in even numbered years.</p> <p>In response to requests for volunteers, we received the following recommendations:</p> <ul style="list-style-type: none"><li>• Agriculture: none</li><li>• Socio-Economic-Housing: Justin Dextrateur (Redstone), Alt. Lisa Falcone (United Way),</li><li>• Industrial/Business: Tim Baechle (IBM), Alt. Katie Taylor (GBIC/LCRCC)</li><li>• Conservation/Environmental: Don Meals, Alt. Miles Waite</li><li>• Railroad Industry: Charles Hunter (New England Central Railroad), David Wulfson or Mary Anne Michaels (Vermont Rail Systems)</li></ul>
<b>Committee Recommendation:</b>	<p>The staff recommends that the CCRPC approve the appointment of the following Regional Representatives to the CCRPC Board for a two year term ending June 30, 2016:</p> <ul style="list-style-type: none"><li>• Socio-Economic-Housing: Justin Dextrateur (Redstone), Alt. Lisa Falcone (United Way)</li><li>• Industrial/Business: Tim Baechle (IBM), Alt. Katie Taylor (GBIC/LCRCC)</li><li>• Conservation/Environmental: Don Meals, Alt. Miles Waite</li><li>• Railroad Industry: Charles Hunter (New England Central Railroad), Alt. David Wulfson or Mary Anne Michaels (Vermont Rail Systems)</li></ul>
<b>For more information contact:</b>	<p>Charlie Baker, Executive Director <a href="mailto:cbaker@ccrpcvt.org">cbaker@ccrpcvt.org</a>; 802-846-4490 x23</p>

## **- RESOLUTION HONORING BERNADETTE FERENC -**

**WHEREAS**, the Chittenden County Regional Planning Commission (CCRPC) hired Bernadette (Bernie) Ferenc on September 5, 1984 to staff the Chittenden County Metropolitan Planning Organization (CCMPO); and

**WHEREAS**, Bernie Ferenc has provided outstanding efforts in serving the CCMPO, and now the CCRPC, and our member municipalities; and

**WHEREAS**, over the past 30 years Bernie:

- Has expertly overseen the Transportation Financial Management System to assure accurate and timely fiscal outcomes overseeing scoping and project development activities;
- Has overseen the administration of Board of Director and Executive Committee to assure continuity of operations of the organization and ease in participation by our volunteer community leaders;
- Has efficiently coordinated the day to day office operations of the organization, supporting staff and leaders to assure that the tools and procedures necessary for efficient organizational functioning are in place;
- Has acted in a caring and compassionate manner towards her colleagues, our board and committee members and members of the community at large, assuring that the information and resources they need to advance the mission of the organization are available to them; and

**WHEREAS**, throughout her career at CCRPC and CCMPO, Bernie Ferenc has created an atmosphere of loyalty, honesty, accountability, which serve as a high bar for all that work with and interact with her;

**NOW, THEREFORE, BE IT RESOLVED, THAT CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION** celebrates Bernie Ferenc for her outstanding work, dedication, professionalism, and support of the leadership over the last 30 years and looks forward to many more years working together.

**ADOPTED THIS 17<sup>th</sup> DAY OF SEPTEMBER, 2014 IN WINOOSKI, VERMONT**



Andrew H. Montroll, Chair

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
2 JOINT EXECUTIVE & FINANCE COMMITTEE MEETING  
3

4 Date: Wednesday, August 6, 2014  
5 Time: 5:45 p.m.  
6 Place: CCRPC offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404  
7 Present: Andy Montroll, Chair (5:50 p.m.) Lou Mossey, Immediate Past chair  
8 Debra Kobus, Secretary-Treasurer John Zicconi, At-Large  
9 Andrea Morgante, At-Large (5:53) Amy Bell, VTrans  
10 Jeff Carr, Essex (Finance Comm.) Roger Hunt, Milton Town Engineer  
11 Charlie Baker, Executive Director Michele Boomhower, Asst/MPO Director  
12 Forest Cohen, Business Manager Bernie Ferenc, Trans. Business Manager  
13

14 The Finance Committee portion of the meeting was called to order at 5:48 p.m. by the Finance  
15 Committee Chair, Debra Kobus.  
16

17 3. Approval of Finance Committee Meeting Minutes. JEFF CARR MADE A MOTION, SECONDED  
18 BY DEBRA KOBUS, TO APPROVE THE April 30, 2014 FINANCE COMMITTEE MEETING MINUTES.  
19 MOTION CARRIED UNANIMOUSLY.  
20

21 1. Changes to the agenda. Andy Montroll arrived at 5:50 p.m. and opened the full meeting.  
22 Charlie asked for an Executive Session to discuss personnel matters.  
23

24 2. Approval of July 2, 2014 Executive Committee Minutes. LOU MOSSEY MADE A MOTION,  
25 SECONDED BY JOHN ZICCONI, TO APPROVE THE MINUTES OF JULY 2, 2014. MOTION CARRIED  
26 UNANIMOUSLY.  
27

28 4. Review Preliminary Financial Reports (June 2014). Forest noted that we had a busy last  
29 quarter. He reviewed the Balance Sheet: Operating cash standing - \$328,476 in checking/  
30 savings/petty cash. Cash in reserve: \$282,719 including \$221,369 in money market and  
31 \$61,350 in CDs. Current assets over current liabilities: \$554,949. Deferred income  
32 Communities current year: \$87,398 (total available for match). Bernie noted that some of this  
33 is committed to match carryover MPO funds. There are other current liabilities listed on the  
34 P&L which is money we have that's not ours such as TRB Conference revenue which will be paid  
35 out over the next month.  
36

37 Forest then reviewed the Draft Income Statement: All ACCD money was expended. (Andrea  
38 arrived). The land use program utilized about 60% of the local/town dues and the rest was  
39 allocated to reserve. Michele noted that we've finished the Circ. Alternatives projects. We  
40 have spent \$3.5M of the transportation program or 79% (row 33). She noted that we will  
41 always have a carry forward because some projects start later in the fiscal year. Forest noted  
42 that most of the Natural Resources and Emergency Management revenue met or exceeded the  
43 budget at 101%.  
44

1 Expenses: Salaries ended at 97% of budget; while benefits came in at about 96% of budget.  
2 The Electric Vehicles started to see more use this summer once the interns started, which is  
3 what we expected. We were under budget for most expense items. We show \$134,461 as  
4 revenue over expense for the year, which is more than we expected. When Debra asked if we  
5 know what brought that number up, Forest said the transportation activity really ramped up in  
6 the last quarter of the fiscal year. We think that is telling us that our indirect rate is still a little  
7 high and that we will likely see a decline in the rate in FY16. Jeff wondered if that takes into  
8 account ACCD reduction.

9  
10 Jeff asked that in the future we show current year and previous year on the balance sheet and  
11 P&L by month or quarterly. Jeff noted that we had more cash at the end of the year than  
12 projected and had a healthy cash flow over the year. A discussion ensued when Debra said that  
13 cash flow numbers should match checkbook balance. Forest noted that the check book  
14 balance is the number in the balance sheet. He prepares the cash flow from the bank  
15 statements. Debra asked that we deduct outstanding checks from the cash flow document so  
16 they match. Jeff would like to see comparison of previous year on the cash flow document as  
17 well.

18  
19 5. Review and Approve Quarterly Journal Entries (April-June 2014). Forest noted that there  
20 were no unusual entries, but that once the auditors have completed their review there will  
21 likely be additional journal entries. We will then bring it back to the Finance Committee to  
22 review again. JEFF CARR MADE A MOTION THAT WE APPROVE THE JOURNAL ENTRIES FOR  
23 APRIL-JUNE 2014. DEBRA SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

24  
25 6. FY14 Audit Update. Forest noted that the auditors will do their field work in our offices the  
26 second week of September. There were here in July for one day and got a lot of the preliminary  
27 work done. We'll keep members up-to-date on the audit. When asked if there are specific  
28 areas of interest, Forest noted that there will be changes to financial policies that will need to  
29 be updated next year. We have been told that if we are involved in a pension fund, we must  
30 list any unfunded portion of the pension on the balance sheet. A discussion ensued. Andy  
31 thought that there was little liability for the employer when we agreed to go to VMERS; and we  
32 need to get ahead of this if we are responsible vs. the employees. He said a City can raise taxes  
33 to cover pension without voter approval, but we don't have that option. Charlie said we need  
34 to learn more about this potential situation and its implications. (Jeff left at 6:25 p.m.)

35  
36 7. Resolution to Update Signers for Line of Credit. Forest noted that the committee needs to  
37 adopt a resolution authorizing the chair and secretary-treasurer and both executive directors to  
38 act on CCRPC's behalf. JOHN ZICCONI MADE A MOTION, SECONDED BY DEBRA KOBUS, TO  
39 ADOPT THE RESOLUTION ACCOMPANYING THE LINE OF CREDIT TO AUTHORIZE THE CHAIR AND  
40 SECRETARY-TREASURER AND BOTH EXECUTIVE DIRECTORS TO ACT ON BEHALF OF THE CCRPC.  
41 MOTION CARRIED UNANIMOUSLY.

42  
43 8. Signature Card for Certificates of Deposit. Forest will have officers sign the signature cards  
44 for the CDs.

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Charlie asked that we discuss Item 10a – Route 7/Railroad St/Middle Road intersection now since Roger Hunt is here.

10. Chair/Executive/MPO Directors' Reports.

- a. Route 7/Railroad St/Middle Road intersection. Michele noted that we undertook a Scoping Study that concluded 18 months ago. As in most studies we asked the community to choose a preferred alternative. VTrans commenced the project not long after the conclusion of the Scoping Study in the Safety Program utilizing the preferred alternative for the project which was recommended by the Milton Selectboard. About a month ago, VTrans came to Milton and said they were going to go with a different alternative.

Michele met with VTrans earlier in the day to review the VTrans guidance for project development and discuss the process currently used by CCRPC with regards to community input on the preferred alternative. It was determined in this meeting that VTrans and the CCRPC would work together to revise the communication to project Steering Committees and municipalities with regards to what their input into the preferred alternative means. While we may develop a preferred alternative, there are things that are not studied very deeply during the scoping process (ROW, brownfields, etc.). As VTrans begins to develop a project in the engineering and design process, other alternatives may be warranted. We've asked communities to vote on their preference and there may have been municipal expectations that because they voted on it, that is what will be built. According to the Project Development Manual, the only person that gets to define the preferred alternative is the Secretary of Transportation. We need to provide education and develop a policy as to what this all means, so when VTrans potentially chooses a different alternative for whatever reason, communities are not surprised.

This has arisen because of the concerns in Milton that have come up. Michele said VTrans is taking a step to update their project definition study manual and we will be able to be at the table. We will work with VTrans in the meantime to develop a policy to talk about this. Lengthy discussion continued. Michele noted that in any project we give all the information about all of the various alternatives with cost estimates, etc. and provide it to the municipal body. We make sure all the information is weighed between all alternatives. An alternative may look efficient/effective depending on what perspective you look at it from – safety vs. mobility vs. connectivity. Michele said the state is saying that safety is the principal issue which they are seeking to address and constructing the northern half of the proposed hour glass alternative will satisfy the safety issues identified in the project. The town would like to see the alternative they selected, the full hour glass intersection constructed. Lou Mossey said he's been involved for a decade with this project and we know this is the most dangerous intersection on Route 7 in the state. There are problems getting pedestrians from the high school to the recreation areas. Michele noted that she, Jason and Charlie

1 coordinated with Brian Palaia and Milton staff to develop this letter to provide the  
2 information about the issues. The letter she distributed was sent to VTrans today and  
3 they have not had a chance to review and respond to the letter. She has asked them to  
4 have a joint meeting to include Milton staff, CCRPC and VTrans to discuss this issue  
5 further and go over all of these elements. She anticipates that meeting within 2-3  
6 weeks. Amy noted that when talking about a town choosing a preferred alternative, it  
7 depends on who owns the infrastructure. If it's the state's infrastructure then it's a  
8 state decision, but if municipality can let the preference be known, it's considered. John  
9 Zicconi said some times the money carries the day. The full hourglass is estimated at  
10 \$2.9M while the northern half is estimated at \$2.1M (excluding ROW). Michele noted  
11 that there are two different property owners that would be involved in right of way  
12 acquisition, including potentially relocation of rental property. This item is for  
13 information only for the Executive Committee. The CCRPC might be asked by Milton to  
14 support their position on this. Michele noted that there is a lot of improvement that  
15 can be made in the process relative to the input for a preferred alternative. Charlie  
16 noted that a VTrans representative participated in the whole process and there seems  
17 to be information that came up after scoping that if the steering committee had known  
18 it might have had Milton choose differently. Roger Hunt said they feel that if we don't  
19 build the full hourglass now we'll be redoing it in 10 years. Andrea said if we need to  
20 make a decision, it should be brought before the full board. Andy Montroll said a  
21 broader issue is we need to be clear when a community chooses a preferred alternative  
22 to let them know that this is not necessarily what they will get. Michele said we did  
23 discuss the fact that we need someone high enough in the VTrans Project Development  
24 Division who can speak for the Agency in the scoping study. We have to be sure we  
25 have everyone know where they get input.

26

27 9. Act 250 & Section 248 Applications.

28 John Zicconi said when we get to the item on New England Clean he will not participate in any  
29 discussion because of his position on the Transportation Board to avoid the appearance of a  
30 conflict of interest.

31 a. BED Airport Solar – 500 kw roof deck – Docket #8265. Members had already seen this  
32 and took action via email.

33 b. Fletcher Allen Health Care, Kimball Avenue, So. Burlington. Charlie noted that this is  
34 about the 50 acres between Tilley Drive and Kimball Avenue which FAHC is considering  
35 purchasing for future facilities. They are looking for partial findings under Criterion 9B -  
36 prime agriculture soils. Andrea voiced concern about the facility downtown. Charlie  
37 said they are looking to purchase Tilley Drive (which they currently lease) and this  
38 property. The question is how much agriculture soils are in there. Nobody is saying  
39 anything about transportation at this point. LOU MOSSEY MADE A MOTION,  
40 SECONDED BY JOHN ZICCONI, TO APPROVE THE FAHC KIMBALL AVENUE LETTER.  
41 MOTION CARRIED UNANIMOUSLY.

42 c. Rye Associates, So. Burlington 4C1270, Response to AAFM Opinion on TDRs. Charlie  
43 suggested that the state needs to be a part of the agreement to be sure it'll be  
44 enforced. It was suggested that we recommend adding Vermont Housing and



1 Conservation Board as a part of the easement agreement. LOU MOSSEY MADE A  
2 MOTION, SECONDED BY ANDREA MORGANTE, TO APPROVE THE LETTER WITH  
3 UPDATED LANGUAGE. MOTION CARRIED UNANIMOUSLY.

- 4 d. New England Clean Power Link, Introduction. Members reviewed a memo from Regina  
5 noting that this project is a proposed fully-buried transmission line in the lake from  
6 Alburgh to Benson, potentially going through the Chittenden County line. She  
7 wondered when this becomes an actual project, if a presentation is needed to the  
8 Executive Committee or board. Members agreed that this should go to the full board  
9 for discussion.

10  
11 10. ED reports continued.

12 b. Committee Appointment Review. Charlie had no more to report. He left it open for  
13 the September board meeting.

14 c. Prioritization for Phase 3 – Circ Alternatives Project & Exit 17. Michele noted that the  
15 Circ Alternatives process had three phases. Phases 1 & 2 – the legislature made the  
16 commitment to include those projects in the Capital Program. Phase 3 – they agreed to  
17 add the project, but they'd have to compete with projects around the state. In the  
18 meeting with VTrans we agreed that the Phase 3 projects will be competing with all the  
19 prioritized projects. We will prioritize these projects to present to the TAC in September  
20 and for action by the board on September 17<sup>th</sup>. We'll provide all of the final scoping  
21 reports to VTrans so they can take the information they use to prioritize projects. These  
22 projects will keep in the line-up with the Chittenden County Projects but may be fifteen  
23 years out. These will not come out of our normal constrained TIP budget. Christine  
24 Forde will rank the projects and send them to the communities to see if they agree; and  
25 we'll then rank them with all of the projects. These will each get a program number and  
26 be in the capital program so they can be in either development or candidate list. They  
27 are all in one generic task in the TIP right now.

28 d. Salary Compensation Study. Five years ago we did a compensation study and we  
29 compared where our staff is in relation to others. Forest issued an RFP on August 1<sup>st</sup>  
30 and we're hoping to have the new study done this fall, ready for FY16 budget cycle.

31  
32 11. Agenda Review – there will be no August meeting.

33  
34 12. Other business. There was no other business.

35  
36 13. Executive Session to discuss Personnel Matters. LOU MOSSEY MADE A MOTION TO GO  
37 INTO EXECUTIVE SESSION AT 7:20 P.M. TO DISCUSS PERSONNEL MATTERS. DEBRA KOBUS  
38 SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

39  
40 After discussion and closing the executive session at 7:44 p.m. the following motion was made  
41 in open session: LOU MOSSEY MADE A MOTON, SECONDED BY DEBRA KOBUS, THAT THE  
42 EXECUTIVE COMMITTEE RECOGNIZE EMPLOYEE ACHIEVEMENT IN FY14 AND AUTHORIZES THE  
43 EXECUTIVE DIRECTOR TO SPEND UP TO 100% OF THE FY14 SALARY BUDGET AS DETERMINED BY

1 THE EXECUTIVE DIRECTOR FOR STAFF AND AS DETERMINED BY THE EXECUTIVE COMMITTEE  
2 FOR THE EXECUTIVE DIRECTOR. MOTION CARRIED UNANIMOUSLY.

3

4 The meeting adjourned at 7:45 p.m.

5

6 Respectfully submitted,

7

8

9 Bernadette Ferenc

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
2 EXECUTIVE COMMITTEE  
3 MEETING MINUTES - **DRAFT**  
4

5 DATE: Wednesday, September 3, 2014

6 TIME: 5:45 p.m.

7 PLACE: CCRPC offices at 110 W. Canal Street, Suite 202, Winooski, VT 05404

8 PRESENT: Andy Montroll, Chair

Chris Roy, Vice-Chair

9 Debra Kobus, Secretary-Treasurer

Andrea Morgante, At-Large

10 John Zicconi, At-Large

11 Charlie Baker, Executive Director

Michele Boomhower, Asst/MPO Director

12 Forest Cohen, Business Manager

Regina Mahony, Senior Planner

13 Bernadette Ferenc, Transportation Business Manager  
14

- 15 1. Changes to the agenda and members items. The meeting was called to order at 5:50 p.m. by the  
16 Chair, Andy Montroll. Chris Roy has to leave by 6:25 and asked that we move up the Circ  
17 alternatives prioritization item so he can participate. We will make it item 5.a.  
18
- 19 2. Approval of August 6, 2014 Executive & Finance Committee meeting minutes. JOHN ZICCONI MADE  
20 A MOTION, SECONDED BY DEBRA KOBUS, TO APPROVE THE MINUTES OF AUGUST 6, 2014. MOTION  
21 CARRIED WITH CHRIS ROY ABSTAINING.  
22
- 23 3. Amend Adoption Agreement, Premium Only Cafeteria Plan. Forest explained that the Executive  
24 Committee had recently changed our Administrative and Operating Policy to include  
25 reimbursements for Medicare and Medicare related health insurance premiums for staff. We need  
26 to update the Adoption Agreement for the Premium Only Cafeteria Plan along with a Formal Record  
27 of Action. Those items were included in the meeting packet. ANDREA MORGANTE MADE A  
28 MOTION TO APPROVE AND AUTHORIZE THE CHAIR TO EXECUTE THE UPDATED ADOPTION  
29 AGREEMENT FOR THE PREMIUM ONLY CAFETERIA PLAN AND THE FORMAL RECORD OF ACTION.  
30 CHRIS ROY SECONDED AND THE MOTION CARRIED UNANIMOUSLY.  
31
- 32 4. Collateralization Agreement. Forest noted that this is a way to reduce the risk if our accounts  
33 exceed the FDIC limit of \$250,000. He looked into this last year, but it sounded expensive. Recently  
34 he discovered that since we're a government entity it doesn't cost anything, other than potentially  
35 receiving little or no interest on our interest bearing accounts should interest rates go up. This will  
36 not prevent us from moving money from one account to another. ANDREA MORGANTE MADE A  
37 MOTION TO AUTHORIZE THE SECRETARY-TREASURER, DEBRA KOBUS, TO SIGN THE  
38 COLLATERALIZATION AGREEMENT WITH PEOPLES UNITED BANK. JOHN ZICCONI SECONDED AND  
39 THE MOTION CARRIED UNANIMOUSLY.  
40
- 41 5. Updates to Administrative Operating Policies and Procedures. Forest noted that we need to amend  
42 this document to reflect the collateralization of accounts and include language for all of our bank  
43 accounts. ANDREA MORGANTE MADE A MOTION, SECONDED BY CHRIS ROY, TO UPDATE THE  
44 LANGUAGE ON PAGE 92 OF THE CURRENT *ADMINISTRATIVE OPERATING POLICIES AND PROCEDURES*  
45 DOCUMENT. MOTION CARRIED UNANIMOUSLY.  
46
- 47 5 a. Prioritization of CIRC Alternative Projects. Michele noted that the meeting packet included a  
48 briefing memo sent to the TAC. Our prioritization process occurred a couple of months ago, prior to

1 the legislature okaying the CIRC alternatives Phase 3 and Exit 17 in Colchester. The bridge was  
2 determined to be deficient. The commitment from VTrans was that Phase 3 projects had to  
3 compete with other projects across the state which is an extensive review process. She explained  
4 that Christine reviews projects using criteria approved for each category of project. She sends the  
5 draft scores to the municipal staff to review the scoring and make suggested changes to try to get  
6 more points. Then we come up with the regional priorities. Essentially there are very few projects  
7 that were included in the prioritization prior to CIRC projects coming in. This effort adds many  
8 projects. The TAC reviewed and approved recommending these scores to the Board, which will then  
9 be sent to VTrans. Our scores make up 20% of the total for qualitative issues. VTrans scores make  
10 up the 80% for quantitative issues. At this point we're ready for the Board to act on the  
11 recommendation of the TAC that these projects will be sent to VTrans for execution over time.  
12 These projects are all on the TIP and in the Capital Program.

13  
14 Chris Roy asked about Bike/Ped projects, especially the Mountain View Road Multi-modal facility.  
15 He doesn't know why that is being characterized as a new bike/ped facility when a separate  
16 bike/ped project was not included and 2 foot shoulders are being added. The town views this as a  
17 highway safety and efficiency project. The road is in wretched shape and needs to be paved soon  
18 and needs wider shoulders. Folks who would have used the Circ are using this road from Route 117  
19 over North Williston Road, along with the VT 2A/Industrial Avenue intersection. It was rated  
20 medium high for environment, energy and quality of life criteria. Michele will check with Christine  
21 about this. We will have to review the Mountain View Road scoping study Purpose and Need to see  
22 if the project was reviewed as a multi-modal study. Chris Roy noted that there is enough ROW to  
23 add 2 foot shoulders to add a bike lane. Michele said we'll have to discuss with VTrans as to  
24 whether this is a roadway project vs. bike/ped and they'll have to agree. Scoring criteria is different  
25 for each category. We'll look at this project under both categories to see which scores better. Chris  
26 Roy said two things Williston viewed as most important were Mountain View Road and Route  
27 2A/Industrial Avenue intersection. Another project is the sidewalk under Exit 12, which was  
28 supposed to be a quick fix before four larger projects in that area. Michele said the good news is  
29 that they are all tied for 5<sup>th</sup> place on the prioritization list. Stage 1 will go first, and the park and ride  
30 facility north of Exit 12 is permitted so it will move this along. Each stage will move forward by itself.  
31 Michele pointed out that bike/ped projects have 3 sources of funds: CCRPC sidewalk program,  
32 VTrans bike/ped program and VTrans transportation alternatives program. The town has to apply  
33 for projects to get funding. Michele feels that the best bet for getting funds is by parsing awards  
34 from all these different sources until you have enough to build it. Chris noted that the CIRC  
35 alternatives process was pitched that the projects coming out of this would take priority because of  
36 the fact that there would be no Circ Highway. Discussion continued. Chris said to be fair, it should  
37 get higher score with preservation of existing system because they're trying to use an existing road.  
38 Michele said we'll look into this and give the pros and cons of each category and present it at the  
39 board meeting. (Chris left the meeting at 6:25 p.m.)

40  
41 6. Act 250/Section 248 Applications.

- 42 a. Shelburne Green, Shelburne, #4C0822-5. We have issued a letter and the DEC gave a hearing  
43 recess order and has asked the applicant to answer specific questions. John noted the  
44 developer and CCTA are not walking the same walk and the town needs to have some input.  
45 The town manager is trying to get the developers to hold up for a month or so. They want to  
46 bring everyone to the table.
- 47 b. Double Crossover Diamond Interchange, Exit 16, VTrans in Colchester. Regina noted that this is  
48 now going to hearing. It is now called a Diverging Diamond Interchange. We've already

1 submitted two letters of support. VTrans is asking us to come to the table with them. The  
2 hearing will be held September 29<sup>th</sup>. There is a lot of participation by R.L. Vallee and Timberlake  
3 Associates who were on the opposite side of the Costco issue. Andy wondered whether this  
4 project ought to be presented to the full board for an update and to let the general public know  
5 about this. Michele noted that the last public meeting was the 502 hearing. We were going to  
6 do an interstate interchange report on Exits 12 & 17 to the board, so we can add Exit 16 to it.

- 7 c. S.D. Ireland, Burlington; Application #4C1275. We put this on the agenda because we just  
8 received the application and the hearing was noticed today for September 25th. The developer  
9 has been open to discussion of bicycle/pedestrian improvements. They would fill all the  
10 sidewalk gaps and crosswalks to the park. She prepared this letter today and hasn't shown it to  
11 Burlington or Jason Charest who reviews the transportation elements for us. This is to convert  
12 the existing concrete plant on Grove Street in Burlington into a 243-unit apartment complex  
13 consisting of 19 apartment buildings and one clubhouse/rental office. At this time DEC is  
14 reviewing only the environmental criteria. This is under reviewed by the Burlington DRB. As far  
15 as we're concerned, it's a good location. Regina said as far as trip generation it will be more, but  
16 not as high impact as the SD Ireland trucks, except during construction. Discussion ensued  
17 about Grove Street/Patchen Road being a bad intersection as well as Colchester Avenue/Mill  
18 Street/Riverside.

19  
20 7. Chair/Executive Directors' Reports.

- 21 a. Committee Appointment Review. Members reviewed the Draft Committee Appointment list.  
22 As far as Regional representatives, Andrea will try to find an agriculture representative; Don  
23 Meals will continue as Conservation/Environment and has nominated Miles Waite to be his  
24 alternate; Justin Dextradeur will continue as Socio/Econ/Housing rep with Lisa Falcone as the  
25 alternate; and, Tim Baechle will continue as Business/Industry with Katie Taylor as alternate.  
26 Transportation representatives will remain the same.

- 27 b. Public Engagement Plan outreach. Charlie noted we're trying to get to selectboards over the  
28 next 6 weeks to talk about what we've done for the communities and to give overview of the  
29 *Public Engagement Plan*. We will also target other organizations.

- 30 d. Milton US7/Middle Road/Railroad Street Project. Town officials met with Secretary Searles  
31 and Chris Cole and our staff to present more information on economic development aspect of  
32 the project. Michele is working with Milton to get a better sense of the cost of the full hour  
33 glass compared to the cost if the bottom half was developed by the town to see whether the  
34 cost would be similar to the 20% municipal share of the whole project as proposed.

- 35 e. Compensation Study. Forest Cohen reported that we have received 4 proposals for the  
36 compensation study, including the firm that performed the study five years ago. Andrea will  
37 represent the Executive Committee by reviewing the proposals. We will make a decision next  
38 week.

- 39 f. Ice Bucket Challenge. Charlie noted that CCRPC was challenged by the City of Winooski to  
40 participate in the Ice Bucket Challenge to benefit ALS Association. Staff is planning this for  
41 Friday at 4 p.m.

42  
43 8. Agenda Review – September 17<sup>th</sup> Board meeting. Members reviewed the proposed agenda. As  
44 mentioned earlier we will add Exit 16 and 14 (to see final design) to Exit 12 and 17 to report on  
45 interstate interchanges. Andy suggested that the Board get an update on the Western Corridor Study as  
46 it relates to recent rail update projects. Michele suggested we hold off for a month or so while we  
47 review the implementation of the Western Corridor plan. At the same time we can do a report on the  
48 Rail Enterprise Project, rail upgrades and the Middlebury tunnel.

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9. Other Business.

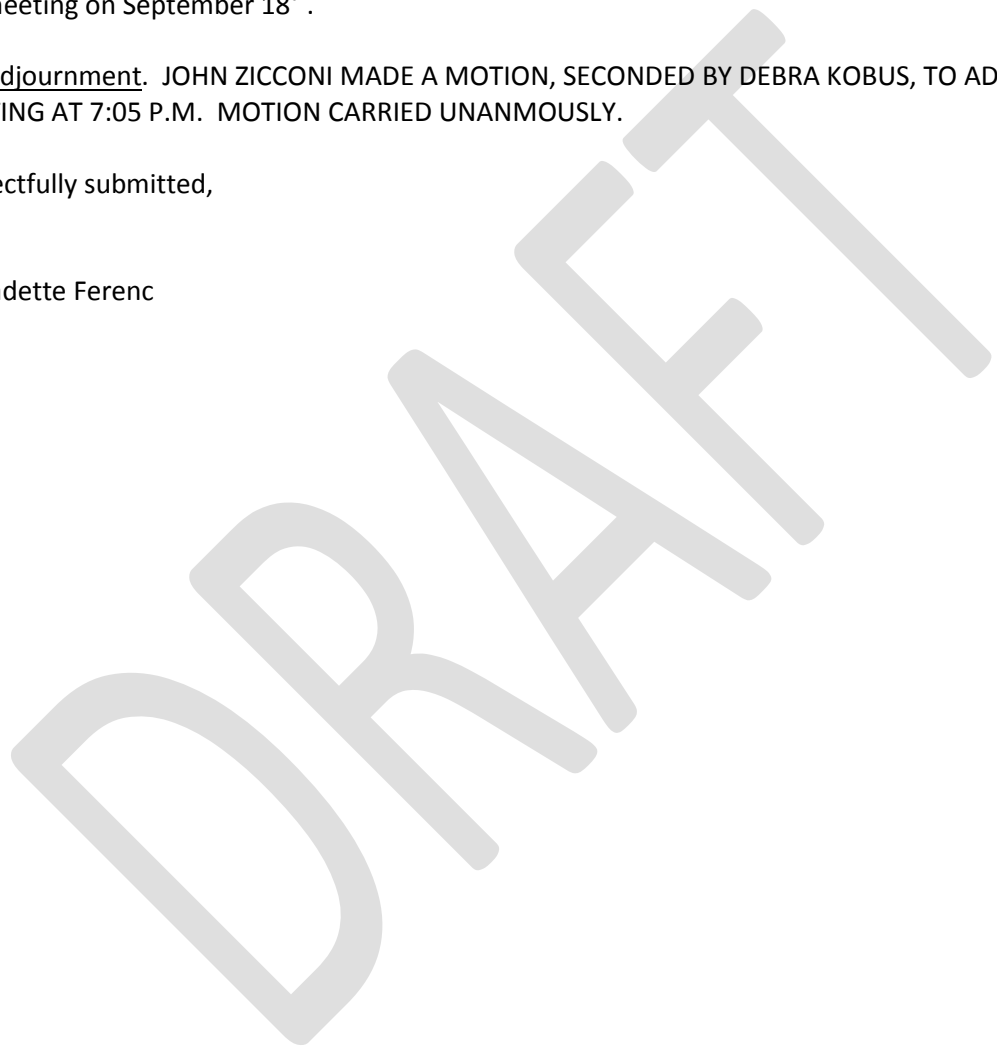
a. Andrea went to an event sponsored by the Health Department regarding physical activity and nutrition. Eighteen communities received grants for physical activity such as, bike paths, sidewalk and Safe Routes to School. One thing they did was to have all the committee/team members from the towns getting the grants come to this briefing. So when we're doing projects we may want to be sure all committee members and groups are in on it. She feels the health Department is really good at getting public participation.

b. Charlie noted that Andrea will be receiving the Arthur Gibb Award from the VNRC at their annual meeting on September 18<sup>th</sup>.

10. Adjournment. JOHN ZICCONI MADE A MOTION, SECONDED BY DEBRA KOBUS, TO ADJOURN THE MEETING AT 7:05 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Bernadette Ferenc



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

4 DATE: Tuesday, September 2, 2014  
5 TIME: 9:00 a.m.  
6 PLACE: CCRPC Office, 110 West Canal St. Winooski, VT  
7

8 **Members Present**

9 Bruce Hoar, Williston  
10 Guillermo Gomez, Burlington  
11 Amy Bell, VTrans  
12 Bob Henneberger, Seniors  
13 Matt Langham, VTrans  
14 Dennis Lutz, Essex  
15 Justin Rabidoux, South Burlington  
16 Charlene Wallace, Bike/Pedestrian  
17 Sandy Thibault, CATMA  
18 Chris Jolly, FHWA  
19 Jennifer Murray, Jericho  
20

Maryann Michaels, Rail  
Rachel Beauregard, VTrans District 5

21 **Staff**

Christine Forde, Senior Transportation Planner  
Bryan Davis, Senior Transportation Planner  
Michele Boomhower, Assistant/MPO Director  
Eleni Churchill, Senior Transportation Planning Engineer  
Chris Dubin, Transportation Planner  
Peter Keating, Senior Transportation Planner  
Sai Sarepalli, Transportation Planning Engineer

22 Peter convened the meeting with a round of introductions. He also noted that agenda item #7 would come off  
23 the agenda as VTrans is still developing their street tree policy. This item will return on a future agenda.

24 **1. Consent Agenda**

25 No items this month.  
26

27 **2. Approval of Minutes**

28 A MOTION WAS MADE TO APPROVE THE MINUTES OF JUNE 3RD BY BOB HENNEBERGER AND  
29 SECONDED BY BRUCE HOAR WITH THE CORRECTION OF ADDING THE URL ADDRESS FOR  
30 VLRI ON PAGE 3. WITH THE CORRECTION NOTED, THE MOTION PASSED UNANIMOUSLY.  
31

32 **3. Public Comments**

33 No members of the public were present.  
34

35 **4. CIRC Alternatives Project Priorities**

36 Michele provided some history on the CIRC Alternatives process as well as our annual TIP project  
37 prioritization process. Earlier this year, the CCRPC had submitted its annual list of project priorities to  
38 VTrans as part of VTrans development of the annual Capital Program sent to the legislature. Over the past  
39 three years, following the Governor's announcement that the CIRC would not be constructed, the CCRPC and  
40 partners have been involved in a CIRC Alternatives planning process intended to develop projects that would  
41 implement the purpose and need that the Circ highway was intended to address. That process produced a list of  
42 34 projects identified in three phases. Phase I and Phase II projects were admitted directly into VTrans Capital  
43 Program without being subject to the annual project prioritization process. However, the CIRC Task Force and  
44 VTrans agreed that the Phase III projects would be prioritized with the other Chittenden County projects for  
45 inclusion in the Capital Program.  
46

47 In addition, VTrans recently identified structural deficiencies in the US2 Bridge over I-89 at Exit 17, and, as a  
48 result, added this to the project list for prioritization as well. The CCRPC staff scored the CIRC Phase III  
49 projects using the standard prioritization methodology and inserted those projects into the Chittenden County  
50 list. This list is attached to the TAC item cover memo for TAC review and discussion.  
51

52 There was discussion about local funds in these projects as Essex has been collecting impact fees to apply to  
53 some projects and it was unclear how these would factor into those projects as most will be funded entirely  
54 with federal and state money alone. Michele reported that locally collected impact funds would be part of the

1 project financing. She also noted that this is an issue that needs to be addressed as VTrans moves toward the  
2 designation of Transportation Improvement Districts (TIDs). Matt also noted the scheduling difficulty in  
3 getting these projects into the coming year's Capital Program. Following further discussion DENNIS LUTZ  
4 MADE A MOTION TO APPROVE THE REVISED 2016 CCRPC PRIORITIZED PROJECT LIST WITH  
5 CIRC ALTERNATIVES PHASE III PROJECTS AND FORWARD TO THE CCRPC BOARD. THE  
6 MOTION WAS SECONDED BY JUSTIN RABIDOUX AND PASSED UNANIMOUSLY.  
7

#### 8 **5. Highway Safety Forum**

9 Sai noted that VTrans and CCRPC are organizing a Highway Safety Forum, to be presented by the Vermont  
10 Highway Safety Alliance (VHSA), on October 1st, 2014 at Miller Expo Center, Champlain Valley Exposition,  
11 in Essex Junction. The forum will provide an opportunity to learn about the resources and partners available  
12 to municipalities and communities striving for safety for all highway users. Sai pointed out the save-the-date  
13 notice included in the TAC meeting packet and encouraged TAC members to attend and spread the word in  
14 their communities. The forum agenda, as well as the locations for the four case studies, will be sent out in  
15 advance.  
16

#### 17 **6. VTrans Center Line Rumble Stripe Policy**

18 Matt Langham showed the VTrans PowerPoint presentation developed to explain these and the policies  
19 developed around them. His presentation included a description of their dimensions, placement and spacing as  
20 well as a list of reasons to install them, including:

- 21 • Reduce head-on and opposite direction sideswipe crashes
- 22 • Reduce run-off-road crashes where vehicles cross centerline
- 23 • Reduce lane drift due to distracted/fatigued driving
- 24 • Reduce speed and off-tracking on curves
- 25 • Improve centerline visibility in wet pavement conditions
- 26 • Provide enhanced guidance in fog and snow

27 Matt also displayed a map of nearly 4,000 crashes over five years, some of which might possibly been  
28 avoided, if center line rumble stripes had been in place. Nationwide data show a 44% reduction in head-on  
29 fatal and injury crashes on rural two-lane roads. In Vermont, where we have only recently started putting them  
30 in, we've seen a 23% reduction on all crashes and a 36% reduction in injury crashes. Matt also showed a list  
31 of paving projects where these are being installed and provided the circumstances where these are considered.  
32 He also noted where the stripes are discontinued and under what circumstances. There had been some noise  
33 complaints from an earlier installation and Matt provided noise information where this have been analyzed.  
34 Center line rumble stripes are currently being installed with concurrent paving projects on VTrans highways  
35 where circumstances warrant. They are not being put in on District paving projects. Matt noted that the states  
36 on the forefront of these include Pennsylvania and Wisconsin. Matt will share the specifications and staff will  
37 distribute this to TAC members.  
38

#### 39 **7. Status of Projects and Subcommittee Reports**

40 Peter referred members to the project list on the back of the agenda. Michele clarified that the Exit 17 scoping  
41 study and the project discussed earlier under project prioritization were the same.  
42

#### 43 **8. CCRPC June and July Board Meetings Report**

44 Peter noted that the Board had warned, held a public hearing, and approved the FY15 TIP.  
45

#### 46 **9. Chairman's/Members' Items**

47 No items.  
48

49 The meeting adjourned at 10:00 a.m.  
50

51 Respectfully submitted, Peter Keating



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

4 DATE: Wednesday, July 23, 2014  
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, PAC Chair, Bolton  
Sarah McShane, Underhill  
Dana Hanley, Essex  
Eranthie Yeshwant, Winooski  
Alex Weinhagen, Hinesburg  
Paul Conner, South Burlington  
Ken Belliveau, Williston  
Edmund Booth, Huntington  
Sarah Hadd, Colchester  
Clare Rock, Richmond  
Robin Pierce, Essex Junction  
Greg Duggan, Essex

**Staff**

Regina Mahony, Senior Planner  
Lee Krohn, Senior Planner  
Melanie Needle, Senior Planner  
Charlie Baker, Executive Director

**Other**

7  
8 **1. Welcome and Introductions**

9 Chair Joss Besse called the meeting to order at 2:35 p.m.

10  
11 **2. Approval of May 21, 2014 Minutes**

12  
13 Paul Conner made a motion, seconded by Alex Weinhagen, to approve the May 21, 2014 minutes. No further  
14 discussion. MOTION PASSED.

15  
16 **3. Permit Tracking**

17 Regina Mahony introduced the topic and provided the survey out to everyone. Sarah Hadd provided  
18 background information and a demo on the software tracking systems that they are using. They were  
19 previously using multiple systems to keep track of various pieces of data and wanted to move to a more  
20 centralized system. About 9 months ago they started working in the new system which includes VUEWorks  
21 (can view data with a mapping tool) and Edgesoft (the database function), and CCRPC hosts ArcServer.  
22 Public Works, Assessors and the Planning Office collaborate, and use this same system. Sarah mentioned a  
23 few lessons learned and questions that they had to answer along the way:

- 24 • Created job handbooks because they had to define what they do in order to figure out how to build a  
25 database.
- 26 • Developed a records retention policy.
- 27 • Really had to figure out appropriate identifiers for filing and how to label something. Even with  
28 parcel ID had some trouble. Still working on about 250 unmatched records.
- 29 • Also question your process and think about possible efficiencies.
- 30 • Important to ask what your IT staff can handle.
- 31 • Software system needs to be customizable because most of the packages are for cities of 300,000. It  
32 was important for Colchester that the consultant had the ability to train on sight and to the conversion  
33 from the old system (access database going back to the 1980s) to the new one (probably spent the most  
34 money on this).

35 At this time they are only using the system in house as an index (all permits on record are included in the  
36 system, but the permits issued prior to use of this system are not scanned in). The plan is to eventually have an  
37 online portal once the system becomes more stable and they work out the remaining unmatched records. The  
38 next step is to enter permit applications immediately upon submittal of the paper permit, with no paper folders.  
39 Third step would be to have people apply online.  
40

1 Additional tools within the system they are using:

- 2 • The system provides inspectors and assessors access to data in the field; and they can even issue a CO
- 3 in the field.
- 4 • There is also an abutter tool that will generate a list of abutters.
- 5 • It also acts as a ledger book – tracks permit fees, etc.
- 6 • Can also do reports – acreage of impervious surface, amount of new construction, etc. - very quickly
- 7 and easily.
- 8 • They are not using this as a tracking system for the DRB applications – but they could just as another
- 9 permit. They are currently using Clerkbase for agendas and minutes and pdfs for all applications and
- 10 it works well for now.

11  
12 Sarah indicated that right now they are putting more time into it than it is saving us. However, they have been  
13 issuing more permits and investing in this rather than more people may be more palatable to the Town. The  
14 costs include: VUEWorks (the mapping piece) - maintenance fee is \$4800/year; Edgesoft (access side of this)  
15 – maintenance will likely be about \$10,000/year; also paying RPC a nominal fee to host the server. Start-up  
16 was over \$100,000. They were able to use a Federal EPA water quality grant as it was critical to have all of  
17 the data in one place in order to adequately manage and improve water quality. They are also looking toward  
18 establishing a stormwater utility that would be a partial funding source to help pay for the system going  
19 forward.

20  
21 Paul Conner asked if there are other municipalities who would you be interested in teaming up to do it  
22 together. Charlie Baker indicated that he would be willing to put in some resources. Essex, Essex Junction,  
23 Colchester, So. Burlington, Huntington, Williston and Hinesburg expressed interest. There was some  
24 discussion about timeframe and whether there is interest in preparing something for the municipal FY16  
25 budget talks starting this Fall. Some PAC members felt that was too soon and there may be other municipal  
26 officials that need to be involved in the discussion, but overall there was consensus to keep the discussion  
27 going. Paul Conner suggested that it may be beneficial to have a common architecture...and each  
28 municipality can decide how far back they want to go and how to fill it with back permits, etc. CCRPC will  
29 scope out how to work this out at a municipal level, and call a meeting, and put out a request to Towns and  
30 what they would like to track.

31  
32 Regina Mahony also mentioned that someone indicated on the survey that they have a small town system that  
33 is working well. Regina told the small towns to email her and let her know if you'd like more info on that. It  
34 could be Jericho or Westford.

35  
36 Melanie Needle gave the PAC a heads up about the housing and commercial data collection request for the  
37 ECOS Annual Indicator Report; and a request for RBES/CBES certifications for a grant that CCRPC is  
38 working on to track how municipalities are handling the new requirement (only need to report for 3  
39 municipalities). There are some municipalities that can provide this information easily, and others that cannot.

#### 41 **4. Essex Junction Public Hearing for 2014 Comprehensive Plan**

42  
43 Public hearing opened (3:55pm). No one from the public was in attendance. Public Hearing closed.

44  
45 Regina Mahony disclosed that she helped the Village update this Plan, so Lee Krohn reviewed it. Lee Krohn  
46 provided the highlights from his Staff Report. Overall it was a great plan and written in a positive voice. A  
47 good next step could be to prioritize the implementation steps. Robin, explained that they discussed that and  
48 felt that they didn't want to limit any funding opportunities in the future by putting something lower on a  
49 priority list. Alex Weinhausen thought that the timeline was useful on the implementation list, but it might be  
50 helpful to at least identify a top ten list. Robin Pierce stated that they did do that, but they wanted to keep  
51 them pretty general. Alex Weinhausen also asked about sensitive natural and cultural areas and whether the PC  
52 talked about identifying where renewal energy projects should or shouldn't go in light of those resources.

1 Robin Pierce indicated that it isn't really an issue in the Village. Lee Krohn stated that he thought the Plan did  
2 a good job of explaining where the sensitive areas are and the protection of them. Joss asked about the Heart  
3 & Soul project and how that worked. Small percentage participated but the process worked really well. Dana  
4 added that they reached 1,000 residents which is more than they could get to the table to talk about the Town  
5 Plan. Joss commended the fairly clear and strong language directing growth to the areas planned for it. Clare  
6 asked if there was any other public engagement in addition to Heart & Soul. There were specific topic based  
7 guests that were invited to each Planning Commission meeting to help them work through the topics, and the  
8 meetings were advertised and open to the public.  
9

10 Paul Conner made a motion, seconded by Edmund Booth, that the PAC finds that the draft 2014 Essex  
11 Junction Comprehensive Plan, as submitted, meets all statutory requirements for CCRPC approval, and that  
12 the municipality's planning process meets all statutory requirements for CCRPC confirmation. Upon  
13 notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any  
14 information relevant to the confirmation process, for changes. If staff determines that changes are substantive,  
15 those changes will be forwarded to the PAC for review. Otherwise the PAC recommends that the Plan, and  
16 the municipal planning process, should be forwarded to the CCRPC Board for approval. No further  
17 discussion. MOTION PASSED. Robin Pierce abstained.  
18

#### 19 **5. Regional Act 250/Section 248 Projects in the Horizon**

- 20 • Hinesburg – Nothing new – previously approved project called Green St. Never got built, but will be  
21 going back through with affordable housing. Good to go as far as the Town is concerned.
- 22 • Richmond – Nothing new – have been dealing with 3 cell tower applications.
- 23 • So. Burlington – Addition to Meadowland business park, logic supply, supertek - both in front of act  
24 250 right now. Early heads up on a large market street proposal on school and other Market St.  
25 properties. FAHC project on Kimball Ave.
- 26 • Colchester – Exit 16, Myers mini-storage on land in the old dump. Need for it & it is in a good  
27 location for it. VPR doing an addition in Old Fort campus – may just be a minor.
- 28 • Essex – Al Senecal on Gardenside Lane, 40 residential and commercial. 33 or 34 residential Upper  
29 Main St. Alzheimer's facility on 11 acres.
- 30 • Essex Junction – 300 units on Alden Pond, should get permit soon. 4 Pearl St. not as sure on permit.
- 31 • Winooski – 60 room hotel, 5 stories on circle. Part of downtown master plan. Also Casey Family  
32 services cell tower.
- 33 • Williston – Nothing new.
- 34 • Huntington – nothing
- 35 • Bolton – nothing
- 36 • Underhill – nothing.  
37

#### 38 **6. Other Business**

- 39 a. Open Meeting Law Training in Grand Isle on July 30, 2014 from 6:30 to 8:30pm.
- 40 b. Flood Resiliency website is now up and running and I have copies of the new Flood Resilience  
41 Checklist.
- 42 c. PSB definition changes of the terms "good cause" and "substantial deference". Jeannine thought this  
43 would be a good topic to discuss. Comments due by August 1, 2014. Has anyone talked with their PC  
44 about this? So. Burlington PC will be providing comments, but not specific definitions. They felt that  
45 it was clear that the PSB is making this request because the legislature told them to and they only gave  
46 us 2 weeks in the summer. Paul Conner can share the comments once he writes them.  
47  
48

#### 49 **7. Adjourn**

50 The meeting adjourned at 4:25 p.m. The next meeting will take place on September 24, 2014 from 2:30pm to  
51 4:30pm.

52 Respectfully submitted, Regina Mahony

CCRPC ad hoc Permit Integration Committee 2014  
Meeting notes of August 27, 2014

Attendees: Brian Palaia, Justin Dextrateur, Staff: Charlie Baker, Regina Mahony

Ideas to consider advancing:

1. Energy code – model used to document energy code compliance 10% better than code, *CB to get from Kathy Housing VT*
2. Be able to pause other permits when one is under appeal.
3. Act 250 – larger RPC role in growth center review process
4. On the record review. Starting with ANR is good
5. Act 250 traffic, make sure credit is given for pre-existing
6. Bigger picture – how do we achieve a situation where there is more state recognition of strong municipal reviews (review current delegation language in statute)
7. Perhaps eliminating Act 250 review entirely in the designated areas creating more of an incentive to go through the designation process
8. Re-affirm support for local infrastructure financing in designated areas – Treasurer is working on this. Will this be formalized? Local Investment Advisory Committee.
  - a. Enterprise designation tied to infrastructure financing preferences. Consistent with Municipal and Regional Plans. Consider having Downtown Board approve designation.
9. Master plan permitting should rely more on conceptual plans and capacity analysis as opposed to engineer sealed plans with more detail. Master plan permit approval should include conditions of the other more detailed permits (stormwater, wastewater, etc.).
10. Align with Act 250 intent. Which criteria are better handled at the municipal level?
11. Continue to encourage infill development over sprawl pattern.
12. Consider ability to obtain state agency recommendations in the municipal permitting system.
13. Basic entitlement should be resolved with capacity before technical details and permits are finalized.

Put together some of the relevant recommendations that have been previously CCRPC board approved for consideration at the 9/11 Master Permit Policy Stakeholders Meeting.

Discuss with other Chittenden County towns, mayors coalition, RPCs, VLCT.

Selected content to retain and review from previous recommendations:

**ECOS Plan perspectives:**

- Before 1970 less than 20% of new development occurred in rural areas. (Figure 41)
- Between 1970 and 2005, new development in rural areas almost doubled to more than 35%.

Strategy 3.2.2 - Strive for 80% of new development in areas planned for growth, which amounts to 15% of our land area.

Action 5. State/Local Permitting Coordination & Improvement

- a. Support changes to the local and state permitting process to make the two more coordinated and effective. Participate in the Agency of Commerce and Community Development's (ACCD) process to improve the State's designation programs designed to encourage development in appropriately planned places and discourage development outside of those areas. This program could be improved with regulatory and/or fiscal incentives. These could include expedited permitting processes for projects in areas that are: a) designated for growth; and, b) where a community has a robust plan, regulations and staff capacity; and reduction of redundancies such as delegation of permitting for certain local and state reviews (such as exemption from Act 250). In conjunction with delegation it may be appropriate to develop more stringent standards and thresholds for development review in rural areas.
- b. Collaborate with stakeholders to ensure local and state regulations, bylaws and plans encourage transparency, predictability and timely review of sustainable and environmentally sound development applications.
- c. Develop a transportation assessment process and fair share mitigation assessment that supports existing and planned land use densities and patterns in Center, Metro, Suburban, Village, and Enterprise Planning Areas to allow for more congestion and greater mode choice than allowed by current standards. The CCRPC will collaborate with the Vermont Agency of Transportation (VTrans), the Natural Resources Board, and other state and local stakeholders to develop a process that evaluates the transportation impact from a multi-modal perspective rather than just a traffic flow standpoint. Further, the District Commissions must adhere to a consistent formula and assessment process in consultation with the Agency of Transportation.

## **RECOMMENDATIONS**

**General** – The following reflect statements of principles and ideas and not specific legislative proposals including all of the details necessary for statutory change.

Permitting Process, in general - The state permit process should encourage development in appropriately planned places and discourage development outside of those areas. This could include expedited processes for projects in areas designated for growth and where a community has a robust plan, regulations and staff; for example improve the process and reduce redundancies (consider delegation in appropriate situations) for certain local and state reviews and Act 250. If this recommendation would result in a more efficient and timely process in designated growth areas, it may be appropriate to develop more stringent standards and thresholds for development review in rural areas.

In the designation process:

1. RPCs should assist, review, and make recommendations to the State for approval regarding the subjects below. The Downtown Board should review to confirm.
  - a. For all designations:
    - i. Consistency with adopted municipal and regional plans and planning processes.

- ii. Zoning to implement the designation.
- iii. Infrastructure (transportation, wastewater, water, storm water, etc.) plans to implement the designation.
- iv. Community facilities (municipal buildings, parks, libraries, public safety facilities, etc.)
- b. For growth centers/enterprise zone:
  - i. Mapping, projections, and build-out analyses.
  - ii. The proposed designation's impact on the village, downtown, or new town centers associated with, or potentially impacted by, the growth center.
  - iii. Evaluate agriculture within growth center and provisions for urban agriculture in municipal plan and zoning.
  - iv. The efforts of the applying municipality and/or adjacent municipalities to further the goal of retaining a more rural character in the areas surrounding the growth center.
- c. For Enterprise Zone
  - i. With RDC, confirm that the site is needed for high wage, value-added employment.
  - ii. Eliminate conditional uses by municipalities in this zone.

**Regulatory incentives** – Incentives should build as a municipality attains each higher designation. Specific additional recommendations are:

1. If Act 250 is not engaged, municipal DRB approval should be contingent upon final approvals from state regarding storm water and transportation, unless delegated to the community.
2. Prime Agricultural soils mitigation should not be required in areas for targeted for development in the designated area (recognizing that some areas in designations are set aside for open space, natural resources, and urban agriculture).

**Infrastructure Financing incentives -**

1. Target Infrastructure Planning Funds – Increase ANR funding and give priority to municipalities planning for water, wastewater, storm water, and other infrastructure to support designation/efficient land use/compact development.
2. *Increase funding of MPG grants if intended for infrastructure planning.*
3. Target, promote and install water/wastewater systems in villages/downtowns/growth centers and enterprise zones.
4. Consider expanding the opportunity for TIF districts, and even some more creative methods that would not include education funds.

5. Simplify local options taxes process to support infrastructure. Allow all municipalities to be eligible. In designations increase the percent for municipalities beyond 70%? (reduce the 30% to the state and processing fee).
6. Expand the capacity of the bond bank to issue revenue bonds (not just general obligation) in revenue bond districts. Reduce interest rate for projects in designations from the bond bank. Like VEDA, provide 1 % loans to be paid back with additional property taxes in the designated area until the loan is paid off. Risk gets paid with an additional year of the property tax revenue.
7. Strengthen and encourage more business improvement/special assessment districts. Relate these districts to business tax deductions.
8. Expand the State Treasurer's municipal equipment loan fund for more eligible purchases related to municipal infrastructure.

### **Enterprise Zone incentives -**

1. Define Enterprise Zone as provided in the adopted regional plan. Provide additional incentives for high wage, value-added employment.
  2. Create a VEDA managed RLF for the creation or improvement of industrial parks.
  3. Provide site planning assistance in amounts up to 50% of the total cost.
  4. Provide financing up to 50% of site acquisition and infrastructure development costs. The State can either fund projects using grants, loans (to be recovered from initial lot sales) or a combination of both.
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1. Authorize an overall systems analysis to reengineer our designation, municipal and state permitting and appeals processes to develop an improved integrated process. This could be funded as a private public initiative. Objectives would include: reducing time, reducing cost, improving enforcement of standards, and increasing development /redevelopment in compact settlements.
  2. Consider 30 or 60 day time frames for review. Implement a 15 day completeness review with a 30 to 60 day compliance review. Applicants need clear guidelines as to what constitutes a complete and compliant application.
  3. Insure there is a system to complete the reviews in the timeframes by providing staff resources, increasing the use of certifications, allowing 3<sup>rd</sup> party reviews, or other mechanisms with a goal that agency staff time be devoted to increased site inspections and enforcement.
  4. Require municipalities to issue preliminary decisions that provide applicants with a measure of confidence with regard to basic zoning (use and density) compliance prior to state technical reviews.
  5. Revise state statute to allow an electronic file/submission to be the official record.
  6. Use technology to create a common application form with basic applicant and project information for use in all applications and link databases so that all permits/applications are accessible through one portal. This should include municipal, state agency (ANR, VTTrans) and Act 250 applications.
  7. Allow an "on the record review" process at the local and District Environmental Commission levels at the choice and expense of the applicant as an alternative to the de novo appeals, so that the Environmental Court can decide an appeal based on evidence developed before these review boards instead of having an entirely new trial.

8. There should be an option of an appeal at the administrative level first within agencies to resolve issues of consistency of review.
9. Have permit facilitators at the state level to coordinate agency and Act 250 reviews.