

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

3
4 **Date:** Wednesday, April 16, 2014

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

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

7 **Members:**

8 Bolton, Joss Besse	20 St. George, Debra Kobus
9 Buels Gore, Garret Mott	21 Shelburne, John Zicconi
10 Burlington, Andy Montroll	22 S. Burlington, Sandy Dooley
11 Charlotte, Jim Donovan	23 Underhill, absent
12 Colchester, Marc Landry	24 Westford, Dave Tilton
13 Essex, Jeff Carr	25 Williston, Chris Roy
14 Essex Junction, Dan Kerin	26 Winooski, Mike O'Brien
15 Hinesburg, Andrea Morgante	27 VTrans, Amy Bell
16 Huntington, absent	28 Socio/Econ/Housing, Lisa Falcone
17 Jericho, Catherine McMains	29 Conservation/Environment, Don Meals
18 Milton, Lou Mossey	30 Industrial/Business, Tim Baechle
19 Richmond, absent	31 Agriculture, No Representative

32
33 **Ex-Officio (non-voting):**

34 CCTA, Bill Watterson	37 FTA, Absent
35 Burlington Int'l Airport, Absent	38 Railroad Industry, Absent
36 FHWA, Absent	

39 **Others:**

40 VTrans, Matthew Langham	42 Kim Villemaire, CCTV
41 Diane Meyerhoff, Third Sector Assoc.	

43 **Staff:**

44 Charlie Baker, Executive Director	48 Peter Keating, Senior Trans. Planner
45 Michele Boomhower, Asst/MPO Director	49 Regina Mahony, Senior Planner
46 Bernadette Ferenc, Trans. Business Mgr.	50 Melanie Needle, Senior Planner
47 Christine Forde, Senior Trans. Planner	

51
52 **1. Call to Order & Changes to the Agenda**

53 The meeting was called to order at 6:03PM by the Chair, Lou Mossey.

54
55 **2. Public Comment Period on Items NOT on the Agenda**

56 There were none.

57
58 **3. Approve Minutes of March 19, 2014 Meeting**

59 MIKE O'BRIEN MADE A MOTION, DULY SECONDED BY JIM DONOVAN, TO APPROVE THE MINUTES OF
60 MARCH 19, 2014. THE MOTION CARRIED UNANIMOUSLY WITH TWO ABSTENTIONS FROM GARRET
61 MOTT AND LISA FALCONE.
62

1 **4. Approve Consent Agenda (MPO Business)**

2 MARC LANDRY MADE A MOTION, DULY SECONDED BY ANDY MONTROLL, TO APPROVE THE CONSENT
3 AGENDA FOR MINOR AMENDMENTS TO THE FY2014 TRANSPORTATION IMPROVEMENT PROGRAM.
4 THE MOTION CARRIED UNANIMOUSLY.
5

6 **5. Town Plan Approvals**

7 ***5a. Burlington Municipal Development Plan Amendments***

8 JOSS BESSE MADE A MOTION, DULY SECONDED BY GARRET MOTT TO APPROVE BURLINGTON'S
9 MUNICIPAL DEVELOPMENT PLAN AND CONFIRM THE CITY OF BURLINGTON'S PLANNING PROCESS IN
10 ACCORDANCE WITH THE ATTACHED RESOLUTION. During discussion, Regina Mahony of the CCRPC
11 staff explained that this amendment is part of the City's new approach to continuously update sections
12 of its Municipal Plan rather than updating it in its entirety every five years. THE MOTION CARRIED
13 UNANIMOUSLY BY VOTE OF THE MUNICIPAL REPRESENTATIVES.
14

15 ***5b. Colchester 2014 Town Plan***

16 JIM DONOVAN MADE A MOTION, DULY SECONDED BY CATHERINE MCMAINS, TO APPROVE
17 COLCHESTER'S MUNICIPAL DEVELOPMENT PLAN AND CONFIRM THE TOWN OF COLCHESTER'S
18 PLANNING PROCESS IN ACCORDANCE WITH THE ATTACHED RESOLUTION. During discussion, Regina
19 Mahony reported that the Selectboard adopted the Plan. Marc Landry clarified that the Economic
20 Development Plan Appendix was accepted but not adopted/approved by the Selectboard. THE
21 MOTION CARRIED UNANIMOUSLY BY VOTE OF THE MUNICIPAL REPRESENTATIVES.
22

23 **6. Board Development Committee – Nominating Charge**

24 The Annual Meeting will take place in June. Marc Landry is the Chair of the Board Development
25 Committee and will be talking to members about the slate of officers.
26

27 **7. Climate Action Guide Review and Approval**

28 Melanie Needle of the CCRPC staff provided a list of proposed revisions to the Climate Action Guide
29 based on comments received since the last meeting. There was concern about the data sources in the
30 document and the use of data regarding the number of "over 90 F degree days" for "northeastern
31 cities" rather than specifically for Chittenden County. If this data is to be used, it must be clearly stated
32 that it is not Chittenden County specific. The group reiterated that the Guide is a community planning
33 document rather than a regulatory one. There was discussion about two figures: Figure 3, "Climate
34 Warming and Human Activities" and a proposed Figure 4, "Increases in Average Annual Temperature
35 and Precipitation." After lengthy discussion about the last year of Figure 3 being 2000 and the need for
36 lay people to understand the document, there was discussion that either a NOAA chart (provided by
37 Chris Roy), a simpler chart, or maybe even deleting the chart will be inserted in place of Figure 3.
38 Andrea Morgante asked that the Guide include culvert and bridge sizing as a method to reduce
39 flooding and note that VTrans is a partner in these efforts. Melanie asked that members forward
40 questions, concerns, and comments to her. She will prepare a revised draft for the next meeting.
41

42 **8. Warn a Public Hearing for the FY15 Unified Planning Work Program & Budget**

43 JEFF CARR MADE A MOTION, DULY SECONDED BY SANDY DOOLEY, TO WARN A PUBLIC HEARING ON
44 MAY 21, 2014 FOR CONSIDERATION OF THE FY15 UNIFIED PLANNING WORK PROGRAM AND BUDGET.
45 During discussion, Michele Boomhower of the CCRPC staff explained that the work program includes
46 the results of the FY15 application process and the continuation of work already underway. All of the
47 qualified requests were funded. Charlie Baker of the CCRPC staff reviewed the budget. Jeff Carr asked if

1 CCRPC is likely to be awarded a resiliency planning grant from the State. Charlie believes CCRPC has a
2 good chance of award, but felt it was appropriate not to include it in the budget until it is confirmed.
3 The funding is likely \$5-10,000 to assess the economic risk of disasters and plan for business
4 interruption and disaster prevention. Sandy Dooley asked about the reduction in the municipal
5 assistance line item. Charlie responded that likely work has been included for the upcoming year.
6 Garret Mott is concerned about using the reserve fund to cover a negative budget. Charlie explained
7 that he has presented a worst case scenario for the upcoming year; staff will work on refining the
8 budget and closing the gap as we move forward. THE MOTION CARRIED UNANIMOUSLY.
9

10 **9. Executive and MPO Directors' Updates**

11 **9a) Public Participation Plan Committee**

12 Charlie Baker reported that the committee is chaired by Deb Ingram, Williston's Alternate Member. It's
13 been an interesting process to learn how to engage a more diverse group of people. Emma Long, Bryan
14 Davis, and Michele Boomhower have been working with the advisory committee. They hope to have a
15 draft plan to the Board no later than September.
16

17 **9b) Legislative Update**

18 Michele Boomhower reported that the Senate Transportation Committee is considering H740, a bill
19 regarding Transportation Improvement Districts. The bill has wide support because transportation
20 improvements are paid for in a more equitable way. Charlie Baker reported that two growth center
21 bills are moving through the Legislature, H809 and H823. The latter bill will limit strip development
22 which concerns business interests. David Mears, the DEC Commissioner, will be the guest speaker for
23 the annual meeting in June to discuss water quality issues and the Lake Champlain TMDL Plan.
24

25 **10. Committee Reports**

26 **Act 250 Letters** - 1) 4 Pearl Street Investments, LLC, Essex Junction; 2) Mount Mansfield Union High
27 School Sign Replacement, Jericho (Included in the Board Packet).
28

29 **11. Members Items & Other Business**

30 Jim Donovan congratulated CCRPC staff for an excellent job on the March 29th Walk/Bike Summit.
31 Andrea Morgante encouraged everyone to follow the federally-funded Wildlife Crossing Project on the
32 Monkton/Vergennes Road.
33

34 **12. Adjourn**

35 JEFF CARR MADE A MOTION, DULY SECONDED BY DAN KERIN, TO ADJOURN AT 7:48PM. THE MOTION
36 CARRIED UNANIMOUSLY.
37

38 Respectfully submitted,
39 Diane Meyerhoff
40
41
42

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

Burlington Municipal Development Plan Amendment & 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)-(11) of this Title.

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

WHEREAS, The City of Burlington, Vermont is a member municipality of this Commission; and

WHEREAS, The City of Burlington formally requested CCRPC to approve the *2014 Municipal Development Plan (MDP)* and confirm its planning process; and

WHEREAS, The Planning Advisory Committee reviewed the amendments to the *MDP* 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 November 20, 2013 at 3:10 PM, reviewed the records and recommends that the Commission approve Burlington's *MDP* as meeting the requirements of 24 V.S.A. § 4350, 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; and

WHEREAS, the Planning Advisory Committee further motioned that upon the municipality informing CCRPC Staff that the City Council has completed their adoption process, Staff will review any changes in the Plan amendment, determine if the Plan amendment should be reviewed by the Planning Advisory Committee a second time, or if appropriate submit the Plan amendment to the CCRPC Board for approval and confirmation; and

WHEREAS, The City of Burlington's City Council adopted the *2014 Municipal Development Plan (MDP)* on March 31, 2014 with no revisions.


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 Burlington's *MDP* and the Commission finds that said *MDP*:

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)-(11) 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 City of Burlington's municipal planning process.

Dated at Winooski, this 16th day of April, 2014.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION



Lou Mossey, Chair

Chittenden County Regional Planning Commission (CCRPC)
Resolution
Colchester's Town Plan Amendment & 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)(10) of this Title.

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

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

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

WHEREAS, The Planning Advisory Committee reviewed the Town Plan amendment 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 January 15, 2014 at 3:40 PM, reviewed the records and recommended that, upon Selectboard adoption, the Commission approve Colchester's Town Plan amendment 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; and

WHEREAS, the Planning Advisory Committee further motioned that upon the municipality informing CCRPC Staff that the Selectboard has completed their adoption process, Staff will review any changes in the Plan amendment, determine if the Plan amendment should be reviewed by the Planning Advisory Committee a second time, or if appropriate submit the Plan amendment to the CCRPC Board for approval and confirmation; and

WHEREAS, The Town of Colchester's Selectboard adopted the 2014 Town Plan on April 8, 2014 with minor revisions.

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 Colchester's Town Plan amendment and the Commission finds that said Town Plan:

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

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

Dated at Winooski, this 16th day of April, 2014.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION



Lou Mossey, Chair