DATE: Wednesday, October 12, 2016
TIME: 2:30 p.m. to 4:30 p.m.
PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT

1. Welcome and Introductions
Joss Besse called the meeting to order at 2:35 p.m.

2. Elect a Vice Chair
Alex Weinhagen made a motion, seconded by Everett Marshall, to elect Paul Conner as Vice Chair of the Planning Advisory Committee. No further discussion. MOTION PASSED.

3. Approval of September 14, 2016 Minutes
Dean Pierce made a motion, seconded by Alex Weinhagen, to approve the September 14, 2016 minutes. No further discussion. MOTION PASSED.

4. Amend Municipal Plan Review Guidelines
Regina Mahony explained that the changes requested at the last meeting were incorporated, and she identified a few additional changes that were made since the packet went out. These included clarification of “readoption” as a full update of a Plan that would bring it up to full compliance with statute and a new expiration date; and the correct terminology for the consistency standard. The PAC discussed whether “upon request” of the municipality, is the right approach for CCRPC review of an amendment. The PAC decided to keep “upon request” as the PC public hearing notice may not always be the best time for CCRPC’s review. As is our usual practice, CCRPC will continue to touch base and communicate with each municipality when an amendment is proposed to figure out the best timing for review.

Paul Conner made a motion, seconded by Dean Pierce, to recommend that the CCRPC Board adopt the amendments to the Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans. No further discussion. MOTION PASSED.

5. Energy Standards
Melanie gave a brief overview of the Draft Determination Standards; and the draft comments from CCRPC Staff. Dana – what analysis do they need to do for the Regional Plan? CCRPC will do everything that is needed for the Regional Energy Plan. Municipalities need not do anything unless you want to do a local plan before we finish the regional energy plan. The PAC provided the following questions/comments:

- Combine Parts II and III.
- Recommend a range of targets, rather than specific targets.
- Recommend flexibility as not all municipalities will be able to follow all of the pathways identified in Part III.
- What can the “other categories” replace in terms of action items (example Page 8, Part 6.a.vi).
• Recommend an optional pre-application review, so that a municipality doesn’t have to adopt their plan before learning whether the plan qualifies for a determination of energy compliance.

The Energy Sub-Committee (to the Long Range Planning Committee) and the Board will look at these comments before submitting them to the State.

6. **ECOS Accomplishments**

Colchester - New Lakeshore district for the Bay, Green infrastructure standards, and larger clean water initiative with a comprehensive look at the entire Bay area.

Essex – Final stages of adopting a scenic resources overlook district (final PC hearing on 10/27). Thoughtful growth in Action (came out of H&S) – decided to merge the Planning Commission, and have two different DRBs. Award winning Comprehensive Plan.


Hinesburg – First affordable family housing project. Completion of draft comprehensive plan.

Huntington – Upgraded a lot of culverts, bridges and ditches – a major accomplishment after many storms and damage. Making great process on zoning updates. Now have a DRB.

Williston – been updating town plan over last couple of months. SW utility implemented in the last year.

Underhill – Culvert replacements. Looking at revising zoning regulations. Thinking about FBC.

Milton – 60 new affordable senior housing units coming online (Cathedral Sq); in addition to 34 units from the year before. Also lots of growth in Catamount Industrial Park. Working on unified bylaw (for 2017 adoption).

Shelburne – FBC zoning overlay. SW partnership with So. Burlington.


7. **Colchester Town Plan Amendment**

Regina Mahony explained this is a Plan amendment, and as discussed at the last meeting this is on the agenda for informational purposes. Sarah Hadd described the background and purpose of this amendment to their 2014 Town Plan. They’ve looked at West Lakeshore Drive holistically considering the water quality relationship with the Bay. The Fire District been working with Burlington on bringing municipal sewer service to this area; and DEC needs language in Town Plan about sewer expansion and the associated land use to make sure the Town is properly planning for it. This effort is supported by the Integrated Water Resources plan that helped the Town understand the inputs to the Bay and the improvements needed to help improve the water quality. The Town Plan will still expire in 2019. Joss Besse asked if the areas to be served by sewer are already developed or new areas for growth? Sarah Hadd described the areas as follows: Hineburg Prim – existing strip development with a plan for infill mixed use/walkable development; West Lakeshore Drive – summer/seasonable but also strip. East Lakeshore Drive – more dense than current zoning would allow for and onsite septic systems are failing. The proposal is for 150,000 gallons of wastewater treatment which will just serve existing development with some infill. The area is currently all served by on onsite wastewater. Especially concerned about best fixes on East Lakeshore Drive. Ken Belliveau asked how the cost will be borne and by who. Sarah Hadd explained that part of the work the Town is doing is figuring out if it is economically viable. Including costs of improvements once the roads are replaced; and mandatory hook-ups.
8. Williston Comprehensive Plan (public hearing included)

Joss Besse opened the public hearing. There were no comments. The public hearing was closed.

Regina Mahony explained that this is a plan readoption – a complete update and incorporation of all new statutory requirements. Staff found that the Plan includes all the requirements, with the exception of a compatibility statement. The Town has indicated that they are still working on this, and it will be incorporated into the final plan. The PAC provided a number of comments/questions, including:

Paul Conner asked about the build out analysis and if that number is still accurate and/or conceivable. Ken Belliveau stated that some of the assumptions are no longer the same including the base density. In addition, the farther out from the growth center the less likely applicants are to build out to the full density of the lot (for example, they are building 1 unit/5 to 8 acres when 1 unit/2 acres is allowed). There was a question about whether CCRPC would consider doing another County wide build out? Regina Mahony stated that they would consider it if they can get it into the UPWP.

Joss Besse asked Ken if he has looked at adjacent municipalities, and if he anticipates any issues with surrounding Towns? Ken Belliveau indicated that they don’t anticipate any issues. The borders are largely rivers and rural to rural with the exception of the airport and IBM (on both sides of the river).

Alex Weinhagen asked if there has been any thought about housing for our changing demographic, and particularly more universal design? Ken Belliveau stated that they haven’t set goals to build to the older demographic per say, however their concentrated multi-modal development is all focused toward that (Finney Crossing as an example). One story living is being built in many of their developments. Alex Weinhagen suggested that it may be helpful to make mention of this in the Plan.

Sarah Hadd stated that the Town Plan does a great job of balancing growth areas with non-growth. She asked if the Town has considered adding River Corridors; and suggested that many of the MS4 municipalities are already doing this work and the River Corridor concept could be a nice way to re-package the existing effort. Ken Belliveau indicated that they have an existing 150’ buffer on some rivers that has been in place for quite some time. In the past they lessened the setback on Lake Iroquois which gave an incentive to upgrade onsite septic systems.

Joss Besse asked about the working lands and the need for working lands diversification, and noted that he would be interested to see how this will look in the zoning regulations. Joss Besse also noted that the implementation matrix is about 15 pages long, and he asked if the Town has thought about focusing up that list. Ken Belliveau stated that they look at the list every time they update the Comprehensive Plan to see what they are going to do, what they weren’t able to get done. They also look at it on a regular basis for work programming. Unless it involves a state agency they have had general success at getting through the tasks. Dana Hanley noted that the matrix was helpful and easy to understand.

Sarah Hadd made a motion, seconded by Jacob Hemmerick, that the draft 2016-2024 Williston Comprehensive Plan, as submitted, meets all statutory requirements for CCRPC approval, with the exception of the statement of compatibility, and that the municipality's planning process meets all statutory requirements for CCRPC confirmation. Upon notification that the Plan, with the required statement of compatibility, 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 with a condition that the statement of compatibility be included in the final plan. No further discussion. Ken Belliveau abstained. MOTION PASSED.

9. Regional Act 250/Section 248 Projects in the Horizon

- South Burlington – Larkin Terrace, 60 units to replace extended stay hotel.
• Milton – none
• Underhill – none
• Williston – 70,000 sq.ft., 175 dwelling units, Cotton Wood II (Cotton Wood I was approved but nothing came from it), former driving range on Williston Road (in the growth center). Also 40 units of senior housing in Blair Park. There may be some more catch up permits with the new owners of Tafts Corners.
• Hinesburg – none
• Huntington – none
• Bolton – none
• Colchester – none

10. **Other Business** - none

11. **Adjourn**
The meeting adjourned at 4:35 p.m.

Respectfully submitted, Regina Mahony