

## **Planning Advisory Committee**

Wednesday, July 12, 2017
2:30pm to 4:30pm
CCRPC Main Conference Room, 110 West Canal Street, Winooski

WIFI Info: Network = CCRPC-Guest; Password = ccrpc\$guest

# **Agenda**

- 2:30 Welcome and Introductions, Joss Besse
- 2:35 Approval of May 10, 2017 Minutes\*
- **2:40** Act **250:** the Next **50 Years Discussion & Input,** Diane Snelling, Chair & Donna Barlow-Casey, Executive Director of the Natural Resources Board

Act 47 creates a legislative committee to examine and report by December 15, 2018 on a broad list of issues relating Act 250. Act 47 also states that the Chair of the Natural Resources Board (NRB) convene a working group. The working group is expected to make recommendations during October 2017. Diane Snelling and Donna Barlow-Casey will be at the meeting to discuss the Act 47 questions, and gather your feedback. The questions can be found in the Act, starting on page 10, section (3)(2)(C)-(E).

3:40 2020 Census Local Update of Census Addresses Operation (LUCA)\*, Regina Mahony

LUCA is the only opportunity offered to local governments to review and comment on the U.S. Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. If you are unable to participate in LUCA, you may designate an alternate reviewer for your government, such as CCRPC. We'd like to know if you anticipate requesting CCRPC's assistance with your LUCA?

**3:50** Consultant Selection Approval\*, Regina Mahony

In late May, the CCRPC issued a Request for Qualifications for Planning, Engineering, and Environmental Services on behalf of our 19 municipalities. The PAC needs to approve the list of qualified consultants for land use tasks. See the attached memo for more information.

- 4:00 Regional Act 250/Section 248 Projects on the Horizon, Committee Members
- 4:15 Other Business
- 4:30 Adjourn
- \* = Attachment

NEXT MEETING: September 13, 2017 at 2:30pm to 4:30pm.

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Bryan Davis, CCRPC Title VI Coordinator, at 802-846-4490 x \*17 or bdavis@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.

# PLANNING ADVISORY COMMITTEE - MINUTES

DATE: Wednesday, May 10, 2017 TIME: 2:30 p.m. to 3:30 p.m.

PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT

Members Present

Others (for Building Code presentation):

Joss Besse, Bolton

Jennifer Green, Burlington Electric Department

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

Jacob Hemmerick, Milton Ray Belair, South Burlington ZA
Paul Conner, South Burlington Ned Daly, Essex Planning Commission

Dana Hanley, Essex

Alex Weinhagen, Hinesburg Staff

Everett Marshall, Huntington Regina Mahony, Planning Program Manager

Karen Purinton, Colchester

Charlie Baker, Executive Director

Daryl Benoit, Charlotte

Clare Rock, Richmond

Ken Belliveau, Williston

Charlie Baker, Executive Director

Emily Nosse-Leirer, Planner

Melanie Needle, Senior Planner

Lee Krohn, Senior Planner

Katherine Sonnick, Jericho

## 1. Welcome and Introductions

Joss Besse called the meeting to order at 2:37 p.m.

## 2. Approval of March 8, 2017 Minutes

Paul Conner made a motion, seconded by Alex Weinhagen, to approve the March 8, 2017 minutes, with the following amendment: JAM Golf, not Gulf. No further discussion. MOTION PASSED.

#### 3. Bolton Town Plan

Lee Krohn noted that all previous comments were addressed, and he suggests approval to the Board. Joss Besse wanted to add one note about West Bolton regarding density. It has historically been much more dense, has lessened over time, and is looking to re-establish its previous density. Lee Krohn stated that CCRPC agrees with that goal, but just needed to make note of it for the record. Lee Krohn added that we will host the public hearing at the Board meeting, as we didn't have time to warn it at the PAC meeting.

Alex Weinhagen made a motion, seconded by Ken Belliveau, that the PAC finds the 2017 Bolton Town Plan, as submitted and as adopted by the Bolton Selectboard on April 26, 2017, meets all statutory requirements for CCRPC approval, and that the municipality's planning process meets all statutory requirements for CCRPC confirmation. The PAC further recommends that the Plan, and the municipal planning process, be forwarded to the CCRPC Board for approval. Further discussion: Paul Conner added that he checked with CCRPC Staff to confirm the Town has been paying their CCRPC dues. Alex Weinhagen asked if the Planning Commission budget will likely stay as is in the future, and noted that it is low. Joss Besse indicated that it will likely remain in the annual budgets and may not be much room for expansion. Lee Krohn added that Bolton is a small town. No further discussion. MOTION PASSED. Joss Besse abstained.

#### 4. Regional Energy Planning Update

Melanie Needle provided an overview of the municipal data that was sent out to the municipalities on 4/30. The data helps explain the level of change that is needed in the energy sectors in order to meet the State's energy goals. Melanie Needle reiterated that the data profiles are just a draft, and is intended to begin the conversation. Melanie Needle stated that she will ask if anyone has any questions first, then Emily Nosse-Leirer will go through the data, and Melanie Needle will go through the mapping.

 Clare Rock asked how the Department of Public Service (DPS) will look at something in the Town Plan that is not consistent with the Regional Plan. Melanie Needle stated that we are trying to anticipate that with a caveat in the ECOS Plan; but we are also hoping to get alignment as best as possible now so please let us know now if something doesn't look right on the maps. Had a discussion that our intent is to allow for greater flexibility at the local level, so that CCRPC can approve the Plans as they come forward. However, we'll have to monitor that each municipality is still meeting their local solar target and that we are collectively meeting the county wind target. Joss Besse asked how the targets were calculated at the County level; and suggested that there aren't many viable sites in Bolton outside of areas were housing already exists. Melanie Needle responded that is what is left after the restraints were mapped.

There was a lot of discussion regarding the accuracy of the base layers. Melanie Needle asked the PAC whether the ECOS Plan Policy for prohibiting energy generation in areas with state and local known constraints makes sense and is the right approach. Melanie Needle was specifically asking about this statement "Renewable energy generation shall not take place in areas with state or local known constraints, unless located on an existing structure or impervious surface." Alex Weinhagen stated that yes, it does makes sense. Karen Purinton asked about defining impervious surface because Colchester considers compacted soils as impervious surface. There was a suggestion to change "...unless located on an existing structure or impervious surface" to "...unless located on a preferred site." Ken Belliveau asked if that would then mean that the Plan isn't going to actually dictate where something will go? Staff confirmed and added the generation maps are helpful in setting goals and targets, rather than defining good areas for wind and solar generation because we've seen applications in areas that don't show up as good generation areas on these data layers.

Paul Conner asked about the known constraints and possible constraints; specifically, he noted that the state significant species data layer is taking out the entire airport and part of Essex – and this is a site specific issue that might be a plant that needs protecting in one particular location not the entire swath. There was also discussion about the usefulness of including prime ag soils and forests as possible constraints since it adds most of the land area, thereby not helping solve the ultimate question of where these facilities should and shouldn't go. It leaves just as much of a question mark as we have today. Perhaps the language should focus on site assessment and require the reduction of impact as much as possible. Paul Conner suggested that we set a threshold for X% of impact to a possible constraint area is a problem, while Y% of impact is not. As an example, solar array footings don't actually result in that much of an impact. It would be very difficult for Staff to set those thresholds.

Dana Hanley asked about protected land and associated easement. In Essex there is a Vermont Land Trust easement that does allow for a solar array. Melanie Needle explained that is why these constraints are listed as a possible constraint because some allow energy generation facilities and some do not. Site by site review is needed. Ken Belliveau asked if we know there is a local easement that restricts solar should we highlight that as a known constraint? Staff stated that yes you can, but you wouldn't need to because no one will actually get site control for a solar generation facility.

There was a discussion about the maps and the language – the language will dictate the constraints, not the map because the resources need to be identified on a site by site basis.

Question about the technical assistance – Melanie Needle stated that we currently have resources to help three municipalities and this work will occur before July 30, 2017. There may be additional assistance in FY18.

Jacob Hemmerick asked why we have solar targets and not wind targets. Staff explained that we have wind targets but only at the County level. It would be helpful to see the County wide wind target. Discussion about wind target in Milton. Regina Mahony suggested that we need a way to show how each Town can meet their overall target, regardless of the technology they use (solar, wind, biomass, etc). We have not set it up that way currently, but we'll see if we can.

#### **5.** Regional Act 250/Section 248 Projects on the Horizon – tabled.

#### 6. Other Business

- **a.** Regina Mahony handed out an overview of sessions from the APA conference in NYC. She will email this out when the presentations are downloaded.
- **b.** Town Forest Recreation Planning Community Assistance Program Technical Assistance, due 6/1<sup>st</sup>.
- **c.** 2017 Bike and Ped Grant Program due July 14<sup>th</sup>.

#### 7. Update on State Residential and Commercial Building Codes and South Burlington's Experience

Steve Spatz, Residential Energy Consultant, is here to discuss Act 89. This is an overview of what is required by the Towns and what Towns can do. Currently working under 2015 code; there may be updates in 2018.

There was some discussion about requiring the certification before issuing a CO. Yes, it is required. There was a question about whether there are materials for rehabs and expansions rather than building a whole new home because those aren't the majority of the permits. Efficiency Vermont is considering an additional program for additions and rehabs.

The code requires nothing drastically different than what folks have been building for a while – it is about how pieces are put together and mitigating risk.

More and more lenders and title attorneys are requiring RBES certificates in order to close loans/mortgages. Lack of a RBES certificate doesn't necessarily mean that you don't have a clean title, but it could mean that the buyer is no longer interested in buying it. Also, the homeowner may take civil action against the person certifying the building. A homeowner/builder can opt out of the code because they live their themselves; but when they go to sell it, it is buyer beware.

Steve Spatz can provide this info via pdf; and also has some municipal guides that were emailed out to municipalities. Regina Mahony will send these resources out to the PAC when she receives them from Steve Spatz.

Paul Conner provided a quick overview of what South Burlington has done, and he provided some lessons learned. The City's energy committee asked the PC to look into requiring solar ready roofs. After gaining some insight on what else is out there, the PC wanted to use something that was predictable, rather than come up with their own standards. In So. Burlington well over 70 to 80% of projects go through Act 250 where the stretch energy code is already required, so they were dealing with an equity issue where few developments weren't subject to the stretch energy code. So they ultimately decided to adopt the stretch energy code in the City. While this started in the City Center – they decided that they didn't want to develop a higher standard and disincentive for City Center growth – so this is applicable to the entire Town. The requirement has been in place for a year now, and they have had some issues with the window/glazing requirements in the City Center's Form Based Code and the stretch energy code. An applicant in their T5 zone just barely thread the needle to meet the stretch code and the glazing requirements. But they had to make the second story windows smaller, and that might be noticeable. They may need to build in a provision about how you address this conflict. Administering the stretch energy code isn't any different from a Staff perspective than administering the regular code; an important factor in considering the adoption of it. South Burlington only requires this of new construction, not additions.

There was a question regarding the cost of development from the base code to the stretch code. Steve Spatz indicated that the cost of materials isn't necessarily a large difference, but the R20 insulation (stretch code) v. R15 insulation (base code) adds another inch which can start to get tricky with construction. Foundation insulation is what is going to cost more and make the construction more complicated.

#### 9. Adjourn

 The meeting adjourned at 4:38 p.m.

Respectfully submitted, Regina Mahony

# The 2020 Census Local Update of Census Addresses **Operation (LUCA)**



LUCA is the only opportunity offered to tribal, state, and local governments to review and comment on the U.S. Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census.



# Why participate in LUCA?

- To help ensure an accurate decennial census count in your community.
- To help the federal government distribute more than \$400 billion in funds annually for infrastructure, programs, and services.
- To help your community plan for future needs.

# Who can participate in LUCA?

Active, functioning, legal governments can participate in LUCA. These include:

- Federally recognized tribes with a reservation and/or off-reservation trust lands.
- States.
- Counties.
- Cities (incorporated places).
- Townships (minor civil divisions).

If you are unable to participate in LUCA, you may designate an alternate reviewer for your government, such as your county, state data center, or regional planning agency.





- January 2017: Advance notification of LUCA mailed to the highest elected official (HEO) or Tribal Chairperson (TC) of all eligible governments and other LUCA contacts.
- March 2017: LUCA promotional workshops begin.
- July 2017: Invitation letter and registration forms mailed to the HEO or TC of all eligible governments.
- October 2017: Training workshops begin. Self-training aids and Webinars will be available online at the LUCA Web site.
- February 2018: Participation materials mailed to registered participants. Participants have 120 calendar days from the receipt of materials to complete their review.
- August 2019: Feedback materials offered to participants with the results of Address Canvassing.
- April 1, 2020: Census Day.

For more information about LUCA, call 1-844-344-0169, e-mail us at <GEO.2020.LUCA@census.gov>, or visit our Web site at <www.census.gov /geo/partnerships/luca.html>.

#### **LUCA Materials**

The Geographic Update Partnership Software (GUPS) is new for LUCA. The GUPS is a self-contained Geographic Information System (GIS) update and processing package. In addition to the software, you will receive the Census Bureau's address list, address count list by



census block, and Topologically Integrated Geographic Encoding and Referencing (TIGER) partnership shapefiles.

The Census Bureau offers its address list in digital or paper formats. The digital format requires the use of spread-

sheet or database software. The paper format is available only to governments with 6,000 or fewer addresses.

Maps are offered in digital (TIGER partnership shapefiles that require GIS software) or paper (large format maps are 42 X 36 inches and include a DVD of small format [8.5 X 14 inches] block maps in Adobe PDF) formats.

The Census Bureau offers in-person training using LUCA materials. Self-training aids and Webinars are available online at the LUCA Web site.

## What's new for LUCA?

- Pre-LUCA activities provide more opportunities to submit address information and receive feedback through the continuous Geographic Support System (GSS) Program.
- Streamlined participation through the Full Address List Review provides the opportunity to review and update the Census Bureau's address list.
- The Census Bureau's digital address list is available in new, convenient standard software formats.
- Comprehensive data that includes ungeocoded address and residential structure coordinates.



# **Preparing for LUCA**

You will receive only the addresses within your jurisdiction's boundaries that are currently on file with the Census Bureau. By participating in the 2017 Boundary and Annexation Survey (BAS), you have the opportunity to verify or update your jurisdiction's boundaries. Doing this will ensure that you receive the complete list of addresses for your jurisdiction in LUCA.

To prepare your address list before you receive your LUCA materials:

- Ensure that your address list contains multiunit structure identifiers (such as apartment numbers for individual units) and that you can distinguish between residential addresses and nonresidential addresses.
- · Identify local address sources, such as building permits, E-911 address files, local utility records, annexation records, and assessment or taxation files.
- Visit the LUCA Web site or plan to attend a LUCA promotional workshop to get more information about participating in the program.

**Connect With Us** 









# 2020 Census Local Update of Census Addresses Operation (LUCA) Information Guide

Issued December 2016 D-2101

#### What Is LUCA?

The Local Update of Census Addresses Operation (LUCA) is a voluntary decennial census operation. LUCA is the only opportunity prior to the 2020 Census for tribal, state, and local governments (including the District of Columbia and Puerto Rico) to review and update the U.S. Census Bureau's residential address list for their jurisdiction. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. The Census Address List Improvement Act of 1994 (Public Law 103-430) authorizes LUCA.

Active, functioning, legal governments are eligible to participate in LUCA, including:

- Federally recognized tribes with a reservation and/or off reservation trust lands.
- States.
- Counties.
- Cities (incorporated places).
- Townships (minor civil divisions).

If your government lacks the resources to participate in LUCA, you can arrange for a higher level of government, such as a county; or an organization, such as a regional planning agency or council of governments, to conduct your address review.

#### Why Participate in LUCA?

The accuracy and completeness of the address list is critical to the accuracy and completeness of the decennial census. Participating in LUCA can help ensure an accurate census for your community.

Although the primary purpose of the decennial census is to apportion seats in the U.S. House of Representatives, census data are used to:

- Distribute federal funds for over 1,000 programs administered by 26 federal agencies to tribal, state, and local governments.
- Provide statistical support for grant applications that fund community and regional development, education, agriculture, energy, and environmental programs, as well as other needed community improvements and enhancements.
- Help your community plan for future needs.

#### What Is New for LUCA?

- Pre-LUCA activities, such as the on-going Geographic Support System (GSS) Partnership Program, provide more opportunities to submit address information and receive non-Title 13 feedback.
- New streamlined participation through the full address list review.
- Online viewing availability for the Census Bureau housing unit counts by census block for your jurisdiction starting in January 2017.
- Ease of use with standard data formats for viewing the Census Bureau's digital address list (Excel [.xlsx] and Comma Delimited Text [.csv]).
- Availability of the Census Bureau Geographic Update Partnership Software, a self-contained Geographic Information System (GIS) tool.
- Access to comprehensive data that include residential structure latitude/longitude coordinates and ungeocoded census residential addresses.
- Digital participants may submit residential structure coordinates as part of their address updates.



#### **LUCA Schedule**

	2020 Census LUCA Operation Schedule
Timeframe	Activity
January 2017	Advance notice mailed to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors, and other LUCA contacts.
March 2017	LUCA promotional workshops begin.
July 2017	LUCA invitation and registration materials mailed to HEOs, TCs, and Governors.
October 2017	LUCA training workshops begin.
February-April 2018	Participants review and update the Census Bureau's address list.
February-September 2018	Census Bureau processes LUCA submissions.

## **LUCA Preparation Checklist**

- ✓ Participate in the GSS.
- Review your boundaries and respond to the 2017 Boundary and Annexation Survey (BAS).
- ✓ Complete and return the Contact Information Update Form.
- ✓ Attend a LUCA promotional workshop or access information at the LUCA Web site.
- ✓ Access the Census Address Count List for your jurisdiction online.
- ✓ Determine and assemble local address sources.
- ✓ Update your address list with information needed for LUCA:
  - Unit designations for multiunit housing (e.g., Apt 1, Apt 2, Unit A, Unit B, etc.) (required).
  - Residential address status (required, the LUCA Operation only accepts residential addresses).
  - ZIP Codes for mailing addresses desired.
- ✓ Geocode your local address list using the online Census Geocoder (digital address list required).
- ✓ Determine your LUCA materials format.
- ✓ Develop your address review strategy.
- ✓ Highest Elected Official (HEO), Tribal Chair (TC), or Governor registers for LUCA.
- ✓ Attend a training workshop or Webinar.
- ✓ Review and update LUCA materials.
- ✓ Receive address feedback.

# Participate in the GSS.

Pre-LUCA activities provide more opportunities to submit address information and receive non-Title 13 feedback through the continuous GSS Partnership Program.

#### Review your boundaries and respond to the 2017 BAS.

The 2017 BAS is the last opportunity to ensure that your boundaries are correct before LUCA begins. Because LUCA participants receive only addresses inside their jurisdictional boundaries for review and update, you may not be able to view your entire address list if your boundaries are incorrect. The 2017 BAS starts in December 2016. For more information, visit the BAS Web site at <www.census.gov /geo/partnerships/bas.html>.

#### Complete and return the Contact Information **Update Form.**

In January 2017, the HEO, TC, Governor, and other contacts that the Census Bureau has associated with each government will receive a LUCA notification package. The package includes information about LUCA and a Contact Information Update Form. Complete the form and return it using the postage-paid envelope. If you prefer, you may scan it and return it via e-mail to <GEO.2020.LUCA@census.gov>.

#### Attend a LUCA promotional workshop or access information on the LUCA Web site.

Plan to attend a LUCA promotional workshop or Webinar to obtain additional information about participating in LUCA. You may also obtain additional information by accessing the LUCA Web site at <www.census.gov/geo/partnerships/luca .html>.

## Access the Census Address Count List for your jurisdiction online.

Your government's Address Count List, which contains the Census Bureau's count of residential addresses for each census block within your jurisdiction, is available on the LUCA Web site. Compare the census counts to your counts to help focus your participation efforts. Each census block record is at least 12 characters in length and contains seven fields of information <www.census.gov/geo/maps-data/data /geocoder.html>.

	Digital Addre	ess Count List
Maximum character length	Field name	Description
12	Entity ID	Unique code assigned by the Census Bureau to each entity.
2	State code	2-digit current state code.
3	County code	3-digit current county code.
6	Census tract number	6-digit current census tract number, with an implied decimal point between the fourth and fifth digit.
4	Census block number	4-digit current census block number.
7	Count of housing unit addresses	Census Bureau's most recent count of housing unit addresses.
7	Count of group quarters addresses	Census Bureau's most recent count of group quarters addresses.

## Determine and assemble local address sources.

Potential local address sources for compiling your residential address list include:

- E-911 address files.
- New housing construction or building permits.
- Housing inspection records.
- Planning and zoning records.
- Local utility records.
- School enrollment records.
- Driver license files.
- Annexation records.
- Assessment or tax files (residential units).
- Voter registration files.

# Update your Address List with information needed for LUCA.

**Unit Designation:** LUCA **requires** that each record include unit identifiers (e.g., Apt 1, Apt 2, Unit A, Unit B). Basic street address and the individual unit designation should be provided for multiunit buildings.

**Residential Status:** LUCA accepts only **residential** address updates.

**ZIP Code:** A ZIP Code in a mailing address is useful to the Census Bureau.



The Census Bureau defines geocoding as assigning a state, county, census tract, and census block number to an address. Used in conjunction with the Address Count List, the Census Geocoder allows you to compare your digital address list to the Census Bureau's count of addresses by census block. You can focus your address review on the census blocks with the greatest address count differences between your address list and the Census Bureau's. For more information, see <www.census.gov/geo/maps-data/data/geocoder.html>.

# Determine your LUCA materials format.

The LUCA address lists and maps are available in digital or paper formats. The digital format requires the use of spreadsheet or database software, such as Excel (.xlsx) or Comma Delimited Text (.csv). The paper format is available only to governments with 6,000 or fewer addresses.

Example: Available LUCA materials formats
Copy provided for reference only; do NOT return this form.

PRODUCT PREFERENCE FORM 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES	OPERATION (LUCA)  Government Name
Please mark (X) to select a product preference form	at (Choose #1 OR #2 below)
Information System (GIS) tool. It includes the Census B partnership shapefiles. GUPS allows you to add extern	Partnership Software (GUPS) is a self-contained Geographic sureau's address list, address count list by census block, and al geospatial data (shapefiles, geodatabases, and imagery) for Windows XP, Vista, and Windows 7, 8, and 10, and Apple Mac OS
2. Select <b>one</b> address list format in <b>Section A</b> and <b>o</b>	OR
2. Select <b>one</b> address list format in <b>Section A</b> and <b>o</b>	ne map format in Section B.
A. Address List – Select Digital or Paper	B. Maps – Select Digital or Paper
<b>Digital</b> – Requires the use of a spreadsheet or database software. We will provide the files in Excel (.xlsx) and Comma Delimited Text (.csv) format.	<b>Digital</b> –Partnership shapefiles that require the use of GIS software. Address structure points are <b>not</b> included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.
OR	OR
Paper – Available only to governments with 6,000 or fewer addresses. Each 8 1/2" X 14" page contains six (6) addresses (1,000 pages maximum). Choose <b>one</b> address sort preference below:	Paper – Large format paper map(s) (42" X 36") with one or more sheets. This includes a DVD of small format (8 1/2" X 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses.
Census Tract#/Block#/Street Name/House#/Unit#  Street Name/House#/Unit#/Census Tract#/Census Block# (alphanumeric sort)  Current number of residential housing units on file for your jurisdiction as of date X.	Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You will have to use the block PDF maps.

# Develop your address review strategy.

To conduct your address review, consider your time, staff, and available local address information. If a complete review is not possible, focus your review on these areas:

- Group quarters (e.g., college dorms, nursing homes, correctional facilities, etc.).
- Areas of new construction.
- E-911 address conversion areas.
- Single-family homes converted to multifamily homes, and vice versa.

- Warehouses converted to residential units.
- New mobile homes.
- Apartment buildings with irregular or missing numbering schemes for the individual units.
- Annexed land.
- Areas along governmental boundaries.
- Blocks with the greatest count differences between the Census Bureau's address block count and your address block count.

# Highest Elected Official (HEO), Tribal Chair (TC), or Governor registers for LUCA.

In July 2017, the Census Bureau will mail the invitation letter and registration form to your HEO, TC, or Governor. This invitation package will include information about LUCA and a registration form for the HEO, TC, Governor, and the LUCA liaison (designated by the HEO, TC, or Governor) to complete and return to the Census Bureau for participation in LUCA.

# Attend a LUCA training workshop or Webinar.

Training workshops will offer "hands-on" experience using the LUCA materials. Self-training aids and Webinars will be available online at the LUCA Web site. In addition, the 2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide contains detailed instructions and examples for conducting your address and map review.

## Review and update LUCA materials.

You have 120 calendar days from the receipt of your materials to conduct your address review and return your updates to the Census Bureau. We estimate that it will take between 16 to 672 hours to complete your address review and submit your updates, depending on your jurisdiction's size and number of changes.

# Receive address feedback.

After validating LUCA submissions, the Census Bureau will provide address feedback on your LUCA updates.

# **Q**uestions

For more information about LUCA, call 844-344-0169, e-mail us at <GEO.2020.LUCA@census.gov>, or visit our Web site at <www.census.gov/geo/partnerships/luca.html>.

# **Digital Address List Record Layout**

The information contained on each census address record includes census state and county codes, census tract and block numbers, and group quarters flag. The character length for each record may vary.

numbers, and	d group quarters flag. The character length for	reach record may vary.
Maximum character length	Field name	Description
7	Line number	Sequential number for each address record in the file.
9	MAFID	Unique control number assigned to each MAF address.
12	Entity ID code	Unique number assigned by the Census Bureau to each entity.
1	Action code	Entered by the participant to indicate an action to be taken on the address.
2	State code	2-digit Current State Code.
3	County code	3-digit Current County Code.
6	Census tract number	6-digit current census tract number, with an implied decimal point between the fourth and fifth digit (e.g., 123401 and 000300).
4	Census block number	4-digit Census Block Number.
15	Geo ID	15-digit combination of State Code, County Code, census tract, and census block numbers.
1	Group quarters flag	Displays a 'Y' if the address is a group quarters.
35	Complete address number	Housing unit or group quarter's assigned address number, alone or with an address number prefix and/or address number suffix, that identifies a location along a thoroughfare or within a community.
100	Complete street name	Full street or road name.  The official name of a thoroughfare as assigned by a governing authority, or an alternate (alias) name that is used and recognized.
65	Apartment/unit number	Within structure descriptor or identifier, such as APT 5 or 1st FL FRN.
5	City-style mailing ZIP Code	5-digit ZIP Code for city-style mailing address.
100	Group quarters name	Name of group quarter (e.g., Dobbs Hall).
100	Facility name	Name of group quarter facility (e.g., University of Illinois).
100	Location description	Description of the location and physical characteristics of a living quarters (e.g., red ranch w/white shutters).
50	Noncity-style mail delivery address (RR#, HCR#, or PO Box #)	Rural Route and Box number, Highway Contract Route number, or Post Office Box number.
5	Noncity-style mailing ZIP Code	5-digit ZIP Code for noncity-style mailing address.
4	Map spot ID	Unique number assigned by the Census Bureau for each map spot within a block. Numbering starts over in each block.
1	Address use	A value entered by the participant indicating if the address is used for M) mailing purposes, L) location purposes, including emergency services, B) both mailing and location purposes.
11	Structure latitude	Address structure latitude, populated only if the Census Bureau has captured an address structure point for the address, otherwise blank. If blank, participants can popuate this field.
12	Structure longitude	Address structure longitude, populated only if the Census Bureau has captured an address structure point for the address, otherwise blank. If blank, participants can populate this field.
1	City-style address flag	Displays "Y" if city-style address, an "N" if noncity-style address.

# Paper Address List

addresses information, and group quarters flag. The paper address list is available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six addresses (1,000 pages maximum). You may choose one of two sort preferences: Census Tract#/Block#/Street Name/House#/Unit# or Street Name/House #/Unit#/Census Tract#/ Census Block#. The information contained in the paper address list includes state and county codes, census tract and block numbers,

Example sort: Census Tract/Block Example sort: Street Name/House#/Unit#/Census Tract#/Census Block#

Form D-200 (XX-XX-XXX) OMB Contro	Form D-2007 (XX-XX-XXXX) OMB Control No. XXXX-XXXX					2020 L(	OCAL UPD	ADDRESS LIST 2020 LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)			EC	U.S. DEPA	U.S. DEPARMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINSTRATION U.S. CENSUS BUREAU
Sort: T Entity: V	Sort: Tract/Block Entity: Winter County CO88009	3088009					DISCLO	DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.			Pa	Page: 17. Date: 01/	17 of 20 01/04/2018
			Census Gec	4 Census Geographic Location of Address	ation of			6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name	Name	7 Noncity-Style Mail Delivery			10
1 Line Number	2 MAFID	3 Action Code	(4a) State	(4b)	(4c)	5 GQ Flag	(6a) Complete	(6b) Complete Street Name	(fee) (6f)	Address (RR Number, HCR Number, PO Box Number)	8 Map Spot	9 City-Style Address	Map Spot ID Coordinates
			County	Census Tract	Census Block	•	Address	(6c) Group Quarters Name Nt. (Facility Name or Physical Location Describtion	7	(7a) Noncity-Style Mailing ZIP Code	Number	Flag	(10a) Latitude (10b)
								JEFFRAS DR	)				40.361373
102	866666666		88009	0054.00	2001	>	5503	SUNSET ASSISTED LIVING COMMUNITY	76666		21	>	-73.543799
103	760000000		0008	0054 00	2001		5507	JEFFRAS DR	1 00007		20	>	40.361377
8	***************************************		6000		1007		<u> </u>				3	-	-73.543799
								JEFFRAS DR					40.361381
104	39999995		88009	0054.00	2001		5507	APT 2	2 99997		20	>	-73.543799
ŗ	700000		00000	00	200			JEFFRÄSOR	10000		Ç	;	40.3613785
105	95555555		88008	0054.00	2001		5005		/ 6666 -		EI	· -	-73.543799
							)			RTE 2, BOX 175	•		40.3613791
106	/ 6666666		60088	0054.00	7007			REDWOOD RAMBLER W/LONG FRNT PORCH, ON LAKE	76666		81	'	-73.543799
							>	***NO KNOWN ADDRESS IN THIS BLOCK***		XXXXXXXXXX			XXXXXXXXX
107	XXXXXXXX		88009	0054.00	2002		XXXXXXX	XXXX	XXXXXXXXXXXXX	XXXXX	XXXXXXX	×	XXXXXXXXX
								Action Codes					

N - Address is Nonresidential J - Address is not in this Jurisdiction D – Delete this address C – Correction to this address FICTITIOUS INFORMATION —FOR EXAMPLE ONLY

Form D-2007 (XX-XX-XXXX) OMB Control	Form D-2007 (XX-XX-XXXX) OMB Control No. XXXX-XXXX					2020 L	OCAL UPE	ADDRESS LIST 2020 LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)	ECO	U.S. DEPA	U.S. DEPARMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINSTRATION U.S. CENSUS BUREAU
Sort: Stre Entity: W.	Sort: Street Name/House Number Entity: Winter County CO88009	se Number :088009					DISCI	DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.	Page: Date: _		5 of 20 01/04/2018
			4 Census Geographic Location of Address	4 ographic Loc Address	cation of			6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name Mail	7 Noncity-Style Mail Delivery		10
1 Line Number	2 MAFID	3 Action Code	(4a) State County Code	(4b) Census Tract	(4c) Census Block	5 GQ Flag	(6a) Complete Address Number	Complete Street Name Complete Street Name Group Quarters Name Group Quarters Name Facility Name or Physical Location Description Facility Name or Physical Location Description	Address (RR 8 Map (Vumber, HCR Number, HCR Number, PO) Number (7a) Number (7a) Number (7a) Number (7a) Number (7a)	9 City-Style Address Flag	Map Spot ID Coordinates (10a) Latitude (10b) Longitude
25	99999933		88009	0045.00	1055		4007	AMPHORA ST 99997	m	>	40.361373
26	99999994		88009	0045.00	1055		4009	амрнова sт — — — — — — — — — — — — — — — — — —	4	>	40.361377
27	99999995		88009	0045.00	1058		5001	AMPHORA ST		>	40.361381
28	966666666		88009	0045.00	1058		2003	AMPHORA ST P P P P P P P P P P P P P P P P P P	7	>	40.3613785
29	99999997		88009	0045.00	1065		402	W CANDERDIN AVE	11	>	40.3613791
30	666666666		88009	0045.00	1065		404	W CAMERON AVE	12	>	40.3613796

N – Address is Nonresidential J-Address is not in this Jurisdiction D – Delete this address C – Correction to this address FICTITIOUS INFORMATION -FOR EXAMPLE ONLY

# **Paper Address List Add Page**

Participants selecting the paper address list can add residential city-style addresses that do not appear on the Census Bureau's address list using the Address List Add Page.

Example: Address List Add Page

Form D-2008 (XX-XX-XXX OMB Contr		τ					U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATESTICS ADMINISTRATION U.S. CENSUS BUREAU	PAGE_	OF_		PAGES
		2020.65	NCUCLOC			ADD PAG		Name of Prepar			
		2020 CE	NSUS LUC	AL UPDAT	E OF CENS	US ADDRE	SSES OPERATION (LUCA)	Date Completed	(Print Nam	ie)	
									(MM/DD/Y	YYY)	
Add Pag	e For:		Entity Name	)			ı	Entity ID Code:	(Copy from Ad	ldress List F	Page)
		2					4		. ,,,		
	Census	Geographic L		ddress	3		Residential Address				6 Address
1	(2a)	(2b)	(2c)	(2d)	Enter "Y" if	(4a)	(4b) Complete Street Name	(4e)	(4f)	5 Unique	Use, if known
Line #	State	County	Census	Census	this is a Group	Complete Address	(4c) Group Quarters Name	Apt/	City-Style Mailing	Map Spot #	M=Mailing
	Code #	Code #	Tract #	Block#	Quarters	Number	(4d) Facility Name	Unit #	ZIP Code		L=Location B=Both
,						DIC.: 0	NOUNE PROMINITED BY TITLE 42 I.I.C.C.	•	•	•	
						DISCEU	SURE PROHIBITED BY TITLE 13, U.S.C.				

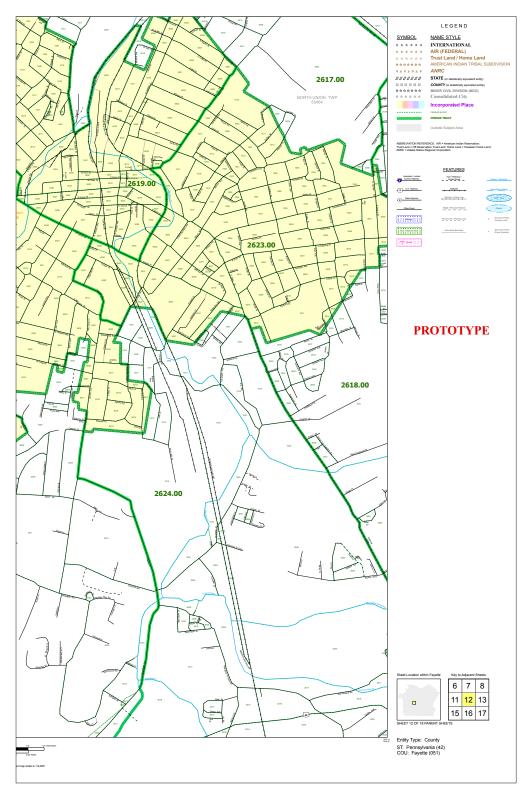
# **Paper Address Count List**

The LUCA address count list contains the count of housing unit and group quarters addresses for each census block within your jurisdiction. The list contains 90 census blocks per page. This list is for reference only.

Example: Address Count List

Form D-2009 (XX-XX-XXXXX) OMB Control No.	XXXX-XXXX		2020 CENSUS		ADDRESS CO	UNT LIST US ADDRESS	ES OPERATIO	ON (LUCA)		ECONOMICS AND	IENT OF COMMERCE STATISTICS ADMINISTRATION J.S. CENSUS BUREAU
ST/CO: 52 /	003									Page: 1 of 1	L
Entity: ANY	TOWN PL521	12345								Date: 12/02	2/2017
Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses
9708.01	2345	9	1	9708.03	1100	9					
9708.01	2346	11		9708.03	1101	4					
9708.01	2347	3		9708.03	1102	4					
9708.01	2348	9		9708.03	1103	6					
9708.01	2349	12		9708.03	1104	6					
9708.01	2350	12		9708.03	1105	5					
9708.01	2351	14		TOTAL	36	217	2				
9708.01	2352	6									
9708.01	2353	15	1								
9708.01	2354	12									
9708.01	3301	6									
9708.01	3302	8									
9708.01	3303	5									
9708.01	3304	12									
9708.02	3305	13									
9708.02	3306	5									
9708.02	3307	7									
9708.02	3309	6									
9708.02	3310	6									

#### Example: Paper Map



# Census Bureau Paper Maps and Digital Shapefiles

**Paper**—Large format paper map(s) (42" x 36") with one or more sheets. This includes a DVD of small format (8 1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. For a full-color paper map example, visit our Web site at <www.census.gov/geo/partnerships/luca.html>.

**Digital**—Topologically Integrated Geographic Encoding and Referencing (TIGER) Partnership shapefiles that require the use of GIS software. Address structure points are not included in the partnership shapefiles but can be created from the latitude/longitude coordinates included on the digital address list.



# **CCRPC Planning Advisory Committee** 7/12/17

# **Consultant Selection – Planning, Engineering and Environmental Services**

Issues:

A Request for Qualifications (RFQ) was released on May 25, 2017 for *Planning*, *Engineering and Environmental Services*. The CCRPC seeks to select qualified and innovative consultants to provide a suite of services for a wide range of planning studies categorized into seven topic areas: Project Development (Scoping) & Technical Assistance Studies; Transportation Planning/Corridor/Area Wide Studies; Zoning Regulations/Land Use; Bicycle and Pedestrian Feasibility Studies; Public Participation; Intelligent Transportation Systems; Water Quality Project Assessment, Concept Plans, Design, and Construction Management. The program will commence in July 2017 and extend through June 30, 2019, with possible extensions to June 30, 2020 and June 30, 2021.

The RFQ was advertised via the Vermont Planners Association and the Vermont Institute of Transportation Engineers email lists, the Vermont Bid System website and CCRPC's consultant list. RFQ documents were posted on CCPRC's website. Proposals were due on June 12, 2017.

CCRPC received 5 land use proposals from the following consultants:

- DuBois & King, Inc
- Malone and MacBroom, Inc.
- Resource Systems Group, Inc
- Town Planning & Urban Design Collaborative, LLC
- Vanasse Hangen Brustlin, Inc.

A selection committee consisting of staff from the CCRPC and members of the CCRPC's Planning Advisory Committee (PAC) met to review and discuss consultant qualifications on June 21, 2017. The selection committee included: Ken Belliveau and Robin Pierce – PAC; Marshall Distel, Eleni Churchill, Regina Mahony, Emily Nosse-Leirer – CCRPC.

After reviewing the proposals, the committee determined that the experience offered by the consultants not match the forecasted needs of the CCRPC. Based on the limited number of land use projects in the FY18 Work Program, the CCRPC does not anticipate a need to hire a consultant for land use work in FY18, with the exception of projects related to impact fees. Therefore, given their impact fee experience, the committee recommends the selection of RSG to work on impact fee projects. If we have more land use projects in the FY19 Work Program we may go out for another planning-specific RFQ next spring.

Staff recommends that the PAC approve Resource Systems Group, Inc as recommended by the selection committee, for impact fee projects under the

**Recommendation:** RFQ for Planning, Engineering and Environmental Services.

For more Marshall Distel

**information** mdistel@ccrpcvt.org *or* 861-8122

contact:

Staff