DATE:       Wednesday, July 11, 2018
TIME:       2:30 p.m. to 4:00 p.m.
PLACE:      CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT

Members Present:  David White, Burlington
                  Victor Sinadinoski, Milton
                  Ken Belliveau, Williston
                  Jessica Draper, Richmond
                  Paul Conner, South Burlington
                  Dana Hanley, Essex
                  Darren Schibler, Essex
                  Everett Marshall, Huntington
                  Regina Mahony, Planning Program Manager
                  Emily Nosse-Leirer, Planner

1. Welcome and Introductions
Regina Mahony called the meeting to order at 3:33 p.m. Regina welcomed Winooski’s new Planner, Eric Vorwald, and the Committee introduced themselves.

2. Approval of June 13, 2018 Minutes
David White made a motion, seconded by Everett Marshall, to approve the June 13, 2018 minutes. No further discussion. MOTION PASSED. Eric Vorwald abstained.

3. Act 250/Section 248 Review Guidelines
Emily Nosse-Leirer provided a brief overview of the amendments to these guidelines; and explained the changes since the last time the PAC saw the amendments. The PAC had the following comments/questions:

1. Add in “PUC proceedings” to the end of the highlight on Page 4, and change “should” to “will”.
2. There was a discussion about whether CCRPC should be reaching out to more Staff than the Planning office to determine the municipalities position on an application. The PAC indicated that the PUC only notifies the Planning Commission and the Selectboard. Those Departments decide how the applications are handled in house; and the process is probably different from municipality to municipality. More than likely the Planning Office is going to be the right place to get the information as they do the development review themselves and coordinate with other Departments as needed. CCRPC Staff have never had a problem with the Planning Office as the main point of contact. After discussion, there was consensus to leave the policy as “municipal staff” generally.
3. There was a question about whether CCRPC Staff is now looking at every PUC advanced notice and petition. CCRPC Staff is looking at them all for energy generation. We will only look at telecommunications projects if they go to hearing. This should be made clear in the guidelines.

Everett Marshall made a motion, seconded by David White, to recommend that the CCRPC adopt the Guidelines and Standards for Reviewing Act 250 and Section 248 Applications with the amendments described above. No further discussion. MOTION PASSED.

4. Essex Land Use Regulation Housing Audit Study
Dana Hanley explained that Essex requested CCRPC to conduct an audit of their land use regulations to identify barriers to affordable housing. They are struggling with affordable housing and weren’t ready to conduct a housing needs assessment yet (VHFA is updating their website which will be a big help once this is done). This was a good step to start thinking about what amendments may be needed from the regulatory side to address affordable housing.

Regina Mahony provided an overview of the report and explained some the research that she included in the report; as well as municipal comparisons. The report includes a review of the Development Review Process, Accessory...
Dwelling Units (ADU), Base Density, Bonus Density & Planned Unit Developments and Parking. Overall the recommendations are to make the regulations more predictable, objective and less-discretionary in the areas where the Town would like to see more growth.

There was a good discussion about eliminating the owner occupancy requirement associated with ADUs to create more flexibility and promote the use of them. Or a much simpler approach would be to allow duplexes and multi-family in single family districts. In Huntington they tried to allow ADUs in detached structures as a permitted use, and the DRB wanted to keep it as a Conditional Use.

There was further discussion regarding the Town Center Master Plan process and a hesitancy from the community to go to 6 stories. They may get to 5 stories. There may be a change in the construction standards that allow for a 5 story wood construction; where it used to be 4. If that is the case allowing 5 stories would go a long way in more units, and affordability within a cheaper construction style.

There was a question about whether solar canopies over parking lots have been installed in Vermont. A number of examples were mentioned.

Regina Mahony will send out a link to the resources used for the study for others to download.

5. Regional Act 250/Section 248 Projects on the Horizon

Burlington: nothing new
Huntington: nothing
Essex: just minor amendments to existing permits.
South Burlington: There is a project in 2 front of the Holiday Inn in the FBC that is subject to Act 250. Eventually a large residential neighborhood (160 3 housing units at Nolan Farm and Dorset) will go to Act 250. Other projects are in priority housing areas and not subject to Act 250.
Richmond: nothing
Williston: Additional amendments/phases for Finney Crossing. A previous amendment for the Hotel is under appeal. They’ve begun preliminary talks with the State Police & VTrans to relocate the police barracks adjacent to the park & ride.
Milton: 252 Middle Road solar project expansion.
Winooski: nothing

6. Other Business

a. FloodTraining.vermont.gov is now fully available for administrative officers (AO) of municipal flood hazard and river corridor bylaws. The site features tools and case studies for AOs, members of Development Review Boards and other community officials. The new site complements FloodReady.vermont.gov with its focus on community planning for flood resilience, and the technical materials available at the DEC Rivers page.
b. FY19 Municipal Planning Grant program has been announced and applications are due on October 1. See the Program Description for more details. Also as a reminder CCRPC’s work program solicitation will go out in November, and are due in January so you can pair the two programs if you’d like.
c. Here are the 2018 Legislative Session Summaries:
   iii. VPA’s summary was included in the meeting packet.
d. White + Burke is looking for a municipal project to “workshop” at the VT Development Conference.
e. VPA’s Summer Celebration will be in Bromley this year.
f. Regina Mahony has not yet had a chance to organize the next convening of the Housing Committees. This will likely take place at the end of October, as the end of August may not be the best time.
7. **Adjourn**
The meeting adjourned at 4:30 p.m.

Respectfully submitted, Regina Mahony