REGULAR MEETING AGENDA
Wednesday, November 28, 2018 - 6:00 p.m.
CCRPC Offices; 110 W. Canal Street, Suite 202
Winooski, VT 05404

TRAINING – MPO Introduction 5:15 – 6:00 p.m. (Light dinner will be available)

CONSENT AGENDA – DRAFT
   C.1 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; 1 minute)
4. Approve Minutes of October 17, 2018 Meeting* (Action; 1 minute)
5. Accept FY18 Audit* - presentation by Fred DuPlessis, Sullivan Powers (Action; 20 minutes)
6. Greenride Bikeshare update (Discussion; 20 minutes)
7. Introduction to the I-89 2050 Study to begin in FY19 (Information; 20 minutes)
8. Chair/Executive Director Report (Discussion; 5 minutes)
   a. Business Office Associate
   b. Housing Convening
   c. UPWP Process Update
   d. Legislative Breakfast topics
9. Committee/Liaison Activities & Reports * (Information, 2 minutes)
   a. Finance Committee (draft minutes, November 1, 2018)*
   b. Executive Committee (draft minutes November 7, 2018)*
      i. Act 250 Sec 248 letters*
   c. Transportation Advisory Committee (draft minutes, November 6, 2018)*
   d. Planning Advisory Committee (draft minutes, November 7, 2018)*
   e. MS4 Subcommittee (draft minutes, November 6, 2018)*
10. Members’ Items, Other Business (Information, 5 minutes)
11. Adjourn

The November 28th Chittenden County RPC streams LIVE on YouTube at https://www.youtube.com/Channel17TownMeetingTV. The meeting will air on ______________, 2018 at 1 p.m. and is available on the web at https://www.cctv.org/watch-tv/series/chittenden-county-regional-planning-commission.

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 Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext. *21 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.
Upcoming Meetings - Unless otherwise noted, all meetings are held at our offices:

- Clean Water Advisory Committee - Tuesday, December 4, 2018; 11:00 a.m. (Tentative)
- CWAC MS4 Subcommittee - Tuesday, December 4, 2018; 12:15 a.m.
- Planning Advisory Committee - Wednesday, December 12, 2018; 2:30 p.m.
- Executive Committee – December 5, 2018; 5:45 p.m.
- Legislative Breakfast, Tuesday, December 11, 2018, 7:30-9:00 a.m. Trader Duke’s Hotel
- **HAPPY HOLIDAYS!**
- Transportation Advisory Committee, Tuesday, January 8, 2019, 9:00 a.m.
- CCRPC Board Meeting, Wednesday, January 16, 2019; 6:00 p.m.

Tentative future Board agenda items:

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<td>January 16, 2019</td>
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Chittenden County Regional Planning Commission
November 28, 2018
Agenda Item C.1a: Consent Item

FY2019 Municipal Highway and Stormwater Mitigation Program Awards

Issues

Add the following VTrans FY19 Municipal Highway and Stormwater Mitigation Program awards to the FY2019-2022 TIP:

Lindenwood Drive Closed Drainage System and Stormwater Treatment, South Burlington (Project OT046, Amendment FY19-05).

› Add $19,973 in federal funds for design in FY19 and $95,385 in federal funds for construction in FY20 for a series of 8 catch basins along Lindenwood Drive to capture street runoff and convey it to a stormwater treatment system consisting of a 2,000-gallon pretreatment tank and detention pond located southeast of the end of Lindenwood Drive. This project is funded with 30.4% federal funds, 49.6% state funds and 20% local funds.

Kennedy Drive Gravel Wetland Retrofit, South Burlington (Project OT047, Amendment FY19-06).

› Add $14,208 in federal funds for design and $3,168 in federal funds for right of way in FY19 and $66,317 in federal funds for construction in FY20 for retrofit of a stormwater detention pond into a gravel wetland to provide additional phosphorus removal, and the expansion of the treatment practice footprint to the east to manage the full Channel Protection Volume (CPv) of the current contributing drainage area. This work will require the installation of retaining walls due to the expansion into existing slopes adjacent to the treatment practice. Pond 2 collects contributing runoff from approximately 3.53 acres, including 2.23 acres of impervious surface, 33% of which is roads. This project is funded with 26.4% federal funds, 53.6% state funds and 20% local funds.

TAC Recommendation: Recommend that the Board approve the proposed TIP amendments.

Staff Recommendation: Recommend that the TAC approve the proposed TIP amendments.

For more information, contact: Christine Forde cforde@ccrpcvt.org or 846-4490 ext. *13
FY2018 Transportation Improvement Program (TIP) Minor Amendment

Issues: Make the following Minor Amendment to the FY18-21 TIP:

Allen Brook Stormwater Flow Restoration, Williston (Project OT032, Amendment FY18-19).

Description of TIP Change: Add $657,000 in federal funds for construction in the FY19 year of the FY18-21 TIP. This change matches the funds contained in the FY19 year of the FY19-22 TIP. This project is not subject to fiscal constraint because it is on I-89.

Reason for Change: The FY19-22 TIP has not yet been approved by FHWA so the FY18-21 TIP remains in effect. This amendment will make the FY19 year of both documents identical.

Additional Information:
- The FY19-22 Transportation Improvement Program (TIP) for Chittenden County was approved by the CCRPC Board on July 18, 2018.
- As required by Federal law, the CCRPC TIP is wholly incorporated into the State Transportation Improvement Program (STIP).
- The STIP is submitted to FHWA for approval.
- The TIP takes effect when the STIP is approved by FHWA. The FY19-22 STIP has not been submitted to FHWA for approval.
- The STIP/TIP is a four-year document. Until a new STIP/TIP is approved by FHWA the old STIP/TIP remains in effect.
- VTrans intends to advertise the Allen Brook Stormwater Flow Restoration project for construction. Funds must be added to the FY18-21 TIP to match the FY19-22 TIP.
- STIP approval is anticipated before the end of the year.

TAC Recommendation: Recommend that the Board approve the proposed TIP amendment.

Staff Recommendation: Recommend that the TAC approve the proposed TIP amendment.

For more information, contact: Christine Forde cforde@ccrpcvt.org or 846-4490 ext. *13
DATE: Wednesday, October 17, 2018
TIME: 6:00 p.m.
PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404
PRESENT: Bolton: Sharon Murray  Buel’s Gore: Absent
         Burlington: Andy Montroll  Charlotte: Absent
         Colchester: Jeff Bartley  Essex: Jeff Carr
         Essex Jct: Dan Kerin  Hinesburg: Andrea Morgante
         Huntington: Barbara Elliott  Jericho: Catherine McMains
         Milton: Tony Micklus  Richmond: Absent
         St. George: Absent  Shelburne: George Schiavone, Alt.
         So. Burlington: Chris Shaw  Underhill: Brian Bigelow
         Westford: VACANT  Williston: Chris Roy
         Winooski: Mike O’Brien  VTrans: Amy Bell
         Agriculture: Absent  Cons/Env: Absent
         Socio/Econ/Housing: Justin Dextraudeur (6:17)
         Bus/Ind.: Tim Baechle (6:45)
         Bryan Davis, Sr. Transportation Planner  Marshall Distel, Transportation Planner
         Bernaie Ferenc, Trans. Business Mgr.  Christine Forde, Sr. Transportation Planner
         Peter Keating, Sr. Trans. Planner  Regina Mahony, Planning Program Manager
         Dan Albrecht, Senior Planner
         Others: Rob Fish, Burlington Alternate  Michael Bissonette, Hinesburg Alternate
         Abby Bleything, Winooski Alternate  Wayne Howe, Jericho Alternate
         Kevin Pullis, WBA  Stephen Falbel, Steadman Hill
         Karen Bates, Dept. of Env. Conservation

[Note: This CCRPC meeting was preceded by a 45-minute training session on MPO Part 2. The November meeting will also be preceded by a third training session on specific MPO programs.]

1. Call to Order; Changes to the Agenda. The meeting was called to order at 6:00 p.m. by the Chair, Chris Roy. There were no changes to the agenda. Mike O’Brien introduced Abby Bleything who is the new alternate from Winooski.

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

3. Action on Consent Agenda. There were two amendments to the FY19-22 TIP. One to add the 2018 VTrans Bicycle & Pedestrian Program awards and 2) substitute Bayside Intersection Roundabout and Stormwater Improvements for Severance Road Path and Intersection improvements – both in Colchester. JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN, TO APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.
4. Approve Minutes of September 19, 2018 Meeting. JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE MINUTES OF SEPTEMBER 19, 2018. MOTION CARRIED UNANIMOUSLY.

5. Transportation Survey Results. Peter Keating noted that since 2000 the CCRPC has regularly assessed the public’s attitudes on transportation. Previous surveys were undertaken in 2000, 2006 and 2012. The latest survey was conducted in April and May 2018. We’ve tried to replicate the survey over the last three times and we ask the same questions to track changes in responses. This year’s survey was conducted by WBA Research of Crofton, MD and Kevin Pullis is here to review survey results. Mr. Pullis noted this is an interactive presentation and members should ask questions as they arise. He noted that he is presenting people’s perception of the facts and not the facts. About 8500 invitations were mailed to households to take an on-line survey. Each invitation had a unique password so it could only be used once. Five hundred households took the 21-minute survey. He then reviewed transportation use which shows that 84% of the respondents say driving is #1. There has been a small drop in GMT use from 16% in 2012 to 12% in 2018. Mr. Pullis reviewed the methodology; systemwide results; strengths/weaknesses by mode (driving, GMT use, walking and biking), the importance of possible improvements; and conclusions.

Jeff Carr asked if there was a more pointed question about what it would take to get people out of their cars for transit. George Schiavone wondered if we might want to restrict the survey to the more populated areas of the county. Dan Kerin would like to see a statewide survey done to get input from folks that have to come into the County. Discussion ensued about VTrans doing a statewide online survey go to – https://vtrans.vermont.gov/planning/PTPP. Amy said one thing that would be interesting is people’s perception of the road/bridge conditions. Mike O’Brien asked when the full report would be available. Peter said in a couple of weeks and we’ll put this on our website.

6. Transportation Performance Measures (MPO Business). Eleni Churchill noted that the memo in the board packet describes the measures we’re voting on tonight:

VTrans, in collaboration with the CCRPC, developed the statewide targets for NHS bridge and pavement performance; NHS travel time reliability for passenger vehicles; and Interstate travel reliability for freight movements. Statewide targets for performance measures for all relevant Vermont categories are listed below:

**Infrastructure Condition - Pavement**
- Percentage of pavement on the Interstate in good condition: 35%
- Percentage of pavement on the Interstate in poor condition: 4.9%
- Percentage of pavement on the non-Interstate NHS in good condition: 30%
- Percentage of pavement on the non-Interstate NHS in poor condition: 9.9%

**Infrastructure Condition - Bridges**
- Percentage of NHS bridges in good condition: 35%
- Percentage of NHS bridges in poor condition: 6.0%

**National Highway System Reliability**
- Percent of Interstate System person-miles traveled that are reliable: 90%
- Percent of non- Interstate NHS person-miles traveled that are reliable: 80%

**Freight Movements and Economic Vitality**
Jeff Carr made a motion, seconded by Dan Kerin, to accept the TAC and Executive Committee recommendation that the CCRPC Board agrees to the statewide targets set by VTRANS for all performance measures under the NHS infrastructure condition (pavement and bridges), NHS time travel reliability, and interstate freight movement categories. Motion carried unanimously, with only MPO members voting.

7. FY20 Municipal Dues. Charlie Baker said every year we review the municipal dues and update the equalized education grand list (EEGL) as the assessments are based on each municipality’s share of the county total EEGL, so the amount changes slightly for each municipality even without an increase. Since we merged with CCMPO in 2012 we have only had one dues increase in 2015, which was based on the Employment Cost Index (ECI) for State and Local Government employee compensation of 1.8%. Staff have reviewed the ECI and are recommending a 2.3% (or $5,630) increase for FY20. Table 1 shows the impact on each municipality. Some communities will experience a slightly higher increase because of the increase in their EEGL. When asked what the dues are used for, Charlie said about $200,000 of this matches transportation planning work and the rest goes to operating expenses. Mike O’Brien made a motion, seconded by Andy Montroll, to increase the municipal dues for FY20 by 2.3%. Motion carried unanimously.

8. Ad Hoc Committee on Commission on Act 250 Appointments. Charlie noted that the Commission on Act 250 will have a report for the legislature on December 15, 2018. We would like to have a subcommittee to review that report and suggest any positions to the CCRPC for consideration. We have several volunteers to serve: Justin Dextradeur, Socio/Econ/Housing; Jim Donovan, Charlotte, Tony Micklus, Milton; Andy Montroll, Burlington; and Chris Roy, Williston. Others are welcome as well. Jeff Carr made a motion, seconded by Sharon Murray, to approve the slate of volunteers as presented. Motion carried unanimously.

9. Winooski Tactical Basin Plan (TBP). Dan Albrecht presented the plan at the September meeting. Karen Bates of Department of Environmental Conservation is here to answer any questions. Staff has prepared a comment letter with recommendations regarding conformance of the draft Winooski Tactical Basin Plan with the 2018 Chittenden County ECOS Plan. It has been reviewed by the Clean Water Advisory Committee (CWAC) and the Executive Committee, changes were made and now it is being recommended for approval by the CCRPC Board. Dan reviewed the goals and recommendations. Under additional comments regarding wastewater systems, the table gives various sectors and Karen was asked what was included in the “Natural Resources” sector. She said it would be wetlands or allowing streams to expand into floodplains. Andrea Morgante noted that it doesn’t seem to talk about prevention. When asked what ANR will do with the recommendations, Karen said the will respond to each comment and prepare their final plan. Comments are due by October 31st. Mike O’Brien made a motion, seconded by Andy Montroll, to approve the letter to be sent to the Agency of Natural Resources. Motion carried unanimously.

10. Chair/Executive Director’s Report.
   a. Cabinet for a Day. Two weeks ago the Governor brought some of his cabinet members to Chittenden County. We had a meeting with Sec. Flynn; Commerce leadership met with Winooski officials and the Commissioner of Public Service met with our staff regarding energy.
   b. Building Homes Together. The group held a press conference last week to announce the results of the past two years. There was a drop in new homes in 2017 to 659 as compared to 954 in
2016. We are still below a healthy rental vacancy rate at 1.8% for long-term market vacancy. We did not meet our affordable housing goal of 280 new homes, reaching 191. Charlie did note that there is a lot of housing construction in 2018 and scheduled for 2019. Chris Shaw questioned what we consider affordable housing and is it perpetual or does it change over time. Charlie said we basically include Cathedral Square properties and Champlain Housing Trust. Justin Dextradeur noted that there is also inclusionary zoning in Burlington that requires developers to have a certain percentage of their development to be affordable that is perpetual as well. CCRPC will be hosting a Convening of local Housing Committee members on October 29 to discuss Housing Trust Funds.

c. **Public Utility Commission meetings.** These meetings are being held to get input on issues such as electric vehicles and energy efficiency and they will report to the legislature by July.

d. **Legislative Breakfast.** We have scheduled our legislative breakfast for Tuesday, December 11 from 7:30 - 9 a.m. at Trader Duke’s Hotel. Emma was very careful in making sure we don’t conflict with another group. Topics to discuss include: water quality, housing, I-89 study which will start in 2019, what comes out of Commission on Act 250; and reiterate the importance of Chittenden County to the Vermont economy.

11. **Committee/Liaison Activities and Reports.** Chris Roy noted the packet contains minutes of various committee meetings. Andrea Morgante questioned the UVM Patrick Forbush Gutterson Complex Expansion letter approved by the Executive Committee and wondered if we’d looked at using that area with better connectivity. Charlie said we don’t get involved in the site plans. Abby Bleything works for UVM and noted that they had to sign an agreement that the expansion would NOT change traffic patterns in that area.

12. **Members’ Items, Other business.** There was none.

13. **Adjourn.** DAN KERIN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE MEETING AT 7:14 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Bernadette Ferenc
DATE: Thursday, November 1, 2018
TIME: 5:45 p.m.
PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404
PRESENT: John Zicconi, Secretary-Treasurer
Mike O’Brien, Vice-Chair
Jeff Carr
Charlie Baker, Executive Director
Forest Cohen, Senior Business Manager
Bernadette Ferenc, Transportation Business Manager

The meeting was called to order at 5:48 p.m. by the Committee Chair, John Zicconi.

1. Review of Financial Reports – FY19 (July-Sept. 2018).  a. Balance Sheet: Cash in checking - $207,445; cash in savings - $244,213; cash in money market and CDs - $217,255. Current assets over liabilities: $767,439. Deferred income communities: $204,761. Income statement: The transportation staff billing line is close to budget at 24.5%; the September water quality basin planning grant represents the last invoice for the FY18 funds. The new round starts in October. The Grants in Aid billing will tend to be stronger in the fall, limited in the winter and ramp back up in the spring. The Salaries and Benefits expenses are right on budget for the first quarter. John questioned the AID grant showing expensed at 700%. Staff noted that at mid-year we will amend the budget amount for FY19 as this is a multi-year grant and we estimated low when we put this together. There is over $900,000 over the life of the grant which began in FY16 and ends in 2022. Forest noted that the communication/PR line is at 32.5% but we pay Front Porch Forum at the beginning of the fiscal year.  b. Cash Flow. Members reviewed the cash flow report.


3. Review Draft FY 18 Audit Report & Management Letter. Forest reviewed the FY18 audit. All in all it’s a good audit with no findings or deficiencies. He noted the pension liability that has to be recorded. Forest noted that the auditor does have two recommendations noted in the management letter – one is to have a second person review the electronic spreadsheets for accuracy, so that any errors can be found and corrected in a timely manner. The second has to do with verifying billing rates on timesheets with the salary/benefits spreadsheet. Auditors did find an error in the rate used for the summer interns was from FY17 and therefore higher than the FY18 rate, so we overbilled VTrans by approximately $3,500. It was discovered and corrected before the final FY18 billing. They recommend CCRPC put a policy in place to have a process to ensure that the billable rates that are input on the monthly transportation billing are reviewed by a second individual and traced to the original approved rates as reported on the timesheets. By consensus, the Finance Committee agreed the draft audit go to the Executive Committee for recommendation to the board.

Having no other business, MIKE O’BRIEN MADE A MOTION, SECONDED BY JEFF CARR TO ADJOURN THE MEETING AT 6:17 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted, Bernadette Ferenc
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
DRAFT

DATE: Wednesday, November 7, 2018
TIME: 5:45 p.m.
PLACE: CCRPC offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404
PRESENT: Chris Roy, Chair Mike O’Brien, Vice-Chair
Barbara Elliott, At-Large Catherine McMains, At-Large
And Montroll, Immediate Past Chair
Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
Eleni Churchill, Transportation Program Manager
Forest Cohen, Senior Business Manager
Bernie Ferenc, Transportation Business Manager

The meeting was called to order at 5:45 p.m. by the Chair, Chris Roy.

1. Changes to the Agenda, Members’ Items. Chris Roy moved the FY18 Audit presentation in front of Item 2, so Fred wouldn’t have to stay as long.

4. FY18 Draft Audit Report. Forest introduced Fred Duplessis, Managing Partner at Sullivan Powers & Company, who oversaw our audit. Mr. Duplessis did a quick walk through with members. They are ready to issue a final audit. This is an audit of not only our financial statements, but conformance with government accounting and audit of uniform guidance for single audit because we spent more than $750,000 in federal funds. When issued they will send this to the Federal Clearinghouse and it will become a public document. He reviewed Management Discussion and Analysis, and the various exhibits and schedules. He briefly discussed the pension liability regarding VMERS and noted that Vermont bond rating has been downgraded because of the state pension obligations. In Schedule 3 – Schedule of Operations, Budget and actual shows that we had budgeted for a deficit of $98,135, but ended with a deficit of only $20,257. He then reviewed the next schedules that review our indirect rate calculations, which show that we are getting closer to what our actual rate should be. This is a clean audit with no material weaknesses or significant deficiencies; and CCRPC qualifies as a low risk auditee. They do have a couple of recommendations which deal with having someone verify billing rates on timesheets, especially for interns, to be sure they agree with what is billed to VTrans. Members congratulated staff on getting a clean audit and noted it gives everyone confidence in our organization. MIKE O’BRIEN MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO GO INTO EXECUTIVE SESSION AT 6:00 P.M. WITHOUT STAFF TO DISCUSS THE AUDIT REPORT WITH MR. DUPLESSIS. MOTION CARRIED UNANIMOUSLY. MIKE O’BRIEN MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO COME OUT OF EXECUTIVE SESSION AT 6:05 P.M. MOTION CARRIED UNANIMOUSLY. Mr. Duplessis will attend the November 28th meeting to present the audit to the full board.

2. Approval of October 3, 2018 Executive Committee Meeting Minutes. ANDY MONTROLL MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE MINUTES OF OCTOBER 3, 2018 WITH CORRECTIONS. Catherine and Barbara noted 3 grammatical corrections on page 3. MOTION CARRIED TO APPROVE THE MINUTES AS CORRECTED.
3. **Act 250 & Section 248 Applications.**
   a. Black Rock Construction, Northridge Development: Williston #4C1315. Chris Roy recused himself from this discussion. Regina noted that this is for 26 lots, construction of 39 residential units consisting of a mix of single-family homes, carriage houses, duplexes and triplexes, and construction of supporting roadway and utility infrastructure. This will be completed in phases and is located off of Metcalf Drive in Williston. The Williston DRB has approved Phase I. Staff is recommending that the Executive Committee approve the draft letter as the project is in conformance with the ECOS Plan. The hearing is tomorrow morning so we have to get this out tonight. **BARBARA ELLIOTT MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE LETTER TO THE DISTRICT #4 COORDINATOR. MOTION CARRIED UNANIMOUSLY.**

5. **Personnel Policy Update – Business Office Associate.** Forest noted that this a brand new position and we’re recommending a I and II level be added on the salary ranges. It combines duties from the Finance Assistant and Bernie and Forest’s positions. Charlie noted that we advertised for this position last week in Seven Days and on Indeed.com. We’ve received about 25 applications so far, with 10-15 that may be considered for interviews. **ANDY MONTROLL MADE A MOTION, SECONDED BY MIKE O’BRIEN, TO APPROVE THE JOB DESCRIPTION AND SALARY RANGES FOR THE NEW BUSINESS OFFICE ASSOCIATE POSITION IN THE PERSONNEL POLICY. MOTION CARRIED UNANIMOUSLY.**

6. **Executive Director’s Report.**
   a. **UPWP Guidance update.** Charlie noted that last year we received a request for a sizable ($160,000) data collection task from Colchester. The UPWP committee had concerns, but approved it and asked staff to come up with some guidance for applications for the next UPWP to try to avoid an onslaught of similar requests and a drain on our PL funds. Charlie said we’ve included an approximate amount of funding available ($800,000) for local projects and ask that if a municipality has multiple projects that it prioritize them. In previous years we asked applicants to show consistency with the eight strategies in the ECOS plan. This year we feel it is more pertinent to be consistent with the ten action areas to focus on over the next five years. On page 4 we added a new category – Major Data Collection/Asset Management for any data collection request where consultant/contractor assistance is needed, and a 20% non-federal cash match is required. We considered having a dollar cap on this category, but the TAC didn’t agree and felt a 20% match was okay with no dollar limit. On page 5 Charlie will update the estimated amount available and we added a sentence about partial funding. Discussion ensued about partial vs. phased funding. It will have to be decided on a case by case basis. Andy noted it was good to see the ECOS plan being referenced as the Burlington City Council had asked how we keep a plan relevant rather than have it sit on the shelf.
   b. **Legislative Breakfast Topics.** Charlie reviewed the topics we discussed in 2017. Some are still pertinent this year such as water quality funding, transportation investment (including I-89 Needs study starting this fiscal year), VTrans update of their prioritization process. We will update the slides from last year showing economic impact Chittenden County has on the state and that we need investments. Chris Roy noted that they’ll be looking at the report from the Act 250 Commission and we need to let them know where there are a lot of developed areas and that Act 250 should focus on areas NOT in already developed areas. Charlie noted another conversation he’s heard is about the state funding for RPCs and Vermont Housing and Conservation Board. Charlie had seen numbers going back to 2001 when the RPCs got 100% of the property transfer tax formula the legislature put in statute. Right now we are being funded with about 55% of the formula. In the meantime, RPCs are being asked to do more and more but not given additional funding to do the extra work. It was suggested that Charlie prepare a list of all the things we’re being asked to do and
whether funding accompanies the requirement. We will finalize the topics/presentation to the
Legislative Breakfast at the December 5th Executive Committee meeting and discuss them at the
November 28th Board meeting.

7. Review Agenda for November 28, 2018 Board Meeting. Charlie reminded everyone that we are
meeting on the 4th Wednesday in November because of the Thanksgiving holiday. Members reviewed
the draft agenda and made changes. Since the VTrans Project Selection & Prioritization Process will not
be ready by then, it was decided to have staff give an introduction to the Board about the I-89 2050
Study, since it will cover the entire portion of I-89 within Chittenden County.

8. Other Business: Charlie asked members what other topics/organizations they think the board may
want to hear about in the upcoming months. Suggestions included:
   a. Vermont Air Guard come in to talk about the F-35’s which are expected in December 2019.
   b. Airport to brief us on noise study and master plan update.
   c. GMT to talk about the latest transit plan.
   d. Potential of passenger rail coming up the western corridor, Budd Rail Diesel Cars, Middlebury
tunnel, etc.

9. Executive Session. None needed.

10. Adjournment. ANDY MONTROLL MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO
ADJOURN THE MEETING AT 6:55 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Bernadette Ferenc
November 7, 2018

Rachel Lomonaco
District #4 Coordinator
111 West Street
Essex Junction, VT 05452

RE: Northridge Williston Development; Williston; Application #4C1315

Dear Ms. Monaghan:

The Chittenden County Regional Planning Commission’s Staff and Executive Committee have reviewed this Act 250 application for a Project described as the creation of the North Ridge Development consisting of 26 lots, construction of 39 residential units consisting of a mix of single-family homes, carriage homes, duplexes and triplexes, and construction of supporting roadway and utility infrastructure. The North Ridge Development will be completed in phases. Phase I will include the construction of 21 residential units, construction of supporting roadway and utility infrastructure, and a boundary line adjustment between Lot #115 and an existing right-of-way within the South Ridge Development. The project is located to the north of Metcalf Drive in Williston, Vermont. The Town of Williston Development Review Board has approved Phase I of this project. Future phases will be subject to additional review. We offer the following comments:

The project is located within the Suburban Planning Area as defined in the Chittenden County Regional Plan, entitled the 2018 Chittenden County ECOS Plan. We find this project to be consistent with the Planning Areas for the following reasons:

1. The Suburban Planning Area is identified in the Plan as an area planned for growth, and therefore this project helps implement Strategy #2 of the Plan, which calls for 80% of new development in the areas planned for growth.
2. The project is served by municipal water and sewer.
3. The density and uses are consistent with the local regulations, as shown by the Williston Development Review Board’s approval of Phase I of the project.

Therefore, we find this project to be in conformance with the Planning Areas of the 2018 Chittenden County Regional Plan.

We also find that this project meets the requirements of Criterion 9(L). Though the project is not located in a state designated center or in an existing center as defined in 10 VSA §6001(16), the project makes efficient use of land, energy, roads and utilities. The project is located between two existing developments and has a compact, clustered form that preserves wetlands on the site. The project provides for access to existing roads and multiuse paths and is within the existing water and sewer service area. Finally, the project is purely residential.

The Traffic Impact Assessment dated 11/20/2017 conducted by Lamoureux & Dickinson Consulting Engineers, Inc. concludes that the proposed development will not create adverse traffic congestion or unsafe conditions on surrounding roads and intersections. We concur with these findings.

Due to the detailed level of development review in most Chittenden County municipalities and the environmental permit reviews at the Department of Environmental Conservation, CCRPC will give specific attention in its Act 250 reviews to the type of use and the Planning Areas section of the 2013 Chittenden County ECOS Plan. While there
are many other topics covered in the 2013 Chittenden County ECOS Plan, there has been significant analysis at the Regional level regarding transportation impacts. The CCRPC will also focus its attention on transportation, where appropriate, in accordance with the Metropolitan Transportation Plan, which is within the 2013 Chittenden County ECOS Plan.

These comments are based on information currently available; we may have additional comments as the process continues. Please feel free to contact me should you have any questions.

Sincerely,

Charlie Baker
Executive Director

Cc: CCRPC Board
    Certificate of Service
DATE: Tuesday, November 6, 2018
TIME: 9:00 a.m.
PLACE: CCRPC Offices, 110 West Canal St. Winooski, VT

Bryan Osborne called the meeting to order at 9:00AM. He first called for a round of introductions. He then announced a change to the agenda: To add a TIP amendment item as agenda item 3a.

1. Consent Agenda
JUSTIN RABIDOUX MADE A MOTION, SECONDED BY DEAN PIERCE, TO APPROVE THE TWO TIP AMENDMENT ITEMS DESCRIBED IN THE CONSENT AGENDA MEMO. THE MOTION PASSED UNANIMOUSLY.

2. Approval of Minutes
BRIAN BIGELOW MADE A MOTION, SECONDED BY BOB HENNEBERGER, TO APPROVE THE MINUTES OF THE OCTOBER 2, 2018 TAC MEETING. THE MOTION CARRIED. Barbara Elliot abstained.

3. Public Comments
None.

3a. TIP Amendment
Christine Forde handed out a memo describing the TIP change related to the Allen Brook stormwater restoration project on I-89 in Williston. This normally would’ve been on the consent agenda (since the project falls outside our fiscal constraint level), but the timing didn’t work out hence it’s up for separate
consideration now. AMY BELL MADE A MOTION TO APPROVE THE TIP AMENDMENT, SECONDED BY JUSTIN RABIDOUX. THE MOTION PASSED UNANIMOUSLY.

4. Transportation Resiliency Planning
Joe Segale of VTrans described their efforts to build a tool to support transportation system resiliency. He started by illustrating on a statewide map all the areas flood disasters have occurred and the number of roads and structures vulnerable to damage from floods. The tool, called the Transportation (flood) Resilience Planning Tool (TRPT) identifies risk in two categories: Asset vulnerability and Network Criticality to determine an overall risk assessment. The composite of all risks leads to mitigation strategies. The overall project, when complete, will include a resiliency app, inputs to VTrans project prioritization and follow on training for users. The tool is currently being piloted in two watersheds but VTrans plans to add 3 to 5 other watersheds each year. Joe described inputs to the vulnerability assessment and the detailed list of variables the tool has data on. He also described the tools components related to:
• Vulnerability validation
• Criticality methodology, and
• Mitigation options
He next brought up the TRPT internet home page to illustrate its features and described the statewide flood vulnerability factors. He focused on Chittenden County maps to describe both vulnerability and risk. The outcomes and uses of the tool include:
• Supports update of State Hazard Mitigation Plan
  o HMGP Grants post disaster
• VTrans
  o Project scoping
  o Project Selection and Prioritization
  o Emergency Preparedness
• Local and regional
  o Hazard Mitigation Plans
  o Capital Planning and Programs
  o Emergency Preparedness
• Methods could be adapted and applied to other infrastructure
He concluded by mentioning the tool’s input to project prioritization and next steps: Training, adding additional watersheds and pursuing FEMA pre-disaster mitigation funding. Some discussion topics that followed included:
• Risks from FEMA in using the tool’s data
• Discussion with FEMA re: Preventable measures
• ANR issues re: Not investing in some critical areas
• Use of the tool to argue for upsizing culverts

5. VT 2A and VT 15 Signal Upgrade Project
Mike LaCroix of VTrans introduced this project that included three route segments (US RT 2, VT RT 2A and VT RT 15) and involved 19 signalized intersections. He traced its history going back to the CCRPC’s 2014 Williston-Essex Network Transportation Study (WENTS), through VTrans programming, scoping, project design and construction. An early implementation project was Adaptive Signal Control (ATSC) at a location in Essex first recommended in WENTS. Mike defined ATSC in some detail noting that it isn’t suitable in all areas. VTrans has produced a Traffic Signal Management Plan with a strong focus on performance measures and emphasizing equipment modernization. He described progress to date on implementing that Plan’s recommendations, including:
• Increases to VTrans traffic signal staff and budget, and
• Combining signal operations with maintenance.
For the corridor project, VTrans will modernize all dated traffic equipment at 18 intersections and overhaul the communications between those intersections. He described the elements in the corridor’s
systems engineering report to implement an Advanced Traffic Management System (ATMS), including system needs, requirements, recommendations, and procurement. Mike next demonstrated VTrans’ Econolite Centrac program, highlighting the communications elements and equipment modernization, and followed up with a quick demonstration of VTrans’ Automated Traffic Signal Performance Measures (ATSPM). The discussion that followed included the following:

- Between two thirds and three quarters of all VTrans signals are in Chittenden County
- Will this system be able to count by vehicle classification, including cyclists and pedestrians?
  - Yes, but still under discussion.
- What is the level of security of this system? VTrans is working with State Information Technology on this and will require security protocols.
- Are there before/after results to share? None yet but within the year
- VTrans contact for this project is Derek Lyman

### 6. 2018 Transportation Survey

Peter introduced this project as a continuing one that has been undertaken several times in the past. Starting in 2000, and every 6 since, we’ve surveyed the public for the following reasons:

- To periodically “gain the pulse” of our residents’ attitudes towards transportation related issues
- To track attitudinal trends
- To engage the public in transportation planning
- To identify research opportunities

He also described the methodology and survey outline, noting that with only slight variations, this is the outline for all 4 surveys since 2000. He then displayed some selected survey results that included mode use, overall transportation system satisfaction, and agree/disagree attitudes in transportation system details. Peter particularly noted that for the first time we asked about mode use using a transportation app which revealed that 35% in the 18 to 34-year-old bracket have used this in the last month. He next showed responses on the relative importance of various attributes related to system preservation, safety, public transportation and highway initiatives. Respondents were asked the relative importance of a list of 7 different transportation related investment priorities by assigning a total of 100 points based on the respondent’s priorities. In this survey, as well as the previous 3, system preservation came out top ranked. Safety and/or walk/bike are the number 2 and 3 priorities – another pattern that has been reflected in past surveys. The survey report is nearly complete and Peter noted the following on the project:

- Was presented to CCRPC Board in October
- Final report under revision
- The report will be posted to CCRPC web site by the end of the month
- There are opportunities to explore results, and compare to previous surveys, in more detail, especially looking at crosstabs of gender, income and geographic responses.

Some comments:

- The survey notes the high priority of bike/ped yet there’s no state/federal funding program for maintenance of these facilities once built.
- One of the slides noted free/subsidized parking as a commuter benefit but this is not an incentive to drive less, as many employers are encouraging through TDM programs.

### 7. Chittenden County MRGP Tracking Tool

Chris Dubin demonstrated a web tool he’s put together to help manage the work towns are doing related to the Municipal Roads General Permit program. The web site is still under development and once ready will be updated every two weeks.

### 8. FY2020 UPWP Application Changes

Eleni referred members to the memo and draft letter in the meeting packet. The purpose is to discuss a way to address UPWP requests for specialized data collection similar to Colchester’s request from last year. The UPWP Committee is looking for guidance and staff is proposing to add a new “Major Data
Collection/Asset Management” category to the FY 20 UPWP application with a maximum PL-funding contribution by the CCRPC of $32,000 and a minimum of 20% ($8,000) non-federal local match. Following discussion, the consensus was to list these activities as eligible and not constrict by a set dollar amount. Let the towns prioritize their planning requests and not impose a funding cap. Also consider partial awards if needed to balance requests.

9. Status of Projects and Subcommittee Reports
Bryan Osborne referred members to the project list on the reverse side of the meeting agenda.

10. CCRPC October Board Meeting Report
Peter referred members to meeting description on the agenda.

9. Chairman’s/Members’ Items
Sai reported on how CCRPC staff can help communities with traffic signal projects. RPC staff will be doing small intersection projects and members are encouraged to contact Sai if interested.

The meeting adjourned at 11:05 a.m.

Respectfully submitted, Peter Keating
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
PLANNING ADVISORY COMMITTEE - MINUTES

DATE: Wednesday, November 7, 2018
TIME: 2:30 p.m. to 4:30 p.m.
PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT

Members Present:
Jessica Draper, Richmond
Michael Burris, Milton
Victor Sinadinoski, Milton
Meagan Tuttle, Burlington
Robin Pierce, Essex Junction
David White, Burlington
Daryl Benoit, Charlotte
Joss Besse, Bolton
Matt Boulanger, Williston
Larry Lewack, Bolton
Darren Schibler, Essex
Alex Weinhagen, Hinesburg
Eric Vorwald, Winooski
Cathann LaRose, So. Burlington
Everett Marshall, Huntington

Dean Pierce, Shelburne
Sarah Hadd, Colchester
Wayne Howe, Jericho

Other:
Jacob Hemmerick, DHCD
Faith Ingulsrud, DHCD
Seth Jensen, Westford Planning Commission
Jason Grignon, Shelburne Planning Commission Chair
Dick Elkins, Shelburne Planning Commission

Staff:
Regina Mahony, Planning Program Manager
Emily Nosse-Leirer, Senior Planner
Melanie Needle, Senior Planner

1. Welcome and Introductions
Joss Besse called the meeting to order at 2:30 p.m.

2. Approval of September 12, 2018 Minutes
Alex Weinhagen made a motion, seconded by Dean Pierce, to approve the September 12, 2018 minutes. No further discussion. MOTION PASSED.

3. Neighborhood Development Area
Jacob Hemmerick and Faith Ingulsrud from the Department of Housing and Community Development (DHCD) provided an overview of the Neighborhood Development Area (NDA) Designation, and presentation on the difference the Priority Housing Project benefit is making. The presentation is attached to these minutes. A few notes from the presentation include:

- The NDA designation is an add on designation (on top of and surrounding a downtown, or new town center designation).
- A NDA can help you build affordable housing, in centered/walkable places, using traditional neighborhood design policies.
- Developments can be exempt from Act 250 Review, if they include priority housing. DHCD has proposed an enhanced designation that would provide a complete exemption from Act 250.
- Ag soil mitigation fees differ by district. The fee is currently $5,295/acre in District 4 (Chittenden County).
- NDA’s can be applied for by an individual land owner (they have to get municipal approval).
- Natural resources need to be excluded from the NDA designation. The new NDA in Manchester has the river corridor removed so the parcels are not contiguous.
- Proposed changes on the horizon include an exemption of all designated centers from Act 250 (except Village Designations). Municipalities would have to do some work around flood resiliency to qualify.

Seth Jensen explained Westford’s recent efforts in trying to plan for increased growth and housing opportunities in their Village Center. This effort includes working on a solution for wastewater, and considering a NDA designation for Westford. They have form based code zoning that doesn’t identify density as du/acre so they are working with
DHCD to figure out how to prove that they meet that requirement. A housing project will help pay for an incremental wastewater system, so it could help to have the NDA first to help incentivize the program.

Joss Besse opened the public hearing at 3:00pm; hearing none, the public comment period was closed.

Melanie Needle provided an overview of the staff report for Charlotte’s enhanced energy plan. The Town Plan is already adopted, so this is just an amendment for the enhanced energy component. Staff has found that the Plan amendment meets that standards. Charlotte has a public hearing scheduled for November 15th; and then the Town will need to vote on the Plan either on Town Meeting Day or April 11th.

Daryl Benoit added that the technical assistance from CCRPC staff has been excellent.

Thoughts/comments from the PAC:
- The tomorrow chapter talks about doing the energy update to get substantial deference; but if this amendment is approved this will be done. Will this be updated? Daryl indicated that it won’t likely be updated. Ultimately it would be better if there weren’t two chapters (today and tomorrow).
- Table B-1 – there was a question about the efficiency gains in the transportation sector. EV’s are much more efficient than fossil fuel vehicles so that is the difference.
- It would be helpful to add 2015 data to some of the tables even though it shouldn’t be compared to the modeled data in 2025, 2035 & 2050.
- There was a suggestion to disclose the challenge of estimating industrial electricity use; it isn’t currently stated anywhere in the Plan.
- Map 18 – title is known constraints, but it looks like this is the possible constraint map.

Alex Weinhaben made a motion, seconded by Dean Pierce, that the PAC finds that the 2018 Charlotte Town Plan with the draft energy amendments, as submitted, does meet the requirements of the enhanced energy planning standards set forth in 24 V.S.A. §4352. Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan amendment. If staff determines that substantive changes have been made, the materials will be forwarded to the PAC for review. Otherwise the PAC recommends that the Plan should be forwarded to the CCRPC Board for an affirmative determination of energy compliance. No further discussion. MOTION PASSED.

5. 2019 Shelburne Comprehensive Plan & Enhanced Energy Review
Joss Besse opened the public hearing at 3:15pm; hearing none, the public comment period was closed.

Emily Nosse-Leirer provided an overview of the staff report for the Shelburne plan. This is the first time we are looking at both a Plan update and enhanced energy component. One thing that is needed for Plan approval and confirmation is a reference to the Tactical Basin Plans. Regarding the enhanced energy component there are some data additions that are needed. There are also some recommendations about where the Plan itself could be strengthened and clarified regarding use of the plan by the PUC, though these comments are not required changes for enhanced energy approval.

Dean Pierce introduced and thanked Jason Grignon, PC Chair, and Dick Elkins, PC Member. Dean also thanked Dana Hanley for using a designer to make the Plan much more readable. Shelburne’s plan is a visually pleasing plan and is much more readable than previous versions. Shelburne no longer has a two volume plan. Dean and Jason expect that the pieces that are missing will be added back in at the public hearing. The PC is having a public hearing next week and will then hand it off to the Selectboard.

Questions/comments from the PAC:
The beginning of the Plan explains what the intent is of the various plan pieces. While the policies are relevant in Act 250, the objectives aren’t. Dean indicated that it’s probably an artifact of the old plan, and they will likely change that.

Alex Weinhagen made a motion, seconded by Victor Sinadinoski, that the PAC finds that the draft 2019 Shelburne Comprehensive Plan, with the addition of a reference to the Northern Lake Champlain Tactical Basin Plan and the Winooski Tactical Basin Plan, meets all statutory requirements for CCRPC approval, and that the municipality’s planning process meets all statutory requirements for CCRPC confirmation. The PAC also finds that the draft 2019 Shelburne Comprehensive Plan will meet the requirements of the enhanced energy planning standards (“determination”) set forth in 24 V.S.A. §4352 with the addition of the data described in #10-12 above.

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. If staff determines that the required data and reference have not been added, or that substantive changes have been made, the materials 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, confirmation, and an affirmative determination of energy compliance.

Further discussion included how implementation will be handled. Dean Pierce stated that the PC is going to develop an annual workplan. They did a ranking of the current actions; and they also have a separate document with the top 3 actions from each section but it isn’t included in the Plan. Dean Pierce indicated that they are not in danger of not implementing they Plan; they will work on bylaw amendments like they usually do. Other Town committees will implement components of the Plan as well.

No further discussion. MOTION PASSED.


Joss Besse opened the public hearing at 3:31pm; hearing none, the public comment period was closed.

Emily Nosse-Leirer provided an overview of the staff report for the Burlington plan. The Plan does meet the requirements. Helpful to see that the City is undertaking a lot of effort and it is nice to see a document that brings it all together. Regarding the energy element, municipal energy targets are not set because Burlington is already meeting their target. They also meet the intent based on their net zero energy goal. Siting policies are quite different than the other municipalities. Burlington wants to recognize and promote renewable energy, but they wanted to be able to say they don’t want rooftop solar on one or two story buildings to prevent development from going up.

Meagan Tuttle and David White explained that they wanted to re-organize a 20 year old plan. There isn’t really any new policy changes. The Plan is much more readable and they are hoping the other departments will recognize it. The Plan is organized around Burlington’s distinctive characteristics; and references many other Plans that exist and made it clear how those plans help meet the required comprehensive plan elements.

Questions/comments from the PAC:

- What is the plan to get off natural gas for heating? Meagan Tuttle stated that the City’s net zero goal is to produce enough energy to meet all of the thermal, electricity and transportation goals. BED has started a partnership with VT Gas to work hand in hand to help meet the goal. The utilities have their own efficiency mandates that will help reduce the amount of gas that will be consumed. Burlington is in a good place with BED and district wide heating to offer alternatives to VT Gas – they won’t likely go away but they will probably be a smaller and smaller share over time.

Sarah Hadd made a motion, seconded by Dean Pierce, that the PAC finds that the draft planBTV Comprehensive Plan 2019 Update, 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 also finds that the draft planBTV Comprehensive Plan 2019 Update meets the requirements of the enhanced energy planning standards (“determination”) set forth in 24 V.S.A. §4352.
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. If staff determines that substantive changes have been made, the materials 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, confirmation, and an affirmative determination of energy compliance.

No further discussion. MOTION PASSED.

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

Richmond: Nothing Act 250 related, but their Town Plan passed yesterday.
Milton: Middle Road, categorical waste facility still in Act 250. There is also an 8 unit subdivision in PUD review.
Essex Junction: 100 room hotel across from Expo. 250 housing units proposed in the Village.
Burlington: nothing right now.
Huntington: Sleepy Hollow got approval for an extra snow making pond.
Williston: 44 lot subdivision hearing tomorrow.
Winooski: There is a very small (300 sq.ft.) change of use in the designated downtown that Act 250 is reviewing. Most of the other proposed developments are in the Neighborhood Development Area and they may do priority housing and not be required to do Act 250.
Charlotte: They have a mixed use, sketch application – including TDR credits and more density.
Bolton: Nothing.
Essex: Nothing significant, just amendments.
Colchester: 90+ hotel on water tower hill. Smaller residential that will go to act 250 b/c developers are required to.
There are other early residential proposals in the growth center.
Shelburne: Snyder golf course project still moving forward.
So. Burlington: Maplefields on Shelburne road potentially expanding. Dorset and Williston potential hotel. A number of residential projects throughout the city.
Hinesburg: A few projects that were on hold due to the water issue will get moving after the first of the year.
Hannaford back under appeal.

8. Other Business

a. Need a December PAC Meeting – Wednesday, December 12th
c. Emerald Ash Borer (EAB) Management website: https://vtcommunityforestry.org/community-planning/tree-pests. There will also be an EAB workshop with FPR on Nov. 28, 4-6 pm, at UVM Extension in Berlin. Most of the municipalities around the table are actively planning for this.
e. Municipal Enhanced Energy in Vermont – Best Practices and Resources:
https://www.ccrpcvt.org/our-work/municipal-planning-assistance/comprehensive-plans/
f. Unified Planning Work Program (aka CCRPC’s Annual Work Plan) Committee PAC Rep – any volunteers? Regina indicated that this is our full workplan. If there are any projects that you want our help on, please ask. The land use projects are fee for service, unlike the transportation projects. Dean Pierce expressed interest.
g. Alex Weinhagen asked for the CCRPC dues as he is working on his Town budget. Other municipalities have already received their letter, so it is likely in the mail.

7. Adjourn

The meeting adjourned at 4:15 p.m.

Respectfully submitted, Regina Mahony
Neighborhood Development Area Designation Program

Providing tools, training, grants, and incentives for local leaders to plan and implement projects that support thriving, walkable communities.

The 5 Designations

- **Civic and Commercial Core Designations**
  - Village Centers: 152 (Jan. 2012)
  - Downtowns: 23 (Feb. 2012)
  - New Town Centers, 2 (Feb. 2012)

- **Add-On Designations to a Core Designation**
  - Neighborhood Development Areas, 5 (June 2012)
  - Growth Centers, 6 (Oct. 2006)

Comparing the Designations

<table>
<thead>
<tr>
<th><strong>Comparison of Designation Programs</strong></th>
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<tbody>
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<td><strong>AUTHORIZED</strong></td>
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**LOCAL CAPABILITY AND CHARACTERISTICS**

- Civic/Commercial Core Designations: 2000
- Add-On Designations to a Core Designation: 2000

**Strengths**

- Civic/Commercial Core Designations: 2000
- Add-On Designations to a Core Designation: 2000

**Needs**

- Civic/Commercial Core Designations: 2000
- Add-On Designations to a Core Designation: 2000

**Resources**

- Vermont State Designation Programs
- Supporting Communities
What can a neighborhood development area do for you?

- Develop Affordable Housing
- In Centered, Walkable Places
- Using Traditional Neighborhood Design Policies
What are the benefits of a NDA?

**Definition of Mixed Income Housing**

<table>
<thead>
<tr>
<th>Rental</th>
<th>Owner Occupied</th>
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<tbody>
<tr>
<td>At least 20% of units are affordable housing rented to households not making more than 80% of MSA, County or State median income*</td>
<td>At least 15% of units initial price is equal to or less than 85% of VHFA price limits</td>
</tr>
<tr>
<td>Cost of housing including rent, utilities and fees must be no greater than 30% of gross annual household income</td>
<td>OR At least 20% of units initial price is equal to or less than 90% of VHFA price limits</td>
</tr>
<tr>
<td><strong>PHP: Requires Mixed-Income Housing</strong></td>
<td></td>
</tr>
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**Population and Number of Units**

Priority Housing Projects do not exceed the following limits based on municipal population. See annual population estimates.

- 10,000 or more people – No cap on number of units*
- 6,000 to 9,999 people – 75 unit cap
- 3,000 to 5,999 people – 50 unit cap
- Less than 3,000 people – 25 unit cap

**PHP: Caps Number of Units by Population**

**Act 250 Exemption for Priority Housing**

- PHP: Requires Mixed-Income Housing
- PHP: Allows Mixed-Use
- PHP: Caps Number of Units by Population
- PHP: Existing Act 250 Permit Exemption
**Act 250: Criterion 9L Presumption**

**Act 250 Fee**
For projects not qualifying for exemption

- $306.25 $50
- $870 $50
- $3,000 $50
- $13,500 $50

- 560 GPD
- 560 – 2,000 GPD
- 2,000 - 6,500 GPD
- 6,500 – 10,000 GPD
- 10,000+ GPD

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<thead>
<tr>
<th>Act 250 Fee</th>
<th>ANR Water &amp; Wastewater Fee</th>
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<tr>
<td>All Capped at $50</td>
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**Act 250 & ANR Fee Reductions**

**Act 250: Reduced Agricultural Soil Mitigation Fees**

- $5,295

**No Character of the Area Appeals**

<table>
<thead>
<tr>
<th>Years Land Held</th>
<th>Gain, as a Percentage of Basis</th>
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<tbody>
<tr>
<td></td>
<td>0-99%</td>
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<tr>
<td>Less than 4 months</td>
<td>60%</td>
</tr>
<tr>
<td>4 months, but less than 8</td>
<td>35%</td>
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<tr>
<td>8 months, but less than 1 year</td>
<td>30%</td>
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<tr>
<td>1 year, but less than 2</td>
<td>25%</td>
</tr>
<tr>
<td>2 years, but less than 3</td>
<td>20%</td>
</tr>
<tr>
<td>3 years, but less than 4</td>
<td>15%</td>
</tr>
<tr>
<td>4 years, but less than 5</td>
<td>10%</td>
</tr>
<tr>
<td>5 years, but less than 6</td>
<td>5%</td>
</tr>
</tbody>
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**Tax Increment Finance Districts**
Priority for State Grant Funds

What difference has the program made?

Shelburne: Harrington Village
- 36 Senior units
- 42 Mixed income units
- 4 Habitat homes

Burlington: BHA Community Home
- Group home with caretaker apartment

Winooski: Mill House Redevelopment
- 25 Market Rate Apartments
- 10 Townhouses

Results

Project Savings
- Act 250 Savings: $51,000
- 3 months time
- + risk of appeal
- Wastewater Fee savings: -$2,950
- Land Gains Tax: None
- Prime Ag Mitigation: None

Burlington – Bright Street Cooperative Project

Project Details
- 42 Units (1BR to 4BR)
- Rents: $650-$1425 (Includes heat)
- Mixed Income
- 1.35 Acres (58% lot coverage)

Results

Supported the development of more than 586 housing units
Saved an average of $50,000 in fees per project
Reduced project permit timelines by an estimated average of 7 months

How to prepare an application?
Confirmed Planning Process

Wastewater System

Neighborhood Planning Area

Extensions Beyond Planning Area

Site-Based, Developer-Led Designation

Natural Resource Avoidance
Policies & Bylaw Requirements

Density
- Minimum 4 DU/Acre

Source: Visualizing Density

Density

Complete Streets

Uses, Lots, & Buildings
Looking Ahead

Westford Proposed Village Wastewater System

Faith Ingulsrud
VT DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FIAL.INGULSRUD@VERMONT.GOV
(802) 828.5239

Jacob Hemmerick
VT DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
JACOB.HEMMERICK@VERMONT.GOV
(802) 828.5249

Thank You

Discussion & Questions
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MS4 SUBCOMMITTEE
OF CLEAN WATER ADVISORY COMMITTEE – DRAFT MINUTES

DATE: Tuesday, November 6, 2018
SCHEDULED TIME: 12:00 p.m. to 1:45 p.m.
PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT
DOCUMENTS: Minutes, documents, and presentations discussed accessible at:
http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/

<table>
<thead>
<tr>
<th>Committee Members in Attendance</th>
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<tbody>
<tr>
<td>Burlington: Jenna Olson</td>
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<tr>
<td>Colchester: Karen Adams, Andrew Douglas</td>
</tr>
<tr>
<td>Essex: Annie Costandi, Co-Chair</td>
</tr>
<tr>
<td>Essex Junction: Chelsea Mandigo, Co-Chair</td>
</tr>
<tr>
<td>DEC:</td>
</tr>
<tr>
<td>Other Attendees: WNRCD: Kristen Balschunat</td>
</tr>
<tr>
<td>CCRPC Staff: Dan Albrecht; Chris Dubin-at 1:20 p.m.</td>
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1. **Call to Order:** Chelsea Mandigo called the meeting to order at 12:00 p.m.

2. **Changes to the Agenda** – None

3. **Review and action on draft minutes of October 2, 2018**
   After a brief recap by Dan Albrecht, Claire Forbes made a motion, seconded by Tom DiPietro to approve the minutes with the correction to remove Olson and Callahan from the list of members present. **MOTION PASSED.** Harris, Robinson, Olson, Callahan and Sherrard abstained.

4. **Budget Review & action on proposed change to Spring 2019 advertising budget & proposed design and purchase of Stream Team tabling materials (Action)**
   Albrecht presented the revised Spring 2019 ad budget of $17,050 which was corrected by Pluck by removing ad buys carrying over into the next fiscal year. Tom DiPietro made a motion, seconded by Karen Adams to approve the proposed Spring ad buy of $17,050. **MOTION PASSED.** Harris abstained.
   Kristen Balschunat indicated she had not yet received cost estimates from Pluck for a rack card, pop up tent, tablecloth, etc. Albrecht suggested that he should also obtain quotes for a portable, pop-up trade show vertical display. These are quite common now and have the benefit of being highly visible when placed just to the side of a table. Action on a proposed purchase was deferred to the next meeting.

5. **Review & action on proposed FY20 budget and proposed FY20 dues (Action)**
   Albrecht presented the proposed FY20 budget of $74,874 and proposed FY20 dues of $6,000. Funds available would consist of $72,000 in new revenue coupled with a carryover of at least $3,000 from our current FY19 reserve. Sherrard asked that we reach out earlier to Dave Barron of Pluck in crafting next year’s budget allocation for his services. Jenna Olson made a motion, seconded by Tom DiPietro to approve the proposed FY20 budget of $74,874 and proposed FY20 dues of $6,000. **MOTION PASSED.** Harris abstained.

6. **Review & action on proposed Common language regarding MM-1 and MM-2 for use in development of Stormwater Management Plan to be filed by MS4s (Action)**
   Albrecht presented the proposed boilerplate language. Committee members noted the need to add language referencing the annual MM-1 & MM-2 reports prepared by our subcontractors and other performance metrics. The Chair noted the need to have DEC weigh in on this further and asked Albrecht to send a revised version to Christy Witters for review and then the Subcommittee can take final action at its December or January meeting.

7. **Updates**
Albrecht recapped Pluck’s analysis of Google ad word frequencies and Rethink Runoff site visits by Town. Committee members asked Albrecht to reach out to Pluck and request further analysis comparing data on a per capita basis and in comparison, to performance in previous years.

Chris Dubin demonstrated CCRPC’s web portal for tracking municipal performance in meeting the Municipal Roads General Permit. In particular, he noted CCRPC’s work in ground-truthing and correcting the hydrologically-connected segments related to curbed roads. The State’s initial analysis focused on segments within 100 ft. of a waterbody but this is being corrected by figuring out which outfalls (and therefore, which segments drain to this outfall) are within 500 ft. of the waterbody.

Dubin and Albrecht reiterated CCRPC’s commitment to help each municipality prepare the required Implementation Tables for Phosphorus Control Plan development reporting for MS4s and for overall MRGP reporting for all of the County’s towns. Chris noted that the graphs are interactive, and you can select/filter the data simply by clicking. He encouraged members to explore their towns’ data, and please let him know if you see errors or needed upgrades or have general comments/suggestions for the user experience.

[Note: The portal can be viewed here: \textcolor{blue}{http://arcg.is/1GahK}]}

8. \textbf{Items for December 4\textsuperscript{th} meeting}

- finalize MM-1 & MM-2 boilerplate reporting language
- finalize purchase of Rethink Runoff outreach equipment and materials

It was noted that the next meeting falls on January 1\textsuperscript{st} so it should be moved to January 8\textsuperscript{th}.

9. \textbf{Adjournment}

The meeting adjourned at 1:20 p.m.  

\textit{Respectfully submitted, Dan Albrecht}