

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 PLANNING ADVISORY COMMITTEE - MINUTES
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4 DATE: Wednesday, September 12, 2018
5 TIME: 2:30 p.m. to 3:30 p.m.
6 PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT
7

Members Present:	Everett Marshall, Huntington
Matt Boulanger, Williston	Dean Pierce, Shelburne
Jessica Draper, Richmond	
Dana Hanley, Essex	Staff:
Darren Schibler, Essex	Regina Mahony, Planning Program Manager
Alex Weinhagen, Hinesburg	Emily Nosse-Leirer, Senior Planner
Eric Vorwald, Winooski	Melanie Needle, Senior Planner

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10 **1. Welcome and Introductions**

11 Regina Mahony called the meeting to order at 2:35 p.m.
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13 **2. Approval of July 11, 2018 Minutes**

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15 Dean Pierce made a motion, seconded by Everett Marshall, to approve the July 11, 2018 minutes. No further
16 discussion. MOTION PASSED. Dean Pierce abstained.
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18 **3. Municipal Plan Review Guidelines**

19 Emily Nosse-Leirer provided a brief overview of the amendments to these guidelines; and explained the changes
20 since the last time the PAC saw the amendments in May. This document is used to review and approve municipal
21 plans. It is being amended for two main reasons: review local plans for energy determination now that CCRPC has
22 received its Determination of Energy Compliance; and an addition to the Appendix regarding the data needs for Plan
23 updates. Emily Nosse-Leirer explained what data points we'd like to see – okay to not use ACS. The PAC had the
24 following comments/questions:

- 25 • Suggestion to call out the changes in Act 171 (forest integrity) and the criteria for Act 174 (energy planning)
26 in Appendix A. Act 171 is fully incorporated into statute in the Appendix already and we'll highlight that in
27 the initial review memo. The link to the Act 174 criteria is in the memo, but it will be added to the Appendix
28 so it is all in one place.
29

30 Dean Pierce made a motion, seconded by Alex Weinhagen, to recommend that the CCRPC adopt the Municipal Plan
31 Review Guidelines with the amendments described above. No further discussion. MOTION PASSED.
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33 **4. American Community Survey Data Guide**

34 At the suggestion of Sarah Hadd, CCRPC staff have developed a guide to using ACS data, based on a Journal of
35 American Planning Association (JAPA) article regarding the ethical use of this data. Melanie Needle provided an
36 overview of this guide. The guide is organized based on the 5 key suggestions from the JAPA article: understand
37 statistical reliability, report margins of error, indicate when margins of error are not reported, consider alternatives for
38 reducing statistical uncertainty, conduct statistical testing when comparing ACS data.
39

40 There was a suggestion to simply say “don't use bad data” rather than “consider alternatives for reducing statistical
41 uncertainty”.
42

43 Melanie Needle explained the differences in the 1-yr (only available at the County level because we don't have any
44 municipalities that are large enough, less reliable because of the smaller sample size, most current), 3-yr (ACS is no
45 longer updating this data set) and 5-yr ACS estimates (most reliable b/c sample size is larger, but least current).
46

1 Melanie Needle provided an overview of each of the five suggestions in the guide. There was some discussion
2 regarding the use of ACS data generally - use the statistics correctly, and keep it simple as best as possible so that
3 readers of the Plans don't get intimidated and confused. As an example in Huntington, rather than including the
4 complete commute to work data (with all of the margins of error and reliability), they choose to only report the
5 percentage of those who commute to work alone as that is the only reliable piece of the data. The Plan then states:
6 'the data for the other mode shares is not accurate enough to include'. CCRPC Staff reiterated that we are not saying
7 you have to use ACS data in your Plans. If you have better data, definitely use it. However, in a lot of cases this is the
8 only data available. Also, because other folks are using the ACS data to tell stories to the same audience the
9 municipal plans are for, it is important to use it while following these guidelines.

10
11 Staff will make edits to the document to incorporate concepts from this discussion, and then distribute it.

12 13 **5. Act 250 Commission: Next 50 Years**

14 There are three opportunities to provide input into the Act 250: Next 50 Years effort. VPA's survey is here:

15 <https://www.surveygizmo.com/s3/4533728/VERMONT-PLANNERS-ASSOCIATION-ACT-250-SURVEY>. The
16 Legislative Commission's survey is here: <https://www.surveymonkey.com/r/9CSPHY7>. The Legislative Commission
17 is also holding public forums throughout the State. The forum in our region is on September 12th in Burlington at the
18 Elks Lodge (925 North Ave) from 6 to 8pm. The best location for information about these forums is here:
19 <https://www.facebook.com/Act250Next50/>.

20
21 Regina Mahony added that CCRPC will likely pull a Permit Review Committee together once there is something
22 from the Legislative Commission to respond to. If anyone would like to be on that Committee please let her know.

23 24 **6. Regional Act 250/Section 248 Projects on the Horizon**

25 Winooski: Nothing definitive right now. Most of the possible developments are in the Neighborhood Development
26 Area and they may do priority housing and not be required to do Act 250.

27 Williston: Nothing new. Finney Crossing is doing an amendment to add in a stormwater pond.

28 Hinesburg: nothing

29 Richmond: nothing

30 Huntington: nothing

31 Essex: couple minor things – adding green space to outlets at the Town Center; Starbucks at Susie Wilson and Rte.
32 15 and 4500 sq.ft. commercial building. Have been addressing traffic concerns.

33 Shelburne: Not so much new – Snyder project near the golf course. The Shelburne/South Burlington water issue has
34 been resolved so this project will probably be moving forward.

35 36 **7. Other Business**

37 a. A number of our municipal plans will be expiring in early 2019. To make our review process easier, we may
38 need to add an extra PAC meeting in February 2019. If you have a plan expiration coming up and would like us
39 to review drafts before they are adopted, we're happy to do that.

40 b. Williston Town Plan Amendment* - FYI regarding an amendment to Williston's Town Plan; and a reminder
41 of this CCRPC process.

42 c. CCRPC will host the next Housing Convening on Monday, October 29th at 6pm. The topic will be Housing
43 Trust Funds. Please help spread the word.

44 d. [VT Housing Conference](#) will take place on Tuesday, November 13th and Wednesday, November 14th. This
45 year's conference has a municipal focus. It conflicts with our November PAC meeting, therefore I've suggested
46 that we switch that meeting to the first Wednesday of November.

47 48 **7. Adjourn**

49 The meeting adjourned at 3:30 p.m.

50
51 Respectfully submitted, Regina Mahony