



## ***Planning Advisory Committee***

**Wednesday, August 7, 2019**

**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 8, 2019 Minutes\***

**2:40 Comprehensive Plans – General Topics, *Emily Nosse-Leirer***

- a. Implementation of Plans: As you may recall the PAC asked to discuss the expectations of implementation/accountability of topic on another PAC meeting agenda outside of a specific Plan review, including whether CCRPC should review the Plans earlier than 24 months before they expire.
- b. Plan Amendment in early stages of the 8-year cycle: CCRPC has received a question about whether a Town can restart the clock if they are still meeting all statutory requirements. Staff thinks the answer is no, but we'd like to discuss this.
- c. Forest Integrity: CCRPC has received feedback from ANR on some of the Act 171/forest integrity plans we've been writing, and we'd like to discuss this feedback with the PAC.

**3:10 Building Homes Together, *Regina Mahony and Melanie Needle***

As we prepare the report for the third year of this campaign, we'd like to also include all of the municipal work that has been going into housing (i.e. housing committees, housing trust funds, inclusionary zoning, density improvements, development review process improvements, ADU improvements, etc). Please see the attached spreadsheet and mark it up for your municipality. We will also review the final 2018 construction numbers.

**3:30 Census Update: PSAP and New Construction, *Melanie Needle***

**3:45 ACCD's Zoning for Great Neighborhoods project, *Regina Mahony***

DHCD is leading a project to help municipalities throughout Vermont improve housing options in walkable places by updating land use regulations. Regina will provide an overview of this project. Information about it can be found [here](#).

**4:00 Regional Act 250/Section 248 Projects on the Horizon, *Committee Members***

**4:15 Other Business**

- a. As in past years, the Vermont Department of Housing and Community Development is issuing [this memo](#) to inform municipal planning and development officials of changes in statute.
- a. Future Meetings are anticipated for: September 11, 2019; October 9, 2019; December 11, 2019. Note the NNECAPA conference conflicts with the second Wednesday in November.

**4:30 Adjourn**

\* = Attachment

**NEXT MEETING: September 11, 2019**

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](mailto:evaughn@ccrpcvt.org), no later than 3 business days prior to the meeting for which services are requested.

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
2 PLANNING ADVISORY COMMITTEE - MINUTES  
3

4 DATE: Wednesday, May 8, 2019  
5 TIME: 2:30 p.m. to 4:30 p.m.  
6 PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT  
7

**Members Present:**

Joss Besse, Bolton  
Matt Boulanger, Williston  
Larry Lewack, Bolton  
Darren Schibler, Essex  
Alex Weinhagen, Hinesburg  
Eric Vorwald, Winooski  
Everett Marshall, Huntington (*via phone for  
Huntington Plan part*)  
Sarah Hadd, Colchester  
Meagan Tuttle, Burlington  
Paul Conner, South Burlington

Dean Pierce, Shelburne  
Dana Hanley, Essex  
Michael Burris, Milton

**Other:**

**Staff:**

Regina Mahony, Planning Program Manager  
Emily Nosse-Leirer, Senior Planner  
Melanie Needle, Senior Planner  
Jason Charest, Senior Transportation Planner

8  
9  
10 **1. Welcome and Introductions**

11 Joss Besse called the meeting to order at 2:35 p.m.  
12

13 **2. Approval of February 13, 2019 Minutes**

14  
15 Alex Weinhagen made a motion, seconded by Darren Schibler, to approve the February 13, 2019 minutes. No further  
16 discussion. MOTION PASSED.  
17

18 **3. Data – 2018 Development Activity and Census Prep**

19 Melanie Needle provided an overview of the following:

- 20 a. 2018 Housing Data. The 2018 housing data was included in the packet for review to ensure that the numbers  
21 looked correct for each municipality. The total so far is 527 for 2018, but this does not include Burlington. South  
22 Burlington will double check their count. As part of the Building Homes Together campaign, CCRPC is also  
23 looking at the affordable units, and Melanie presented those numbers as well. The affordable housing units  
24 include more than just brand new construction; it also includes projects that have been brought into an affordable  
25 portfolio (i.e. shared equity homes, and Dorset Commons). There was a suggestion to also make it clear what  
26 affordable housing units are actually new construction versus brought into an affordable portfolio.  
27 b. Census 2020 Prep:  
28 i. PSAP – Melanie Needle explained that the Participant Statistical Areas Program (PSAP) is intended to  
29 adjust tract and block group geographies to meet homogeneity thresholds set by the Census. This is also  
30 an opportunity to adjust the geographies to create more meaningful statistical boundaries for  
31 municipalities and the region (particularly for alignment with Traffic Analysis Zones) as well. Melanie  
32 Needle sent an email to all of the planners explaining that she and Jason Charest reviewed the boundaries  
33 that are not meeting the threshold and suggested an adjustment; the email also asked Planners to review  
34 these adjustments and let CCRPC know if the municipality is in agreement. Staff can also meet with you  
35 in person to work through it, as they did with Colchester. There was a question about whether the Census  
36 will be open to accepting proposed changes? Odds are probably good so long as the thresholds are met.  
37 Melanie Needle further explained that there are also special use census tracts; these may not meet the  
38 thresholds as a result of a particular land use (like UVM or Shelburne Farms). This process does not  
39 include amending the block geography, however, the block groups and tracts next within the blocks and  
40 the blocks will be delineated by the Census Bureau after tracts and block groups have been finalized.  
41 There was a question about whether the special use census tracts have a unique identifier? Staff is not  
42 sure. Shelburne would like to have an in person meeting as well.  
43 ii. Complete Count Committees – Melanie Needle explained that the purpose of these committees is to

1 count difficult to count populations (those who are homeless as an example). The Partnership Specialist,  
2 Bob Stock, suggests that Burlington, Essex, Colchester and South Burlington think about setting up these  
3 Committee's because they have high non-responsive rates. It is important to get the count correct due to  
4 the potential loss of federal funding (based on \$4,000/person). There was a question about how the count  
5 will take place in a place like Harbor Place. Melanie Needle stated that her understanding is that whoever  
6 is there on 4/1/20 will be counted there. Dana Hanley stated that Essex has been working with Bob  
7 because they are 14% undercounted. Dana Hanley has been charged to find representatives that know the  
8 community well to serve on the Committee, including Howard Center, Community Justice Center,  
9 School District, etc. Dana Hanley suggests doing this at the municipal level because it could be a lot of  
10 money. Meagan Tuttle stated that Burlington is doing this as well. Regina Mahony stated that Michael  
11 Moser is holding a statewide Committee as well and will be distributing the methods and tools that the  
12 Committee comes up with. Meagan Tuttle stated that you can find the non-responsive rates on the  
13 Census website. *This was not provided during the meeting, but for reference this is the website:*  
14 <https://www.census.gov/roam>.

- 15 iii. New Construction Program – Melanie Needle explained that the New Construction Program is intended  
16 to have an accurate count as possible by Census Day, 4/1/20. The purpose is to capture housing  
17 construction that began after 3/1/18 that would not have been submitted to the Census Bureau through  
18 any other program. The deadline for submitting addresses is 11/29/19. Municipalities can either do this  
19 on their own or designate CCRPC to do this. The PAC indicated that the municipalities already report  
20 new number of units on an annual basis, but not necessarily the addresses (and there was a discussion  
21 about whether this is only for the ACS and not the full Census count). There was a question about  
22 whether the e-911 data gets to the Census Bureau? There was a comment that sometimes the e-911  
23 points show up before the unit is actually built. Melanie Needle suggested that perhaps CCRPC can help  
24 by providing the 2018 housing data for the County. There was a discussion about whether the  
25 municipalities could then provide the 2019 data as it takes CCRPC awhile to aggregate it; and we won't  
26 have it by the November 29, 2019 deadline. Potential issues are the method that the Census is using to  
27 gather this data, and whether it is possible to designate two separate entities to submit it. The data  
28 collection methods include GUPS, shapefiles and/or pdf maps. CCRPC will follow-up on: whether two  
29 entities can be set up to provide the data; whether the Census is already getting this information from  
30 another source; and will provide this information to the PAC so each municipality can decide whether  
31 they need or want CCRPC's help or not.  
32

#### 33 **4. 2019 Huntington Town Plan & Enhanced Energy Plan Review**

34 Joss Besse opened the public hearing at 3:30pm. Hearing no comment, Joss Besse, closed the public comment period  
35 at 3:30pm.  
36

37 Regina Mahony indicated that Emily Nosse-Leirer has assisted Huntington in writing this Plan, therefore Regina  
38 reviewed the Plan for approval of the Plan and confirmation process; and Melanie Needle reviewed the Plan for  
39 enhanced energy. Regina Mahony explained that the Plan is a total rewrite, though not largely different from the  
40 policies they've been working on for quite a while now (i.e. incentivize growth in the Villages; and protect the more  
41 rural parts of Town). Regina Mahony stated that the Planning Commission is intending to finalize the Plan this  
42 month and warning a June public hearing. Regina Mahony found that the draft Plan meets the requirements for  
43 CCRPC approval. Melanie Needle indicated that the Plan meets the enhanced energy planning standards. Melanie  
44 stated that the town Energy Committee has been very active in working on the Plan including local level data.  
45 Melanie Needle indicated that there could be some improvement to meet standard 9.g for municipal leadership on  
46 deploying renewable energy generation. The Staff report suggests that Action 32 in Appendix 1 could be clarified  
47 and strengthened by referencing how much work the Town has already done on wastewater planning; and consider  
48 including language that creates the basis for pairing new infrastructure with combined heat and power system  
49 technology and water use efficiency.  
50

51 Joss Besse asked Everett Marshall is he has anything to add. Everett Marshall indicated that the Town was delayed  
52 on working on the Town Plan because their zoning amendments have been taking quite some time. It has been  
53 helpful to have Emily Nosse-Leirer assist the Planning Commission in writing the Plan.  
54

1 Dean Pierce asked if the Town has an issue with the specific wastewater comment. Everett Marshall stated that he  
2 thinks the suggestion is great and doesn't see an issue with incorporating it. Emily Nosse-Leirer added that there are  
3 also other things that the Town is doing that can meet 9.g. Melanie Needle added that 9.g. is one of the standards that  
4 isn't needed for the determination, because there is a 'not applicable' option.

5  
6 Joss Besse asked if the PAC wants to include the 9.g. comment as a condition of the recommendation to the Board?  
7 Paul Conner stated that the Plan is really strong and clear and it seems like there is still room in the drafting process  
8 to address 9g. as a minor element, he is okay with staff reviewing this comment. Darren Schibler suggested including  
9 a condition that is more flexible than just the wastewater suggestion specifically.

10  
11 Paul Conner made a motion, seconded by Eric Vorwald, that the PAC finds that the draft 2019 Huntington Town  
12 Plan, meets all statutory requirements for CCRPC approval, and that the municipality's planning process meets all  
13 statutory requirements for CCRPC confirmation.

14  
15 The PAC also finds that the draft 2019 Huntington Town Plan meets the requirements of the enhanced energy  
16 planning standards ("determination") set forth in 24 V.S.A. §4352, with the inclusion of language to address 9g as  
17 acceptable by CCRPC Staff.

18  
19 Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any  
20 information relevant to the confirmation process. If staff determines that the required data and reference have not  
21 been added, or that substantive changes have been made, the materials will be forwarded to the PAC for review.  
22 Otherwise the PAC recommends that the Plan, and the municipal planning process, should be forwarded to the  
23 CCRPC Board for approval, confirmation, and an affirmative determination of energy compliance.

24  
25 No further discussion; the MOTION PASSED.

26  
27 **5. 2019 Essex Junction Comprehensive Plan & Enhanced Energy Plan Review**

28 Joss Besse stated that Robin Pierce was not able to attend the meeting. Joss Besse opened the public hearing at  
29 3:45pm. Hearing no comment, Joss Besse, closed the public comment period at 3:45pm.

30  
31 Emily Nosse-Leirer stated that Melanie Needle assisted Essex Junction in preparation of the Plan. The Plan is an  
32 update and re-adoption of the 2014 Plan with an 8-year timeframe. Emily Nosse-Leirer added that, however, during  
33 the life of the Plan there is an intention to adopt a unified plan with the Town within the 8-year timeframe. The draft  
34 Plan adds information to meet statutory requirements, provides updated data, addresses some recent changes in the  
35 community and incorporates an enhanced energy plan by reference. Emily Nosse-Leirer added that the energy plan is  
36 a combined plan for both the Village and the Town. Staff found that the Plan meets the requirements for approval of  
37 the Plan and the confirmation process, and for an enhanced energy determination.

38  
39 Darren Schibler and Dana Hanley added that the Town intends to adopt the Energy Plan at a joint  
40 Trustees/Selectboard meeting in June. The Town does not intend to incorporate it by reference into the Town Plan at  
41 this time, but they will when they update the Plan. Darren Schibler and Dana Hanley both thanked Melanie Needle  
42 for the work she has done in navigating and working with the all the various boards and entities in development of  
43 the energy plan. There was quite a bit of PAC discussion regarding the process and how the Junction will receive the  
44 enhanced designation, but the Town will not at this time and therefore not have substantial deference. Darren  
45 Schibler indicated that this is fully understood by the Town and the Town will rely on CCRPC's participation in  
46 Section 248 proceedings until they re-write their Plan and incorporate the joint energy plan.

47  
48 There was a discussion regarding a lack of measurable objectives and a question about how CCRPC will be able to  
49 determine if the Village has implemented their Plan in the next review. The goals are quite general, and it could be  
50 strengthened by adding some key indicators (perhaps in the new energy section). It was noted that the Village has  
51 clearly been implementing their Plan over the years so the comment does not need to be a condition of approval; but  
52 the PAC would like to make the suggestion to the Planning Commission.

1 Dean Pierce made a motion, seconded by Paul Conner, that the PAC finds that the draft Village of Essex Junction  
2 Comprehensive Plan 2019-2027 meets all statutory requirements for CCRPC approval, and that the municipality's  
3 planning process meets all statutory requirements for CCRPC confirmation.  
4

5 The PAC also finds that the draft Village of Essex Junction Comprehensive Plan 2019-2027 meets the requirements  
6 of the enhanced energy planning standards (“determination”) set forth in 24 V.S.A. §4352.  
7

8 Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any  
9 information relevant to the confirmation process. If staff determines that the required data and reference have not  
10 been added, or that substantive changes have been made, the materials will be forwarded to the PAC for review.  
11 Otherwise the PAC recommends that the Plan, and the municipal planning process, should be forwarded to the  
12 CCRPC Board for approval, confirmation, and an affirmative determination of energy compliance.  
13

14 No further discussion; the MOTION PASSED.  
15

#### 16 **6. Regional Act 250/Section 248 Projects on the Horizon**

17 Hinesburg: nothing new

18 Essex: nothing major; build-out of a previous application and an amendment

19 Shelburne: Sterling construction former garden side property (19-ish units); 45-day notice for solar project on  
20 Shelburne Museum on west side of railroad tracks.

21 Bolton: nothing.

22 Colchester: nothing.

23 Winooski: nothing.

24 So. Burlington: expansion to Cairns Arena; Spear Street solar re-notified the 45-day notice

25 Williston: amendment to Finney Crossing related to Healthy Living site

26 Burlington: nothing new

27 Milton: nothing new  
28

#### 29 **7. Other Business**

30 a. Milton Plan Amendment for Village Center Designation\*. Milton is doing a minor amendment to their Plan  
31 to prepare for Village Center Designation. Emily Nosse-Leirer reviewed this and found that it does not affect  
32 their full approval and timeframe.

33 b. Housing Convening – Inclusionary Zoning held on 4/30/19. [Grounded Solutions](https://www.ccrpcvt.org/our-work/economic-development/housing/) is a great resource for  
34 inclusionary zoning. CCRPC has also added these convenings to our website, including notes and resources:  
35 <https://www.ccrpcvt.org/our-work/economic-development/housing/>.  
36

#### 37 **8. Adjourn**

38 Paul Conner made a motion, seconded by Dean Pierce, to adjourn. MOTION PASSED. The meeting adjourned at  
39 4:05 p.m.  
40

41 Respectfully submitted, Regina Mahony

<b>DRAFT</b>	<b>Housing Tools - Actively Being Used, Proposed or Considered since 2016</b>								
<b>Municipality</b>	Housing Needs Assessment	Housing Committee	Density Increases or FBC	ADU Improvements	Development Review Process Improvements	Housing Trust Fund	Inclusionary Zoning	Pursued Grant Funding for Housing	Other
Bolton									
Buel's Gore									
Burlington		X	X	considering	X	X	X		Housing Action Plan, Housing Retention Policy
Charlotte						X			
Colchester		X							
Essex	X		considering	considering					
Essex Jct.	X		X						
Hinesburg	X	X					X	X	
Huntington			proposed						
Jericho									
Milton									
Richmond									
Shelburne		X	X	X					
South Burlington	X	X	X			X	X	X	
St. George									
Underhill									
Westford			X						
Williston		X				considering			
Winooski	X	X	X		X	considering	considering		