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

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

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

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

1. Welcome and Introductions
Joss Besse called the meeting to order at 2:35 p.m.

2. Approval of February 13, 2019 Minutes
Alex Weinhagen made a motion, seconded by Darren Schibler, to approve the February 13, 2019 minutes. No further discussion. MOTION PASSED.

3. Data – 2018 Development Activity and Census Prep
Melanie Needle provided an overview of the following:
a. 2018 Housing Data. The 2018 housing data was included in the packet for review to ensure that the numbers looked correct for each municipality. The total so far is 527 for 2018, but this does not include Burlington. South Burlington will double check their count. As part of the Building Homes Together campaign, CCRPC is also looking at the affordable units, and Melanie presented those numbers as well. The affordable housing units include more than just brand new construction; it also includes projects that have been brought into an affordable portfolio (i.e. shared equity homes, and Dorset Commons). There was a suggestion to also make it clear what affordable housing units are actually new construction versus brought into an affordable portfolio.
b. Census 2020 Prep:
   i. PSAP – Melanie Needle explained that the Participant Statistical Areas Program (PSAP) is intended to adjust tract and block group geographies to meet homogeneity thresholds set by the Census. This is also an opportunity to adjust the geographies to create more meaningful statistical boundaries for municipalities and the region (particularly for alignment with Traffic Analysis Zones) as well. Melanie Needle sent an email to all of the planners explaining that she and Jason Charest reviewed the boundaries that are not meeting the threshold and suggested an adjustment; the email also asked Planners to review these adjustments and let CCRPC know if the municipality is in agreement. Staff can also meet with you in person to work through it, as they did with Colchester. There was a question about whether the Census will be open to accepting proposed changes? Odds are probably good so long as the thresholds are met. Melanie Needle further explained that there are also special use census tracts; these may not meet the thresholds as a result of a particular land use (like UVM or Shelburne Farms). This process does not include amending the block geography, however, the block groups and tracts next within the blocks and the blocks will be delineated by the Census Bureau after tracks and block groups have been finalized. There was a question about whether the special use census tracts have a unique identifier? Staff is not sure. Shelburne would like to have an in person meeting as well.
   ii. Complete Count Committees – Melanie Needle explained that the purpose of these committees is to
count difficult to count populations (those who are homeless as an example). The Partnership Specialist, Bob Stock, suggests that Burlington, Essex, Colchester and South Burlington think about setting up these Committee’s because they have high non-responsive rates. It is important to get the count correct due to the potential loss of federal funding (based on $4,000/person). There was a question about how the count will take place in a place like Harbor Place. Melanie Needle stated that her understanding is that whoever is there on 4/11/20 will be counted there. Dana Hanley stated that Essex has been working with Bob because they are 14% undercounted. Dana Hanley has been charged to find representatives that know the community well to serve on the Committee, including Howard Center, Community Justice Center, School District, etc. Dana Hanley suggests doing this at the municipal level because it could be a lot of money. Meagan Tuttle stated that Burlington is doing this as well. Regina Mahony stated that Michael Moser is holding a statewide Committee as well and will be distributing the methods and tools that the Committee comes up with. Meagan Tuttle stated that you can find the non-responsive rates on the Census website. This was not provided during the meeting, but for reference this is the website: https://www.census.gov/roam.

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


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

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

Joss Besse asked Everett Marshall is he has anything to add. Everett Marshall indicated that the Town was delayed on working on the Town Plan because their zoning amendments have been taking quite some time. It has been helpful to have Emily Nosse-Leirer assist the Planning Commission in writing the Plan.
Dean Pierce asked if the Town has an issue with the specific wastewater comment. Everett Marshall stated that he thinks the suggestion is great and doesn’t see an issue with incorporating it. Emily Nosse-Leirer added that there are 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 isn’t needed for the determination, because there is a ‘not applicable’ option.

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

Paul Conner made a motion, seconded by Eric Vorwald, that the PAC finds that the draft 2019 Huntington Town 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 Huntington Town Plan meets the requirements of the enhanced energy planning standards (“determination”) set forth in 24 V.S.A. §4352, with the inclusion of language to address 9g as acceptable by CCRPC Staff.

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.

No further discussion; the MOTION PASSED.


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

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

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

There was a discussion regarding a lack of measurable objectives and a question about how CCRPC will be able to determine if the Village has implemented their Plan in the next review. The goals are quite general, and it could be strengthened by adding some key indicators (perhaps in the new energy section). It was noted that the Village has clearly been implementing their Plan over the years so the comment does not need to be a condition of approval; but the PAC would like to make the suggestion to the Planning Commission.
Dean Pierce made a motion, seconded by Paul Conner, that the PAC finds that the draft Village of Essex Junction Comprehensive Plan 2019-2027 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 Village of Essex Junction Comprehensive Plan 2019-2027 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 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.

No further discussion; the MOTION PASSED.

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

Hinesburg: nothing new
Essex: nothing major; build-out of a previous application and an amendment
Shelburne: Sterling construction former garden side property (19-ish units); 45-day notice for solar project on Shelburne Museum on west side of railroad tracks.
Bolton: nothing.
Colchester: nothing.
Winooski: nothing.
So. Burlington: expansion to Cairns Arena; Spear Street solar re-notified the 45-day notice
Williston: amendment to Finney Crossing related to Healthy Living site
Burlington: nothing new
Milton: nothing new

7. Other Business

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

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

8. Adjourn

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

Respectfully submitted, Regina Mahony