

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

4 DATE: Wednesday, October 9, 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, Board Rep/Bolton
Eric Vorwald, Winooski
Cathyann LaRose, South Burlington
Dean Pierce, Shelburne
Darren Schibler, Essex
Sean Cannon, Colchester
Andrew Strniste, Underhill
Wayne Howe, Board Rep/Jericho
Jess Draper, Richmond
Alex Weinhagen, Hinesburg

Staff:

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

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10 **1. Welcome and Introductions**

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

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13 **2. Approval of August 7, 2019 Minutes**

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15 Eric Vorwald made a motion, seconded by Dean Pierce, to approve the August 7, 2019 minutes with an amendment
16 to add Jess Draper to the attendee list. No further discussion. MOTION PASSED.
17

18 **3. Building Homes Together**

19 Regina Mahony provided an overview of the results from the first three years of the campaign, including meeting the
20 total construction goal (on average for the first three years), but falling shy of the affordable goal. The final 2018
21 report and information is located here: <http://www.ecosproject.com/building-homes-together>. Melanie Needle
22 presented this data by municipality on a map and charts.
23

24 Questions/comments:

- 25 • There was a question about where the affordable units are being built and if that is tied to specific local
26 policies and programs. Melanie Needle stated that we don't have the affordable units by Town prepared in
27 the presentation but we can look at that and see how it matches up.
- 28 • There was a question about whether the affordable construction is going up generally (like the total
29 construction has been) or if it is going down or flat. Regina indicated that we don't have this data collected
30 beyond the last three years, so we don't know.
- 31 • Does CCRPC account for rental that is affordable (like ADUs for example), even if not in a permanently
32 affordable program or regulated as such. Regina stated that we don't currently track that from a unit
33 perspective; with the Census data we can get at it from a household perspective, but it isn't very accurate.
34 There would need to be a definition for what we mean by affordable in this case, and then do surveying to
35 get the data.
- 36 • There was a question about whether CCRPC will establish more specific municipal targets. Regina Mahony
37 stated that CCRPC has done that in the past and it was not received well. There was a suggestion to show the
38 affordable units broken out by Town. Dean Pierce cited the following statutory reference for regional plan
39 elements: "A housing element that identifies the need for housing for all economic groups in the region and
40 communities. In establishing the identified need, due consideration shall be given to data gathered pursuant

1 to subsection 4382(c)¹ of this title. If no such data has been gathered, the regional planning commission shall
2 gather it.” [§ 4348a. (a)(9)] Dean Pierce asked if the CCRPC would consider a UPWP request for a housing
3 needs assessment for a few towns together. Regina Mahony indicated that CCRPC would probably be open
4 to that and added that funding depends on whether we’d need a consultant or can do the work in house.
5 Regina Mahony added that CCRPC has development of a county-wide housing needs assessment on their
6 workplan already. Assuming nothing else comes up, CCRPC plans to start working on this.
7

8 **4. Census Update: PSAP and New Construction**

9 Melanie Needle thanked those who have sent in their New Construction data. Staff is working on this now, and will
10 get the data submitted to the Census by October 25th. The LUCA appeals have been submitted. Melanie Needle
11 added that CCRPC has not received feedback on the PSAP proposed revisions yet (tract and block groups).
12

13 **5. E911 Addressing**

14 Melanie Needle explained that this topic came up because the Census data required “city style addressing” and there
15 was a question about how to do that properly for Accessory Dwelling Units. Melanie Needle stated that she reached
16 out to Tyler Hermanson at e911 to get some input on this. He indicated that not everyone is doing this correctly, and
17 some town’s need to be re-addressed. Tyler Hermanson asked Melanie to spread the word on the following
18 standards: if the ADU is a standalone unit it gets its own address with a different address #. If it’s an ADU within a
19 structure it gets the same address # as the primary structure and both units should be assigned unit #s. Melanie
20 Needle added that unfortunately Tyler couldn’t make it to today’s meeting but he is willing to come in the future.
21

22 Questions/comments:

- 23 • When the primary unit and ADU is in the same structure, should the unit numbers be numbers or letters?
- 24 • How should addressing be handled on a detached ADU that is in a structure far down the same driveway?
- 25 • How should condo units within a single structure be addressed?
26

27 CCRPC will relay these questions to Tyler, report back with answers and suggest that he come to a future meeting.
28 There was also a suggestion that Tyler hold a workshop at a VLCT workshop, Town Fair, Municipal Day or similar
29 as there are likely many Towns that could benefit from this information. CCRPC will recommend this to him.
30

31 It was also mentioned that some Towns have addressing ordinances and those should be followed; and if it is out of
32 date it should be amended.
33

34 **6. Jericho Energy Plan**

35 Joss Besse opened the public hearing. No comments were heard. The hearing was closed.
36

37 Melanie Needle provided an overview of the Staff Report. Melanie Needle explained that the expiration date is not
38 going to change on this Plan; the energy plan is just being added to the full Plan. Melanie found that all the standards
39 have been met. There does need to be a bit of work to clarify that the local secondary conservation areas are treated
40 as constraints so there isn’t any ambiguity at the PUC. Otherwise Melanie found the energy plan to be a really great
41 plan and easily readable.
42

43 There was a question about the other amendments Jericho is proposing at this time. Emily Nosse-Leirer explained
44 that those amendments will follow our typical process which doesn’t require PAC review. Emily Nosse-Leirer
45 reviewed the other amendments and finds that the Plan itself still meets all of the plan elements and statutory
46 requirements and therefore no changes are needed to their existing plan approval or confirmation.
47

48 Katherine Sonnicks added that she appreciated the work from Emily Nosse-Leirer on this work. She appreciates and
49 agrees with Melanie’s comments. Katherine has incorporated the comments into a Plan that she will provide to the
50 Planning Commission as comments for their public hearing. Katherine expects that the Planning Commission will

¹ For reference 4382(c) refers to data that municipal plans shall be based on including: “the existing and projected housing needs by amount, type, and location for all economic groups within the municipality and the region;”

1 accept these changes.

2
3 Dean Pierce made a motion, seconded by Wayne Howe, that the draft Town of Jericho Comprehensive Town Plan
4 (draft 9/10/2019) meets the requirements of the enhanced energy planning standards (“determination”) set forth in 24
5 V.S.A. §4352 **with the additions of clarifying language to strategies 4.1.3**. Upon notification that the Plan has
6 been adopted by the municipality, CCRPC staff will review the plan, and any information relevant to the
7 confirmation process. If staff determines that the natural resource strategies mentioned above have not been revised
8 or that substantive changes have been made, the materials will be forwarded to the PAC for review. Otherwise the
9 PAC recommends that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for
10 approval, confirmation, and an affirmative determination of energy compliance. No further discussion. MOTION
11 PASSED.

12 13 **7. Charlotte Energy Plan**

14 Melanie Needle stated that this is a plan amendment to include a new enhanced energy plan, and the town is seeking
15 a Determination of Energy Compliance. This document was last reviewed and recommended for approval by the
16 PAC in November, 2018. Melanie Needle added that while no further PAC action is needed on this Plan, Staff
17 wanted to provide the PAC with an update since it has almost been a year since the PAC last reviewed it.

18
19 Melanie Needle provided an overview of the Plan itself and pointed out the preferred site map, which is really the
20 opposite of the constraint maps in the rest of the towns. There was a question about whether landowners were
21 notified as part of this process. Emily Nosse-Leirer stated that they weren’t and clarified that the map is just
22 identifying “potential” preferred sites, so these landowners would still need to go through the joint letter process.
23 There was a question about whether scenic resources were considered in the process especially because of the
24 relatively flat landscape. Emily Nosse-Leirer stated that this was not addressed within the plan itself, but the Town is
25 intending to establish the screening standards as allowed in statute.

26 27 **8. Regional Act 250/Section 248 Projects on the Horizon**

28 Underhill: A mud room triggered Act 250 permits.

29 Winooski: nothing to report.

30 Jericho: nothing to report

31 Essex: Burger King on Center Road; another bank on Carmichael; assisted living on Freeman Woods for building
32 permits – 40,000 sq.ft. final build-out of that whole complex.

33 Shelburne: Garden Side nursery project will be scaled down due to wetlands. 50 unit multi-family is latest proposal
34 on Rice Lumber property. Kwiniaska development was not further appealed, so that should be moving forward.

35 Sterling Construction – a single family to duplex conversion triggered Act 250 due to an adjacent parcel across the
36 road.

37 Hinesburg: Nothing right now.

38 South Burlington: FedEx proposal in Tech Park; South Village still going; new Hampton Inn next to Holiday Inn at
39 Dorset Road/Williston Road; some changes at Meadowland Business Park; front entry expansion at Cairns Arena;
40 new convenience store/deli at beginning of Tilley Drive on Hinesburg Road; JAM Golf single family homes now
41 coming in to build. In other business, the City Council passed the elimination of parking minimums on Monday
42 night.

43 Colchester: no Act 250 but there is a 197-unit Severance Corner project with commercial.

44 45 **9. Other Business**

46 a. Regina Mahony asked if there are any PAC members interested in joining the UPWP Committee. It is a good
47 opportunity to understand all the work that goes on at CCRPC. The Committee meetings three times (January,
48 February & March). Some expressed interest but have Thursday evening conflicts.

49 b. FEMA’s Risk Mapping, Assessment and Planning (Risk MAP) Discovery Meeting on Tuesday, October 29th at
50 9am at Burlington City Arts at 135 Church Street. Relevant towns can be found on this map: [https://prd-wret.s3-](https://prd-wret.s3-us-west-2.amazonaws.com/assets/palladium/production/atoms/files/watershed_map_champlain.pdf)
51 [us-west-2.amazonaws.com/assets/palladium/production/atoms/files/watershed_map_champlain.pdf](https://prd-wret.s3-us-west-2.amazonaws.com/assets/palladium/production/atoms/files/watershed_map_champlain.pdf). Regina
52 Mahony stated that it was her understanding that it is helpful to go and draw where you’ve had consistent flood
53 issues. Dean Pierce added that there is also a survey you can fill out; and he hopes they are incorporating the

- 1 International Joint Commission modeling data. There was a question about when the Winooski River will be
2 done; or was it done earlier when the DFIRMs were done? CCRPC will find out.
- 3 c. Button-Up Vermont Events in the region: <https://buttonupvermont.org/participating-communities>. There was a
4 question about how many home visits/audits incentives there are? CCRPC staff stated that there are 500 state-
5 wide and they are first come first serve.
- 6 d. CCRPC is hosting APA's Gentrification, Displacement and the Law Webinar on 10/10 from 3:30 to 5pm
- 7 e. Next Housing Convening: Tuesday, October 29th on Accessory Dwelling Units. Regina Mahony asked folks to
8 let her know if any others want to attend but can't make that day.
- 9 f. Implementing Act 171 Webinars – Oct 2nd and 22nd
- 10 g. There are numerous events coming up:
- 11 a. Beth Humstone talk on October 16th from 5pm to 7pm at Shelburne Farms
- 12 b. Jeff Speck on October 16th from 7 to 9pm at UVM Davis Center, and a walk in the afternoon in
13 Williston on October 17th
- 14 c. Official Map Jam in Williston on October 17th

15

16 **8. Adjourn**

17 Darren Schibler made a motion, seconded by Joss Besse, to adjourn at 4:00p.m. MOTION PASSED

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19 Respectfully submitted, Regina Mahony