

**Agenda**  
**Executive & Finance Committee**  
**Wednesday, February 3, 2021 – 5:45 p.m.**  
**Remote Access Meeting Only**



Join Zoom Meeting: <https://us02web.zoom.us/j/89526867047>  
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Dial in: +1 646 876 9923 US (New York) Meeting ID: 895 2686 7047

*When participating remotely, please wait until you are recognized by the Chair before you speak. For each agenda item, the Chair will make sure to ask if anyone participating remotely would like to speak.*

- a. Use the "chat" feature or raise your hand if on video, or ask the Chair to request to speak.*
- b. To ensure everyone is heard, only one person should speak at a time.*
- c. When recognized by the Chair, introduce yourself each time.*
- d. Speak up so everyone in person and on the phone can hear clearly.*
- e. When participating remotely, take steps to avoid background noise, and make sure your microphone/phone is muted when you are not speaking.*

1. Call to Order, Attendance
2. Changes to the Agenda, Members' Items (Action)
3. Approval of January 6, 2021 Joint Finance and Executive Committee Minutes\* (Action)
4. Act 250 & Section 248 Applications
  - a. Burton - Higher Ground, Burlington; #4C0174-6,4C0368-3 (submitted letter attached for reference)\* (Discussion)
  - b. Act 250 Application, Cambrian Rise, Burlington; #4C1301-3\* (Action)
5. FY21 Financial Report for July to December (*to be distributed before the meeting*) (Discussion)
6. FY2021 Transportation Improvement Program (TIP) Amendments – Amtrak improvements\* (Action)
7. Racial Equity Consultant Draft Scope of Work\* (Action)
8. Comments on Draft Clean Water Service Provider Rule (*to be distributed after CWAC meeting*) (Action)
9. Chair/Executive Director Report (Discussion)
  - a. Legislative Update
10. Draft CCRPC Board Meeting Agenda (*with hyperlinks to committee minutes*)\* (Discussion)
11. Other Business (Discussion)
12. Executive Session (requested to discuss personnel matters) (Action)
13. Adjournment (Action)

\*Attachments

**NEXT MEETING – Executive Committee – Wed. March 3, 2021; 5:45 p.m.**

*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.*

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
JOINT EXECUTIVE & FINANCE COMMITTEE MEETING MINUTES  
DRAFT

DATE: Wednesday January 6, 2021

TIME: 5:45 PM

PLACE: Remote Attendance via ZOOM Meeting

PRESENT: Mike O'Brien, Chair Catherine McMains, Vice Chair

John Zicconi, Treasurer Bard Hill, At Large <5000

Andy Montroll, Immediate Past Chair Chris Shaw, At Large >5000

Jeff Carr, Finance

STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.

Eleni Churchill, Transportation Program Mgr. Forest Cohen, Senior Business Mgr.

Bryan Davis, Senior Planner Amy Irvin Witham, Business Office Mgr.

Emma Vaughn, Communications Mgr.

OTHERS: Susan McCormack, Founder, Creative Discourse

1. Call to Order, Attendance. The meeting was called to order at 5:45 PM by the Chair, Mike O'Brien.

2. Changes to the Agenda, Members' Items. Charlie noted Susan McCormack will join us at 6:15 PM, considering this, Agenda item 4 will be moved after Agenda item 5.

3. Approval of December 2, 2020 Executive Committee Meeting Minutes

ANDY MONTROLL MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE DECEMBER 2, 2020 EXECUTIVE COMMITTEE MEETING MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY.

- EDIT: Page 2, Line 29: Delete the word "Committee" from "Executive Committee Session"

4. FY21 UPWP & Budget Mid-year Adjustment (previously Item 5)

Charlie referred members to the FY21 Mid-Year Budget and UPWP Draft documents included with the packet. Charlie explained there were two major changes. The first have to do with new land use projects including the Comprehensive Economic Development Strategy grant and several municipal assistance projects including addressing several Zoning Administrator vacancies within our municipalities where CCPRC staff is providing help. The other is in the transportation consultant dollars, as the I89 Study is over budget by about \$160,000 in FY21. This was due to numerous additional concepts and analyses we asked the consultant to do for new and improved interchanges. Jeff asked if we have done proper outreach to all communities that could possibly be affected by the I89 project. Charlie stated, yes, we have conducted a lot of outreach and solicited feedback from the community. Additionally, we have had multiple conversations with the South Burlington City Council and various committees about the benefits and impacts of the following I89 interchanges: 12B, 13 and 14. Despite these adjustments, we still end with a net \$18K revenue over expenses. We adjusted our indirect rate to reduce the swing. Jeff asked if the EDA Grant we are working on is within our region. Charlie explained that it is a multi-county CEDS with Chittenden, Addison, and Rutland counties together, as "West Central Vermont".

JEFF CARR MADE A MOTION, SECONDED BY JOHN ZICCONI, TO RECOMMEND THE BOARD APPROVE THE PROPOSED MID YEAR ADJUSTMENT for FY21 UPWP AND BUDGET. MOTION CARRIED UNANIMOUSLY.

Jeff Carr excused himself at 6:06 PM

5. Act 250 & Section 248 Applications (previously Item 4).

a. Section 248, Bolton Valley Solar, LLC, Bolton, 20-3676-AN

Regina noted this project has been seen previously. This is the 45-day notice application submitted for the construction of a 150 kW solar array, to be located on Roosevelt Highway (US 2) in Bolton, Vermont. CCRPC has identified the proposed site as a “preferred site” for net-metering, the project meets the intent of the Energy Goal (#17) of the 2018 ECOS Plan and suitability policies. The CCRPC identified the following two State possible constraints: Flood Hazard Area and Agricultural Soils, and one local possible constraint, Flood Hazard Area II. The subject property also contains several other known and possible constraints as identified in the 2018 ECOS Plan, however, the draft site plan indicates that these constraints will be avoided. These constraints include a deer wintering area, slopes greater than 25%, and Vermont Conservation Design Highest Priority Forest Blocks. These comments are based on the information currently available; we may have additional comments as the process continues. We understand the project may change between the submittal of the advance notice and the final petition.

ANDY MONTROLL MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE LETTER TO ALL EARTH RENEWABLES, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

b. Act 250 Application, The Burton Corporation, Burlington; #4C0174-6, 4C0368-3

Regina explained the CCRPC staff has reviewed this ACT 250 application for the redevelopment of an existing 83,000 square foot manufacturing building into a mixed-use facility, including a performing arts center (currently known as Higher Ground, in South Burlington), and associated parking improvements. The project is located at 266 Queen City Park Road, Burlington, Vermont. The City of Burlington’s Development Review Board has approved the project. The CCRPC finds the proposed project to be in conformance with, and consistent with, the Planning Areas of the 2018 Chittenden County ECOS Plan. These comments are based on the information currently available and the CCRPC may have additional comments as the process continues. Members asked about the traffic impacts. Regina explained that the City imposed restrictions on the use that limit the size of events during the PM peak hour; and combined with the change of use from office to event space the PM trip generation is projected to be much less than currently exists. While there are problematic intersections in the area (which Champlain Parkway is expected to alleviate), the impact from this project is negligible. Member discussion ensued. Members requested the addition of a sentence to the letter that will address potential traffic issues for neighboring residents in the late evening, even though there are not road capacity issues. Regina and Eleni will revise the letter and send a copy to members for review before approval. Catherine asked that the typo in line 2 also be corrected.

6. Racial Equity Consultant Draft Scope of Work

Charlie introduced Susan McCormack, the founder of our equity consulting firm, Creative Discourse. Susan explained they assembled a draft Scope of Work document over the holidays and asked how

members would like the presentation of this to go. Mike requested she provide an overview. Susan said it is great to see the CCRPC wanting to address racial equity in a serious way. She explained it is very difficult to make meaningful changes when systems are in place. The approach Creative Discourse takes, is to build networks of relationships, incorporating many groups to engage in dialogue with diverse voices, to share stories, and to incorporate data. They also offer a multi-racial and multi-ethnic team as they want to model the work they are doing. Creative Discourse takes a race-first approach, as the legacy of racism has been in our county for hundreds of years. Susan explained that several municipalities served by the Commission have already started doing some of this work. She said there are multiple phases, and the assessment and planning will begin with an equity audit. Her team wants to understand what individual perspectives are and how individuals feel about the CCRPC overall. She explained community engagement is very important; to begin this there will be a survey and a review of policies and procedures. To accomplish equity work in a meaningful way, the formation of an internal group is very important. The group should be comprised of both staff and board members. The hope is to create and develop a shared understanding of what the work is about and what the goals are. Finally, a planned meeting to bring together, in a regional fashion, diverse voices that promote community and discussion. The next phase is to assemble a small group, up to twenty people, where leaders and community members participate in an open forum that promotes dialogue and shared learning. The third phase is the implementation phase, where we share the discoveries and begin to do the work. Charlie stated we will want to coordinate with any municipal efforts to make sure we are not duplicating efforts and also share information throughout all the municipalities. Susan agreed. She explained, when we form the internal team, we will want to hold meetings in multiple towns. She feels shared learning is very important, to have informed dialogues where people can talk and makes sense of things together. Bard stated he does not want the focus to be a cycle of education; he would rather see a focus on outcomes and measures of actual change. He understands the foundation of education and culture being of importance but wants to ensure moving forward to a new point is incorporated. Susan agreed, this work needs to be about outcomes. Member discussion ensued. Charlie explained this type of work is also a part of our ECOS plan, including indicators that highlight progress. Charlie asked members if we should revise the scope and then bring Susan and her team at Creative Discourse under contract. Susan felt 2-3 weeks would be reasonable to tighten up the draft and finalize a contract. Mike suggested we bring this back to the Executive Committee at the February meeting. Members agreed. Charlie and Mike thanked Susan for being a part of our meeting tonight.

Susan excused herself at 6:54 PM.

7. Legislative Briefing debrief & Policy Participation review

Charlie referred members to the Policy Participation document included with the packet and reminded members this is a running list of policy items we may want to participate in. Mike suggested including this information in the next Board packet to provide an overview to Board Members. John reminded everyone we said we would revisit this list every six months and agrees it should go before the board. Members agreed.

8. Chair/Executive Director Report

a. All Hazards Mitigation Plan

Charlie said we did not secure the consulting contract from Vermont Emergency Management. We may have a small amount of funding in our work program to help, but it is not the significant

amount we thought we might have. The State of Vermont hired the same consultant that they are using for the State Response Plan.

b. State Rail Plan

Charlie explained that a draft State Rail Plan will be rolled out soon. The Transportation Advisory Committee will review and approve comments on this plan. Charlie asked if there is a need to bring these comments to the Board. We are not sure what the deadline to submit comments is, but Eleni feels it is likely to be late February or early March. Charlie stated we can discuss more at our February meeting.

c. Clean Water Service Provider

The Draft Rule is out for comment. This was discussed at yesterday's Clean Water Advisory Committee meeting. Final comments will be recommended at the February CWAC meeting and brought before the Board. We will have a discussion with Board members regarding the role we are assuming.

9. Draft CCRPC Board Meeting Agenda. Charlie reminded members of a previous discussion on municipal powers/self-governance, and we will want to invite someone to speak on this at an upcoming Board meeting. He explained the municipal powers idea is the proposal to pass charter changes to bypass Legislative approval, after a power has been approved by the Legislature for one municipality and allow approval by a town vote. If this is the case, there should be consistency for other towns. Charlie will include information on the I-89 Study, as well an update on Racial Equity efforts. We will need to assemble the equity committee, but we can wait until we have the consultant under contract. Eleni reminded everyone that the Mid-Year Adjustment needs to be on the January Board agenda as well as a public forum for the FY22 UPWP.

10. Other Business: There was none.

11. Executive Session. ANDY MONTROLL MADE A MOTION, SECONDED BY JOHN ZICCONI, TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS WITH CHARLIE BAKER IN ATTENDANCE BEGINNING AT 7:15 PM. MOTION CARRIED UNANIMOUSLY.

BARD HILL MADE A MOTION, SECONDED BY ANDY MONTROLL, TO EXIT THE EXECUTIVE COMMITTEE SESSION AT 7:38. MOTION CARRIED UNANIMOUSLY.

ANDY MONTROLL MADE A MOTION, SECONDED BY CATHERINE MCMAINS, THAT THE EXECUTIVE COMMITTEE RECOGNIZE EMPLOYEE ACHIEVEMENT AND DEDICATION AND AUTHORIZES THE EXECUTIVE DIRECTOR TO SPEND UP TO 100% OF THE MID-YEAR ADJUSTMENT FY21 SALARY BUDGET AS DETERMINED BY THE EXECUTIVE DIRECTOR FOR STAFF AND AS DETERMINED BY THE EXECUTIVE COMMITTEE FOR THE EXECUTIVE DIRECTOR. MOTION CARRIED UNANIMOUSLY.

12. Adjournment: CHRIS SHAW MADE A MOTION, SECONDED BY JOHN ZICCONI, TO ADJOURN AT 7:41 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham

January 15, 2021

Aaron Brondyke  
State Coordinator  
111 West Street  
Essex Junction, VT 05452

RE: The Burton Corporation; Burlington; #4C0174-6,4C0368-3

Dear Mr. Brondyke:

The Chittenden County Regional Planning Commission's (CCRPC) Staff and Executive Committee have reviewed this Act 250 application for the redevelopment of an existing 83,000-square foot manufacturing building into a mixed-use facility, including a performing arts center, and associated parking improvements. The proposed project is located at 266 Queen City Park Road in Burlington, Vermont. The City of Burlington's Development Review Board has approved the project.

**CCRPC offers the following comments on the proposed project:**

The proposed project is located within the Enterprise Planning Area as defined in the Chittenden County Regional Plan, entitled the *2018 Chittenden County ECOS Plan*. CCRPC finds the proposed project to be consistent with the Planning Areas for the following reasons:

1. The Enterprise Planning Area is identified in the Plan as an area planned for growth, and therefore the proposed project helps implement Strategy #2 of the Plan, which calls for 80% of new development in the areas planned for growth.
2. The proposed project is served by municipal water and sewer, is located on bus lines, and is within walking distance to many services/jobs.
3. The proposed land uses are consistent with the local regulations, as evidenced by the Burlington DRB's approval of the project.

Therefore, CCRPC finds the proposed project to be in conformance with the Planning Areas of the *2018 Chittenden County ECOS Plan*,

The Traffic Impact Study dated 4/23/2020, and associated supporting documents, assembled by VHB was reviewed. In particular, we noted in Exhibit 020, and later confirmed in Exhibit 051, that the PM peak hour trips have been reduced from 222 to 74. Given this information and our review of the TIS, the CCRPC does not have any concerns regarding the proposed project's anticipated traffic impacts. CCRPC acknowledges that there will be additional traffic before and after concerts. This will be a change from the current situation. However, this additional congestion will occur during off-peak hours and no additional roadway improvements needed.

Due to the detailed level of development review in most Chittenden County municipalities, and the environmental permit reviews at the Vermont Department of Environmental Conservation, CCRPC focuses its Act 250 reviews on the type of proposed land use and the Planning Areas section of the *2018 Chittenden County ECOS Plan*. The CCRPC also focuses its review on

transportation-related issues, where appropriate, in accordance with the Metropolitan Transportation Plan, which is within the *2018 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,

A handwritten signature in blue ink that reads "Charlie Z. Baker". The signature is written in a cursive, flowing style.

Charlie Baker  
Executive Director

Cc: CCRPC Board  
Certificate of Service

## **CERTIFICATE OF SERVICE**

I hereby certify on this 15<sup>th</sup> day of January, 2021, a copy of the foregoing letter concerning Act 250 Land Use Permit Application 4C0174-6,4C0368-3, was sent by U.S. mail, postage prepaid to the following individuals without email addresses and by email to the individuals with email addresses listed

The Burton Corporation  
c/o Justin Worthley, Mike Fialko-  
Casey, Eric Bergstrom  
180 Queen City Park Road  
Burlington, VT 05401  
[justinw@burton.com](mailto:justinw@burton.com);  
[MikeF@burton.com](mailto:MikeF@burton.com);  
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John Caulo  
LandPlan Development Services,  
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Malachi Brennan  
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Raubvogel & Hand, PLLC  
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Katherine Schadt, Town Clerk  
Chair, Selectboard/Chair,  
Planning Commission  
City of Burlington  
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[lolberg@burlingtonvt.gov](mailto:lolberg@burlingtonvt.gov);  
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Susan Molzon, Senior Engineer  
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Burlington, VT 05401  
[smolzon@burlingtonvt.gov](mailto:smolzon@burlingtonvt.gov)

Colin McNeil  
McNeil, Leddy & Sheahan, P.C.  
271 South Union Street  
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[cmcneil@mcneilvt.com](mailto:cmcneil@mcneilvt.com)

Donna Kinville, Town Clerk  
Chair, Selectboard/Chair,  
Planning Commission  
City of South Burlington  
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Stephen Crowley, Asst. Water  
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[steve.crowley1@gmail.com](mailto:steve.crowley1@gmail.com)

Taylor Newton  
Chittenden County Regional  
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Agency of Natural Resources  
1 National Life Drive, Davis 2  
Montpelier, VT 05602-3901  
[ANR.Act250@vermont.gov](mailto:ANR.Act250@vermont.gov)

Dept. of Public Service  
112 State Street, Drawer 20  
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[PSD.VTDPS@vermont.gov](mailto:PSD.VTDPS@vermont.gov)

VTrans Policy, Planning &  
Research Bureau  
Barre City Place  
219 N. Main Street  
Barre, VT 05641  
[AOT.Act250@vermont.gov](mailto:AOT.Act250@vermont.gov)

Agency of Agriculture, Food &  
Markets  
116 State Street, Drawer 20  
Montpelier, VT 05620-2901  
[AGR.Act250@vermont.gov](mailto:AGR.Act250@vermont.gov)

Division for Historic Preservation  
National Life Building, Drawer 20  
Montpelier, VT 05620  
[ACCD.ProjectReview@vermont.gov](mailto:ACCD.ProjectReview@vermont.gov)

### **FOR YOUR INFORMATION**

District 4 Environmental  
Commission  
Thomas Little, Chair,  
Monique Gilbert, Pam Loranger  
111 West Street  
Essex Junction, VT 05452  
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Luc Logan  
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Harris Roen

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Mark Furnari  
[mark.furnari@gmail.com](mailto:mark.furnari@gmail.com)

Dated at Winooski, Vermont, this 15 day of January, 2021.



February 4, 2021

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

RE: BC Community Housing, LLC; Burlington; Application #4C1301-3

Dear Ms. Lomonaco,

The Chittenden County Regional Planning Commission's (CCRPC) Staff and Executive Committee have reviewed this Act 250 amendment application for:

- a. Increasing the maximum number of units for the Cambrian Rise Development from 739 to 770;
- b. Converting one level of understory parking in Building C to residential units for a total of 125 units;
- c. Altering Building M by adding an additional floor for a total of six floors, increasing the building footprint for a total of 117 units, adding a second level of understory parking, expanding the surface parking, revised landscaping, and façade changes;
- d. Adding an additional floor to Building P for a total of five floors, with no increase in units; and
- e. Adding an additional floor to Building Q/R for a total of six floors, with no increase in units.

The proposed project is located at 311-375 North Avenue in Burlington, Vermont. The City of Burlington's Development Review Board has approved the project.

**CCRPC offers the following comments on the proposed project:**

The project is located within the Metro 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 Metro 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 proposed in a state-designated Neighborhood Development Area, is served by municipal water and sewer, and is served by a GMT transit route.
3. The density and uses are consistent with the local regulations.

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

CCRPC staff have reviewed the memo dated October 16, 2018 from RSG. We previously reviewed and commented on the Traffic Impact Assessment (TIA) dated 12/21/2016. The memo

accounts for minor increases in trip generation from the original TIA. We concur with the memo's conclusions and have no new concerns regarding traffic impacts.

Due to the detailed level of development review in most Chittenden County municipalities, and the environmental permit reviews at the Vermont Department of Environmental Conservation, CCRPC focuses its Act 250 reviews on the type of proposed land use and the Planning Areas section of the *2018 Chittenden County ECOS Plan*. The CCRPC also focuses its review on transportation-related issues, where appropriate, in accordance with the Metropolitan Transportation Plan, which is within the *2018 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

## CERTIFICATE OF SERVICE

I hereby certify on this 4<sup>th</sup> day of February, 2021, a copy of the foregoing letter concerning Act 250 Land Use Permit Application #4C1301-3 was sent by U.S. mail, postage prepaid to the following individuals without email addresses and by email to the individuals with email addresses listed:

BC Community Housing, LLC  
PO Box 1335  
Burlington, VT 05402  
[efarrell@farrellpropertiesvt.com](mailto:efarrell@farrellpropertiesvt.com)  
[senright@farrellpropertiesvt.com](mailto:senright@farrellpropertiesvt.com)

351-375 North Avenue  
Homeowner's Association, LLC  
PO Box 1335  
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[efarrell@farrellpropertiesvt.com](mailto:efarrell@farrellpropertiesvt.com)

Alain Youkel  
[ayoukel@youkel.com](mailto:ayoukel@youkel.com)

Amy Bovee, Ass't City Clerk  
Chair, City Council/Chair, City  
Planning Commission  
City of Burlington  
149 Church Street  
Burlington, VT 05401  
[abovee@burlingtonvt.gov](mailto:abovee@burlingtonvt.gov)

Chittenden County Regional  
Planning Commission  
c/o Charlie Baker, Exec. Dir.  
Regina Mahony, Planning Program  
Manager  
110 West Canal Street, Suite 202  
Winooski, VT 05404  
[permitting@ccrpcvt.org](mailto:permitting@ccrpcvt.org)

Elizabeth Lord, Land Use  
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112 State Street, Drawer 20  
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Craig Keller/Jeff  
Ramsey/Christopher Clow  
VTrans Policy, Planning &  
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Barre City Place  
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Montpelier, VT 05620-2901  
[AGR.Act250@vermont.gov](mailto:AGR.Act250@vermont.gov)

Division for Historic Preservation  
National Life Building, Drawer 20  
Montpelier, VT 05620  
[scott.dillon@vermont.gov](mailto:scott.dillon@vermont.gov);  
[james.duggan@vermont.gov](mailto:james.duggan@vermont.gov)  
[accd.projectreview@vermont.gov](mailto:accd.projectreview@vermont.gov)

### FOR YOUR INFORMATION

District #4 Environmental  
Commission  
Thomas Little, Chair  
Parker Riehle/Monique Gilbert  
111 West Street  
Essex Junction, VT 05452

Department of Libraries  
109 State Street  
Montpelier, VT 05609-0601  
NRCS, District Conservationist  
Natural Resources Conservation  
Service  
68 Catamount Park, Ste. B  
Middlebury, VT 05753  
[marybeth.whitten@vt.usda.gov](mailto:marybeth.whitten@vt.usda.gov)

Winooski NRCD Office  
617 Comstock Road, Suite 1  
Berlin, VT 05602

[whiterivernrkd@gmail.com](mailto:whiterivernrkd@gmail.com)

Ethan Tapper, County  
Forester/FPR  
John Gobeille/Toni Mikula  
ANR/Dept. of Fish & Wildlife  
111 West Street  
Essex Junction, VT 05452  
[ethan.tapper@vermont.gov](mailto:ethan.tapper@vermont.gov);  
[john.gobeille@vermont.gov](mailto:john.gobeille@vermont.gov)  
[toni.mikula@vermont.gov](mailto:toni.mikula@vermont.gov)

Seven Days/Classified Ad Section  
255 South Champlain Street, PO  
Box 1164  
Burlington, VT 05402  
[classifieds@sevendaysvt.com](mailto:classifieds@sevendaysvt.com)

Green Mountain Power Corporation  
c/o Kim Jones  
163 Acorn Lane  
Colchester, VT 05446  
[kim.jones@greenmountainpower.com](mailto:kim.jones@greenmountainpower.com)

Vermont Gas Systems  
PO Box 467  
Burlington, VT 05402  
[efficiency@vermontgas.com](mailto:efficiency@vermontgas.com)

Efficiency Vermont  
128 Lakeside Ave., Suite 401  
Burlington, VT 05401  
[pics@veic.org](mailto:pics@veic.org)

Michael Barsotti, Water Quality  
Director  
Champlain Water District  
403 Queen City Park Road  
South Burlington, VT 05403  
[mike.barsotti@champlainwater.org](mailto:mike.barsotti@champlainwater.org)

Dated at Winooski, Vermont, this 4th day of February, 2021.



LAKEVIEW CEMETARY

NORTH RD

BURLINGTON  
OPEN SPACE

LAKE  
CHAMPLAIN

BURLINGTON BIKE PATH

TEXACO  
BEACH

- NOTE -

ANY MODIFICATION OR DEVIATIONS FROM THESE PLANS  
REQUIRE ZONING APPROVAL PRIOR TO CONSTRUCTION.  
ALL ERRORS IN DIMENSIONS, PLANS, OR DETAILING ARE  
FULLY THE RESPONSIBILITY OF THE APPLICANT/OWNER.

FINAL APPROVAL

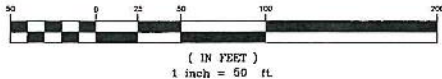
SIGNED William Zuck DATE 2/24/2020  
ZONING PERMIT # 20-0683CA  
REVIEWED BY: DS  
DEPARTMENT OF PERMITTING & INSPECTIONS  
BURLINGTON VERMONT

RECEIVED

FEB 05 2020

BURLINGTON  
PERMITTING & INSPECTIONS

GRAPHIC SCALE



P:\Active Projects\Burlington College 1311\Draw-CR-Masterplan\BURLINGTON-SITE MASTERPLAN.dwg, 1/27/2020 4:36:16 PM, DWG To PDF.plt

PERMIT UPDATE  
02/08/2020

11-23-2016	PERMIT SET - DRAFT	02/02/2020	RECORD SUBMISSION
01-04-2017	PERMIT SET		
01-31-2017	PERMIT SET - REVISED		

Owner:  
BC Community Housing

landscape architects planning consultants  
301 college street burlington vermont 05401 802 658 3555



MJB  
design by

TKD / EB / JS  
drawn by

01/31/2017  
date

scale  
1" = 50'

T. J. Boyle Associates, LLC

CAMBRIAN RISE  
SITE PLAN

VERMONT  
ACT 250 District Commission # 4

Application #: 4C1301-3

Exhibit #: 008a

Date Received: 12/18/20

NORTH AVE

NORTH AVE

NORTH RD

LAKEVIEW CEMETARY

BURLINGTON OPEN SPACE

BURLINGTON BIKE PATH

LAKE CHAMPLAIN

TEXACO BEACH

- NOTE -

ANY MODIFICATION OR DEVIATIONS FROM THESE PLANS  
REQUIRE ZONING APPROVAL PRIOR TO CONSTRUCTION.  
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FINAL APPROVAL

SIGNED William Zuck DATE 2/24/2020  
ZONING PERMIT # 20-0683CA  
REVIEWED BY: DS  
DEPARTMENT OF PERMITTING & INSPECTIONS  
BURLINGTON VERMONT

VERMONT  
ACT 250 District Commission # 4

Application #: 4C1301-3

Exhibit #: 008a

Date Received: 12/18/20

L-100





**VERMONT**  
ACT 250 District Commission # 4  
Application #: 4C1301-3  
Exhibit #: 012a  
Date Received: 12/18/20

SUBMITTED FOR  
APPROVAL  
8/03/2018

DATE	SUBMISSION	DATE	SUBMISSION	DATE	SUBMISSION
11-23-2016	PERMIT SET - DRAFT	08-03-2018	Building M Update		
01-04-2017	PERMIT SET				
01-31-2017	PERMIT SET - REVISED				

Owner:  
BC Community Housing

landscape architects   planning consultants  
301 college street   burlington   vermont   05401   802 658 3555

**T. J. Boyle Associates, LLC**  
MJB design by  
TKD / EB / JS  
MJB checked by  
01/31/2017  
scale

**CAMBRIAN RISE**  
Building M Site Plan Update

sheet no.  
**L-204**



**CCRPC Executive Committee**

**February 2, 2021**

**Agenda Item 6: Action Item**

**FY2021 Transportation Improvement Program (TIP) Amendments**

**Issues**

Make the following change to the FY2021 year of the TIP.

**Rail Crossing Safety Improvements** – College Street, Burlington (Project RR006, Amendment FY21-16)

**Description of TIP Change:** Add \$671,479 in federal Section 130 Rail Grade Crossing funds for construction to the TIP in FY21. The approved TIP has \$900,000 in FY21 for this project. The new total would be \$1,571,479 of federal funding which is a 59.7% increase in total project cost (including design costs). Section 130 Rail Grade Crossing funds are not subject to CCRPC's fiscal constraint limit.

**Reasons for the TIP Change:** The construction cost estimate was revised to include the items listed below:

- Increased traffic control to accommodate large volume of pedestrians
- Removal and resetting of brick pavers within VTrans right of way
- Full depth reconstruction of the crossing surface
- Active warning railroad signal system to includes gates
- Soil management
- Removal and resetting of tracks

**Need for Expedited Change:** There are TIGER IV grant funds associated with this contract that have to be expended by October 1, 2021. The TIGER IV funds are for the Burlington Train Station Platform which has been combined with this project under one contract. VTrans is on a timeline to bid this project on February 10<sup>th</sup>. If that date is missed there won't be another opportunity until early March – which could send project completion past the deadline for obligation of Federal Rail Administration grant funds.

**Staff**

**Recommendation:**

Recommend that the Executive Committee recommend board approval of the proposed TIP amendment via email before February 10.

**For more  
information,  
contact:**

Christine Forde  
cforde@ccrpcvt.org or 846-4490 ext. \*13

January 26, 2021

To: CCRPC

From: Creative Discourse

Re: UPDATED Proposal for Equity Work with CCRPC

## **OVERVIEW**

### **Purpose**

To work with CCRPC board and staff as they build their capacity to address systemic racism and inequities in their culture, practices and policies. Support CCRPC in achieving their vision of a healthy, inclusive, equitable, and prosperous future for all Chittenden county residents, especially BIPOC and other people who have been underrepresented or marginalized.

### **Goals**

1. Establish the relationships and infrastructure needed to ensure that underrepresented residents have a meaningful voice in planning decisions that affect them
2. Create shared understanding about systemic racism and inequities across board and staff
3. Build capacity among board and staff to effectively address systemic racism and inequities
4. Create opportunity for shared learning across municipalities
5. Ensure that an effective equity lens is being applied to policy areas (such as housing)

### **Activities**

#### **PHASE 1 - Assessment & Planning** (see Scope of Work on page 4 for details)

1. Establish internal CCRPC Equity Leadership Team to lead and champion the work
  - a. Made up of CCRPC Board, staff and one member of the Creative Discourse team.
  - b. Provide foundational training as needed
  - c. Provide guidance as needed to assist with inclusive engagement for specific projects currently underway
2. Equity Assessment
  - a. Conduct ten interviews with staff, board, formal partners, and informal community leaders (for example, organizations who work with underrepresented groups, such as CVOEO, AALV, VLP, as well as community liaisons and informal local leaders.)
  - b. Field online survey for staff, board, key audiences (municipal leaders and partners)
    - i. Invite people to assess how well CCRPC is doing addressing racism and integrating an equity lens into their work
    - ii. Assess internal culture/practices
    - iii. Invite municipalities to self-assess their efforts/priority level to address racism



- and/or apply an equity lens to their work
- c. Review CCRPC key policies and plans and communications, with a focus on high priority policy work
- d. External review of equity efforts across Chittenden County municipalities

### 3. Plan for Equity Summit

- a. Work with CCRPC to co-design summit; identify target audience; create inclusive outreach plan

**Timeline - March 2021 - Sept 2021**

**Cost: \$29,500 - 47,500 + \$2,700 for our pre work - see details on page 4 and 5**

## **PHASE 2 - Convening**

1. **Establish Equity Work Group** to build deep relationships across difference, refine vision and co-create suggested action steps (action steps could address large public policy issues and/or other issues depending on the key themes and priorities that emerge during the Equity Summit)
  - a. The Equity Work Group would be a small, diverse group including members of CCRPC Equity Leadership Team (plus additional staff), informal leaders, partners (organizations who work with underrepresented groups, such as CVOEO, AALV, VLP), underrepresented residents (12 to 20 people)
  - b. This group will meet over time to refine vision, research best practices, make recommendations, work closely with CCRPC Equity Leadership Team
  - c. Explore whether this should become a permanent committee
2. Hold Equity Summit to build shared understanding, create a space for diverse thought and co-creation, begin to identify vision for the work, and create momentum for change. Possibly several meetings around the county in an effort to be more inclusive [NOTE: after further consideration, we recommend one meeting to maximize learning across municipalities].
  - a. Large convening (hopefully in person) including
    - i. CCRPC board and staff (including CCRPC Equity Leadership Team)
    - ii. Representatives from partner organizations
    - iii. BIPOC and other residents from underrepresented group
  - b. Possible elements of summit
  - c. Shared learning activity to deepen understanding about systemic racism and inequities
  - d. Share highlights of equity audit
  - e. Peer learning activity
  - f. Small group conversations
  - g. Affinity space\* for BIPOC participants
  - h. Visioning activity

3. CCRPC Equity Leadership Team to identify early action steps that can happen immediately based on Phase 1 & 2 work

**Timeline: Fall 2021 - Winter 2022**

**Estimated Cost: \$25,000**

### **PHASE 3 - Implementation**

1. Hold mini-summit to celebrate work so far and hear recommendations from Equity Work Group
2. Support CCRPC Equity Leadership Team, Equity Work Group, and/or staff as they work to implement recommendations
  - a. provide suggested language for updating CCRPC policies and procedures
  - b. provide suggested language for updating the ECOS Plan policies, indicators, strategies, and actions. Key indicators will be important for identifying desired outcomes.

**Timeline: Spring 2022 - Spring 2023**

**Estimated Cost: \$10,000 - \$25,000\*\***

\*Purpose of affinity groups: “Race-based affinity groups, or race caucuses, provide an opportunity for people to explore, unpack, and engage in conversation on the various interpersonal dynamics, beliefs, and thoughts that shape our racialized experiences as members of a community. Because of who we are, our racial identities and lived experiences will inform the conversations and work that we do in affinity groups. These can be spaces for processing, healing, or deep interrogation of our own beliefs.

Because of the presence of anti-Black racism, we want to create space to explore this aspect of racism as well. When participating in race-based affinity groups, there is work that we must do both *within* and *across* racial groups. The creation of these affinity groups is to provide space for dialogue among a group of individuals of shared identity and critical identity intersections.”

Source: <https://www.hsph.harvard.edu/diversity/resources/anti-racism/affinity-group-dialogues/>

\*\*Our fee covers all costs related to our work (process design, facilitation, preparation, follow up and consultation with clients). We encourage clients to prepare to make an additional investment in stipends, transportation, child care, translation and other supports that may be necessary in order to ensure that participation in the process is accessible to all.

## PHASE 1 SCOPE OF WORK (Assessment and Planning)

Activity	Description	Responsibilities	Time Frame/Cost
<b>Establish Internal CCRPC Equity Leadership Team</b>	Hold approximately eight meetings with team made up of CCRPC board and staff and one member of Creative Discourse* to lead and champion the work (five to eight people)	<p>CCRPC</p> <ol style="list-style-type: none"> <li>1. Identify and invite participants</li> <li>2. Schedule meetings</li> <li>3. Communicate with participants about upcoming meetings, etc.</li> </ol> <p>Creative Discourse</p> <ol style="list-style-type: none"> <li>1. Provide foundational training</li> <li>2. Facilitate meetings</li> <li>3. <b>*Cleophace</b> to participate as an ad hoc member of the Leadership Team so he can offer his expertise and knowledge to inform their planning</li> </ol>	<p>Mar - Sep 2021</p> <p>\$10,000</p>
<b>Equity Assessment</b>	Conduct ten interviews with staff, board, formal partners, and informal community leaders	<p>CCRPC</p> <ol style="list-style-type: none"> <li>1. Identify people to be interviewed and share names, role and contact information with CD</li> </ol> <p>Creative Discourse</p> <ol style="list-style-type: none"> <li>1. Create interview guide</li> <li>2. Schedule interviews</li> <li>3. Conduct interviews</li> <li>4. Synthesize results</li> </ol>	<p>Mar - Apr 2021</p> <p>\$5,000</p>
	<p>Online Survey to staff, board, key audiences (municipal leaders and partners)</p> <ul style="list-style-type: none"> <li>• Invite people to assess how well CCRPC is doing addressing racism and integrating an equity lens into their</li> </ul>	<p>CCRPC</p> <ol style="list-style-type: none"> <li>1. Field survey</li> <li>2. Share results from past related surveys</li> <li>3. Weigh in on survey design</li> <li>4. Pull data and collect survey</li> </ol>	<p>Apr 2021</p>

	<p>work</p> <ul style="list-style-type: none"> <li>• Assess internal culture/practices</li> <li>• Invite municipal leaders to self-assess their efforts/priority level to address racism and/or apply an equity lens to their work</li> </ul>	<p>responses from municipal managers/administrators</p> <p>Creative Discourse</p> <ol style="list-style-type: none"> <li>1. Design survey</li> <li>2. Synthesize survey results</li> </ol>	<p>\$3,000</p>
	<p>Policy and website review</p>	<p>CCRPC</p> <ol style="list-style-type: none"> <li>1. Provide key documents               <ol style="list-style-type: none"> <li>a. ECOS Plan</li> <li>b. Admin Policies and Procedures (includes hiring and procurement)</li> <li>c. Bylaws</li> <li>d. Public Participation Plan</li> </ol> </li> </ol> <p>Creative Discourse</p> <ol style="list-style-type: none"> <li>1. Review documents and offer feedback</li> </ol>	<p>Apr 2021</p> <p>\$2,000</p>
	<p>External Review of Equity Efforts Across Chittenden County (OPTIONAL)</p>	<p>Interviews with several leaders from each municipality in Chittenden County (one interview for each town with at least two people, including a town official and a social justice activist - this exercise will serve two purposes; gather information and build relationships and momentum among people who may not know of each other's efforts)</p> <p>CCRPC</p> <ol style="list-style-type: none"> <li>1. Identify people to interview and share contact information with CD</li> </ol>	<p>May - Jul 2021</p>

<b>Equity Assessment (cont'd)</b>		Creative Discourse 1. Help identify people to interview 2. Create interview guide 3. Conduct interviews 4. Synthesize interview results	\$13,000
	Summary of assessments	Creative Discourse 1. Summarize results of interviews, survey and document review	Aug 2021  \$3,000
<b>Equity Summit Planning</b>	Work with CCRPC to co-design summit; identify target audience; create inclusive outreach plan	CCRPC 1. Identify target audience 2. Execute outreach plan  Creative Discourse 1. Help identify audiences 2. Help inform outreach plan 3. Design summit agenda	Aug 2021   \$3,000
<b>Communication</b>	Phone and email communication	Bi-weekly phone check in and ongoing email communication between primary CD contact and primary CCRPC contact	Mar - Sep 2021  \$3,500
<b>General Consultation</b>	Provide guidance on existing projects and engagement efforts (OPTIONAL)	Creative Discourse to provide up to 33 hours of consultation (1 hour per week during phase 1 of the project)	Mar - Sep 2021  \$5,000
<b>Amount*</b>		Sub-total (includes add ons) Pre-work <b>Total (including add ons)</b>  Minus add ons External audit with towns	\$47,500 <u>\$2,700</u> \$50,200  (\$13,000) (\$5,000)

		Consultation re current projects	
		Sub-total	\$29,500
		Pre work	<u>\$2,700</u>
		<b>Total</b>	<b>\$32,200</b>

\* Our fee covers all costs related to our work (process design, facilitation, preparation, follow up and consultation with clients). We encourage clients to prepare to make an additional investment in stipends, transportation, child care, translation and other supports that may be necessary in order to ensure that participation in the process is accessible to all.

# REGULAR MEETING AGENDA

Wednesday, February 17, 2021 - 6:00 p.m.



## Remote Access Meeting Only

Join Zoom Meeting: <https://us02web.zoom.us/j/88161198262>

One tap mobile: +16468769923,,88161198262# US (New York)

Dial by your location +1 646 876 9923 US (New York) Meeting ID: 881 6119 8262

*When participating remotely, please wait until you are recognized by the Chair before you speak. For each agenda item, the Chair will make sure to ask if anyone participating remotely would like to speak.*

- a. *Use the "chat" feature, raise your hand if on video, or ask the Chair to request to speak. To ensure everyone is heard, only one person should speak at a time.*
- b. *When recognized by the Chair, introduce yourself each time.*
- c. *Speak up so everyone in person and on the phone can hear clearly.*
- d. *When participating remotely, take steps to avoid background noise, and make sure your microphone/phone is muted when you are not speaking.*

## CONSENT AGENDA –

C.1. Accept Annual Safety Targets\*

## DELIBERATIVE AGENDA

1. Call to Order; Attendance; Changes to the Agenda (Action; 1 minute)
2. Public Comment Period on Items NOT on the Agenda (Discussion; 5 minutes)
3. Consent Agenda – Accept Annual Safety Targets\* (MPO Action; 1 minute)
4. Minutes of January 20, 2021 Meeting\* (Action; 1 minute)
5. Comments on Draft Clean Water Service Provider Rule\* (Action; 15 minutes)
6. I-89 2050 Study presentation\* (Discussion; 30 minutes)
7. All Hazards Mitigation Plan Committee appointment – Sharon Murray (Action; 1 minute)
8. Racial Equity Update (Discussion; 15 minutes)
9. Chair/Executive Director Report (Discussion; 5 minutes)
  - a. Draft State Rail Plan
  - b. Legislative Update
  - c. ECOS Annual Report
10. Committee/Liaison Activities & Reports\* **ADD LINKS** (Information, 2 minutes)
  - a. Executive/Finance Committee (draft minutes February 3, 2021)\*
    - i. Act 250 Sec 248 letters
  - b. Clean Water Advisory Committee (draft minutes February 2, 2021)\*
  - c. MS-4 Sub-Committee (draft minutes February 2, 2021)\*
  - d. Transportation Advisory Committee (draft minutes, February 2, 2021)\*
  - e. Planning Advisory Committee (draft minutes February 10, 2020)\*
  - f. UPWP Committee (draft minutes January 28, 2021)\*

*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.*

11. Future Agenda Topics (Discussion; 5 minutes)
12. Members' Items, Other Business (Information; 5 minutes)
13. Adjourn

The February 17, 2021 Chittenden County RPC streams LIVE on YouTube at

[https://www.youtube.com/playlist?list=PLIjLFn4BZd2O0I4hJU\\_nJ9q0I3PdQR0Pp](https://www.youtube.com/playlist?list=PLIjLFn4BZd2O0I4hJU_nJ9q0I3PdQR0Pp). The meeting will air Sunday, January 24, 2021 at 1 p.m. and is available on the web <https://www.cctv.org/search/node/ccrpc>

Upcoming Meetings - Unless otherwise noted, all meetings are held at our offices:

- UPWP Committee – Thursday, February 25, 2021, 5:30pm
- Transportation Advisory Committee – Tuesday, March 2, 2021, 9am
- Clean Water Advisory Committee - Tuesday, March 2, 2021, ~11am
- CWAC MS4 Subcommittee - Tuesday, March 2, 2021, ~12:30pm
- Executive Committee – Wednesday, March 3, 2021, 5:45pm
- Planning Advisory Committee – Wednesday, March 10, 2021, 2:30pm
- CCRPC Board Meeting - Wednesday, March 17, 2021 6:00pm

Tentative future Board agenda items:

March 17, 2021	Warn public hearing on FY22 UPWP and Budget for May Meeting Charge to Board Development Committee to Develop Slate of Officers for FY22 Initial Review of Potential Transportation Projects for FY23 (Action in May)
April 21, 2021	Proposed Slate of Officers for FY22 FY22 UPWP update
May 19, 2021	FY22 UPWP and Budget Hearing and Action Determine Ranking of Potential Transportation Projects for FY23