

# REGULAR MEETING AGENDA

Wednesday, March 17, 2021 - **6:00 p.m.**



## Remote Access Meeting Only

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*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. TIP Amendment\*

## 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\* (MPO Action; 1 minute)
4. Minutes of February 17, 2021 Meeting\* (Action; 1 minute)
5. Warn public hearing on FY22 UPWP and Budget for May Meeting (Action; 1 minute)
6. Town of Westford Plan Approval and Confirmation\* (Municipal Action; 1 minute)
7. Comments on Draft State Rail Plan\* (MPO Action; 15 minutes)
8. VPSP2 Process and Initial Review of Potential FY23 Transportation Projects - Kevin Marshia, VTrans and Christine Forde, CCRPC (Discussion; 30 minutes)
9. Equity Leadership Team – member appointments\* (Discussion & Potential Chair Action; 10 minutes)
10. Charge to Board Development Committee for FY22 Nominations (Action; 1 minute)
11. Chair/Executive Director Report (Discussion; 5 minutes)
  - a. UPWP Update
  - b. ECOS Annual Report
  - c. I-89 Board workshop?
  - d. Legislative Update
12. Committee/Liaison Activities & Reports\* (Information, 2 minutes)
  - a. [Executive/Finance Committee](#) (draft minutes March 3, 2021)\*
    - i. Act 250 Sec 248 letters
  - b. [Clean Water Advisory Committee](#) (draft minutes March 3, 2021)\*
  - c. [MS-4 Sub-Committee](#) (draft minutes March 3, 2021)\*
  - d. [Transportation Advisory Committee](#) (draft minutes, March 3, 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.*

- e. [UPWP Committee](#) (draft minutes February 25, 2021)\*
  - f. [Planning Advisory Committee](#) (draft minutes March 10, 2021)\*
  - g. [Brownfields Advisory Committee](#) (minutes February 10 and draft minutes March 10, 2021)\*
13. Future Agenda Topics (Discussion; 5 minutes)
14. Members' Items, Other Business (Information; 5 minutes)
15. Adjourn

The March 17, 2021 Chittenden County RPC streams LIVE on YouTube here:

[https://www.youtube.com/playlist?list=PLlJLFn4BZd2O0l4hJU\\_nJ9q0l3PdQR0Pp](https://www.youtube.com/playlist?list=PLlJLFn4BZd2O0l4hJU_nJ9q0l3PdQR0Pp), and will be available on the web, Sunday, March 21, 2021 at 1pm, here: <https://www.cctv.org/search/node/ccrpc>

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

- UPWP Committee – Thursday, March 25, 2021, 5:30pm
- Transportation Advisory Committee – Tuesday, April 6, 2021, 9am
- Clean Water Advisory Committee - Tuesday, April 6, 2021, ~11am
- CWAC MS4 Subcommittee - Tuesday, April 6, 2021, ~12:30pm
- Executive Committee – Wednesday, April 7, 2021, 5:45pm
- CCRPC Board Meeting - Wednesday, April 21, 2021 6:00pm

Tentative future Board agenda items:

April 21, 2021	Proposed Slate of Officers for FY22 FY22 UPWP update EV update. Including gas tax revenue implications - VTrans?
May 19, 2021	FY22 UPWP and Budget Hearing and Action Determine Ranking of Potential Transportation Projects for FY23 Telework trends and forecasts – CATMA?
June 16, 2021	Annual Meeting



**Chittenden County Regional Planning Commission**

**March 17, 2021**

**Agenda Item 3: Consent Item**

**FY2021 TIP Amendments**

**Issues:**

Make the following changes to the FY21 year of the TIP. This amendment will change both the FY2021-2024 TIP and the FY2020-FY2023 TIP because the FY2021 TIP has not yet been approved by FHWA.

**Shelburne Street Roundabout, Burlington (Project HP085, Amendment FY21-18)**

**Description of TIP Change:** Add \$1,094,354 for preliminary engineering and \$3,112,613 for construction in FY21. The new total project cost is \$12,426,967 which is a 51% increase.

**Reason for the Change:** The project requires large scale environmental investigations underground to locate, identify, and categorize contaminated soils and groundwater.

**Champlain Parkway, Burlington (Project HC001A, Amendment FY21-19)**

**Description of TIP Change:** Reduce the TIP amount in FY21 by \$4,206,967 to accommodate the Shelburne Roundabout amendment listed above. \$4,793,003 remains in this project in FY21 which is adequate to accommodate anticipated project expenses.

**Staff/TAC**

**Recommendation:**

Recommend that the Board approve the proposed TIP Amendments

**For more information  
contact:**

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

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
REGULAR MEETING MINUTES  
DRAFT

DATE: Wednesday, February 17, 2021

TIME: 6:00 PM

PLACE: REMOTE ATTENDANCE VIA ZOOM MEETING VIDEO

PRESENT:	Bolton:	Sharon Murray	Buel's Gore:	Garret Mott
	Burlington:	Andy Montroll	Charlotte:	Jim Donovan
	Colchester:	Jacki Murphy	Essex:	Jeff Carr
	Essex Junction:	Jeff Carr (Alternate)	Hinesburg:	Michael Bissonette
	Huntington:	Barbara Elliott	Jericho:	Catherine McMains
	Milton:	Tony Micklus	Richmond:	Bard Hill
	St. George:	Absent	Shelburne:	John Zicconi
	So. Burlington:	Chris Shaw	Underhill:	Absent
	Westford:	Absent	Williston:	Absent
	Winooski:	Michael O'Brien		
	Cons/Env.:	Don Meals	VTrans:	Amy Bell
	Bus/Ind:	Absent	GMT :	Absent
	Agriculture:	Absent	Socio/Econ/Housing:	Absent

Others: Matthew Langham, VTrans

Meghan O'Rourke, CCTV

Staff:	Charlie Baker, Executive Director	Regina Mahony, Planning Prgm Mgr.
	Eleni Churchill, Trans. Prgm Mgr.	Amy Irvin Witham, Business Office Mgr.
	Marshall Distel, Trans. Planner	Emma Vaughn, Communications Mgr.
	Bryan Davis, Senior Trans. Planner	Jason Charest, Senior Trans. Planner
	Sai Sarepalli, Senior Trans. Planner	

1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:00 PM by the Chair, Michael O'Brien.

2. Public Comment Period on Items NOT on the Agenda. There were none.

3. Action on Consent Agenda, MPO Business. There were two items on the consent agenda.

- Accept the Annual Safety Targets

Targets for the Safety Measures are established every year by VTrans, in collaboration with the CCRPC. The TAC and the Board review and accepted these targets annually. The CCRPC is asked to act on the following 2021 statewide targets set in the 2020 HSIP report:

- Number of Fatalities: 58
- Fatality Rate (Fatalities per 100M VMT): 0.82
- Number of Serious Injuries: 275
- Serious Injury Rate (Serious Injuries per 100M VMT): 3.65
- Total Number of Non-motorized Fatalities and Serious Injuries: 36

- TIP Amendments

The following TIP Amendments were requested:



- Vermont Railway Switch Replacement, Burlington, Project RR013, Amendment FY21-13; Add \$1,874,500 in federal FRA Tiger VII grant funds to replace three existing manual switches in Burlington. This project is not subject to CCRPC's fiscal constraint limit because it is funded with grant funds.
- Amtrak Siding, Burlington, Project RR014, Amendment FY21-14; Add a project to the TIP to construct a rail siding in the Burlington rail yard to overnight Amtrak passenger trains. Construction amount for this project is \$1,900,000.
- Maple Street Rail Crossing Safety Improvements, Project HP154, Amendment FY21-17; Increase construction cost from \$1,035,000 (federal) to \$1,866,276 (federal). TIP amounts will be \$658,750 (federal) in FY21 and \$1,207,526 (federal) in FY21.

BARBARA ELLIOTT MADE A MOTION, SECONDED BY JEFF CARR, TO APPROVE THE CONSENT AGENDA ITEMS. THE MOTION CARRIED UNANIMOUSLY BY THE MPO MEMBERS.

4. Approve Minutes of the January 20, 2021 Board Meeting.

JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO APPROVE THE JANUARY 20, 2021 BOARD MEETING MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY.

- Edit: Line 38, Pg 4, Catherine requested the addition of "K" to clearly designate the amount is in the thousands.
- Edit: Line 38, Pg 6, Jim requested the following clarifying statement be added to the end of the sentence, "*because of the ongoing storage of hazardous materials in Charlotte*".

5. Comments on Draft Clean Water Service Provider Rule. Charlie referred members to the Draft Clean Water Service Provider Rule letter included in the packet. GARRET MOTT MADE A MOTION, SECONDED BY JIM DONOVAN, TO ACCEPT THE COMMENTS ON THE DRAFT CLEAN WATER SERVICE PROVIDER RULE LETTER, WITH EDITS. MOTION CARRIED UNANIMOUSLY.

- An edit was proposed to section § 39-306 - Fiscal Management by Jim Donovan, to clarify that 'quotes' are not appropriate for professional services. Jim proposed this be changed to "qualifications and quotes". Members agreed.
- Jeff and Garret suggested further examination of Subchapter 6. Conflicts of Interest, as these nuances are very important. Members agreed.

6. I-89 2050 Study presentation

Charlie and Eleni shared the I-89 2050 Study PowerPoint presentation that was included with the packet with members. Eleni provided the background and overview on the project. She discussed the status of the project, including the review of Interchange Concept Plans, Interchange Evaluation, and the introduction of initial concepts for improvement bundles for the I-89 corridor.

The project's Vision Statement reads: "The 2050 Vision for the I-89 Corridor through Chittenden County is an interstate system (mainline and interchanges) that is safe, resilient and provides for reliable and efficient movement of people and goods in support of state, regional, and municipal plans and goals." She said the I-89 Vision, Goals, and Objectives, will be reassessed as needed to ensure that these statements continue to address future trends in travel patterns and shifts in mode shares as well as changes in land use.

1 Eleni explained, there are two rounds of Interchange Evaluation; based on the results of the first  
2 round of interchange evaluation, the I-89 Advisory Committee voted to advance Exits 12B, 13 and 14  
3 to the second round of evaluation. The second round of evaluation included metrics under each  
4 goal developed for the I-89 Corridor. These included:

- 5 • Safety Goal: Enhance safety along the I-89 Study Corridor and adjacent interchanges for all  
6 users. Metrics: Ramp Spacing, Safety Impact, and Bike/Ped Safety.
- 7 • Livable, Sustainable, & Healthy Communities Goal: To promote compact growth that  
8 supports livable, affordable, vibrant, and healthy communities. Metrics: Consistent with  
9 Regional Plan, ROW Impacts, and Environmental Justice / Underserved Populations.
- 10 • Mobility & Efficiency Goal: Improve the efficiency and reliability of the I-89 Corridor and  
11 adjacent interchanges for all users. Metrics: Interchange Trips, VMT, VHT, I-89 Corridor V/C,  
12 Average Delay, and Bike/Ped Connectivity.
- 13 • Environmental Stewardship Goal: Establish a resilient I-89 Corridor that minimizes  
14 environmental impacts associated with the transportation system. Metrics: Wetland  
15 Impacts, River Corridors, Natural Habitats, and Fuel Consumption.
- 16 • Economic Access Goal: Improve economic access and vitality in Chittenden County. Metrics:  
17 Connectivity to Areas Planned for Growth and Job Access.
- 18 • System Preservation Goal: Preserve and improve the condition and performance of the I-89  
19 Corridor. Metrics: Asset Maintenance Cost, Construction Cost, Maintenance & Construction  
20 Cost

21  
22 Eleni provided an overview of the Evaluation Matrices (two tables) that were included in the  
23 presentation and were also sent as a separate attachment to the Board. The two Evaluation  
24 Matrices include the calculated/estimated metric values and the metric scores. Metrics are  
25 organized by goal and the results were scored from 0-4 comparing the lowest to the highest value so  
26 that each result received points based upon which quintile it fell in. At this phase of the I-89 Study  
27 the metrics are specific to the interchanges even though some of them will be carry forward into the  
28 corridor evaluation. Charlie and Eleni are seeking input from Board Members regarding additional  
29 metrics and the scoring methodology. Eleni shared three initial I-89 Corridor bundles which will be  
30 evaluated in the next phase of the study once the decision is made on which interchanges will move  
31 forward for further analysis. Eleni stated an important aspect of the project is communication and  
32 transparency. The second round of interchange evaluations includes targeted outreach to under-  
33 represented populations, interested groups, the South Burlington City Council and Committees and  
34 there will also be an online public meeting next month, on March 18.

35  
36 Jeff and Bard asked for further information and explanations of the scoring and ranking; particularly  
37 the methodology used. Jeff feels it is imperative the commissioners have a deep understanding of  
38 the study to be able to defend the work. Eleni said they are very comfortable with the numeric  
39 values of the metrics, but she welcomes feedback on the scoring methodology because there are  
40 multiple ways that the metrics can be scored. Jim asked for more information on the bundles.  
41 Charlie and Eleni will send out additional supporting documents and will also set up a Zoom meeting  
42 workshop to further explain and review the information for anyone who is interested. Jim also  
43 asked about the metrics, specifically if we should incorporate cultural (historic and archaeological)  
44 and water quality considerations. Members discussed ways to ensure all values have been factored  
45 into the matrix.

46  
47 John Zicconi asked, and pointed out, the following:

- If Exit 13 is downgraded to a Boulevard, will this be limited access, or are there further considerations to help relieve traffic flow at Route 7? Eleni explained this has not had a lot of investigation, but this area is Federal land, and it will likely remain limited access.
- If traffic flow improvements for Exit 14 hinges on the establishment of Exit 12B, we need to ensure this data is exceptionally clear and widely shared.
- In terms of scoring, it is imperative we are mindful these raw scores do not always reflect what is the best option. There are factors to consider outside of the engineering piece of the project, including community impacts.

Jeff stated it is important we clearly articulate the vision for this project; it is important we completely understand the current and future implications, how this project will be viewed in the future and we need to ensure we can define the success of the project. Eleni agreed and felt the vision clearly defines and articulates the overall goals; safety, livability, reliability, efficiency, and resiliency are at the core of this project.

7. All Hazards Mitigation Plan Update Committee Appointment

Mike thanked Sharon for volunteering to serve on the All Hazards Mitigation Plan Update Committee. Sharon said she is happy to do it. She is interested in learning more about the process and how to best represent the commission. GARRET MOTT MADE A MOTION, SECONDED BY JIM DONOVAN, TO CONFIRM SHARON MURRAY'S APPOINTMENT TO THE ALL HAZARD MITIGATION PLAN UPDATE COMMITTEE. MOTION CARRIED UNANIMOUSLY.

8. Racial Equity Update

Charlie provided a quick update on our Racial Equity work. He explained we are in the final stages of setting up the contract with Creative Discourse. There is nothing drastic or quick happening now, as the first phase is to establish an internal leadership team to champion the work. This fall we will dive into heavier work, and hopefully be able to have in-person meetings.

9. Chair/Executive Director Report.

- Draft State Rail Plan

Charlie stated VTrans has the Draft State Rail Plan out for public review. The Transportation Advisory Committee (TAC) will review and vote on staff prepared comments in March. Charlie said this is open to comments for anyone. Jim said he plans to review and share his comments and asked what the deadline for submission is. Charlie said the comment period will close at the end of March. CCRPC staff is working on comments next week that will be ready before the March 3 TAC Meeting. Charlie invited Jim to share his comments so they can be included in the staff comments to the TAC. Charlie said the draft is published online under the Vermont State Rail Plan. Eleni shared the link to the Draft State Rail Plan with members.

- Legislative Update

Charlie said the Legislature is now in full swing. There are a few bills of RPC interest, including bills that affect some of our towns. One example is the project-based TIF (tax increment financing) bill with Westford as the example trying to get community wastewater to the village. The transportation bill has some interesting items, connecting transportation, climate, and energy goals. Charlie said he has been asked to testify on the I-89 Study. They are also working on a broadband bill and various Regional Planning Commissions around the state are helping with this. We are looking at this to determine what we can do. Senator Sirotkin continues to work on the Housing Bill. There is also a Rental House Registry Bill that would take some

responsibilities away from Town Health Officers and shift this work to a statewide inspection system with the Division of Fire Safety. Finally, we are asking for increase in base RPC funding, since there has not been an increase for many years.

Jim wanted to ensure we look at the Rental House Registry bill to see if there will be a negative impact on affordable rentals, as there are already many mandated regulations, fees, and inspections, we want to make sure it is not more difficult to maintain and create affordable housing in rental situations. We want to make sure there is a balance.

- ECOS Annual Report

Charlie explained the ECOS Annual report is being worked on and we hope to have this out before the next meeting.

10. Committee/Liaison Activities & Reports. Mike noted that minutes for our committees were included as links as well as documents within the packet (Executive/Finance Committee, TAC, PAC, MS4 Sub-Committee and CWAC).

11. Future Agenda Topics. Mike reminded members in March we will need to warn for the FY22 UPWP & Budget, and the Board Development Committee, (comprised of Andy, Catherine, and Jeff), will develop the FY22 slate of officers. Charlie said VTRANS is implementing their Prioritization and Project Selection process. This is the first time we will be given a 150% list to fill the capital program in the future years; this is a very different model and allows some input from the RPC for new projects coming into the capital program. This will be a May agenda item for action.

Garret Mott shared his thoughts on future transportation-related considerations; he referenced the I-89 Study and said he would like us to think about the future of electric vehicles. With a clear push toward EVs he feels there will undoubtedly be a need for major changes to the current infrastructure, including the addition of more charging stations and superchargers, as well as grid updates to accommodate the upgrades. We need to think about planning for this. When we consider the I-89 study, that much of this is funded by the fuel tax, and if this funding source is reduced, there will be less money available. The last piece of this is to consider electric bikes. With the expansion of e-bikes we will need to have increased safety measures in place to accommodate volume. He also feels there will be a change in commuter traffic patterns with more people continuing to work from home, post-COVID.

12. Members' Items, Other business. None.

13. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY JIM DONOVAN TO ADJOURN THE CCRPC BOARD MEETING AT 7:35 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham

Chittenden County Regional Planning Commission  
March 17, 2021

Agenda Item 6: *2021 Westford Town Plan* Approval, Confirmation of Planning Process, and Determination of Energy Compliance

**Issues:** The Town of Westford has requested that the Chittenden County Regional Planning Commission (1) approve the *2021 Westford Town Plan*, (2) confirm its planning process and (3) grant a determination of energy compliance to the *2021 Westford Town Plan*. The plan was adopted by the Westford Selectboard on February 25, 2021.

As described in the attached proposed resolution, the PAC has held the required hearing, reviewed the Plan in light of these requests, and recommends Board approval at this time. For your information, the staff report to the Planning Advisory Committee regarding approval and confirmation of the plan and the determination of energy compliance is attached.

VAPDA is keeping track of municipalities that receive a determination of energy compliance at this website: [vapda.org/vermont-enhanced-town-energy-plans/](http://vapda.org/vermont-enhanced-town-energy-plans/)

Please note that municipal planning process confirmation, plan approval and determination of energy compliance decisions shall be made by majority vote of the commissioners representing municipalities, in accordance with the bylaws of the CCRPC and Title 24 V.S.A. § 4350(f).

**Planning Advisory  
Committee  
Recommendation:**

The Planning Advisory Committee recommends that the CCRPC Board approve the *2021 Westford Town Plan*, confirm Westford's planning process, and grant an affirmative determination of energy compliance to the *2021 Westford Town Plan*.

**Staff Recommendation:**

Staff recommends that the CCRPC Board approve the *2021 Westford Town Plan*, confirm Westford's planning process, and grant an affirmative determination of energy compliance to the *2021 Westford Town Plan*.

**Staff Contact:**

Contact Taylor Newton with any questions: [tnewton@nrpcvt.com](mailto:tnewton@nrpcvt.com), 846-4490 ext. \*15.

**Chittenden County Regional Planning Commission (CCRPC)**  
**Resolution**  
**2021 Westford Town Plan, Planning Process and Enhanced Energy Plan**

WHEREAS, Title 24, V.S.A. §4350 in part requires that CCRPC shall review the municipal planning process of our member municipalities including review of plans; that each review shall include a public hearing which is noticed as provided in 24 V.S.A. §4350(b); and that before approving a plan the Commission shall find that it:

1. is consistent with the goals established in Section 4302 of this title;
2. is compatible with its Regional Plan;
3. is compatible with approved plans of other municipalities in the region;
4. contains all the elements included in § 4382(a)(1)-(12) of this Title;

WHEREAS, Title 24, V.S.A. §4352 in part states that a municipality that wishes to seek a Determination of Energy Compliance may submit its plan to the Regional Planning Commission, if the regional plan has an affirmative determination of energy compliance; that each review shall include a public hearing; and that the Commission shall issue an affirmative determination of energy compliance if the plan:

1. is consistent with the regional plan;
2. includes an energy element;
3. is consistent with Vermont's energy goals and policies; and
4. meets the standards for issuing a determination of energy compliance included in the State energy plans, as described by the Vermont Department of Public Service in their Energy Planning Standards for Municipal Plans;

WHEREAS, the CCRPC's *2018 Chittenden County Regional Plan, entitled the ECOS Plan*, adopted June 20, 2018, received an affirmative determination of energy compliance on August 9, 2018;

WHEREAS, the CCRPC at its September 19, 2018 meeting approved the *CCRPC Guidelines and Standards for Confirmation of Municipal Planning Processes, Approval of Municipal Plans and Granting Determination of Energy Compliance* dealing with local plans and CCRPC action;

WHEREAS, The Town of Westford, Vermont is a member municipality of this Commission;

WHEREAS, The Town of Westford formally requested CCRPC to approve its *2021 Westford Town Plan* and confirm its planning process and grant a determination of energy compliance on January 18, 2021;

WHEREAS, the Planning Advisory Committee warned a public hearing on January 23, 2021 and held a public hearing on February 10, 2021 to review the *2021 Westford Town Plan* for approval and confirmation of the planning process and for granting a determination of energy compliance, via Zoom;

WHEREAS, the Planning Advisory Committee reviewed the records and recommended that the Commission approve the *2021 Westford Town Plan* as meeting the requirements of 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes, Approval of Municipal Plans and Granting Determinations of Energy Compliance* and confirm the community's planning process as consistent with Title 24, Chapter 117, as described in CCRPC's staff review and the minutes of the Planning Advisory Committee, dated February 10, 2021.

WHEREAS, the Planning Advisory Committee reviewed the records and recommended that the Commission grant an affirmative determination of energy compliance to the *2021 Westford Town Plan* as meeting the requirements of Title 24, V.S.A. §4352 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes, Approval of Municipal Plans and Granting Determinations of Energy Compliance*, as described in CCRPC's staff review and the minutes of the Planning Advisory Committee, dated February 10, 2021; and

WHEREAS, the Town of Westford Selectboard adopted the *2021 Westford Town Plan* on February 25, 2021;

NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION, that, in compliance with 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes, Approval of Municipal Plans and Granting Determinations of Energy Compliance*, CCRPC approves the *2021 Westford Town Plan* and the Commission finds that said Plan:

1. is consistent with the goals established in Section 4302 of Title 24;
2. is compatible with the *2018 Chittenden County Regional Plan, entitled the ECOS Plan*, adopted June 20, 2018;

3. is compatible with the approved plans from other adjacent Chittenden County municipalities; and
4. contains all the elements included in § 4382(a)(1)-(12) and/or is making substantial progress toward attainment of the elements of this subsection;

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION, that, in compliance with 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans*, CCRPC confirms the Town of Westford's municipal planning process.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION, that, in compliance with Title 24, V.S.A. §4352 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes, Approval of Municipal Plans and Granting Determinations of Energy Compliance*, CCRPC grants an affirmative determination of energy compliance to the *2021 Westford Town Plan*.

Dated at Winooski, this 17<sup>th</sup> day of March, 2021.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

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Michael O'Brien, Chair



## **Chittenden County Regional Planning Commission**

**March 17, 2021**

**Agenda Item 7: Action Item**

### **CCRPC Comments on Draft State Rail Plan**

#### **Background:**

VTrans has released a draft of the [Vermont Rail Plan](#) for public input. The Plan provides a framework for maintaining and enhancing the State's freight and intercity passenger rail system. CCRPC staff has reviewed the Plan and has a few comments on priority policy areas and a few requested clarifications in other areas of the Plan.

#### **Priority Area Comments:**

- Page #47: Burlington Railyard Enterprise Project (REP) should be elevated to the first priority set since this project was added to the proposed State Capital Program for FY22. Additionally, the note on table 6.1 should be updated to reflect the status of the REP and correct the statement that this project is seeking grant funding.
- Page #47: The Passenger Rail Station Improvements should be broken out into individual projects given the differing timeframes and priorities. Essex Junction improvements should be within the first priority set.
- Page #48: Publicize existing voluntary efforts of railroads and encouraging "freight as a good neighbor" should be moved from the second to the first priority set.
- Page #49: The Burlington to Essex track improvements and connecting the *Ethan Allen Express* with the *Vermont* should be elevated to the second priority set. This connection is necessary to achieve the [State's Energy Plan](#) goal of quadrupling Vermont-based passenger rail trips to 400,000 annual trips.

#### **Requested Clarifications:**

- 
- Page #1: Even though we understand why commuter rail is not addressed in the State Rail Plan but included in the Public Transit Plan, it will be helpful to briefly describe the reasons for this.
  - Page #21: More details are needed to explain Positive Train Control.
  - Page #32: it will be important to reference training first responders with regards to hazardous materials being moved by rail.
  - Page #34: For the performance measures listed here, are there associated target years related to those not being met?
  - Page #38: In table 6.1, connecting the *Ethan Allen Express* with the *Vermont* should be given an ID#. Rather than highlighting this as a complicated issue, it would be beneficial to detail how this would connect Vermont's eastern and western corridor intercity rail services that would help increase ridership.
  - Page #40: In table 6.1, the initiative to explore transit-oriented development (TOD) could use more details. What does municipal support look like? RPCs should be added to as an involved party in these discussions.
  - Page #50: The funding discussion could be more robust in terms of detailing opportunities to address the projected rail funding gap. There was a mention of innovative funding approaches in table 6.1, but no details were provided. It would be beneficial to reference the potential of public-private-partnerships.





**CHITTENDEN COUNTY RPC**

*Communities Planning Together*

**TAC & Executive  
Committee  
Recommendation:**

The TAC and the Executive Committee recommend that the Board approves the comments and transmits them to VTrans for consideration.

**Board  
Recommendation:**

The Board approves the comments on the State Rail Plan and transmits them to VTrans for consideration.

**Staff contact:**

Marshall Distel, 802-861-0122 [mdistel@ccrpcvt.org](mailto:mdistel@ccrpcvt.org)



## **Chittenden County Regional Planning Commission**

**March 17, 2021**

### **Agenda Item 9: Chair Action Item**

#### **CCRPC Equity Leadership Team – Appointments/Volunteers**

Through an RFQ process in Fall 2020, CCRPC selected and executed a contract with Creative Discourse as the preferred racial equity consultant to assist with the implementation of short- and long-term goals within our organization. See the CCRPC's [June 2020 newsletter](#) for our stated commitment to equity, diversity, and inclusion.

Phase 1 of the scope of work includes establishing an internal CCRPC Equity Leadership Team. Team members will be 2-4 CCRPC Board members, staff (Emma and Bryan) and one member of the Creative Discourse team.

The Team is anticipated to meet approximately eight times between March and September (phase 1) to lead and champion this organization-wide racial equity work. Meetings are anticipated to be 1 hour each and may include 1 hour of preparation and/or follow up based on the related scope task (e.g., sharing information with the Board, connecting the consultant with people in your City/Town/Village or other networks, refining phases 2 and 3 of the scope, etc.).

See the attached scope with **highlights** showing the role of the Equity Leadership Team throughout the process, and in particular pages 4-6 for phase 1.

**Proposed Action: 2-4 Board members volunteer to be members of the Equity Leadership Team. Chair appoints members to the Team.**

For questions, contact Charlie Baker, 735-3500 or [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org)

February 9, 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 pages 4 through 6 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. Provide guidance to CCRPC staff on 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**

**Phase 1 Cost: \$37,500 + \$2,700 for pre -work = \$40,200**

### **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. *Cleophace 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>	\$3,000
	Policy and website review	<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>
	External Review of Equity Efforts Across Chittenden County	<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>	May - Jul 2021

<b>Equity Assessment (cont'd)</b>		2. Conduct interviews 3. Synthesize interview results  Creative Discourse 1. Help identify people to interview 2. Create interview guide	\$3,000
	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	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 Pre-work  <b>Total</b>	\$37,500 <u>\$2,700</u>  <b>\$40,200</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.



CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING MINUTES  
DRAFT

DATE: Wednesday March 3, 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

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:

1. Call to Order, Attendance. The meeting was called to order at 5:46 PM by the Chair, Mike O'Brien.

2. Changes to the Agenda, Members' Items. Mike stated there are two additional Act 250/Section 248 applications. The first, Rice Lumber in Shelburne (Act 250) and the second, Bolton Solar (Section 248). Regina sent the letters out to members in an e-mail prior to the meeting.

3. Approval of February 3, 2021 Joint Executive & Finance Committee Meeting Minutes  
CATHERINE MCMAINS MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE  
FEBRUARY 3, 2021 JOINT FINANCE & EXECUTIVE COMMITTEE MEETING MINUTES, AS PRESENTED.  
MOTION CARRIED UNANIMOUSLY.

4. Act 250 & Section 248 Applications

a. Section 248 Application, 4 Acorns, LLC; Hinesburg; #21-0250-NMP

Regina referred members to the Section 248 Petition to be filed with the Vt. Public Commission for the 150kW solar project on Observatory Road in Hinesburg, Vt. She explained the CCRPC previously reviewed the 45-day notice of application and found the site of the proposed facility to be a "preferred site". The CCRPC finds the project meets the intent of the Energy Goal (Goal #17) and the location of this project meets the suitability and constraint policies of the 2018 Chittenden County ECOS Plan.

JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE LETTER AS PRESENTED TO NILS BEHN, ACORN ENERGY SOLAR 4, INC. MOTION CARRIED UNANIMOUSLY.

b. Full Petition Application, Bolton Solar, Bolton

Regina noted this project has been seen previously and referred members to the letter they received via e-mail, prior to the meeting. The petition request is for the construction of a 150 kW solar array to be located on Roosevelt Highway (US 2) in Bolton, Vermont. She explained the CCRPC previously reviewed the 45-day notice of application and found the site of the proposed facility to be a "preferred site". The CCRPC identified the following two State possible constraints: Flood Hazard Area and Agricultural Soils. The petitioner acknowledges the

constraints and is proposed mitigation strategies. The CCRPC requests the impacts to the constraints be in conformance with the Vt. Agency of Natural Resources and Agriculture. Members briefly commented on the location of the project.

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

c. Act 250 Application, Rice Lumber, Shelburne: #4C0824-4A

Regina referred members to the letter they received via e-mail, prior to the meeting. She explained this project is an Act 250 Application for a subdivision to create lots 4A and 5A in the Rice Lumber PUD; PUD lot line adjustments; and the extraction of rock. In terms of land use planning areas, the project is fine, the CCRPC found the proposed project to be consistent and in conformance with the Planning Areas of the 2018 Chittenden County ECOS Plan. The application does not include any proposed buildings, but it is important to note the location of the stormwater system adjacent to Route 7 on lots 4 & 5 may conflict with adherence to 9(L) when buildings are proposed. These comments are based on the information currently available and the CCRPC may have additional comments as the project continues.

Regina explained, because no buildings are proposed, there are not any traffic impacts to review. However, in 2013 when Rice Lumber was first proposed we had recommended some access management at the time. Specifically, we asked for existing curb cuts to be closed. That didn't happen at the time; and Regina has asked transportation staff and VTTrans if there is any reason to make this argument again. Regina explained that she was only able to ask folks about this today, and she hasn't heard back yet. Members discussed traffic patterns in the area. John stated, access management, despite what is existing, is going to be interesting and critical. Regina explained if members were uncomfortable with issuing an approval at this time, the letter can be emailed to the Committee once we hear back from transportation staff and VTTrans. The prehearing conference is in mid-March and the hearing is in late March. John said he did not see any problem with approving the current letter, considering this is just a subdivision and there are no impacts on the access points associated with this particular application. Members agreed.

JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE LETTER AS PRESENTED TO DISTRICT #7 COORDINATOR. MOTION CARRIED UNANIMOUSLY

John asked for more information on the potential for stormwater conflicts. Regina explained the second site plan with the letter includes the grading plan. The location intended to manage the stormwater is adjacent to Route 7, on Lots 4 & 5. She explained, 9L is the anti-sprawl criteria, and it requires that sites be designed in a more walkable friendly design – i.e., parking lots behind buildings instead of in the front. John asked how this becomes a sprawl issue and how 9L applies at all? Regina said it does not apply, currently because no buildings are proposed; but if they install the stormwater management system where it currently is on the grading plan it will make it difficult to put buildings there when they are ready to. Charlie explained that the bus runs along Route 7 and any buildings put in this location should be designed in such a way that it is easy to access the bus.

5. Comments on State Rail Plan

Mike referred members to agenda item 5. Comments on State Rail Plan. **John Zicconi excused himself at 6:12PM due to potential conflict of interest for this topic.**

Eleni referred members to the CCRPC Comments on Draft State Rail Plan document included with the packet. Eleni explained we would like our comments on the Rail Plan be recommended for Board approval. Mike asked Eleni to provide members with an overview. She explained the Draft includes recommended initiatives divided into three tiers of priority. CCRPC staff reviewed the Plan and had a few comments on priority policy areas and requested clarification on other areas of the Plan.

In terms of priority, we suggested moving the first three projects/initiatives listed below from the second to the first tier and the fourth project listed from the third to the second tier:

- Page #47: Burlington Railyard Enterprise Project should be moved from the second to the first priority set because the project was added to the proposed State Capital Program for FY22. Additionally, the note on table 6.1 should be updated to reflect the status of the REP and correct the statement that this project is seeking grant funding.
- Page #47: We recommend breaking the Passenger Rail Station Improvements into individual projects given the differing timeframes and priorities and Essex Junction improvements should be within the first set of priorities.
- Page #48: We feel this is a worthwhile effort and recommend publicizing existing voluntary efforts of railroads and encouraging “freight as a good neighbor” be moved from the second to the first set of priorities.
- Page #49: The Burlington to Essex track improvements and connecting the *Ethan Allen Express* with the *Vermont* should be elevated to the second priority set. This connection is necessary to increase ridership and achieve the State energy goal of quadrupling Vermont-based passenger rail trips to 400,000 annual trips.

Mike asked about the timing of the second priority set. Eleni explained there is currently no timeframe associated with any of this. These are proposed project to be worked on over the next 5 years. Eleni explained every 5 years VTrans updates this plan. The updates allow access to federal funding and identify projects that can be worked on.

Eleni reviewed the following requested clarifications with members:

- Page #1: Even though we understand why commuter rail is not addressed in the State Rail Plan but included in the Public Transit Plan, it will be helpful to briefly describe the reasons for this.
- Page #21: Provide more details to explain Positive Train Control.
- Page #32: It will be important to reference training first responders with regards to hazardous materials being moved by rail.
- Page #34: For the performance measures listed here, are there associated target years related to those not being met?
- Page #38: In table 6.1, connecting the *Ethan Allen Express* with the *Vermont* should be given an ID#. Rather than highlighting this as a complicated issue, it would be beneficial to detail how this would connect Vermont’s eastern and western corridor intercity rail services to increase ridership.

- Page #40: In table 6.1, the initiative to explore transit-oriented development (TOD) could use more details. What does municipal support look like? RPCs should be added to as an involved party in these discussions.
- Page #50: The funding discussion could be more robust in terms of detailing opportunities to address the projected rail funding gap. There was a mention of innovative funding approaches in table 6.1, but no details were provided. It would be beneficial to reference the potential of public-private-partnerships.

ANDY MONTROLL MADE A MOTION, SECONDED BY CHRIS SHAW TO RECOMMEND THE COMMENTS ON THE STATE RAIL PLAN BE FORWARDED TO THE BOARD FOR APPROVAL. MOTION CARRIED UNANIMOUSLY.

#### **6:28PM John Zicconi rejoined the meeting**

#### **6. Racial Equity Update – Committee Appointments**

Charlie provided two updates. First, he explained we are now under contract with Creative Discourse and second, we are currently working to establish an equity committee. Following conversations from the last meeting, Sue and her team updated the proposal. Charlie explained although there were specific changes detailed, the overall purpose remained the same. Charlie explained in Phase I, the goal is to establish an internal CCRPC Equity Leadership Team that will lead and champion the work. This team will consist of five to seven people, made up of two or three Board members and two staff members. Staff members will likely include Bryan and Emma as well as one person from the Creative Discourse team. Charlie is hopeful at least one Executive Committee member is interested as well as up to three more Board members. Mike would like to wait and see how many Board members express interest before we select an Executive Committee member. Bard feels it is important to clearly outline the expectations in terms of the time commitment. Mike asked if Charlie, Emma, and Bryan could put together an e-mail to solicit interest from Board members. Charlie said he will send a separate e-mail to board members in advance of the meeting. Members agreed this is a good plan.

#### **7. Chair/Executive Director Report**

- a. Annual Meeting: Charlie said we typically hold our annual meeting and elect officers at the June Board meeting. He anticipates we will have to hold a virtual June Board meeting to take care of the elections. We can push an in-person meeting out to the fall, perhaps September. Charlie mentioned possibly reserving the Hula Lakefront space for the fall meeting. Members agreed Hula could be a nice venue.
- b. UPWP Update: Charlie stated the FY22 UPWP is moving along well. There was one major development as the Federal Highway Administration informed us more money is available. Typically, there is a total of \$2.4 million dollars, however, this year there was an extra \$800K. Because of this surplus, we did not have to make a lot of difficult decisions and there was enough money to fund the requests. The limitation will be with our ability to provide local match. So, this extra funding may be spread over the next two or three years. Charlie said we also need to make sure we have adequate staffing resources to handle the proposed workload. Since the UPWP Committee meets at the end of March, we will have the FY22 DRAFT UPWP to review at our next meeting. John asked if the additional funds would be forfeited if not used within the fiscal year? Charlie explained, no, the timeframe is approximately four years.

c. Legislative Update

Charlie stated the legislature is at the mid-point and there are a few bills of RPC interest, including a Rental House Registry Bill; this would take some responsibilities away from Town Health Officers and shift this work of a statewide inspection system to the Division of Fire Safety. Senator Sirotkin continues to work on the Housing Bill that would help incentivize towns to update zoning to encourage housing in smart growth locations. Bard wanted to point out there is a scale of affordability which could be an issue for medium and small towns. Charlie explained this works to encourage more housing in our village centers. Charlie said Broadband continues being worked on with various RPCs around the State helping with this. Charlie said the Project Based Tax Incremental Funding (TIF) bill may not move forward, which would likely affect Westford and Huntington as they are trying to get community wastewater to the villages. Mike asked what the incremental split would be from the state property tax; Charlie was not sure. Charlie said the RPC's have requested a 20% increase in the Regional Planning Grant. Since there has not been an increase to program funding since 2002, there is some support for this, but it is too early to know if it will be in the approved budget. There is also a weatherization bill being looked at. Charlie said he is not sure of the status, but we may be interested in this at some point.

8. Draft CCRPC Board Meeting Agenda.

Charlie reviewed the March Board agenda with members. He reminded everyone we will need to warn for the FY22 UPWP and Budget vote in May. Other items will be Westford's town plan, and the newly developed VTRANS Project Prioritization. Charlie said Christine Forde was on the committee and we are currently in the testing phase. Charlie would like to invite VTRANS staff to an upcoming Board meeting to explain the Project Prioritization. Charlie said Garret asked about having an EV presentation at some point, he will reach out to VTRANS and VEIC to see if this can happen. Members agreed these are good topics. Charlie asked members if they had any other suggestions.

9. Other Business: There was none.

10. Executive Session. ANDY MONTROLL MADE A MOTION, SECONDED BY CHRIS SHAW TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS WITH CHARLIE BAKER IN ATTENDANCE BEGINNING AT 6:57PM. MOTION CARRIED UNANIMOUSLY.

CHRIS SHAW MADE A MOTION, SECONDED BY JOHN ZICCONI TO EXIT THE EXECUTIVE COMMITTEE SESSION AT 7:48PM. MOTION CARRIED UNANIMOUSLY.

11. Adjournment: JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW TO ADJOURN THE MEETING AT 7:48PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham

March 4, 2021

Nils Behn  
Acorn Energy Solar 4, Inc  
340 Mad River Park, Suite 6  
Waitsfield, VT 05673

RE: Advance Notice of Petition for Acorn Energy Solar 4, LLC's Proposed 150kW Project in Hinesburg, VT  
– Observatory Road (Case #21-0250-NMP)

Dear Mr. Behn:

Chittenden County Regional Planning Commission (CCRPC) has received the Section 248 Petition to be filed with the Vermont Public Utility Commission for a 150kW solar project on Observatory Road in Hinesburg, VT. CCRPC previously reviewed the 45-day notice of application and found that the proposed site of the proposed facility to be a "preferred site." The project is located, in part, on a capped landfill. CCRPC has reviewed this project's conformance with CCRPC's *2018 Chittenden County ECOS Plan*, which gained a Determination of Energy Compliance from the Vermont Department of Public Service on August 9, 2018.

#### ECOS Energy Goal

CCRPC finds that this project meets the intent of the Energy Goal (Goal #17) of the *2018 ECOS Plan*: "Move Chittenden County's energy system toward a cleaner, more efficient and renewable system that benefits health, economic development, and the local/global climate by working towards the State's Comprehensive Energy Plan goals."

Strategy 2, Action 4b of the ECOS Plan states "CCRPC supports the generation of new renewable energy in the County to meet the Vermont Comprehensive Energy Plan's goals of using 90% renewable energy by 2050, in a manner that is cost effective and respects the natural environment." Development of this solar facility helps implement this action.

The Plan's suitability policies help determine whether projects are cost effective, and the Plan's constraint policies help determine whether projects respect the natural environment:

#### Suitability Policies

The *2018 ECOS Plan* recommends the location of renewable energy generation facilities in appropriate locations, as defined by the policies in Strategy 2, Action 4b. The project as proposed meets the following suitability policies:

- The project is located in an area designated by a municipality in an adopted plan for such use, including specific preferred sites for solar.
- The project is located on a previously impacted area (State regulated landfill with post-closure certification).
- The project is outside of any state designated centers or historic districts.

CCRPC finds that the location of this project meets the suitability policies of the *2018 ECOS Plan*.

### Constraints Policies

The 2018 *ECOS Plan* states that development should be located to avoid state and local known constraints that have been field verified, and to minimize impacts to state and local possible constraints that have been field verified (Strategy 3, Action 1.f and Strategy 4, Action 1.f and Action 2.e). CCRPC finds that the proposed facility will not impact known constraints or possible constraints and therefore meets the constraints policy of the 2018 ECOS Plan.

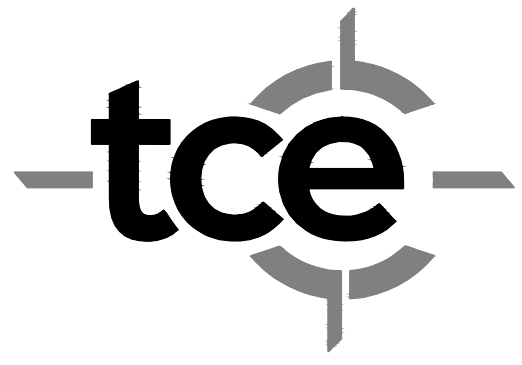
Please feel free to contact me with any questions.

Sincerely,

Charlie Baker  
Executive Director

cc: CCRPC Board  
Joy Dubin Grossman, Town Administrator, Town of Hinesburg





TRUDELL CONSULTING ENGINEERS  
478 BLAIR PARK ROAD | WILLISTON, VERMONT 05495  
802 879 6331 | WWW.TCEVT.COM

Revisions	No.	Description	Date	By

TAX ID: 001703 SPAN: 29409311663

Use of These Drawings  
1. Unless otherwise noted, these Drawings are intended for preliminary planning, coordination with other disciplines or utilities, and/or approval from the regulatory authorities. They are not intended as construction drawings unless note as such or marked approved by a regulatory authority.

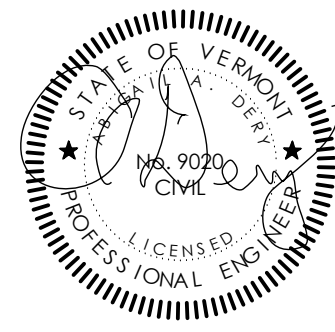
2. By use of these drawings for construction of the Project, the Owner represents that they have reviewed, approved, and accepted the drawings, obtained all necessary permits, and have met with all applicable parties/discipline including but not limited to, the Engineer and the Architect, to insure these plans are properly coordinated including, but not limited to, contract documents, specifications, owner/contractor agreements, building and mechanical plans, private and public utilities, and other pertinent permit for construction.

3. Owner and Architect, are responsible for final design and location of buildings shown, including an area measured a minimum five (5) feet around any building and coordinating final utility connections shown on these plans.

4. Prior to using these plans for construction layout, the user shall contact TCE to ensure the plan contains the most current revisions.

5. These Drawings are specific to the Project and are not transferable. As instruments of service, these drawings, and copies thereof, furnished by TCE are its exclusive property. Changes to the drawings may only be made by TCE. If errors or omissions are discovered, they shall be brought to the attention of TCE immediately.

6. It is the User's responsibility to ensure this copy contains the most current revisions.



Project Title

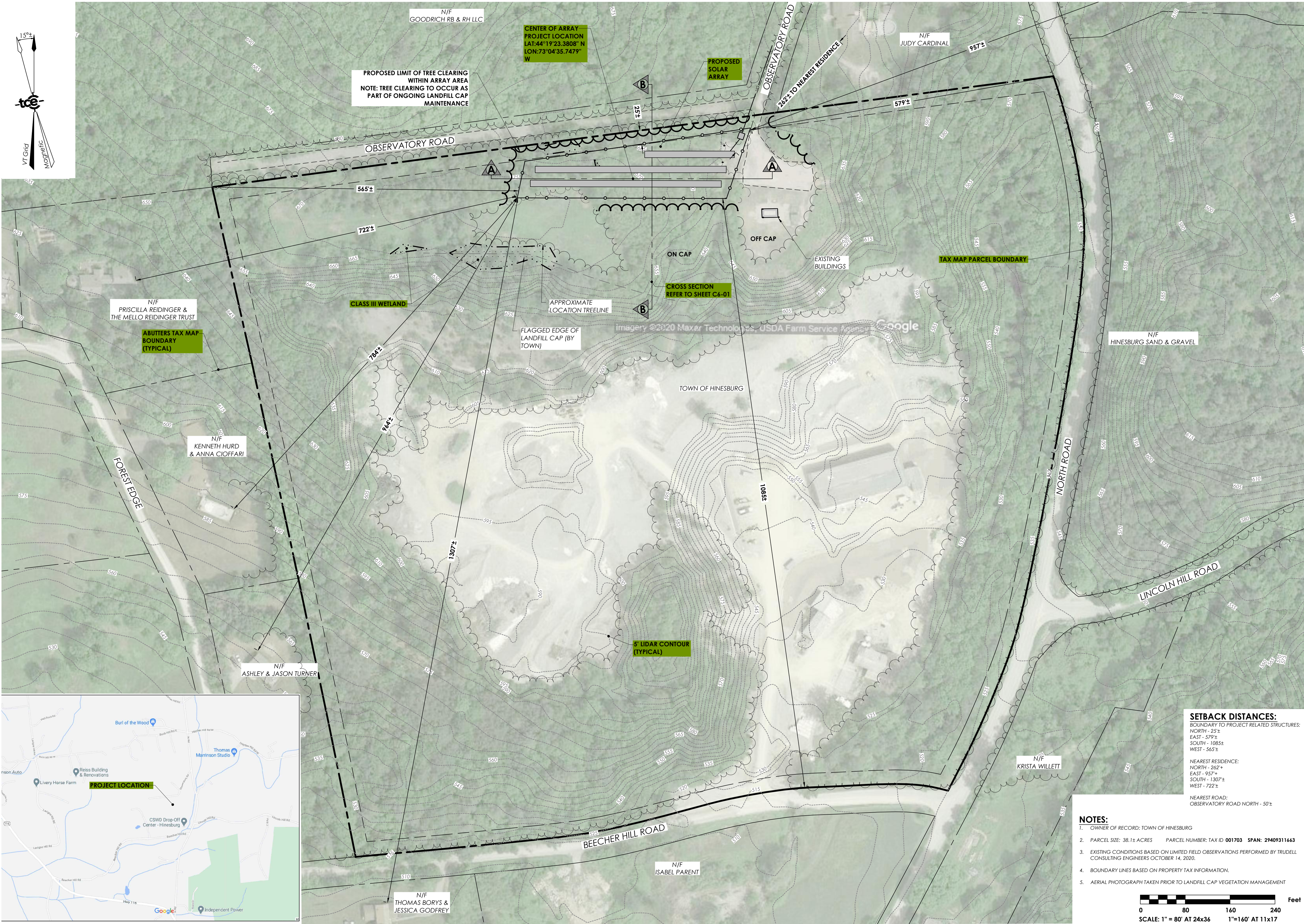
## Proposed 150kW Acorn Energy Observatory Road Hinesburg, Vermont

Sheet Title

### Ortho Site Plan

Date:	1/4/2021
Scale:	1" = 80'
Project Number:	20-301
Drawn By:	RMP
Project Engineer:	ADD
Approved By:	
Field Book:	

# C2-01





[illegible]

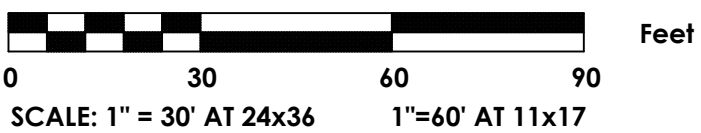
. It is the User's responsibility to ensure this copy contains most current revisions.



**Proposed 150kW  
Acorn Energy**  
Observatory Road  
Hinesburg, Vermont

## Site Plan

# C2-02







**TRUDELL**  
*Consulting Engineers*  
802.879.6331 [www.tcevt.com](http://www.tcevt.com)

Location



Legend

- Tax Parcel Boundary
- Project Parcel (appx. 38 ac.)
- Proposed 150kW Solar
- Ditch
- Class III Wetland
- State Wetland Advisory
- NRCS Soils
- NRCS Hydric\*
- VHD Stream
- River Corridor
- FEMA Flood Zone\***
  - A
  - AE
  - No Data
  - Floodway\*
  - Class A Watershed\*
  - VSWI Significant Wetland\*
  - Significant Natural Community\*
  - State Deer Wintering Area\*
  - State Uncommon Species\*
  - State RTE Species\*

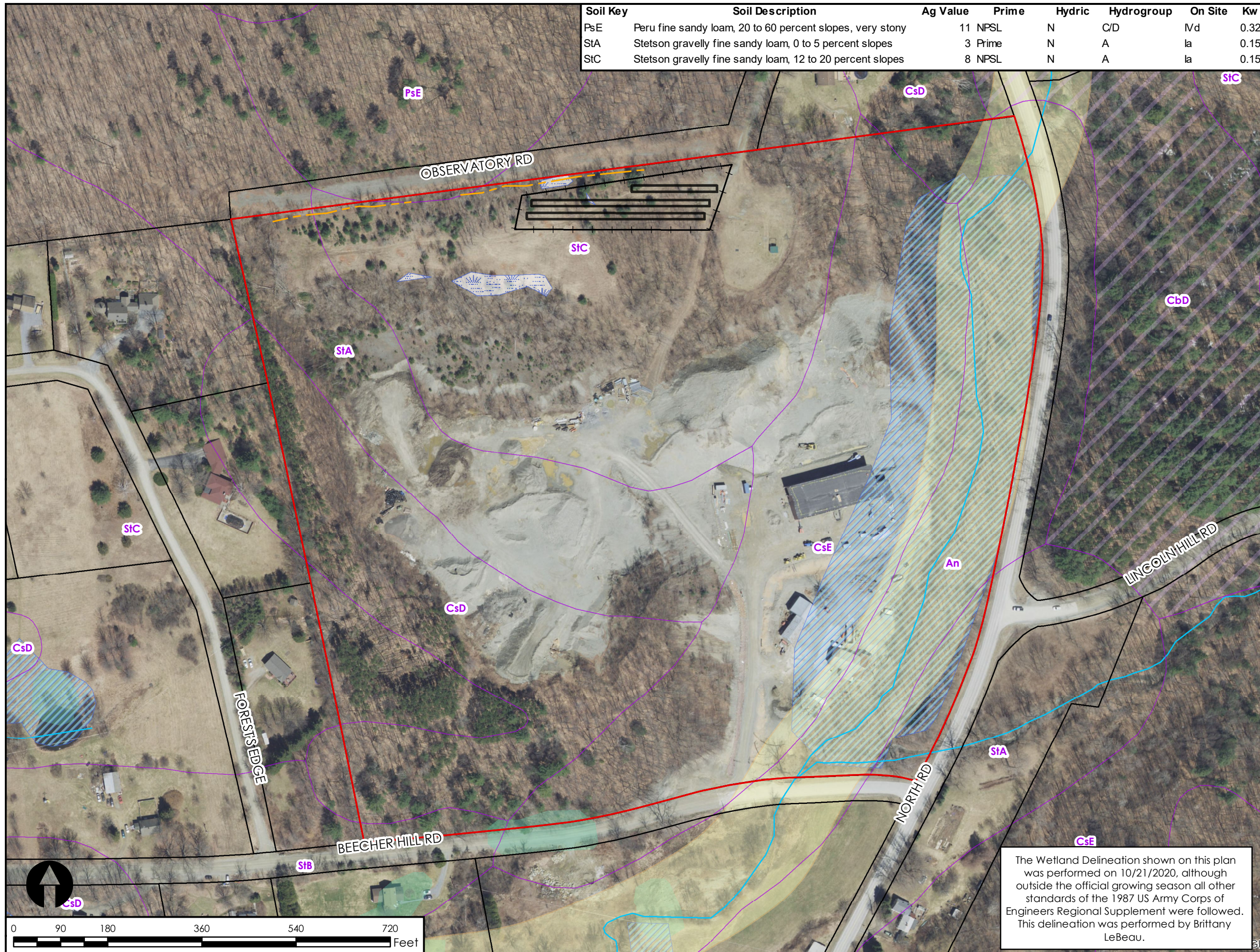
Sources: Aerial Imagery by Google Earth (Various dates); VTE911 Roads (2019); Soils by NRCS (2019); Contours by VCGI & CCRPC (Various dates); Tax Parcel Boundary compiled by VCGI; All other layers by TCE (2020).

Disclaimer: The accuracy of information presented is determined by its sources. TCE is not responsible for any errors or omissions that may exist. Questions of on-the-ground location can be resolved by site inspections and/or surveys by a registered surveyor. This map is not a replacement for surveyed information or engineering studies.

Acorn Energy  
Observatory Road  
Hinesburg, VT

Natural Resource Assessment Map

Project: 20-301  
Prepared By: BJL  
01/15/2021  
1 inch = 180 feet



Soil Key	Soil Description	Ag Value	Prime	Hydric	Hydrogroup	On Site	Kw
PsE	Peru fine sandy loam, 20 to 60 percent slopes, very stony	11	NPSL	N	C/D	IVd	0.32
StA	Stetson gravelly fine sandy loam, 0 to 5 percent slopes	3	Prime	N	A	Ia	0.15
StC	Stetson gravelly fine sandy loam, 12 to 20 percent slopes	8	NPSL	N	A	Ia	0.15

The Wetland Delineation shown on this plan was performed on 10/21/2020, although outside the official growing season all other standards of the 1987 US Army Corps of Engineers Regional Supplement were followed. This delineation was performed by Brittany LeBeau.





TRUDELL CONSULTING ENGINEERS  
478 BLAIR PARK ROAD | WILLISTON, VERMONT 05475  
802 879 6331 | WWW.TCEVT.COM

Revisions	No.	Description	Date	By

TAX ID: 001703 SPAN: 29409311663

Use of These Drawings  
1. Unless otherwise noted, these Drawings are intended for preliminary planning, coordination with other disciplines or utilities, and/or approval from the regulatory authorities. They are not intended as construction drawings unless note as such or marked approved by a regulatory authority.

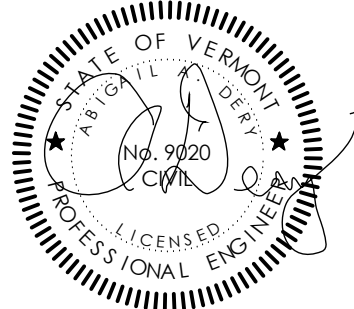
2. By use of these drawings for construction of the Project, the Owner represents that they have reviewed, approved, and accepted the drawings, obtained all necessary permits, and have met with all applicable parties/discipline including but not limited to, the Engineer and the Architect, to insure these plans are properly coordinated including, but not limited to, contract documents, specifications, owner/contractor agreements, building and mechanical plans, private and public utilities, and other pertinent permit for construction.

3. Owner and Architect, are responsible for final design and location of buildings shown, including an area measured a minimum five (5) feet around any building and coordinating final utility connections shown on these plans.

4. Prior to using these plans for construction layout, the user shall contact TCE to ensure the plan contains the most current revisions.

5. These Drawings are specific to the Project and are not transferable. As instruments of service, these drawings, and copies thereof, furnished by TCE are its exclusive property. Changes to the drawings may only be made by TCE. If errors or omissions are discovered, they shall be brought to the attention of TCE immediately.

6. It is the User's responsibility to ensure this copy contains the most current revisions.



Project Title

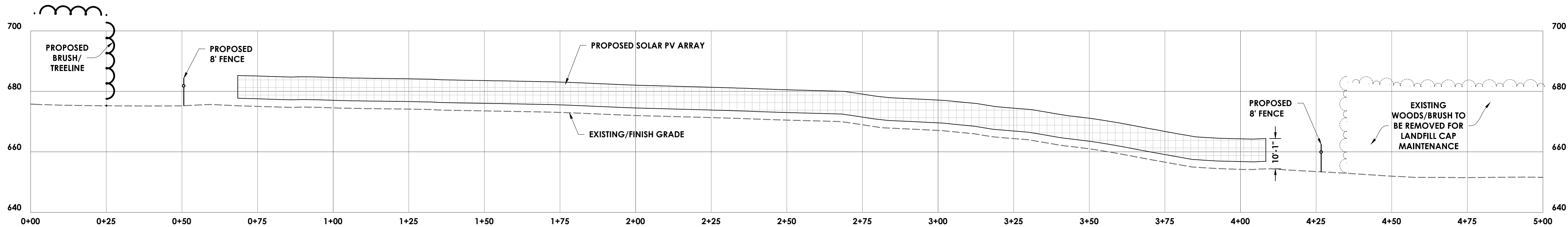
## Proposed 150kW Acorn Energy Hinesburg, Vermont

Sheet Title

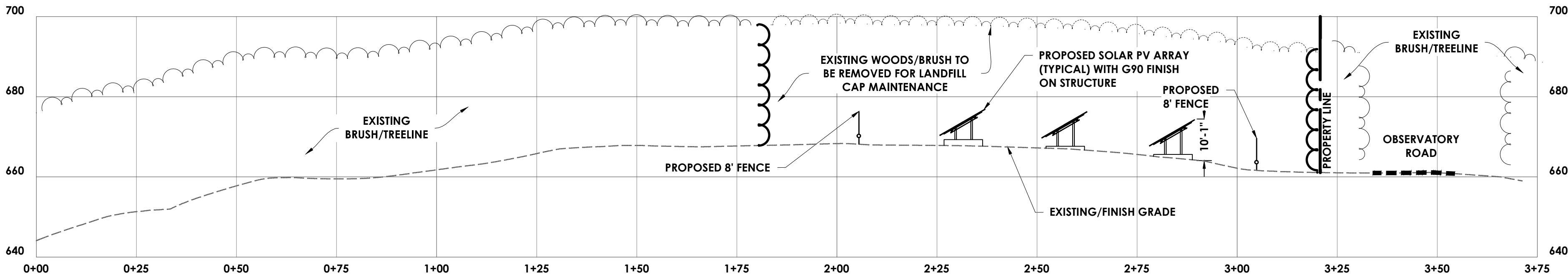
### Sections

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Scale:	Shown
Project Number:	20-301
Drawn By:	RMP
Project Engineer:	ADD
Approved By:	
Field Book:	

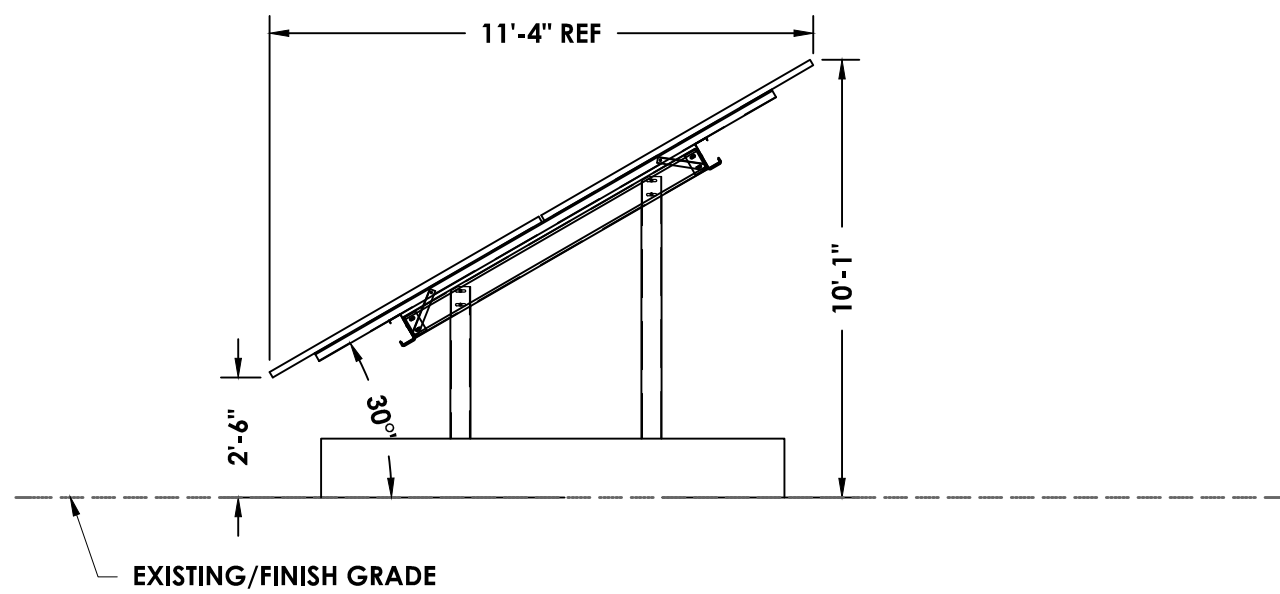
# C6-01



SOLAR ARRAY SECTION A-A'  
HORIZONTAL SCALE 1" = 20' (1" = 40' AT 11X17)  
VERTICAL SCALE 1" = 20' (1" = 40' AT 11X17)



SOLAR ARRAY SECTION B-B'  
HORIZONTAL SCALE 1" = 20' (1" = 40' AT 11X17)  
VERTICAL SCALE 1" = 20' (1" = 40' AT 11X17)



ARRAY SIDE VIEW  
SCALE: 1"=4'

March 4, 2021

David Mullet  
All Earth Renewables  
94 Harvest Lane  
Williston, VT 05495

Re: Bolton Solar, LLC – Full Petition

Dear Mr. Mullet,

The Chittenden County Regional Planning Commission (“CCRPC”) is in receipt of the petition submitted by All Earth Renewables for the construction of a 150 kW solar array to be located on Roosevelt Highway (US 2) in Bolton, VT. The subject parcel is owned by the Eastcote Holdings (C/O Charles Deslauriers). CCRPC previously reviewed the project during the 45-day notice of application and deemed the project a “preferred site,” in December 2020 upon the request of Bolton Solar, LLC’s. CCRPC has reviewed this project’s conformance with CCRPC’s 2018 Chittenden County ECOS Plan, which gained a Determination of Energy Compliance from the Vermont Department of Public Service on August 9, 2018.

#### ECOS Energy Goal

CCRPC finds that this project meets the intent of the Energy Goal (Goal #17) of the *2018 ECOS Plan*: “Move Chittenden County’s energy system toward a cleaner, more efficient and renewable system that benefits health, economic development, and the local/global climate by working towards the State’s Comprehensive Energy Plan goals.”

Strategy 2, Action 4b of the ECOS Plan states “CCRPC supports the generation of new renewable energy in the County to meet the Vermont Comprehensive Energy Plan’s goals of using 90% renewable energy by 2050, in a manner that is cost effective and respects the natural environment.” Development of this solar facility helps implement this action.

The Plan’s suitability policies help determine whether projects are cost effective, and the Plan’s constraint policies help determine whether projects respect the natural environment:

#### Suitability Policies

The *2018 ECOS Plan* recommends the location of renewable energy generation facilities in appropriate locations, as defined by the policies in Strategy 2, Action 4b. The project as proposed meets the following suitability policies:

1. Locate energy generation proximate to existing distribution and transmission infrastructure: The proposed facility is located adjacent to existing distribution infrastructure.
2. Locate ground-mounted solar larger than 15 kW...outside of state designated village centers: The project is not located within a designated village center.

CCRPC finds that the location of this project meets the suitability policies of the 2018 ECOS Plan.

Constraints Policies

The *2018 ECOS Plan* states that development should be located to avoid state and local known constraints that have been field verified, and to minimize impacts to state and local possible constraints that have been field verified (Strategy 3, Action 1.f and Strategy 4, Action 1.f and Action 2.e). Our review indicates that two State possible constraints may be impacted by the project:

- Flood Hazard Area – The proposed project is located within the Flood Hazard Area. The petitioner indicates that they will employ flood minimization methods (i.e. tilting the trackers flat and potentially compensatory flood storage). CCRPC requests that impacts to the Flood Hazard Area be minimized in accordance with the recommendations of the Vermont Agency of Natural Resources (as of writing this letter they have not yet weighed in). Note that flood hazard area II is also listed as a local constraint.
- Agricultural Soils – The proposed project appears to be located on prime agricultural soils and statewide important agricultural soils. The petition indicates that the applicant will follow Act 250's prime ag soil guidance (i.e. stockpile disturbed soil on site). CCRPC requests that impacts to the prime agricultural soils and statewide important agricultural soils be minimized in accordance with the recommendations of the Vermont Agency of Natural Resources (as of writing this letter they have not yet weighed in).

In addition, the subject property does contain several other known and possible constraints identified in the 2018 ECOS Plan, but the site plan indicates that these constraints will be avoided (deer wintering area, slopes greater than 25%, and Vermont Conservation Design Highest Priority Forest Blocks).

These comments are based on information currently available; we may have additional comments as the process continues.

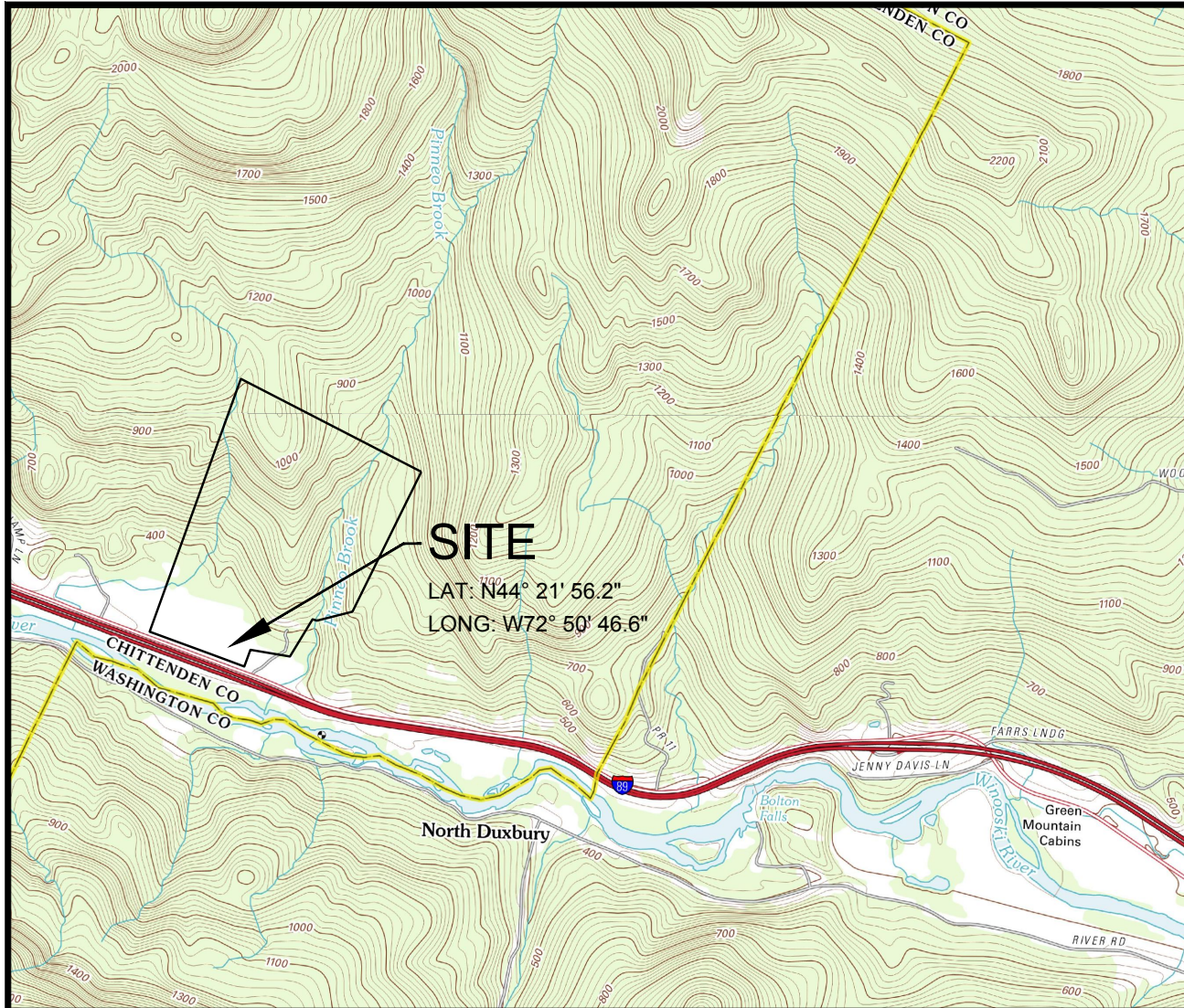
Please feel free to contact me with any questions.

Sincerely,

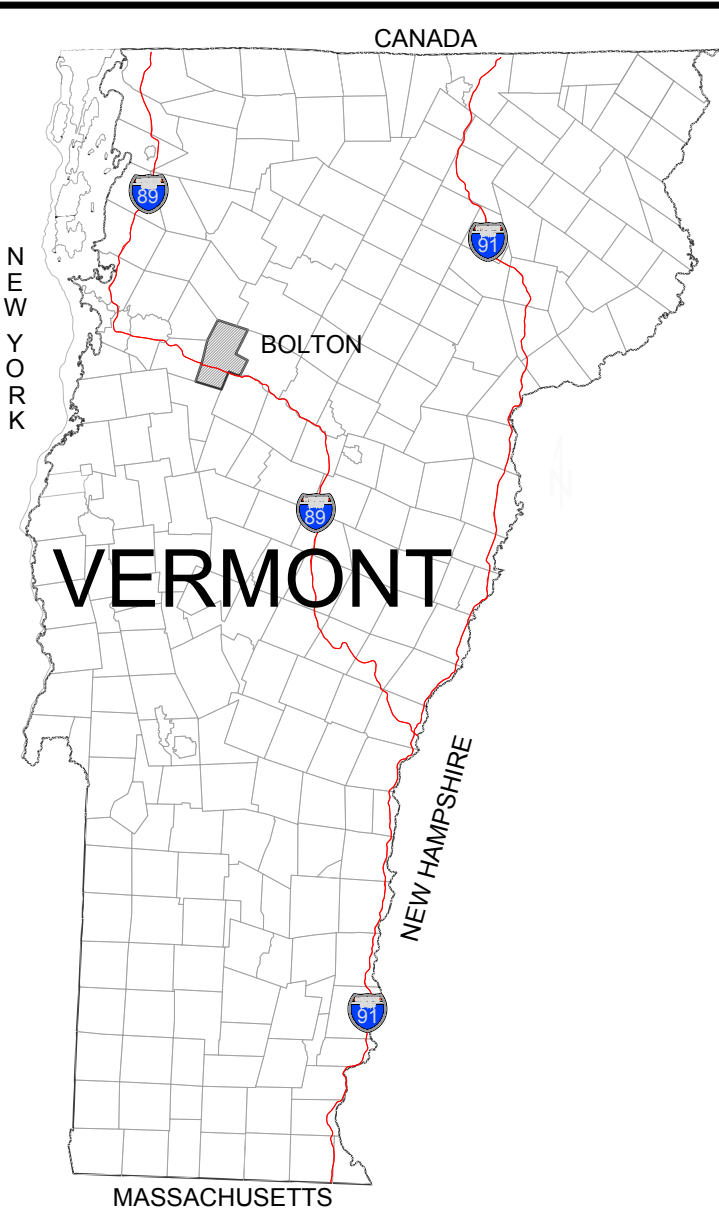
Charlie Baker  
Executive Director

CC: CCRPC Board  
Jon Ignatowski, Planning and Zoning Administrator





LOCATION MAP  
SCALE: 1" = 1/2 MILE



LEGEND

- EXISTING POWER POLE / PROPOSED POLE
- APPROXIMATE PROPERTY LINES
- PROJECT PARCEL PROPERTY LINE
- EXISTING GRADE CONTOUR LINES (5-FOOT INTERVALS)
- EXISTING GRADE CONTOUR LINES (1-FOOT INTERVALS)
- EXISTING OVERHEAD POWER
- SOIL LIMITS FROM WEB SOIL SURVEY
- SOLAR SETBACKS
- DELINEATED WETLANDS FROM ARROWWOOD ENVIRONMENTAL
- ENVIRONMENTAL BUFFER
- LIMITS OF FLOODWAY FRINGE FROM FEMA MAPPING
- LIMITS OF FLOODWAY FROM FEMA MAPPING
- PROPOSED UNDERGROUND POWER LINES
- PROPOSED OVERHEAD POWER LINES
- PROPOSED SOLAR TRACKERS
- LIMITS OF DISTURBANCE SUBJECT TO CONSTRUCTION STORMWATER PERMIT
- SILT FENCE AND CONSTRUCTION LIMIT BARRIER FENCE FOR PLAN SIMPLICITY ONLY ONE LINE IS SHOWN. BARRIER LIMIT FENCE WILL RUN ON THE OUTSIDE OF SILT FENCE, SILT FENCE MAY BE REPLACED WITH SILT WATTLE (SILTSOX) OR APPROVED EQUAL

NOTES:

- ASPECTS OF PLAN ARE APPROXIMATE AND DERIVED FROM AERIAL PHOTOGRAPHY.
- THE HORIZONTAL COORDINATE SYSTEM IS BASED ON NAD83 VERMONT STATE PLANE 4400 (US SURVEY FEET). ELEVATIONS ARE BASED ON THE NAVD88 (US SURVEY FEET).
- EXISTING GROUND CONTOUR ELEVATIONS ARE BASED ON STATE OF VERMONT 2014 LIDAR.
- UTILITIES ARE NOT WARRANTED TO BE COMPLETE OR ACCURATE. CONTRACTOR SHALL CONTACT DIG SAFE BEFORE BEGINNING ANY EXCAVATION.
- THIS IS IN NO WAY A BOUNDARY SURVEY. PROPERTY LINES SHOWN ON THIS PLAN ARE FROM TAX MAP INFORMATION PROVIDED BY THE TOWN.
- THIS IS A PRELIMINARY DESIGN PLAN. FINAL DESIGN WILL BE MODIFIED TO MATCH EQUIPMENT PURCHASED AND POSSIBLE PERMIT CONSTRAINTS REVEALED DURING PROJECT'S REVIEW.

PRIME AGRICULTURAL SOILS (PAS) NOTES

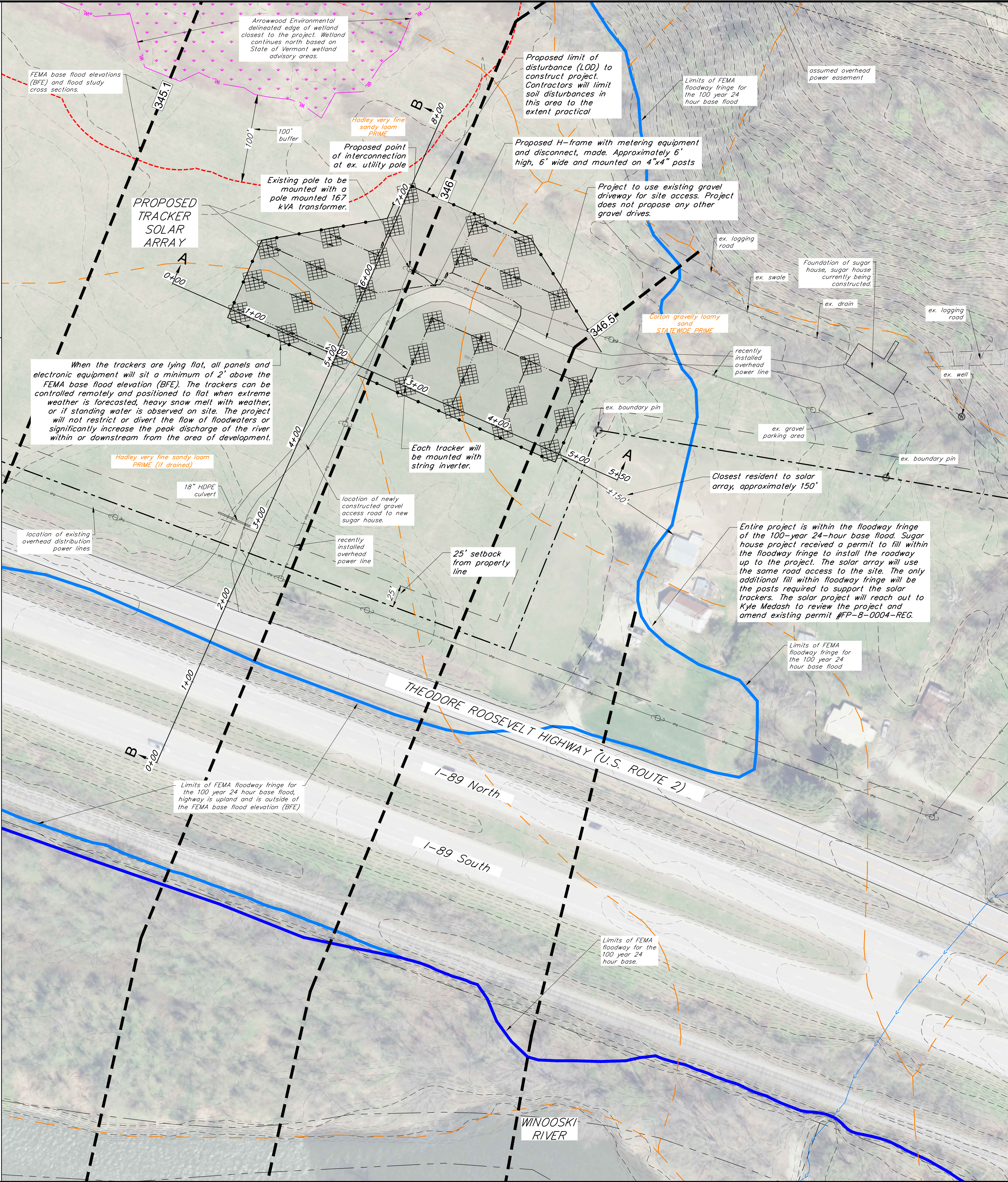
- PRIMARY AGRICULTURAL SOILS ON THE PROJECT SITE SHALL BE PRESERVED IN A MANNER THAT ALLOWS FOR COMPLETE RESTORATION DURING PROJECT DECOMMISSIONING. CONTRACTOR SHALL STORE EXCAVATED PAS SOIL IN ACCORDANCE WITH AAFM GUIDELINES, "ACT 250 PROCEDURE: RECLAMATION OF VERMONT AGRICULTURAL SOILS".
- WITH THE EXCEPTION OF UNDERGROUND TRENCHING, ALL DISTURBANCES TO PRIME AGRICULTURAL SOILS WILL BE TEMPORARY AND NOT INVOLVE SOIL EXCAVATION.
- SOIL LAYERS WILL BE IDENTIFIED IN LOCATIONS WERE UNDERGROUND POWER WILL BE INSTALLED WITHIN PAS. SOIL EXCAVATION FOR CONDUIT TRENCHING WILL BE EXCAVATED AND THEN BACKFILLED IN THE SAME SOIL LAYERS AND WILL NOT REQUIRE SOIL STORAGE STOCKPILES. SOIL DISPLACED BY INSTALLATION OF CONDUITS IS NEGLIGIBLE.
- PROJECT WILL TEST COMPACTION OF THE SOILS EXPECTED TO BE COMPACTED DURING CONSTRUCTION. ALL COMPACTED SOILS WILL BE RESTORED IN ACCORDANCE WITH AAFM GUIDELINES, "ACT 250 PROCEDURE: RECLAMATION OF VERMONT AGRICULTURAL SOILS".

PROJECT AREA CALCULATIONS

PROPOSED VEGETATIVE CLEARING
• NO PROPOSED CLEARING
PROPOSED DISTURBED SOIL SUBJECT TO CONSTRUCTION STORMWATER PERMIT ACCORDING TO VERMONT DEC. ALL AREAS OF THE SOLAR SITE HAVE THE POTENTIAL FOR GROUND DISTURBANCE UNDER THE STORMWATER PERMIT DUE TO DRIVING VEHICLES OR OTHER ACTIVITIES DURING CONSTRUCTION. THE PROJECT WILL LIMIT THE DISTURBANCE TO THE EXTENT PRACTICAL. FOR THE STATE CONSTRUCTION STORMWATER DISCHARGE PERMIT WE WILL CONSIDER THE ENTIRE SITE DISTURBED. THE LOD FOR THIS PROJECT IS SHOWN IN LIGHT GRAY ON THE PROJECT PLAN.
DISTURBANCE SUBJECT TO CONSTRUCTION STORMWATER PERMIT = ±1.60 ACRES
EXISTING IMPERVIOUS AREA
• EXISTING GRAVEL DRIVES AND SUGAR HOUSE = ±0.45 ACERS
TOTAL EXISTING IMPERVIOUS = ±0.45 ACERS
PROPOSED IMPERVIOUS AREA
NO PROPOSED IMPERVIOUS PROPOSED FOR THIS PROJECT.
TOTAL PROJECT IMPERVIOUS POST CONSTRUCTION = ±0.45 ACRES
PROPOSED PROJECT LIMITS
PROJECT LIMITS (DEFINED BY THE OUTLINE OF SOLAR PANELS) = ±1.50 ACERS
PRIME AG SOILS
• ENTIRE PROJECT IS WITHIN PRIME AGRICULTURAL SOILS. THIS PROJECT PROPOSES NO MAJOR GRADING ACTIVITIES WHICH WOULD PERMANENTLY DISTURB THE SOIL. CONTRACTORS WILL FOLLOW THE PAS NOTES SHOWN ON THIS PAGE FOR INSTALLATION OF THE ARRAY AND TRENCHING FOR UNDERGROUND POWER. ALL DISTURBANCES TO PRIME AGRICULTURAL SOILS WILL BE TEMPORARY.
WETLANDS
• PROJECT PROPOSES NO DISTURBANCE WITHIN WETLANDS AND PROJECT CONSTRUCTION WILL STAY +100' FROM THE LIMITS OF THE WETLANDS.

SETBACK DISTANCES

POINT OF INTEREST	DISTANCE FROM NEAREST PROJECT RELATED STRUCTURE TO POINT OF INTEREST
NORTHERN PROPERTY LINE	±3,375'
WESTERN PROPERTY LINE	±1,085'
SOUTHERN PROPERTY LINE	±210'
EASTERN PROPERTY LINE (NEAREST BOUNDARY)	±26'
NEAREST RESIDENCE	±150'
EDGE OF TRAVELED WAY	±275'



BOLTON  
SOLAR LLC

Theodore Roosevelt Highway (VT Route 2)  
Bolton, Vermont



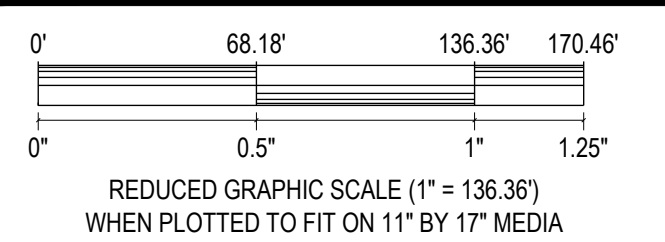
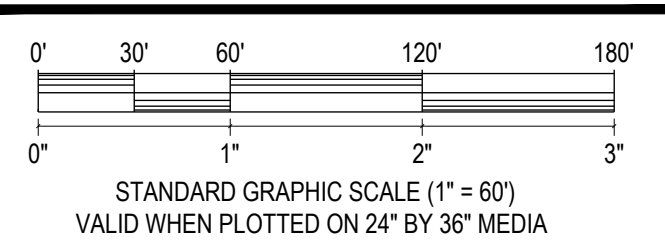
ISSUED FOR PERMIT REVIEW  
NOT FOR CONSTRUCTION

CIVIL ENGINEER:

Krebs and Lansing Consulting Engineers, Inc.  
164 Main Street, Suite 201  
Colchester, Vermont 05446

ENVIRONMENTAL:

Arrowwood Environmental  
950 Bert White Road  
Huntington, Vermont 05462



REV. NO.	REVISIONS/COMMENTS	DATE

DRAWING TITLE:

PROPOSED  
SOLAR ARRAY

DATE ISSUED: 01/22/21

DRAWN BY: GTD

CHECKED BY: GTD

PROJECT NO.: 20279

SCALE: 1" = 60'

DRAWING NO.:

REV. NO.:

C-1.00



March 4, 2021

Kirsten Sultan  
District #7 Coordinator  
374 Emerson Falls Road, Suite 4  
St. Johnsbury, VT 05819-2099

RE: Rice Lumber Company, Inc. and Rice Realty, Inc., c/o Mr. James Carroll in Shelburne, Application #4C0824-4A

Dear Ms. Sultan,

The Chittenden County Regional Planning Commission's (CCRPC) Staff and Executive Committee have reviewed this Act 250 application for a subdivision to create Lots 4A and 5A in the Rice Lumber PUD; PUD lot line adjustments; and extraction of approximately 78,200 CY of rock to remain and be re-graded within the PUD project site, and to be removed off-site. The project includes drilling and blasting over a  $\pm$  35-day duration and is located at 4188 Shelburne Road in Shelburne, Vermont. The Town of Shelburne's Development Review Board has conditionally approved the project.

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

The proposed project is located within the Suburban 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 Suburban 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 (pending approval from the Town Wastewater Superintendent), is located on a public transit line and is in walking distance to shops.

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

While this application does not include any proposed buildings for the subdivided lots, it is important to note that the location of the stormwater system adjacent to Route 7 on Lots 4 & 5 may conflict with adherence to 9(L) when buildings are proposed.

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

DRAFT



## CERTIFICATE OF SERVICE

I hereby certify on this 4<sup>th</sup> day of March 2021, a copy of the foregoing letter concerning Act 250 Land Use Permit Application #4C0824-4A, 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.

Rice Lumber Company, Inc. and  
Rice Realty, Inc.  
c/o Mr. James Carroll  
4088 Shelburne Road  
Shelburne, VT 05482  
[jim@ricelumber.com](mailto:jim@ricelumber.com)

David Marshall, PE/Billy Roberts  
Civil Engineering Associates, Inc.  
10 Mansfield View Lane  
South Burlington, VT 05403  
[dmarshall@cea-vt.com](mailto:dmarshall@cea-vt.com) ;  
[broberts@cea-vt.com](mailto:broberts@cea-vt.com)

Diana Vachon, Town Clerk  
Chair, Selectboard/Chair, Planning  
Commission  
Town of Shelburne  
PO Box 88  
Shelburne, VT 05482  
[dvachon@shelburnevt.org](mailto:dvachon@shelburnevt.org)

Elizabeth Lord, Land Use Attorney  
Agency of Natural Resources  
1 National Life Drive, Davis 2  
Montpelier, VT 05602-3901  
[anr.act250@vermont.gov](mailto:anr.act250@vermont.gov)

Barry Murphy/Vt. Dept. of Public  
Service  
112 State Street, Drawer 20  
Montpelier, VT 05620-2601  
[barry.murphy@vermont.gov](mailto:barry.murphy@vermont.gov)  
[psd.vtdps@vermont.gov](mailto:psd.vtdps@vermont.gov)

Craig Keller/Jeff  
Ramsey/Christopher Clow  
VTrans Policy, Planning & Research  
Bureau  
Barre City Place  
219 N. Main Street

Barre, VT 05641  
[aot.act250@vermont.gov](mailto:aot.act250@vermont.gov)

Vt. 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  
[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

Linda Bullard/Department of  
Libraries  
109 State Street  
Montpelier, VT 05609-0601  
[linda.bullard@vermont.gov](mailto:linda.bullard@vermont.gov)

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)

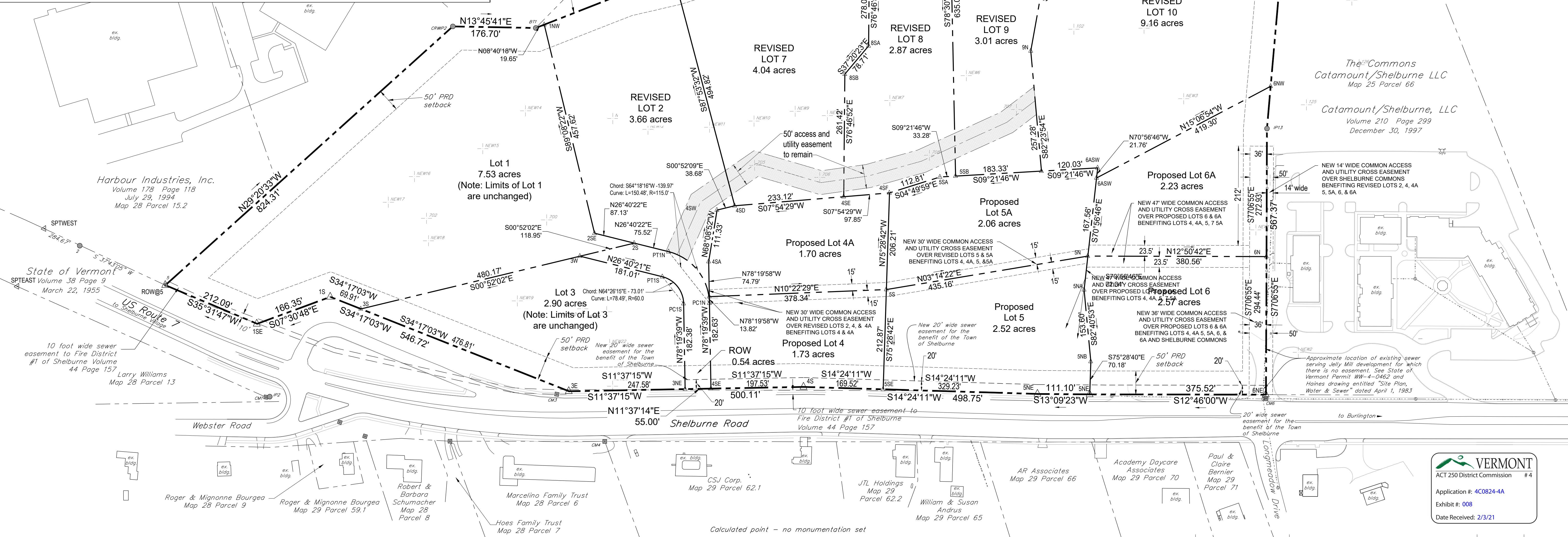
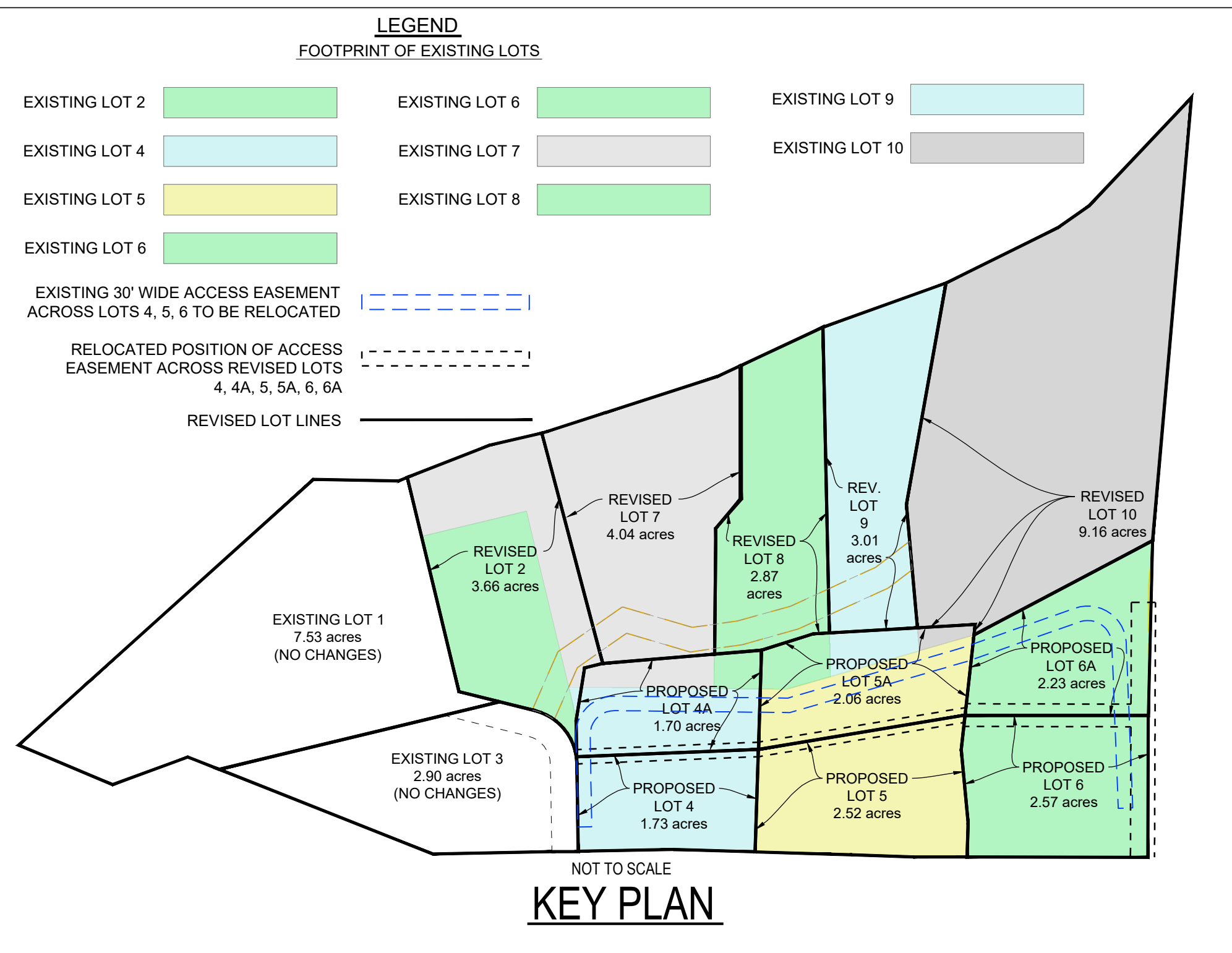
Vermont Gas Systems  
PO Box 467  
Burlington, VT 05402  
[efficiency@vermontgas.com](mailto:efficiency@vermontgas.com)

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 4<sup>th</sup> day of March, 2021



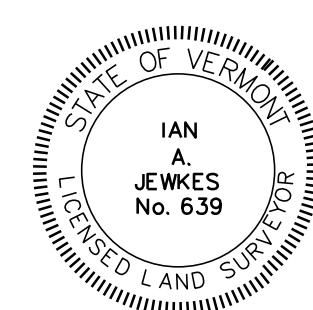


Approval by Resolution of the Development Review Board of the Town of Shelburne, Vermont on the \_\_\_\_ day of \_\_\_\_, 20 \_\_\_\_, subject to the requirements and conditions of said resolution. Signed this \_\_\_\_ day of \_\_\_\_, 20 \_\_\_\_, by \_\_\_\_ Chairman.

**Certification**

This survey is based on physical evidence found in the field and written evidence abstracted from deeds and other pertinent records. This survey is consistent with that evidence. This plat conforms to 27 V.S.A. section 1403.

*[Signature]*  
Ian A. Jewkes L.L.S. #639



Date revised	Description	Checked	Date
Design	IAJ		
Drawn	TJB		
Checked			
Scale	1" = 100'		
Date	Feb. 07, 2020		
Project	12122		

**Final Plat**

**Rice Lumber Redevelopment Project**

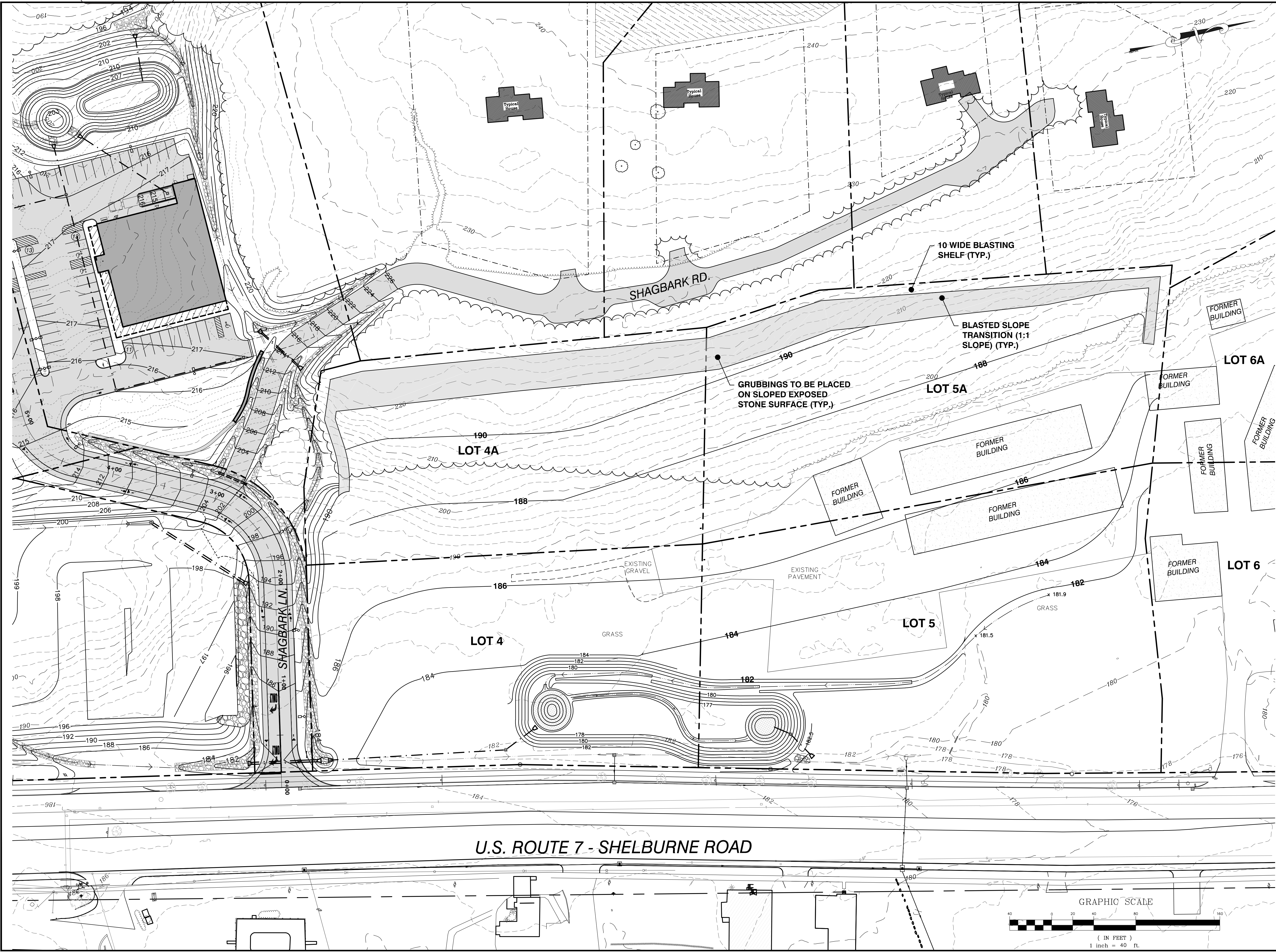
Shelburne Road  
Shelburne, Vermont

**KREBS & LANSING Consulting Engineers, Inc.**  
164 Main Street, Colchester, Vermont 05446

Application #: 4C0824-4A  
Exhibit #: 008  
Date Received: 2/3/21

FP-1





SITE ENGINEER:



CIVIL ENGINEERING ASSOCIATES, INC.  
10 MANSFIELD VIEW LANE, SOUTH BURLINGTON, VT 05403  
802-864-2323 FAX: 802-864-2271 web: www.caa-vt.com

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DRAWN

SAL

CHECKED

DSM

APPROVED

DSM

OWNER:

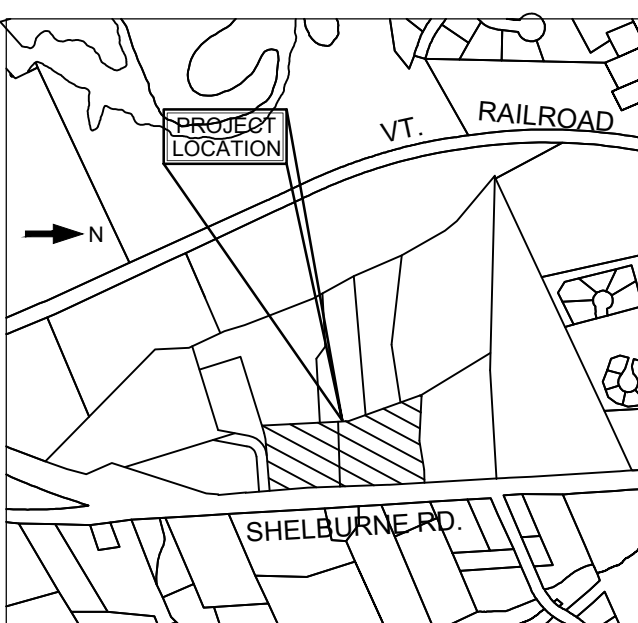
**RICE LUMBER  
CO. INC.**

78 SHAGBARK LN.  
SHELBURNE, VT

PROJECT:

**RICE LUMBER  
P.U.D.  
RESUBDIVISION  
OF LOTS 4 & 5**

SHELBURNE RD.  
SHELBURNE, VT



LOCATION MAP

1" = 1000'

DATE	CHECKED	REVISION
12/22/20	DSM	REVISED BLASTED SLOPE TRANSITION

**PROPOSED  
GRADING PLAN**

DATE  
MAY, 2020

SCALE  
1" = 40'

PROJ. NO.  
10221.04

DRAWING NUMBER

**C2.0**

**U.S. ROUTE 7 - SHELBURNE ROAD**

GRAPHIC SCALE



( IN FEET )  
1 inch = 40 ft.



CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
CLEAN WATER ADVISORY COMMITTEE – **DRAFT** MINUTES

DATE: **Wednesday, March 3, 2021**  
SCHEDULED TIME: 11 a.m. to 12:15 p.m.  
PLACE: ONLINE  
DOCUMENTS: Minutes, documents, and presentations discussed accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance		
Bolton:	Hinesburg: Merrily Lovell	St. George:
Buels Gore:	Huntington: Darlene Palola	Underhill:
Burlington: James Sherrard	Jericho: Katherine Sonnick	Westford:
Charlotte: Larry Lewack	Milton: Dave Allerton, Kirsten Jensen	Williston: Christine Dougherty
Colchester: Karen Adams	Richmond:	Winooski: Ryan Lambert
Essex: Annie Costandi, Co-Chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo	South Burlington: David Wheeler	VANR: Christy Witters
Burlington Airport: Heidi Miller, EIV	University of VT: Lani Ravin	CCRPC Board: Don Meals, co-chair
Friends of the Winooski River:	Lewis Creek Assoc: Andrea Morgante	Winooski NRCD:
<b>Other Attendees:</b> DEC: Danielle Owczarski, Jim Pease <b>Other:</b> Stone Environmental: Peter Lazorchak;		
<b>CCRPC Staff:</b> Dan Albrecht, Marshall Distel, Chris Dubin, Regina Mahony, Sai Sarepalli		

- 1. Call to Order.** With the consent of the co-chairs, it was agreed to have Dan Albrecht run the meeting since it was all online. The meeting was called to order by Dan Albrecht at 11:03 a.m.
- 2. Changes to the Agenda and public comments on items not on the agenda** No changes. Heidi Miller of EIV introduced herself. EIV is the new contract firm handling stormwater issues for the Airport.
- 3. Review and action on draft minutes of February 2, 2021** After a brief recap by Dan Albrecht, *Chris Robinson made a motion, seconded by Karen Adams to approve the minutes as drafted with a correction to fix the meeting ending time to read “a.m.” not p.m. MOTION PASSED with no abstentions.*
- 4. FY22 Unified Planning Work Program: potential water quality projects**  
Marshall quick overview of the UPWP process and described the water quality projects which have been submitted by some towns for consideration for FY22 funding. He thanked Ravi from Richmond and Karen from Colchester for serving as the CWAC Reps on the UPWP Committee. Marshall asked what project requests we can expect in the future. Ryan Lambert noted in the Chat feature that Winooski “will likely apply for phase 2 of sw infrastructure condition assessment.” Andrea Morgante noted that the County really needs work on assessing stormwater impacts from private roads if we can figure out how we can get the funding to help with this. The CCRPC Board needs to start talking about and advocating for this. Dan noted that it will be hard to make the connection between private roads and public infrastructure (to access Federal MPO dollars) so only intersections of such could be studied but not the private roads themselves.
- 5. Review of CCRPC submission to DEC RFI for Start-up costs for Clean Water Service Providers**  
Dan displayed CCRPC’s proposed budget and related tasks that they will submit. The estimate is about \$61,000. The final amount awarded to each Provider is unknown at this point, but the performance period will go from April 2021 through June 2022. Key tasks will include: Developing a website; Developing grant tracking systems; Coordination of CWSP operations with CCRPC policies/governance structure/procurement policies, and pre-qualifying engineers, watershed organizations, natural resource conservation districts and others so that CCRPC, in coordination with Basin Water Quality Council, can delegate task orders to these pre-qualified entities to develop, design and implement projects.

**6. Municipal standards for driveways and private roads**

Dan noted that this was put on the agenda to respond to a query from Town of Charlotte who are working on updating their standards. He asked members to share their current practices.

- Ryan Lambert (via chat): They adopted VTRANS standard B-71, cf. <https://vtrans.vermont.gov/planning/permitting>
- Annie Costandi, Essex – construction specifications and details. [Standard Specifications for Construction | Essex, VT](#) ; Town of Essex Zoning Regulations: <https://www.essexvt.org/176/Official-Zoning-Subdivision-Regulations>
- Karen Adams, Colchester – similar to Essex. They have a driveway detail if it is just a private single family driveway.
- Darlene Palola, Huntingdon: any new construction will need to be addressed with green infrastructure.
- Andrea Morgante, Hinesburg: quite rigorous criteria for new roadways and drives. Gets to be a fair amount of engineering even on a single driveway. Still not as robust as could be; but in new subdivision regulations.
- Katherine Sonnick, Jericho: . Jericho – does address slope (driveway slope in the ROW needs to be negative 3% within first X feet of the driveways sloping away from the road.), but no max length. More specs in public works specifications but those are out of date.
- Dave Allerton, Milton: Milton – have standard drawings for roads and driveways, and have sw specs. They review all development plans that come in. Encourage everyone to keep sw on their own sites. It's all on their website. <https://www.miltonvt.gov/162/Public-Works-Specification-Details>
- Larry Lewack, Charlotte: We are looking for model language for driveway standards for access roads (class 4 private roads w/in subdivisions/ w/re emergency vehicle access, fire ponds etc. Please send sample language to [townplanner@townofcharlotte.com](mailto:townplanner@townofcharlotte.com).
- James Sherrard, Burlington: have an ordinance that prevents sw and sediment from coming off public land onto private land. Burlington Ordinance covering Stormwater, Wastewater and other pollution control measures. <https://www.codepublishing.com/VT/Burlington/#!/Burlington26/Burlington26.html>
- Jim Pease, DEC: Just an FYI that after 7/1/22 the state threshold for a sw permit goes to 1/2 acre and any existing road with a 5000 sq. ft. expansion that carries the total over 1 acre also requires a permit now.

**7. Update: MRGP Compliance Tracking and Grants-in-Aid for 2021**

Chris Dubin provided the update. DEC plans on updating the MRGP permit and tweaking the standards so they have asked folks to hold off on doing new, second inventories. Therefore, CCRPC staff and interns will continue therefore with working with town road foremen this summer to track work done on bringing non-compliant segments up to standards. For Grants in Aid, most all of our towns have signed up for 2021 and a total of \$253,080 will be awarded

**8. Updates**

No updates

**9. Items for Tuesday, April 6<sup>th</sup> meeting agenda.**

CWSP Update, other items t.b.d.

**10. Adjournment.** The meeting adjourned at 11:53 p.m.

*Respectfully submitted, Regina Mahony & Dan Albrecht*

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
**MS4 SUBCOMMITTEE**  
OF CLEAN WATER ADVISORY COMMITTEE – **DRAFT** MINUTES

DATE: **Wednesday, March 3, 2021**  
SCHEDULED TIME: 12:15 p.m. to 1:30 p.m.  
PLACE: ONLINE via Zoom  
DOCUMENTS: Minutes, documents and presentations discussed and a video recording accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance		
Burlington: James Sherrard	Burlington Airport: Heidi Miller, EIV	Williston: Christine Dougherty
Colchester: Karen Adams	Milton: Dave Allerton, Kirsten Jensen	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan (arrived 12:24 p.m.)
Essex Junction: Chelsea Mandigo, co-chair	South Burlington: Tom DiPietro, Dave Wheeler	Univ. of VT: Lani Ravin
DEC: Christy Witters		
<b>Other Attendees:</b> Winooski NRC: Kristen Balschunat; DEC: Jim Pease, Karen Bates; Pluck: Dave Barron (arrived 1:15 p.m.),		
<b>CCRPC Staff:</b> Dan Albrecht, Sai Sarepalli		

**1. Call to Order, Changes to the Agenda and Public Comments on Items not on the agenda:**

The meeting was called to order at 12:17 p.m. With the consent of the co-chairs, it was agreed to have Dan Albrecht facilitate the meeting since it was all online. No public comments were made.

**2. Review and action on draft minutes of January 5, 2021**

After a brief recap by Dan Albrecht, *Chelsea Mandigo made a motion, seconded by Karen Adams to approve the minutes of January 5th as drafted. No further discussion. MOTION PASSED.*

**3. Authorize FY22 annual member dues of \$6,000**

Dan explained that this would be the same dues level as in the current fiscal year. There should be a surplus that carries over into FY22 as well to help fund operations. *James Sherrard made a motion, seconded by Annie Costandi to approve member dues of \$6,000 for FY22. No further discussion. MOTION PASSED.*

**4. Review & vote on proposed Minimum Control Measure #1 2020 Report**

Dave Barron recapped the key elements of the report. The advertising began to use ecological messaging focused on key species, the rack card was revised, continued Tip of the Month outreach (that along with longer time spread of advertising and tracking efficacy of promotion by tracking downloads of info material such as rainbarrel instructions. Overall, website visits were down compared to 2019, likely due to COVID, but on the plus side ad expenditures were less because Dave is able to allocate digital ad dollars in real-time (aka, how much do you want to spend per click/exposure). *Chelsea Mandigo made a motion, seconded by Annie Costandi to approve adoption of the MCM#1 Annual Report for 2020. No further discussion. MOTION PASSED.*

**5. Review & vote on proposed Minimum Control Measure #2 2020 Report**

Kristen Balschunat recapped the elements of the report which were organizational partnerships, outreach, projects, water quality monitoring, adopt a rain garden and volunteer appreciation. and The report is more streamlined than in earlier years so easier to digest. *Chelsea Mandigo made a motion, seconded by James Sherrard to approve adoption of the MCM#2 Annual Report for 2020. No further discussion. MOTION PASSED.*

**6. Review & vote on proposed amendment to FY21 Budget**

- a) Add \$1,500 for Pluck for production of Drain Defenders Video

1 b) Add \$180 for Pluck for Airport information display materials

2 Dan explained the need for the amendment. The \$1,500 was approved at the last meeting. The \$180 is a  
3 new item to cover the costs for Pluck to update the display materials from the old RSEP logo, website and  
4 visuals to the new Rethink Runoff logo, website and visuals. There is enough carry over surplus from FY20 to  
5 cover these costs. *Karen Adams made a motion, seconded by Chris Robinson to approve the additions of*  
6 *\$1,500 and \$180 to the overall FY21 budget.*  
7

#### 8 **6. Potential application to join Adopt-A-Drain program**

9 Chelsea, Annie and Kristen explained the program. The rationale is that it is a great way to engage neighbors  
10 with each other, the online infrastructure is in place and assuming it can be accomplished for a reasonable  
11 price is a good way to spread the costs across the members rather than each municipality trying to build its  
12 own system. Kristen indicated she would work for an hour with each town during set-up. Chelsea and Annie  
13 noted that costs for start-up can be split between municipalities and the overall Rethink Runoff budget and that  
14 some of our existing surplus could be used. Kristen indicated she would develop a memo outlining the  
15 program in more detail and various cost-sharing options and distribute it to the members so we can have a  
16 better sense of overall interest. Kristen will also reach out to the Adopt-a-Drain folks to see they can treat our  
17 9-town region as one municipality in terms of set up costs. She will also see about scheduling a separate, non-  
18 official Zoom meeting with them in case towns want to learn more. Williston has indicated they are interested  
19 as has Burlington. They would like to hear from some other towns. Ryan Lambert (Winooski) and Dave  
20 Allerton (Milton) both indicated they would need to check their colleagues. Dan indicated CCRPC staff could  
21 help with compilation of catch-basin data and transmittal in a format that Adopt-a-Drain needs.  
22

#### 23 **7. Initial discussion of committee review for updates to [www.rethinkrunoff.org](http://www.rethinkrunoff.org)**

24 Dave recapped the already planned improvements. We want to continue shift from “awareness” to “action  
25 taking” like downloading a document, sign up for an activity, etc. With regards to updating the website, he  
26 showed a link to a Google document so people can provide feedback. Dan indicated he will send everyone the  
27 link.  
28

#### 29 **8. Updates**

30 None  
31

#### 32 **9. Items for April 6<sup>th</sup> meeting agenda**

33 1) Adopt-a-Drain  
34

#### 35 **10. Adjournment**

The meeting was adjourned at 1:28 p.m.  
36  
37  
38

*Respectfully submitted, Dan Albrecht*

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
TRANSPORTATION ADVISORY COMMITTEE  
MINUTES

DATE: Wednesday, March 3, 2021  
TIME: 9:00 a.m.  
PLACE: Meeting held remotely via Zoom

**Members Present**

Bryan Osborne, Colchester  
Nicole Losch, Burlington  
Amy Bell, VTrans  
Matthew Langham, VTrans  
Jonathon Weber, Local Motion  
Josh Arneson, Richmond  
Bob Henneberger, Seniors  
Chris Damiani, GMT  
Kurt Johnson, Underhill  
Barbara Elliott, Huntington  
Robin Pierce, Essex Junction  
Sandy Thibault, CATMA  
Kirsten Jensen, Milton  
Chris Jolly, FHWA  
Seth Bowden, GBIC  
Ashley Bishop, VTrans  
Dennis Lutz, Essex  
Dean Pierce, Shelburne

Dave Allerton, Milton  
Mary Anne Michaels, Rail  
Andrea Morgante, Hineburg  
Katherine Sonnick, Jericho  
Lisa Schaeffler, Williston

**Staff**

Charlie Baker, Executive Director  
Eleni Churchill, Transportation Program Manager  
Bryan Davis, Senior Transportation Planner  
Christine Forde, Senior Transportation Planner  
Jason Charest, Senior Transportation Planning Engineer  
Sai Sarepalli, Senior Transportation Planning Engineer  
Chris Dubin, Senior Transportation Planner  
Marshall Distel, Transportation Planner

**Public**

Wayne Nadeau

1. Bryan Osborne called the meeting to order at 9:00 AM.

**2. Consent Agenda**

There is no consent agenda this month.

**3. Approval of Minutes**

Bryan Osborne asked for any changes. Barbara Elliot noted two spelling edits, which CCRPC staff will correct. BOB HENNEBERGER MADE A MOTION TO APPROVE THE MINUTES OF FEBRUARY 2, 2021, SECONDED BY SANDY THIBAULT. THE MOTION PASSED UNANIMOUSLY.

**4. Public Comments**

None.

**5. Proposed Updates to Transportation Improvement Program (TIP) Amendment Procedures**

Christine Forde, CCRPC staff, described minor changes proposed to update the TIP Amendment Policy as outlined in the agenda packet memo. The Policy was last updated in 2011. BARBARA ELLIOT MADE A MOTION THAT THE TAC APPROVE THE PROPOSED CHANGES TO THE TIP AMENDMENT POLICY, SECONDED BY NICOLE LOSCH. THE MOTION PASSED UNANIMOUSLY.

**6. CCRPC Comments on Draft State Rail Plan**

VTrans recently released the draft Vermont Rail Plan for public input. CCRPC staff reviewed the Plan and Marshall Distel and Eleni Churchill outlined the CCRPC's comments on priority policy areas and requested clarifications in other areas of the Plan, as described in the agenda packet memo. Robin Pierce asked if staff contacted Genesee & Wyoming Railroad for their input. Mary Anne Michaels asked why



1 the Burlington Railyard Enterprise Project (REP) should be elevated to the first priority and whether it  
2 should be part of the Vermont Freight Plan instead. Eleni responded that the REP is in preliminary  
3 engineering and is endorsed by VTrans, hence the recommendation to move to the first priority, and it is  
4 included in both the Rail and Freight plans. Amy Bell notes the project is contingent on legislative  
5 approval. NICOLE LOSCH MADE A MOTION THAT THE TAC RECOMMEND THAT THE  
6 BOARD APPROVE THE COMMENTS AND TRANSMITS THEM TO VTRANS FOR  
7 CONSIDERATION. THE MOTION WAS SECONDED BY BARBARA ELLIOT AND APPROVED  
8 UNANIMOUSLY.

#### 9 10 **7. I-89 2050 Study Update**

11 Eleni Churchill, CCRPC staff, gave a [presentation](#) to update the TAC on the I-89 2050 Study. The project  
12 is in the second round of interchange evaluations and is seeking input on the proposed metrics and  
13 scoring. Eleni noted that several focus groups are scheduled to hear input from people from  
14 underrepresented populations. A final report is expected in winter 2022. Dennis noted that scoring  
15 projects on a scale of 0-4 is a narrow range and has used 0-10 in his work which has more flexibility.  
16 Jonathon Weber asked if there are options for solutions that aren't increasing capacity. Eleni said that yes,  
17 non-capacity solutions would be considered first and that non-auto solutions are part of both the  
18 Metropolitan Transportation Plan and bundle 1 of this project. Andrea asked if CCRPC or VTrans is  
19 collecting telecommute data to identify other criteria or discover new trends related to working from  
20 home and the potential to become permanent. Eleni said yes, we collect telecommute and traffic data.  
21 Sandy Thibault said that CATMA has been doing surveys for many years and will conduct a  
22 comprehensive survey this fall, as well as a microsurvey of CATMA member institutions and a survey of  
23 Employee Transportation Coordinator Network members at some point. Eleni noted that VTrans is also  
24 collecting data. Jason Charest pointed out that UVM TRC applied for funding in the FY22 UPWP for  
25 survey work. Chris Dubin said that traffic counts will ramp up in 2021 and allow us to compare to pre-  
26 COVID. Bryan Osborne said he encourages lengthy data collection and doesn't anticipate that  
27 telecommuting will last long term. Andrea says this is an opportunity to focus on transportation demand  
28 management and hopes that surveys can ask different questions so we can better understand changes  
29 between now and the future, as well as demographics. It was asked if eastbound I-189 was removed,  
30 could that serve as a shared use path. Eleni said it depends on which alternative is advanced. Sandy asked  
31 about the status of the bike/ped crossing at Exit 14. Eleni noted that South Burlington continues to seek  
32 funding to support the project. It could be a standalone project or part of this project as a way to address  
33 safety. [www.envision89.com](http://www.envision89.com)

#### 34 35 **8. Proposed TIP Amendment for Shelburne Street Roundabout**

36 Christine Forde, CCRPC staff, reviewed proposed changes to the FY21 year of the TIP as outlined in the  
37 agenda packet memo. This amendment will change both the FY2021-2024 TIP and the FY2020-FY2023  
38 TIP because the FY2021 TIP has not yet been approved by FHWA. Andrea asked why funding to address  
39 the soil contamination wasn't included in the original project budget. Matthew Langham replied that the  
40 level of contamination wasn't known or discovered through the scooping process. BARBARA ELLIOT  
41 MADE A MOTION THAT THE TAC APPROVE THE PROPOSED TIP AMENDMENT, SECONDED  
42 BY ANDREA MORGANTE. THE MOTION PASSED UNANIMOUSLY.

#### 43 44 **9. Status of Projects and Subcommittee Reports**

45 See the project list on the back of the agenda. TAC members are encouraged to contact CCRPC staff with  
46 any questions.

#### 47 48 **10. CCRPC Board Meeting Report**

49 In February the Board approved comments on the Draft Clean Water Service Provider Rule, heard an  
50 update presentation of and discussed the I-89 2050 Study, appointed a Board representative to the All  
51 Hazards Mitigation Plan Update Committee, and heard an update on the hiring of a racial equity  
52 consultant.  
53

11. **Chairman's/Members' Items:**

- VT Department of Environmental Conservation has developed a **Municipal Roads General Permit (MRGP) compliance dashboard** which lists all the MRGP towns and whether they are fully compliant or not and if not, which requirements are not currently being met. It can be accessed through the MRGP website and is updated regularly in real time:  
<https://anrweb.vt.gov/DEC/TWIS/ReportViewer2.aspx?Report=SWMRGPComplianceStatus&ViewParms=False> For more information contact Jim Ryan, [Jim.Ryan@vermont.gov](mailto:Jim.Ryan@vermont.gov), 802-490-6140
- **AARP Community Challenge Grant Program:** AARP Vermont invites community organizations and local governments to apply for the [2021 Community Challenge](#) grant program, *now through April 14*. Grants fund quick-action projects that can range from several hundred dollars for small, short-term activities to several thousand or tens of thousands for larger projects. The Community Challenge is open to 501(c)(3), 501(c)(4) and 501(c)(6) nonprofits and government entities. Other types of organizations will be considered on a case-by-case basis. The application deadline is 8:00 p.m. ET, April 14, 2021, and all projects must be completed by November 10, 2021. To submit an application and view past grantees, visit [www.AARP.org/CommunityChallenge](http://www.AARP.org/CommunityChallenge).
- Chris Dubin, CCRPC staff, gave a brief update on new VT Department of Environmental Conservation portal enhancements, grants in aid updates, and Road Erosion Inventories for this coming summer.
- Ashley Bishop, VTTrans, noted that Class 2 and Infrastructure grants are due April 15 and there might be more funding available. TAC members can contact her for more information.

The next TAC meeting is scheduled for Tuesday, April 6.

NICOLE LOSCH MADE A MOTION TO ADJOURN, SECONDED BY DENNIS LUTZ, APPROVED UNANIMOUSLY. The meeting adjourned at 10:06 AM.

Respectfully submitted, Bryan Davis



## **FY2022 UPWP Committee - Meeting 2 (Virtual Meeting via Zoom)** **February 25, 2021**

### **Members Present:**

Catherine McMains, Committee Chair  
Michael Bissonnette, Board  
Sharon Murray, Board  
Jaqueline Murphy, Board  
Amy Bell, VTrans  
Chris Jolly, FHWA  
Ravi Venkataraman, CWAC  
Karen Adams, CWAC  
Justin Rabidoux, TAC

Barbara Elliot, TAC  
Dean Pierce, PAC

### **Staff:**

Charlie Baker, CCRPC  
Forest Cohen, CCRPC  
Eleni Churchill, CCRPC  
Amy Irvin Witham, CCRPC  
Regina Mahony, CCRPC  
Marshall Distel, CCRPC

### **1. Welcome & Introductions**

Committee Chair Catherine McMains opened the meeting at 4:32 p.m. and introductions were made.

### **2. Review and approval of UPWP Committee Minutes – Meeting #1 (Action)**

Barbara Elliot made a motion, seconded by Michael Bissonnette to approve the January 28, 2021 UPWP Committee meeting minutes. All in favor except Sharon Murray abstained.

### **3. Review of FY22 Project Applications, Comments and Updates with a Focus on PL-Funded (Transportation) Projects**

Prior to moving forward with a review of the FY22 UPWP project spreadsheet, Eleni Churchill briefly explained that more PL funding would be available in FY22 than in previous years.

Chris Jolly provided more details about the FY22 funding. In FY21, approximately \$2.2 million in PL funding and \$467,000 in FTA planning funds were programmed to the CCRPC. However, significantly more funding is available in FY22. One of the biggest factors that will contribute to an increase in FY22 funding will come as a result of FTA funding availability. In previous years, there was a delay in the transfer of the FTA funds to the CCRPC. In FY22, the CCRPC will receive two apportionments of FTA funds within a six-month timeframe.

Between FY18 and FY20, the CCRPC has annually expended around \$2.5 million in PL funds, while the CCRPC was programmed around \$3 million in PL funding. There has been a gap between the money that was expended versus the money that had been programmed. Funds that have not been spent by the CCRPC are carried forward each year. CCRPC staff time availability and local match constraints often prevent the programmed funds from being fully expended on an annual basis.

Amy Bell added that CCRPC is a direct recipient of PL funds as an MPO. Sometimes we don't always know the exact level of PL funds that will be expended until the end of the year. Amy

compared the process to that of a savings account that continuously rolls over annually.

Charlie Baker explained that the bottom line in the UPWP spreadsheet increased from \$1.2 million to \$1.5 million to accommodate all eligible FY22 requests, while also lining up with staffing and local match constraints. The annual CCRPC staff cost equates to around \$1.6 million as an aggregate. GMT funds are also not shown on this table.

Justin Rabidoux asked about tracking the carryover funding. Chris said that FHWA and VTrans are able to track the carryover PL funds that have been unobligated.

Following the funding discussion, Eleni provided an overview of the UPWP project spreadsheet.

For the Queen City Park Road Bike/Ped Scoping, the requested budget increased from \$50,000 to \$60,000 after a draft scope of work was received from a consultant.

The Park and Ride Plan update is seen as a VTrans priority, as planning will also shortly be underway for the update to the statewide park and ride plan. Therefore, the budget increased from \$30,000 to \$50,000 to facilitate the development of a more robust plan.

The description for the I-89 Interchange Review in Bolton & Milton was revised to reflect a review of previous plans rather than a new analysis of the interchanges.

\$10,000 was added to both the Transportation-Related Water Quality Technical Assistance task and the generic Transportation Technical Assistance task to cover potential small project requests throughout the year.

A Regional Transit Funding Model task was added after a discussion with GMT. The study would be managed by the CCRPC and would seek to evaluate opportunities and models to fund regional transit. Charlie will make a request of Legislature to fund the local match.

Regina provided a brief overview of the three Bolton land use project requests. Regina stated that the land use projects are dependent on the availability of staff time so the UPWP Committee will see our recommendations on these at the March meeting.

For the Burlington Impact Fee Study, the budget was reduced budget from \$80,000 to \$40,000 to remove the non-transportation elements. The description was also revised to reflect the change.

Regina detailed how the Jericho land use project request was removed from consideration in FY22 due to a lack of funding for the fee-for-service request.

Eleni then provided an overview of the partner requests.

For the Carsharing as a COVID Response project, FHWA clarified that stipends cannot be provided to volunteers. However, hiring resident ambassadors would be an eligible initiative. CCRPC staff confirmed with CSVT that the budget request remains unchanged.

Justin asked about CCRPC staff availability to take on all of the FY22 project requests. Eleni replied by saying that the CCRPC staff hours calculation will be evaluated within the coming

weeks.

Chris added one additional comment with regards to the overall budget by highlighting how the CCRPC receives significantly more PL funds when compared to many other MPOs around the country. The reason for this is because Vermont is a minimum apportionment state and only has the one MPO. Therefore, the CCRPC is guaranteed a certain base level of PL funds as an MPO. The other factor is that CCRPC is also the only MPO within the state. If the White River Junction area ever gets above 50,000 urban population and a MPO is formed; the funding that CCRPC gets would be shared between the two MPOs. [Note – The urban population of the Lebanon-White River Junction is about 25,000.]

Barbara Elliot asked if CCRPC staff are supportive of all the projects. Eleni replied by saying yes, that there are no concerns with the projects from the staff's perspective. Questions and requested clarifications were brought up with municipalities and partner organizations after the first meeting.

Charlie outlined the financial and operational impacts of COVID on the CCRPC. Many staff members have not used much vacation time in the past 12 months when compared to a normal year. Therefore, there is a backlog of vacation days that may cut into staff availability during the upcoming summer months. This will be taken into consideration when allocating staff hours for FY22.

Karen Adams brought up her suggestion from the first meeting to evaluate the survey-related requests to identify areas of consolidation to achieve a greater level of efficiency. Eleni responded by saying that the survey-related requests were evaluated, but added that consolidation would likely not be feasible because the diverging target populations for these surveys.

#### **4. Next Steps & Adjourn**

Marshall provided a brief overview of the next steps. The CCRPC will work to assemble a full draft of the FY22 UPWP to be reviewed at the final UPWP Committee meeting on 3/25.

Dean Pierce suggested that the public comments be reviewed at the March meeting. Marshall will add this to the agenda.

Barbara made a motion, seconded by Dean to adjourn the meeting. Catherine adjourned the meeting at 5:30 p.m.

Respectfully submitted,

Marshall Distel

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
PLANNING ADVISORY COMMITTEE - MINUTES

DATE: Wednesday, February 10, 2021  
TIME: 2:30 p.m. to 4:00 p.m.  
PLACE: Virtual Meeting via Zoom with link as published on the agenda

**Members Present:**

Eric Vorwald, Winooski  
Ravi Venkataraman, Richmond  
Joss Besse, Bolton, Chair  
Alex Weinhagen, Hinesburg  
Cymone Haiju, Milton  
Wayne Howe, CCRPC Representative  
Paul Conner, So. Burlington  
Darren Schibler, Essex  
Owiso Makuku, Essex

Sarah Hadd, Colchester  
Melissa Manka, Westford  
David White, Burlington  
Andrew Strniste, Underhill

**Staff:**

Regina Mahony, Planning Program Manager  
Melanie Needle, Senior Planner  
Taylor Newton, Senior Planner

**1. Welcome and Introductions**

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

**2. Approval of November 18, 2020 Minutes**

Alex Weinhagen made a motion, seconded by Eric Vorwald, to approve the November 18, 2020 minutes. No further discussion. MOTION PASSED.

**3. Cannabis Legislation**

Regina Mahony provided an overview of Act 164 – Cannabis Tax and Regulate and the PAC had a discussion about who has put the retail opt-in question on their ballots this year (Burlington, Winooski & Richmond).

Melanie Needle provided an overview of the Chittenden Prevention Network's Prioritizing Health in the Built Environment guide. Prevention has played a key role in reducing youth substance use; and these techniques will be helpful in thinking through the regulation of cannabis businesses. This guide refers to this study that VLCT did that talks about the authority for towns to "regulate" adult only products:

<https://www.ccrpcvt.org/wp-content/uploads/2016/01/VLCT-CCRPC-Study-11-21-FINAL.pdf>

The PAC indicated that future topics that would be helpful on this front include:

- Information/presentation from VLCT on best practices in other states that have already been through these conversations.
- Keep informed of the rule making process, and potentially provide comments, as this will greatly inform how this plays out at the local level.
- Provide standard definitions for use in zoning bylaws and/or ordinances.

Presentation is attached.

**4. Westford Town Plan**

Joss Besse opened the hearing at 3:30pm. Hearing no comments, the hearing was closed.

Taylor Newton provided a brief overview of the Plan update, which includes an enhanced energy plan. Taylor stated that the Plan meets all of the statutory requirements. Taylor added that the Town received a VCDP planning grant and they are requiring the Town adopt their plan, even though it hasn't technically expired during the state of emergency.

Alex W. – several questions/comments:

1. Pg. 10. Section 3.2.1 – Census link needs to be removed or updated.
2. Pg. 17 Section 3.2.3 – Westford existing housing stock, home price and how it relates to income. Might consider updating because the data is a little old now. In 3<sup>rd</sup> paragraph data from 2013. Same comment on Pg. 19 – the figure is easy to understand but the data is old.
3. Pg. 20 density description is a great addition. Inspired by that.
4. Pg. 23 & 24 – poor cell service map. Any discussions about providing a cell tower? Melissa Manka stated that they did get public WiFi in the common this past summer; but there has been no Town initiative to add a cell tower. Alex suggested that the it might be good for the Selectboard to proactively reach out for cell coverage – especially in the common.
5. Pg. 25, Figure 9 – pie chart – re-title to Land Area by Parcel Size Distribution.
6. Pg. 26 – continue zoning permits out to 2020.
7. Pg. 36 schools – might want to consider showing a chart that shows the enrollment trends.
8. Energy Plan – pg. 59 – Section 7.2.9. Total electricity increase and limits of three phase power and challenge for solar. Can existing infrastructure handle the electricity increase? Or do the sub-stations need upgrades?
9. Pg. 66 – types of carpooling options: add GoVermont.

Alex Weinhausen made a motion, seconded by Paul Conner, that the PAC finds that the draft 2021 Westford 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 2021 Westford Town Plan will meet 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 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. MOTION PASSED.

## **5. Members Items Open Forum**

Joss Besse asked if any members had any items to discuss with each other.

Alex Weinhausen asked the Town's that have the cannabis question on their ballots if they have spoken with their Planning Commission's yet about how they are going to treat the retail businesses. Eric Vorwald stated that they haven't addressed it so far but intend to treat it just like any other retail assuming that the state Board will include restrictions on signage, etc. They already have a hemp plant in the City. Ravi Venkataraman stated that they haven't spoken to the PC yet. They are tied up with other topics. They are just waiting to see how the vote goes first. Would potentially steer the PC toward light manufacturing districts.

Alex Weinhausen indicated that he is curious how to enable light manufacturing in the rural land areas. Owiso Makuku stated that Essex has these same land use issues as they straddle the line between developed and rural. Essex plans to set up a Committee to think through these cannabis related issues before bringing it to a vote.

Eric Vorwald stated that in the other states that have allowed this the licensing is very expensive so it can be prohibitive for many smaller operators that might do the cultivation piece. Owiso Makuku recalled a conversation from awhile ago about Vermont not wanting large scale cannabis in the state so they may approach this differently. Alex Weinhausen added that we are likely to take a VT scale approach to this and incentivize small folks including BIPOC folks.

Alex Weinhausen has another topic about architectural design guidelines; but he'll ask this via email.

Paul Conner brought up a topic about ways to think about making it easier for folks to allow for outdoor seating and other pandemic induced positive changes. Issue with wastewater seating (typically outdoor seats mean more seats) – but unlikely that outdoor and indoor seats would be used at the same time. In Winooski – capacity is based on what you can accommodate inside. But you can put those seats anywhere.

Next PAC meeting – how are we responding to the long-term impacts of COVID; and how can we take advantage (for lack of a better term). Bolton – inundated from recreation users – Winooski and Bolton potholes and Preston Ponds (100 cars one time). How are we doing by providing enough recreation resources? Richmond having same issue on the Winooski. Looking at creating parking and trying to manage the road. Hoping to have management strategies for the future.

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

Regina asked the PAC to email Regina and Taylor any Act 250/Section 248 updates.

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

- a. Reminder to submit your 2020 housing, commercial and bike/ped data to Melanie if you haven't done so already. We currently have all but 6 municipalities data. Melanie Needle stated "kudos to Meagan Tuttle for getting Burlington's data in on-time for the first time in 5 years!"
- b. Chittenden County Housing Convening – Monday, March 29<sup>th</sup> at 6pm. Save the dates will be going out.
- c. [Community Leadership in Action: A Vermont Guide to Community Engagement, Project Development and Resources](#) from the VT Council on Rural Development.
- d. Incremental Development Alliance will be hosting a Small Scale Development Seminar for VT on February 23<sup>rd</sup> from 9am to 1pm. More information here: [Small Developer Virtual Seminar — IncDev Alliance \(incrementaldevelopment.org\)](#).
- e. [Smart Growth America Equity Summit](#). The videos of the three days are online. There are also a lot of resources in the email I forwarded (in the PAC meeting email).

#### **9. Adjourn**

Meeting adjourned at 4:06pm.

Respectfully submitted, Regina Mahony



## Cannabis Commercialization

**PAC Meeting**  
**February 10, 2021**

1

## Topics

- Review Legislation
- Town Meeting Ballot Questions
- A Municipal Planning Look at Preventing Substance Use
- Next Steps

2

## Act 164 Basics

- Retail sales will only be allowed in communities that vote to opt-in. **Note: proposed bill S.25 would require that this question be posed to the voters no later than March 1, 2022.**
- Cultivation, testing, warehousing, and distribution are not subject to any municipal opt-in. **Note: proposed bill H.164 would require a town to vote on allowing the operation of any type of licensed cannabis establishment**
- While municipalities cannot issue blanket prohibitions of cannabis establishments via ordinance or zoning, the uses are subject to zoning. The bill empowers communities to create local cannabis control commissions, and for such commissions to condition issuance of a local license on any zoning bylaw adopted pursuant to 24 V.S.A. section 4414.
- Cannabis shall not be regulated as "farming," and cultivated cannabis shall not be considered an agricultural product or agricultural crop under relevant State laws; therefore municipalities will have the power to regulate cannabis cultivation through zoning, unlike traditional agricultural practices and agricultural structures.

3

## Act 164 Timelines

- April 1, 2021: Cannabis Control Board makes recommendations to the General Assembly regarding resources necessary for implementation of the program
- On or before **June 1, 2021: Board begins formal rulemaking** for cannabis establishments, medical program, and dispensaries
- On or before **March 1, 2022: Final adoption of rules** for cannabis establishments, medical program, and dispensaries
- On or before **May 1, 2022: Begin issuing licenses for small cultivators, integrated licensees, and testing labs; and integrated licensees may begin selling cannabis and cannabis products to the public**
- On or before Oct. 1, 2022: Begin issuing licenses for retailers; and **retailers may begin selling cannabis and cannabis products to the public**

4

## 2021 Ballot Question

### No

- Underhill
- Westford
- Jericho
- Colchester
- South Burlington
- Shelburne
- Charlotte
- Hinesburg
- Essex Town/Junction
- Williston
- Bolton

### Yes

- Burlington
- Winooski
- Richmond

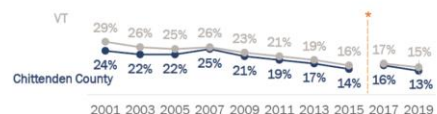
### Unknown

- Huntington
- Milton
- St. George

5

## The percent of adolescents in grades 9-12 who binge drank in the past 30 days was statistically better in Chittenden County compared to Vermont in 2019

\*Note: question wording changed between 2015 and 2017. Use caution when comparing data pre- and post-change.

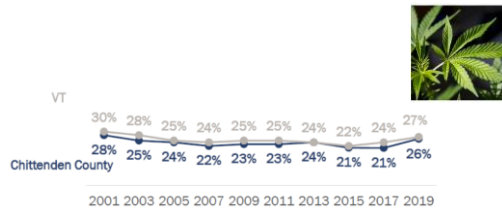


Source: Vermont Youth Risk Behavior Survey (2001-2019)  
 Vermont Department of Health

Prevalence: High School Youth – Binge Drinking

6

The percent of adolescents in grades 9-12 who used marijuana in the past 30 days was statistically the same in Chittenden County compared to Vermont in 2019



Source: Vermont Youth Risk Behavior Survey (2001-2019)

Vermont Department of Health

Prevalence: High School Youth - Marijuana Use



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## What is prevention?

### Prevention is Essential



Prevention is a protective approach that supports healthy lifestyles and attitudes and reduces substance use in our communities, especially for youth.



Tobacco, alcohol, marijuana, opioids and other drugs turn up the heat. Prevention "turns down the temperature" for youth and can prevent problems from boiling over, or even starting to simmer.



Every \$1 INVESTED in prevention



CHITTENDEN COUNTY RPC

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### Root Causes of Youth Substance Misuse



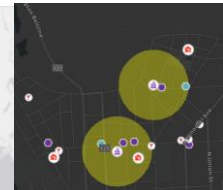
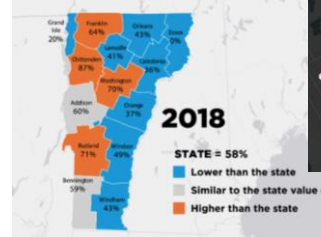
- Community Normalization
- Access and Availability
- Substances in the Community
- Low Perception of Harm by Adults and Youth
- Early Onset of Youth Substance Misuse

CHITTENDEN COUNTY RPC

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## Visualizing the Retail Environment

### TOBACCO RETAILER



7 schools in Burlington are within 1,000 ft of at least one alcohol retailer.

CHITTENDEN COUNTY RPC

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## TOOLS FOR MUNICIPALITIES TO PREVENT & REDUCE SUBSTANCE MISUSE AND RELATED HARMS

Essex Junction, Williston, Jericho, and Winooski discuss substance use prevention in their town plans.

The City Council of Burlington enacted an ordinance to ban smoking and e-cigarette use in the Church Street Marketplace.

The Town of Milton adopted an ordinance making public parks smoke free.



CHITTENDEN COUNTY RPC

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## Tools

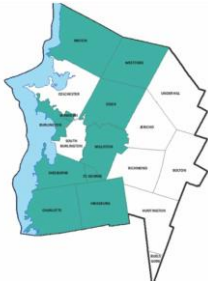
- Smoke/VAPE Free Ordinances
- Establish density maximums
- Permit retailers in certain districts
- Buffer between places where youth congregate
- Healthy Retailer Practices
  - 'Safe Routes to School'
  - Signage
  - Product Placement

CHITTENDEN COUNTY RPC




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# Chittenden Prevention Network





CHITTENDENPREVENTIONNETWORK.COM



CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
PLANNING ADVISORY COMMITTEE - MINUTES

DATE: Wednesday, March 10, 2021  
TIME: 2:30 p.m. to 4:00 p.m.  
PLACE: Virtual Meeting via Zoom with link as published on the agenda

**Members Present:**

Joss Besse, Bolton, Chair  
Eric Vorwald, Winooski  
Ravi Venkataraman, Richmond  
Alex Weinhausen, Hinesburg  
Cymone Haiju, Milton  
Wayne Howe, CCRPC Representative  
Paul Conner, So. Burlington  
Darren Schibler, Essex  
Owiso Makuku, Essex  
Matt Boulanger, Williston  
Dean Pierce, Shelburne  
Larry Lewack, Charlotte

Katherine Sonnick, Jericho

Sarah Hadd, Colchester (left at 3:32pm)

David White, Burlington (left at 3:20pm)

**Staff:**

Regina Mahony, Planning Program Manager  
Eleni Churchill, Transportation Program Manager  
Jason Charest, Senior Transportation Planner  
Taylor Newton, Senior Planner  
Charlie Baker, Executive Director

**1. Welcome and Introductions**

Joss Besse called the meeting to order at 2:34 p.m.

**2. Approval of February 10, 2021 Minutes**

Paul Conner made a motion, seconded by Alex Weinhausen, to approve the February 10, 2021 minutes. No further discussion. MOTION PASSED.

**3. I-89 Study Update & Input**

Eleni Churchill and Jason Charest provided an update on the I-89 2050 Study with a focus on design concepts, metrics and results of the Exits 12B, 13 and 14 evaluations. Please go to the [Envision89](#) website for comprehensive information on this study.

There was quite a bit of discussion of Exit 13 SPDI. Could the land where the former eastbound I-189 lane have the opportunity for redevelopment and/or return to the UVM Eastwoods natural area; or could it be used as a bike path? While it's possible this study won't be able to determine if these areas could be re-purposed. There was a question about how this design would work for folks travelling northbound on 89 and trying to get on to Shelburne Road during pm peak?

There was quite a bit of discussion on Exit 14 DDI. With the removal of the clover leaf ramps, there could be a potential for redevelopment in those areas. While this study won't go into that level of detail (won't be able to know if VTrans and FHWA would allow for the land to be sold); there was a question about whether that redevelopment potential could be scored in some way in the matrix? It seems like it would be valuable. Jason stated that it may be hard to evaluate that at this stage. He stated that the Board asked to have impervious surface added as an evaluation criteria; which is somewhat related in the sense of impervious surface potentially being removed in this design. There was a suggestion by three members to make the multi-use path in the center of the DDI 20' wide in this design.

There was another question about whether it's possible to put the pedestrian and bike paths under the ramps at Exit 14 to keep them completely separated from the vehicle traffic. Staff will take that question back to the consultant team.

Eleni and Jason asked the PAC to take a look at the interchange evaluation matrix after the meeting, as there wasn't much time to review these in detail. Staff stated that we are trying to make sure we have this evaluation stage done

thoroughly and correctly. Question – has there been any discussion about weighting the evaluation criteria? Some might be more important than others (for example 1 acre change of impervious surface impact may be a lot less important than vehicle miles travelled). Right now, every goal and metric is scored equally. Paul Conner suggested, in that case, maybe there should be a review of the metrics within each goal to make sure that there are equivalent of bigger and smaller criteria.

Eleni explained that there has been a significant amount of outreach, including focus groups with New Americans and typically underrepresented populations, business community and workshops in South Burlington. By May the plan is to have a decision on which interchanges to move forward into the I-89 corridor bundles for evaluation.

#### **4. FY22 UPWP Overview**

Regina Mahony gave the PAC an overview of the land use projects that were submitted for the FY22 UPWP. Regina Mahony explained that Staff is working on allocating staff hours in the draft. This will go to the UPWP Committee for their final review at the end of March.

Regulating Trails and Trail Parking	Bolton
Bolton Land Use and Development Regulation Amendments	Bolton
Zoning Administrator Ticketing Bylaws	Bolton
Transportation Impact Fee Study – Revision & Expansion	Burlington
Planned Unit Development Update (not transportation program eligible)	Jericho
Climate Action Plan, Transportation Component	South Burlington
Planning Technical Assistance	South Burlington

#### **5. Town of Bolton Plan Amendment**

The Town of Bolton is considering a Town Plan amendment to their future land use map. See the attached letter from Staff acknowledging this amendment and indicating that CCRPC's original plan approval still stands. Question about allowing more mixed uses, but they are so small lots. And the Town is open to commercial. Lots of steep slope and streams. Awkward to solve the problem by changing to the zoning district; and set back allowances. Could have been an overlay.

There was some discussion about where exactly the change is proposed for because the two maps submitted are very similar. Larry Lewack clarified since he was still in Bolton when this first came about. There was also discussion about changing the rural district to a village district to accommodate small lots. This would allow for mixed uses in addition to simply accommodating the lot sizes. It may be better to employ an overlay district to simply allow for a change in setbacks. Larry Lewack stated that they did discuss the fact that more uses would be allowed, but the lots are so small and there are significant steep slopes so the area really wouldn't lend itself to commercial.

The PAC did not have any objections to the letter as drafted.

#### **6. Members Items Open Forum**

Joss Besse asked if any members had any items to discuss with each other.

Larry Lewack explained that there were four zoning changes on the ballot: two passed - on farm accessory businesses, and obsolete bylaw language; and two associated with the East Charlotte village failed. It would have changed 5 acre to 1 acre zoning in a commercial/village area. Need to foster a community conversation about the need and benefit of a diversity of housing types. Want to engage in a conversation with CCRPC for assistance in these conversations. There was some discussion from municipalities with experience in zoning amendments that go to the voters – Westford used to do that. Alex Weinhagen suggested that ACCD's new zoning guide could be helpful: <https://accd.vermont.gov/sites/accdnew/files/documents/CD/CPR/CPR-Z4GN-Guide-Final-web.pdf> Richmond still does that, and are still working on addressing amendments that failed in 2012. They are trying to front load the conversations with the public as much as possible.

Taylor Newton asked if Charlotte ever voted to be a 'rural town' even though it is over 2,500 people? There was some discussion over the statutory authority to vote by Australian ballot when over 2,500.

**7. Regional Act 250/Section 248 Projects on the Horizon.**

Regina asked the PAC to email Regina and Taylor any Act 250/Section 248 updates.

**8. Other Business**

- a. Permitting Helipads and Airstrips – [Letter](#) from the Vermont Transportation Board to Municipal Manager's and Planning Commissioners. Regina Mahony asked the municipalities if they've seen any of these in their municipalities. Paul Conner: They've only received a question rarely, but the So. Burlington PC does want to address it, as it certainly could happen. Cymone Haiju – there are two locations in Milton now; and the PC does want to take this up. Dean Pierce: Similar boat as South Burlington. Have only heard whispers so far; but it could definitely happen. Darren Schibler asked the PAC about not defining it as a use, and then it would be reviewed as a conditional use, and likely wouldn't pass because it wouldn't be able to meet the criteria. Alex Weinhagen said that likely wouldn't happen in Hinesburg because they have three use types: permitted, conditional and accessory and the accessory uses are very broad. Someone could make the argument that they are an accessory use; and they wouldn't have any standards to judge it against. Regina thanked the PAC for their input.
- b. Cannabis APA magazine article\*
- c. Chittenden County Housing Convening – Monday, March 29th at 6pm. Agenda will go out soon. Regina Mahony asked the members to let her know if they have any suggestions on the equity topic for this convening.
- d. Community Wildlife Program at VT Fish and Wildlife is hosting a webinar on Starting Your Town Conservation Fund next Thursday, March 11th at 1:00pm-2:00pm. Registration information is [here](#).

**9. Adjourn**

Meeting adjourned at 4:01pm.

Respectfully submitted, Regina Mahony

**Brownfields Advisory Committee**  
**Thursday, March 4, 2021**

**Meeting Summary**  
**Scheduled Time: 3:00 p.m. – 3:30 p.m.**

**Held via Zoom:** Meeting recording and *various documents referenced below are available for download at:*  
<http://www.ccrpcvt.org/our-work/economic-development/brownfields/#advisory-committee>

In Attendance	
<b>Committee Members:</b>	
Curt Carter, GBIC, Chair	Matthew Vaughan, LCBP, Vice-Chair
Katie Kinstedt, Burlington CEDO	Pablo Bose, UVM
Heather Carrington, City of Winooski	
<b>Guests:</b>	
Miranda Lescaze, Champlain Housing Trust	Matt Moore, Evernorth
Joel Ribout, Saint Michaels College	
<b>EPA Brownfields Staff</b>	<b>Staff:</b>
Christine Beling	Dan Albrecht, Senior Planner
	Taylor Newton, Senior Planner

**1. Call to Order, Introductions and Changes to the Agenda**

The meeting was called to order at 3:02 p.m. by Chair Curt Carter.

**2. Public comments on items not on the Agenda**

Dan Albrecht noted that Katie Kinstedt is now the new representative for the City of Burlington.

**3. Review and action on 12/16/19 and 2/18/20 meeting summaries**

Dan Albrecht recapped the summaries from these two meetings. *On a motion by Heather Carrington, seconded by Pablo Bose the two meeting summaries with a correction to the 12/16/19 minutes under item #3 to read “Ms. Carrington” rather than “Ms. Harrington” were approved unanimously.*

**4. Action on Site Nominations/Assistance Requests**

**a) Champlain Housing Trust, 10<sup>th</sup> Cavalry Apartments, Colchester: Vapor Testing at Dupont Hall: Building Materials Testing at Dupont, Hamel and Purtill Hall (price and consultant TBD)**

Miranda Lescaze described the proposed redevelopment. CHT is looking to purchase three former dormitories from Saint Michael’s College to turn into 60 perpetually affordable housing units. ATC conducted a Phase I ESA and identified the need to conduct Vapor Testing at Dupont Hall. ATC provided an estimate of \$9,500 to do that work. She noted that they have already moved forward with the building material testing on their own so there is no longer a need for CCRPC to help with that. CHT would also like assistance with preparation of a Corrective Action Plan (CAP).

Dan recapped the elements of his staff recommendation. The project scores high due to its location, the availability of existing infrastructure and the high number of housing units and the fact that they will all be perpetually affordable. Dan noted that there are sufficient funds available of about \$15,000 - \$20,000 within the Hazardous Substances contractual category. If approved by the Committee, he would plan to seek bids from a subset of those firms with a 7-to-10 day turnaround. He concluded noting that ATC is not one of CCRPC's six prequalified firms to carry out the work.

Curt noted that ATC is a subcontractor for both Northwest RPC and Southern Windsor County RPC. Dan noted yes, he had checked in with both of them. NRPC is out of funds but SWCRPC does have funds. Curt recommended that we reach out to SWCRPC given that ATC already has a relationship with CHT and the property and it will make things move more efficiently. Dan noted that could be explored but on the other hand he hopes to be able to spend down the existing grant dollars by the grant closure date of 9/30/2021. Matt Moore indicated they have a good relationship with SWCRPC.

*Motion made by Matt Vaughan, seconded by Heather Carrington to accept the staff recommendation and support funding the requested Vapor Investigation project with the contingency for staff to first see if another RPC could fund ATC to perform the services. Motion passed unanimously.*

Miranda asked if CCRPC could fund a CAP if one was needed. Dan and Curt said that CHT would need to submit a new request given that a firm estimate of cost would be needed. Dan indicated that can also provide funding for environmental professional oversight during asbestos removal or soil management. Dan noted that Christine Beling of EPA just typed in the chat that the grant could be extended).

In response to a question from Matt Moore, Dan said they will hear this spring from EPA on whether CCRPC's grant application for about \$232,000 for Assessment. He also noted that Matt and Miranda should reach out to DEC staff as there is Federal COVID money coming which is earmarked by the Scott Administration for Brownfields cleanup/redevelopment showcase projects.

## **5. Updates**

Taylor Newton introduced himself. He will be helping to staff the Committee. He worked for Northwest RPC and has experience with brownfields grants. Dan noted that he also has a good knowledge of EDA grants and is the point person here helping Westford with redevelopment of the Pigeon property.

Curt welcomed Katie to the Committee

## **6. The meeting adjourned at 3:34 p.m.**

*Respectfully submitted by Dan Albrecht*