

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 PLANNING ADVISORY COMMITTEE (PAC) - MINUTES
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4 DATE: Wednesday, June 14, 2023
5 TIME: 2:30 p.m. to 4:00 p.m.
6 PLACE: Virtual Meeting via Zoom with link as published on the agenda
7

<u>Members Present:</u> Joss Besse, Bolton Meagan Tuttle, Burlington Larry Lewack, Charlotte Cathyann LaRose, Colchester Katherine Sonnick, Essex Town Alex Weinhagen, Hinesburg Barbara Elliot, Huntington Yves Gonnet, Huntington Linda Blasch, Jericho Cymone Bedford, Milton Kit Luster, Shelburne Paul Conner, South Burlington Matt Boulanger, Williston Eric Vorwald, Winooski	<u>Staff:</u> Melanie Needle, Senior Planner Taylor Newton, Planning Program Manager Darren Schibler, Senior Planner Bryan Davis, Senior Transportation Planner
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8 **1. Welcome and Introductions**

9 J. Besse called the meeting to order at 2:31 p.m.

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11 **2. Approval of April 12, 2023 Minutes**

12 Larry Lewack made a motion, seconded by Katherine Sonnick to approve the prior meeting's minutes. No further
13 discussion. MOTION PASSED UNANIMOUSLY.
14

15 **3. PAC Chair Position**

16 J. Besse announced that he is stepping down as Chair. The CCRPC Bylaws state that the PAC Chair can be
17 appointed by the members of the PAC or by the CCRPC Board. J. Besse suggested that the PAC make the
18 decision. J. Besse asked if P. Conner, Vice Chair, would be interested in taking over as Chair. P. Conner noted
19 that he has a standing obligation before the PAC meeting ends, yet would consider the position. The PAC will
20 consider electing a chair at its next meeting in August.
21

22 **4. RFQ – Land Use Consultants**

23 T. Newton updated the PAC on the RAISE-grant funded Transportation Oriented Development Project that
24 CCRPC is managing. The project will include providing master planning and development regulation writing to
25 municipalities. CCRPC had released an RFQ to hire a Project Manager, who was envisioned as the person that
26 would put out an RFQ for land use consultants to be pre-qualified to work with municipalities. No responses were
27 received for the project manager RFQ. Therefore, CCRPC staff released a RFQ for land use consultants in mid-
28 May. Responses are due on June 16. PAC members (Meagan, Larry, and Cymone) will be on review committee
29 with CCRPC staff. The Committee's recommendation will be brought to TAC on July 11. T. Newton noted that
30 all municipalities will be able to use consultants on the pre-qualified list for UPWP projects over the next 2 years.
31

32 **5. Health Equity Toolkit**

33 M. Needle and B. Davis are working together on municipal planning for health equity, developing actions to
34 create healthy communities for all. The project is funded by a statewide grant that all municipalities are eligible to
35 use. In Phase 1 of the grant, CCRPC worked with the VT Department of Health to develop a Health Equity
36 Toolkit that has been released (and is [posted to CCRPC's website](#)).
37

38 M. Needle defined health equity: ensuring that everybody has the opportunity to attain their full health potential,
39 and where no person is disadvantaged in achieving their potential. She also described the different types of

1 inequities: distributional (unfair distribution of resources, burdens, and benefits); procedural (unfair decision
 2 making), and structural inequity (unfair governmental or institutional systems). Inequities can be driven by many
 3 factors, specifically including disparities in political power and government structures that limit meaningful
 4 participation, which municipalities should work to address through more meaningful public engagement.
 5

6 M. Needle described how the built environment is critical to achieving physical, mental, and social health as well
 7 as inclusive communities. Making connections between health and place can encourage residents to adopt healthy
 8 behaviors, but there are inequities inherent in our current built environment. This is apparent in the lack of
 9 housing choice, the development of subdivisions with car-dependent design, the lack of pedestrian infrastructure,
 10 and the lack of community gathering spaces. M. Needle also described the curb-cut effect: designing for people
 11 with disabilities (such as an ADA-accessible curb ramp) improves the built environment for all people.
 12

13 M. Needle described how to address health equity at a municipal level, including through town plans, bylaws,
 14 transportation, recreation, and housing. This can take the form of adding language on the social determinants of
 15 health (health care, education, financial security, built environment, and social connection) in plans as well as
 16 other efforts. The [Enabling Better Places](#) guide and the [Guiding Principles for a Just Transition](#) provide
 17 recommendations and frameworks that help advance health equity in municipal bylaws. Municipalities can also
 18 consider conducting health impact assessments in their planning and development review processes.
 19

20 B. Davis continued the presentation by discussing Health Equity in Transportation by finding ways to make
 21 walking and biking an easier choice through:

- 22 • Changes in the built environment (buffering bike lanes / sidewalks,
- 23 • Improving accessibility (ADA trails, interpretation and audio assisted tours)
- 24 • Ensuring access to trails and nature (for example, ensuring trails are ADA accessible)
- 25 • Universally accessible playgrounds

26 B. Davis described the Health Equity Technical Assistance (TA) Pilot Program, including several local projects
 27 (Milton on the Move, Winooski Parents & Students Co-Op Training, Burlington One Day in VT). He also
 28 described other implementation examples from statewide work, including [CCRPC's Equity Map Viewer](#).
 29

30 M. Needle and B. Davis noted that CCRPC and Amanda Froeschle from VT Department of Health are available
 31 to help municipalities incorporate health equity into their plans.
 32

33 J. Besse asked if the health equity work is part of UPWP. B. Davis said that staff time for health equity-related
 34 work is allocated within the UPWP, but is not allocated for specific projects. P. Conner asked how this work is
 35 different from work VDH has already been doing? B. Davis said that the funding under discussion is specific to
 36 support CCRPC staff and the Health Equity toolkit, but VDH is a good partner in this and is available to help with
 37 similar work. P. Conner asked if CCRPC assistance can take the form of creating new projects or providing
 38 supplemental assistance to existing projects. B. Davis responded that it could be either.
 39

40 M. Needle and B. Davis asked PAC members to share their ideas or current work to advance health equity and
 41 asked PAC members to reach out if help is needed.
 42

43 **6. Zoning Atlas Update & QA/QC**

44 T. Newton provided an update on the effort to create a Vermont Zoning Atlas. The University of Vermont
 45 Complex Systems and Middlebury College completed a training for volunteers on how to read municipal bylaws
 46 on June 7th. Work has begun for Chittenden County municipalities and will be wrapping up by the end of June. T.
 47 Newton noted that some PAC members were interested in doing quality control before the data are published, and
 48 asked if any other municipalities were interested in doing so (most were). T. Newton will connect municipal staff
 49 with the Zoning Atlas Project Director Yoshi Bird to help with quality control in late June.
 50

51 **7. Legislative Items**

1 D. Schibler provided a preview of the forthcoming VPA Legislative Update and reviewed a few bills:
2

3 S.100: CCRPC is waiting to answer questions from municipalities until DHCD guidance. However, the duplex
4 provisions go into effect on July 1, 2023; the emergency shelters definition and bylaw limitations go into effect
5 on September 1, 2023; the remaining provisions related to local zoning don't take effect until December 2024.
6

7 P. Conner suggested that at forthcoming PAC meetings the committee set aside time to have roundtable
8 discussion on specific topics. He specifically asked to address the emergency shelters provision in August.
9

10 T. Newton reviewed the studies in S.100:

- 11 • Creating consistency and coordination in regional land use maps and plans and how these could be used
12 in a regulatory context. This will be done by VAPDA but led by CCRPC. Due 12/31/2023
- 13 • Municipal delegation of Act 250 authority. This will also be led by CCRPC since it was of particular
14 interest to Burlington, South Burlington, and Winooski. Due 12/31/2023
- 15 • Energy code study (both RBES and CBES), specifically proactive administration and enforcement,
16 transitioning code from PSD to Department of Public Safety. Due 12/31/2023.
- 17 • Other studies not in the bill, but also of interest:
 - 18 ○ The NRB is looking at location-based jurisdiction for Act 250. Due 12/31/2023.
 - 19 ○ State designation study, including streamlining and retrofitting the designation programs and
20 increasing participation while also improving benefits. This could be aligned with the municipal
21 delegation and regional future land use studies. The study just kicked off and is due 12/31/2023.
22

23 Joss Besse left at approximately 3:30 PM.
24

25 Other passed bills of planning interest:

- 26 • S.115: removes municipal authority to charge stormwater fees for agricultural properties.
- 27 • S.5: establishes a clean heat standard and a cap-and-trade program for greenhouse gas emissions from the
28 thermal sector.
- 29 • H.42: extends pandemic-era meeting procedures until July 1, 2024.
- 30 • H.110: extends the sunset on the Public Utility Commission's authority to review of telecommunications
31 facilities for 3 more years.
- 32 • H.222: adds a definition of recovery residences to Chapter 117 and requires them to be treated
33 equivalently to single-family dwellings.
- 34 • H.479: the transportation bill includes electric bike incentives and fare-free busing thru 2023 among other
35 items.
- 36 • H.494: the FY24 budget bill (which was vetoed and may be modified before passage). This includes:
 - 37 ○ Nearly \$900,000 in Municipal Planning Grants, of which up to \$500,000 can be used for Bylaw
38 Modernization Grants (but if undersubscribed will revert to MPGs)
 - 39 ○ \$1 million statewide (about \$100,000 to CCRPC) for brownfields assessment and planning,
40 which is in addition to the \$1 million included in the FY23 budget adjustment act (H.145) and a
41 \$500,000 EPA grant that CCRPC recently received.
42

43 **8. Members Items Open Forum**

44 E. Vorwald asked CCRPC staff to clarify the timeline for regional planning commission to conduct municipal
45 plan consultations per statute. Staff reviewed CCRPC's process, which simply requires 2 consultations within the
46 8-year period of a municipal plan (rather than a consultation specifically at 4 years). CCRPC conducts one review
47 2 years before municipal plans expire to provide recommended changes (including new statutory requirements),

1 and then provides another review when a full draft plan is prepared prior to (re)adoption. T. Newton said he'd
 2 send the CCRPC Plan Review Guidelines to PAC members for review.

3
 4 **9. Other Business**

5 **a. Summer Meeting Date**

6 The August PAC meeting be rescheduled to Thursday, August 17.

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 8 **b. BGS MERP Program**

9 T. Newton noted that this grant program should be opening within the next week. If any members
 10 know of projects within their municipalities, please notify Ann Janda.

11
 12 **c. Essential of Land Use Training**

13 T. Newton reminded PAC members that CCRPC staff are available to conduct these trainings, which
 14 can be tailored to specific interests of the municipality.

15
 16 **d. Updated Regional & Municipal Energy Data and Maps**

17 M. Needle noted that CCRPC has LEAP data for the county level. The data will be disaggregated to
 18 the municipal level sometime in the fall.

19
 20 **e. FEMA Flood Map & Bylaw Updates**

21 A Work Map meeting (the formal process for FEMA to adopt updated floodplain maps) had been
 22 scheduled for this June for the Lamoille and direct to Lake Champlain basins, but has been
 23 postponed. Staff anticipates that the meeting will be held in the late summer.

24
 25 **f. Regional Act 250 / Section 248 Projects on the Horizon**

26 PAC members should email Taylor and Darren any Act 250/Section 248 updates.

27
 28 P. Conner adjourned the meeting at 3:42pm.

29
 30 Respectfully submitted, Darren Schibler