

To: Chris Yuen, Essex Junction Community Development Director
From: Darren Schibler, CCRPC Senior Planner; Maya Balassa, CCRPC Planner
Date: March 13, 2026
Re: Essex Junction Comprehensive Plan Progress Report #2

CCRPC completed the following tasks in February – March 2026:

- Biweekly check-in meetings continued between CCRPC and the City.
- Darren and Maya finished the Public Engagement Plan and presented it at the 3/5/2026 Planning Commission meeting to solicit feedback and additional ideas.
- Darren and Maya drafted discussion guides for each of the three focus groups on Housing, Energy and Climate Resilience, and Business and Economic Mobility.
- Darren began working on data and mapping updates.
- Darren, Maya, Chris, and Scott participated in a peer-to-peer meeting on the Municipal Climate Planning Pilot with the Climate Action Office and Siler Climate Consulting

Next Steps:

- Darren and Maya will begin outreach to potential focus group participants, schedule focus group events and stakeholder interviews, and finalize discussion guides and focus group formats.
 - This may include a brief survey to renters and landlords of small (<= 4 unit) rental dwellings to gauge interest in a focus group and gather broader input from these stakeholders, who were not engaged as deeply during the City’s rental registry effort.
- Darren and Maya will continue data and mapping updates to the plan in the background.

Task	Description	Start	End	Status
1	Project Management	Jan-26	Apr-27	Ongoing
2	Review Existing Plans	Jan-26	Jan-26	Complete
3	Mapping and Analysis	Feb-26	Jun-26	In progress
4	Public Engagement	Feb-26	Oct-26	In progress
5	Policy Updates / Plan Drafting	Apr-26	Nov-26	Started in background
6	PC Work Sessions	May-26	Dec-26	Not yet started
7	Plan Adoption	Dec-26	Apr-27	Not yet started