



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MARCH 12, 2013 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES** [6:30 PM]
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:30 PM]
 - a. Comments from Public on Items Not on Agenda
 - b. Public Hearing to Re-adopt Comprehensive Plan
 - c. Update on WWTF Project by Jim Jutras [6:45 PM]
 - d. Update on Crescent Connector from Evan Detrick of Dubois & King [7:00 PM]
 - e. Building Healthy Communities Committee on establishing an Essex Junction Bike/Walk Advisory Committee [7:15 PM]
 - f. Presentation by HomeShare Vermont [7:30 PM]
4. **OLD BUSINESS** [7:45 PM]
 - a. Re-adopt Comprehensive Plan
 - b. Adopt FY 14 Capital Reserve Budget
 - c. Annual Meeting Preparation
5. **NEW BUSINESS** [8:00 PM]
 - a. Approve Establishment and Policy of Bike/Walk Advisory Committee
 - b. Approve and Authorize Signing of Quit Claim Deed for 76 Main Street
6. **VILLAGE MANAGER'S REPORT** [8:15 PM]
 - a. Tentative Meeting Schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [8:20 PM]
 - a. Board Member Comments
 - b. Minutes from other boards/committees:
 1. EJP Advisory Council 1/24/13
 2. Block Party Committee 2/25/13
 3. Board of Abatement 2/26/13
 - c. Letter to Town of Essex Selectboard
 - d. HomeShare Vermont Annual Report 2012
8. **CONSENT AGENDA** [8:25 PM]
 - a. Approve Minutes of Previous Meeting 2/26/13
 - b. Approve Warrants including checks #10046696 through #10046783 totaling \$185,247.53.
 - c. Approve and Sign Annual Financial Plan--Town Highways
9. **ADJOURN** [8:30 PM]

Meetings of the Trustees are accessible to people with disabilities. For information on access or this agenda, call the Village Manager's office at 878-6944. Times on the agenda on approximate.

**MANAGERS' SUMMARY
FOR
MARCH 12, 2013
TRUSTEES' MEETING**

6:30 CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO FLAG

AGENDA ADDITIONS/ CHANGES

GUESTS, PRESENTATIONS & PUBLIC HEARINGS:

1. Comments from Public on Items Not on Agenda. This time is set aside for anyone in the audience to speak to the Trustees about an item that is not on the agenda.
2. Public Hearing to Re-adopt Comprehensive Plan. This is the second of two required public hearings for the re-adoption of the Comprehensive Plan. Staff is recommending that the plan be readopted as written in 2008 because it has expired. The Planning commission will then start work on updating the plan for 2013. Development Director Robin Pierce will give a brief presentation on the update.
3. Update on WWTF Project by Jim Jutras – Water Quality Superintendent Jim Jutras will update the Trustees on the WW TF Upgrade Project
4. Update on Crescent Connector from Evan Detrick of Dubois & King – Status of Crescent Connector project to be presented.
5. Building Health Communities Committee on establishing an Essex Junction Bike/Walk Advisory Committee: Building Health Communities Committee was established with a \$10,000 grant from the Vermont Department of Health with a goal of funding a year-long community assessment to determine how elements of the built environment support or inhibit community health. (A Power Point presentation is included in the Trustees packet).
6. Presentation by HomeShare VT – HomeShare VT is a non-profit agency that serves a dual purpose of keeping people in their homes who may need help with day to day care, and providing affordable housing for people willing to provide assistance. For more information see the HomeShare VT 2012 Annual Report in the Trustees reading file.

OLD BUSINESS:

1. Re-adopt Comprehensive Plan – A motion should be made to re-adopt the Comprehensive Plan as presented.
2. Adopt FY 14 Capital Reserve Budget – See memo regarding adoption of the Capital Reserve Budget. Total amount of Capital Reserve Budget is \$532,443; of which \$317,802 is to be paid with grant funds, and \$214,680 to be paid from Capital Reserve Fund balances.
3. Annual Meeting Preparation. Please see memo enclosed regarding dinner options. Patty Benoit is organizing volunteers to help setup, maintain and clean up the dinner. Trustees should discuss any other preparations they wish to make for Annual Meeting at this time.

NEW BUSINESS

1. Approve Establishment and Policy of Bike/Walk Advisory Committee – This committee would like to continue the work started with a VT Dept. of Health Grant and are requesting the Trustees adopt the policy presented establishing a Bike/Walk Advisory Committee.
2. Approve and Authorize Signing of Quit Claim Deed for 76 Main Street – See memo from Public Works Superintendent Rick Jones regarding this matter. The Village is being asked to convey

ownership of an old road in the back yard of the property at 76 Main Street. In return, the Village will receive easements from the homeowners for stormwater maintenance, water line maintenance and a snow plow turn around.

VILLAGE MANAGER'S REPORT

1. Tentative Meeting Schedule and Village Calendar (see schedule enclosed).
2. Manager's Report/Comments - time set aside for verbal report/comments from manager(s).

TRUSTEES COMMENTS AND CONCERNS/READING FILE

1. Board Member Comments – Time set aside for comments/reports.
2. Minutes from other boards/committees.
 - a. EJRP Advisory Council 1/24/13
 - b. Block Party Committee 2/25/13
 - c. Board of Abatement 2/26/13
3. Letter to Town of Essex Selectmen – Copy of Letter from President George Tyler to Selectboard Chair Linda Myers regarding meeting to discuss shared administrative services.
4. HomeShare Vermont Annual Report 2012. – Report is enclosed to give Trustees more background information on HomeShare Vermont.

CONSENT AGENDA

1. Approve Minutes
February 26, 2013 – Regular Trustees Meeting
2. Approve Warrants dated 3/12/13 for \$185,247.53. (checks 10046696-10046783).
3. Approve and Sign Annual Financial Plan-Town Highways – This is a report to VTrans of proposed spending on Village highways in the next fiscal year. The form requires Trustees signatures.

2008



Village of
Essex Junction

COMPREHENSIVE

PLAN

Village of Essex Junction Comprehensive Plan Update – 2008

Board of Trustees

Lawrence C. Yandow, Jr., President
Deborah A. Billado
Peter Gustafson
Timothy Jerman
John Lajza

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Daniel Kerin
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Jeffrey J. Arango, Development Director
Susan Hill, Clerk/Treasurer
Lauren V. Morrisseau, Accountant/MIS Director
Terry Hass, Assistant Zoning Administrator
Patricia Benoit, Administrative Assistant
Betty Claire, Accounting Clerk/Zoning Assistant
James Jutras, Water Quality Superintendent
Rick V. Jones, Public Works Superintendent
Penny Pillsbury, Library Director

Adopted the 22nd day of January

Contributors

Village of Essex Junction

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Penny Pillsbury, Library Director

**Cover Designed by Michele Ottaviano;

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Chapter I

Introduction to the 2008 Comprehensive Plan Update

1. Purpose:

In accordance with state statute (VSA Title 24, Chapter 117), the comprehensive plan shall be updated every five years.

The goals of the 2008 update are to:

- Define/update Essex Junction's priorities, goals and strategies for the next five years and beyond;
- Update information regarding data, current issues, development, events etc.;
- Review the accomplishments of the last five years.

2. Process:

The 2008 plan update is an opportunity to identify progress on planning issues for the previous five years and set the community's goals and priorities for the next five years with an emphasis on specific implementation tasks. The Planning Commission is accepting public comment at all regularly scheduled Planning Commission meetings throughout the update process. The formal public hearing process will be conducted in the Fall/Winter of 2007/2008.

3. The Next Stage:

After the Comprehensive Plan Update has been adopted, implementation will follow. The following mechanisms will help realize the Plan's goals and strategies; as such, they are only possible after the Village has an approved Comprehensive Plan:

An Update to the Land Development Code;
Special projects and Studies as outlined in the Plan and the RKG Report
Capital Improvements Plan/s (C.I.P.);
Capital Budget Plan.

Chapter II

General Planning Background

1. What is a Comprehensive Plan?

A comprehensive plan is an official public document adopted by the local government as a policy guide to decisions about the physical development or redevelopment of the community. The comprehensive plan outlines how the village wishes to develop in the next five years. Policies in the plan will guide the community in decision making deliberations.

A plan should be comprehensive, general, and long range. "Comprehensive" means it includes all geographic areas of the community and all issues in the community which might affect growth-issues such as transportation, storm drainage, signs, landscaping, safety and conservation. "General" means the plan summarizes policies and proposals, and establishes goals for the community's future. Although a plan will contain some specific proposals, emphasis is placed upon general policies which should lead to development of specific projects, plans or ordinances. "Long Range" means the plan looks beyond current issues to the problems and opportunities 20 years in the future.

In recent years, comprehensive plans have shifted from more general guides on community policies to a more specific strategic document that focuses on implementation and action as well as specific policies. The benefit of this type of comprehensive plan is that it is more results oriented and provides much more detail on how the goals and objectives will be reached. For these reasons the 2007 comprehensive plan update will focus on implementation in addition to general policies.

2. Why Develop a Comprehensive Plan?

A Comprehensive Plan helps to manage or control growth, and should represent a community's goals and aspirations for the future. There are three general justifications for development of a Plan.

1. To accomplish things the community wants to happen, and
2. To avoid or prevent things the community does not want to happen, and
3. To accommodate things the community expects to happen.

Therefore, a Plan is a community's best opportunity to direct positive change, to minimize negative change, and to manage expected change. A good Comprehensive Plan, with wide-spread public support, is the best mechanism available to manage change. A Comprehensive Plan is not a regulation but is a "guide" and a source of information for local officials, citizens and developers. It documents the historic development of the Village as well as the future aspirations of the community.

3. The Planning Process

The Planning Process typically involves six distinct and identifiable steps:

1. Generalized Goals – Broad statements regarding future development of the Village. Identification of those general topics which should be analyzed during the Planning Process.
2. Inventory – Identification of existing physical, social and economic characteristics of the Village.
3. Analysis – As a result of the inventory and the community's statements of goals, an analysis of the community's resources and opportunities should be completed.
4. Develop Alternative – As a result of this analysis, various alternative plans and policies are prepared, reviewed and adopted.
5. Implementation – Mechanisms to implement the plan are developed and may include

- such items as zoning and subdivision ordinances, capital budgeting, landscaping control, etc.
6. Monitoring – Upon completion a Plan should be periodically monitored and updated to meet changing conditions or changing policies.

4. Statutory Authority

The Vermont Planning and Development Act, Title 24 of the Vermont Statutes Annotated, Chapter 117, authorizes the Village to prepare and adopt a Comprehensive Plan. The identified purpose of the Act is to “encourage the appropriate development of all lands . . . in a manner which will promote the public health, safety, morals, prosperity, comfort, convenience, efficiency, economy and general welfare; and to provide a means and methods for the municipalities and regions of this State to Plan . . . and to implement those plans . . .” In 1988, the Vermont Legislature adopted Act 200, which further refines the State’s planning statute. In 1990, the Legislature further refined this legislation by revising the goals and policies of the Act.

5. Consistency with Adjoining Town and Regional Plans

The Village borders Essex Town to the north and South Burlington and Williston to the south and east. In general, the adjoining town plans have compatible land uses on joint borders. As this Plan is implemented, adjacent municipalities should be invited to comment on projects which may affect them.

This Plan is generally consistent with the 2006 Chittenden County Regional Plan, which designates Essex Junction as a “growth center”. The Village Plan’s emphasis on the Village Center District is consistent with the regional plan’s growth center concept.

6. Plan Format

The Village of Essex Junction used the standard planning process, as identified in Chapter I. The Plan is divided into chapters. Chapter III defines the goals for the remainder of the Plan. Chapter IV discusses Community Growth Trends and the Natural Resources Base.

The main body of the Plan is set forth in Chapter V which is divided into major Plan elements such as Transportation, Land Use, Housing, etc. Therefore, someone interested only in Transportation should be able to obtain the element of the Plan. Each Plan element includes: 1) Background information and research materials as necessary; 2) Discussion of major issues; 3) Specific Goals and Objectives.

Chapter VI discusses general implementation strategies. More specific information may be included in the individual Plan Elements. Also included in this chapter is a discussion of Plan Monitoring and Review Policies.

Chapter VII contains a list of definitions. These definitions should be used to “interpret” specific language used within the Plan.

Finally, the Appendices include data not included in previous chapters. In addition, supportive plan documents which were used to develop this Plan are listed and described in Appendix A.

Chapter III

Community Vision and Strategies for Essex Junction: 2007-2012

1. General Community Goals and Vision

An important stage of any Planning Process is the identification of a community vision for the future, which is used in establishing general community goals. These General Goals and Vision are used to identify what the community is striving to become or maintain as well as the challenges and opportunities it faces. They define the Plan and provide focus to the Planning Process.

The General Goals and Vision of the Village of Essex Junction Comprehensive Plan are as follows:

REGION: To recognize and enhance Essex Junction's role within the Chittenden County region as a major employment and transportation center; to cooperate with adjoining communities to ensure quality development; and to protect the Village from negative impact of adjoining development.

COMMUNITY: To maintain the Village character of Essex Junction as a traditional New England Style Village that is pleasant and walkable; which provides a full range of urban services to community residents in close proximity to residential neighborhoods; and to ensure new growth maintains high standards and builds off the historic village character.

NEIGHBORHOOD: To provide suitable living environments for all residents of the Village and to preserve existing neighborhoods as a valuable community resource.

LAND USE: To provide a range of activities within the mixed use districts in the core of the Village while minimizing land use conflicts. An emphasis shall be placed on encouraging infill and redevelopment of underutilized properties

DOWNTOWN: To support a healthy and vibrant Village Center as the focal point of the community through public and private investment. Investments in the village center shall have an emphasis on high quality design that protects the historic character and reinforces the pedestrian streetscape.

IDENTITY: To maintain and improve the identity of the Village as a desirable place to live and work.

DIVERSITY: To provide Village residents with a reasonable choice of living environments, vocational and educational opportunities, cultural and recreational amenities.

ENVIRONMENT: To maintain an aesthetically attractive urban environment that is sensitive to the natural environment.

ECONOMY: To enhance the existing business and industrial base within the Village and the Region.

GROWTH: To ensure orderly and efficient development within the Village by encouraging new development in commercial, industrial and multi-family districts while protecting our residential neighborhoods from incompatible land uses.

COST EFFICIENCY: To minimize the total economic cost of providing housing, utilities, transportation and public facilities and services.

PARTICIPATION: To encourage strong public participation in all public decisions affecting the development or redevelopment of the urban area.

2. Accomplished Objectives

The following is a list of planning accomplishments from 2002-2007:

- Updated the Land Development Code as follows:
 - Established a Transit Oriented Development District on Pearl Street
 - Expanded the Village Center District and revised the design review criteria
 - Redefined the zoning along Pearl and Lincoln Streets to support infill development with the establishment of two mixed use zoning districts along these corridors.
 - Amended the sign ordinance to provide greater clarity and flexibility
 - Prohibited “backyard development”
 - Changed the zoning along Main and Lincoln Streets from Residential/Office to Residential only districts along Main Street, Maple Street and Park Street
- Developed a streetscape plan, completed in August 2005, for the Village Center District entitled “Downtown Streetscape Plan for Essex Junction” prepared by Landworks.
- Implemented a streetscape project along Railroad Avenue in 2003, which narrowed the street, added wider sidewalks, antique style streetlamps, benches, trees and green space.
- Implemented a streetscape project along Main Street between the Five Corners and Railroad Avenue in 2004, which added new antique style streetlamps, new sidewalks and benches.
- Successfully nominated a National Register Historic District along Main Street and Railroad Avenue in 2004.
- Participated in the development of the “Pearl Street Corridor Enhancement Plan” in 2006, which was prepared by Saratoga Associates. Several of the recommendations in the report were adopted in the 2006-7 Land Development Code Update.
- Developed a market study, prepared by Pete Davis, which successfully attracted a grocery store back to Essex Junction, which has been a major community goal for the past five years.
- Increased the level of tax stabilization available to historic buildings which are listed or eligible for listing on the National Register of Historic Places.
- Successfully applied for and obtain Village Center Designation from the State of Vermont for the Five Corners area.
- Worked with a private developer to obtain public financing for the construction of a 30 unit affordable housing project
- Worked with a non-profit developer in obtaining public financing for the construction of 19 units of special needs housing.
- Cogeneration Project at the Wastewater Plant

2. The Planning Challenge: Toward 2012 and Beyond

Essex Junction is a dynamic and largely developed community with a good mix of residential, commercial and industrial development. It has desirable neighborhoods, accessible parks and open

space areas, and established downtown and commercial centers. Portions of its commercial areas can be classified as mature urban with underutilized properties that present opportunities for redevelopment and renewed investment. Therefore, the planning challenge for Essex Junction is to manage and encourage reinvestment in the existing urban environment, and protect existing neighborhoods and ensure that redevelopment or new development preserves and promotes the “village” character of Essex Junction.

Land use goals that the Village has set for itself will be detailed in the chapters that follow. However, the most important issues that are being grappled with today will define the priorities for Essex Junction for the coming five years.

Goal 1: Assist and work with existing businesses to stay and grow in Essex Junction. Encourage and assist new businesses and clean industries to invest in Essex Junction.

- Objective 1.1: Maintain a favorable business climate in Essex Junction.
- Objective 1.2: Review and select specific recommendations in the RKG report for possible implementation.
- Objective 1.3: Continue efforts to revitalize the village center and attract business through public investment in infrastructure

Goal 2: Promote responsible residential growth.

- Objective 2.1: Conserve open space/agricultural land for future generations.
- Objective 2.2: Encourage mixed-income infill housing within existing developed areas in the commercial and multi-family districts

Goal 3: Protect and enhance sensitive and important areas.

- Objective 3.1: Consider zone changes to preserve existing residential structures of historic village character along major arterials and in historic neighborhoods.

Goal 4: Promote the redevelopment of underutilized properties in the TOD and Village Center District with high quality design, a mix of uses, and which support pedestrian activity.

Goal 5: Establish policies and manage the Village budget to minimize the impact of phasing out of the M&E Tax and to ensure the continuation of adequate provision of services.

- Objective 5.1: Increase the ratio of light industrial/commercial uses to residential uses.
- Objective 5.2: Investigate additional sources of revenue.
- Objective 5.3: Keep budget increases within the rate of inflation.

Chapter IV

Community Growth and Natural Resources

Prior to development of specific recommendations for the future, it is important to examine the trends of the past. This Chapter reviews the historic development patterns within the Village and review current statistical trends as well as the natural resource base. Historic development patterns and current trends largely dictate future growth patterns. Many of the Goals and Objectives within this Plan are influenced by these trends.

1. Historic Development Patterns

Early growth in Essex Junction was focused in the vicinity of Hubbell's Falls of the Winooski River, with some agricultural settlement occurring north of the mills. A few structures remain which represent this early growth. A brick house built by Ezra Slater, Sr. at the corner of Park and South Streets is representative of this early settlement. Lincoln Hall, constructed about 1820 as a tavern, is another example of early Village growth.

Probably the single most important influence on growth patterns in Essex Junction was the arrival of the railroad in December, 1849. At that time, the crossroads in Essex Township was named Painesville, in honor of the Vermont Central Railway President, Charles Paine. Concurrently, the Vermont and Canada Railroad was being constructed and a railroad junction was formed. Burlington passengers were forced to switch trains at the Junction. Thus, the name Essex Junction began to appear, and in the early 1890's the name was officially changed. The nucleus of the Village Center began to form around the railroad junction. Early buildings included additions to the Stevens Tavern, the Central House Hotel at Central and Depot Streets. The first church was erected by the Methodists and Congregationalists in 1866.

Another major influence on development patterns within the Village was the early street pattern. The basic network of streets was formed by 1869. Thus, at this early date the "Five Corners" of Main, Maple, Park, Pearl and Lincoln Streets was already established.

By 1880, Essex Junction had displaced Essex Center as the principal Village in the Township. Numerous shops and stores were in existence. In 1892, The Village obtained a Charter from the Vermont Legislature as the Incorporated Village of Essex Junction. In 1890, Essex Junction had a population of 1,141, surpassing the 1,062 residents in the remainder of Essex Township.

During the late 1880's and first half of the 1900's, development continued to occur within the Village. Of note was the arrival of the automobile, and the beginning of traffic conflict at the "Five Corners".

The third major event to greatly influence the development of Essex Junction was the arrival of IBM in 1957. The Village population rose from 2,741 in 1950 to 5,304 by 1960. Corresponding with the population and employment growth was the demand for public and commercial services. Businesses began to expand along Pearl Street while residential development proceeded at a rapid pace.

These historic trends had a significant effect on current growth patterns. The railroads still limit the efficiency of the street network. The five major streets intersecting at "Five Corner" create heavy traffic congestion. Some relief from traffic congestion occurred after the first section of the Circumferential Highway opened in 1993; however, traffic levels have since reached pre-circumferential numbers. Traffic associated with Village Schools appears to have a significant impact on congestion in the morning as more parents seem to driving their kids to school. Reasons for the increase in school related traffic could be the breakdown of the neighborhood school system, the lack

of busing or safety concerns. Thus, historic growth patterns limit and direct the planning effects within the Village today.

2. Recent Trends

Sound, reliable background data is a prerequisite for any long-range planning. It provides necessary background information and provides insight for the future. However, the comprehensive plan should be more about shaping the future to meet community objectives than trying to respond to social, demographic and economic trends, which are difficult to predict. This section provides some general statistical data to establish any major trends. In many cases, additional information is provided in the individual Plan elements.

2.1 Population Growth

Historical growth rates for Essex Junction, Chittenden County and Vermont are provided on Table 1. As indicated by the Table, substantial growth occurred during the 1950's and 1960's, concurrent with growth at IBM. Since 1970 the growth rate has slowed. Within Essex Junction, the slowing of the growth rate can be attributed to several causes.

- 1) Employment at IBM has been steady.
- 2) There is limited vacant land available for new residential development
- 3) Family sizes have been declining locally, following a national trend to smaller families. In addition, there are an increasing number of older households.

**Table 1
Population Growth 1900 – 2000**

	Village of Essex Junction	% of Change	Chittenden County	State of Vermont
1900	1,141		39,600	343,641
1910	1,245	9.11	42,447	355,956
1920	1,410	13.25	43,708	352,428
1930	1,621	14.96	47,471	359,611
1940	1,901	17.27	52,098	359,231
1950	2,741	44.18	62,570	377,747
1960	5,350	94.81	74,425	389,981
1970	6,511	21.92	99,131	444,732
1980	7,033	8.01	115,534	537,361
1990	8,396	19.38	131,761	562,758
2000	8,591	2.3	479,571	608,827

Sources: U.S. Census; Vermont 2000, Vermont Dept. of Health, January 2002

According to the 1990 Census, the average household size in Essex Junction was 2.56 people. 52.3% of the households had children under 18. In 2000, the average household size in Essex Junction was 2.48 people. 36.5% of the households had children under 18.

The estimated population for the Village in 2005 was 8,841 persons, which represents a modest .97 percent increase. The bottom line is that Essex Junction is growing slowly due to the reasons described above and it is not anticipated that this rate of growth will adversely impact the provision of services to the local community.

2.2 Employment Patterns

Employment trends are an important growth indicator, as are regional employment trends. This is particularly important in the Village due to the confluence of five major highways at the “Five Corners”. Many commuters who either work or live outside Essex Junction must commute through the center of the Village. This regional growth directly influences the Village through the need to plan for commuter traffic, as well as the direct budget costs associated with street maintenance, traffic computers, safety and law enforcement. Other direct impacts are felt within residential neighborhoods as commuters use residential streets to avoid “Five Corners”.

Essex Junction has maintained a strong employment base since IBM located with the Village in 1957. IBM has remained the employment “anchor” in Essex Junction, as well as within the surrounding communities. The demand for commercial and professional services is largely the result of the growth of IBM.

In addition to the approximately 7,500 employees at IBM, there are two other employment centers within the Village. The first employment center is the Village Center District (see Land Use Map). The second significant area of employment is the strip of commercial businesses located adjacent to Pearl Street.

The Village Center historically developed as the business and commercial center of the Village. It continues today as a significant focus within the Village as a business destination.

**Table 2
Floor Area of Village Center Businesses by Category**

Business Category	Average Floor Area	Estimated Total Businesses	Estimated Total Area
General Office	1,352	7	9,464
Retail Sales	1,622	29	47,038
Personal Services	600	12	7,200
Professional Services	1,599	39	62,361
Restaurant/Tavern	1,633	7	11,431
Other (inc. govt. agencies and offices)	4,397	16	70,846
TOTALS		110	207,846

Sources: U.S. Census; Vermont 2000

As indicated on Table 2, there is a mixture of retail sales, service and professional business within the Village Center. This mixture is a significant factor in attracting people to the Center and maintaining the economic vitality of the area. The continuing viability of the Village Center as a community focal point is an important consideration in this Plan.

The second major commercial employment center within the Village is the Pearl Street corridor. There are significant differences in the types of businesses located at the Village Center and those along Pearl Street. The Pearl Street corridor contains a variety of local retail and service oriented businesses as well as fast food restaurants. New higher density housing has been introduced within the last five years, which will help sustain the adjacent local businesses. Today the Village estimates that there are approximately 8,400 jobs in Essex Junction. The Village has the eighth largest number

of jobs of all communities in Vermont.

2.3 Income Characteristics

An important factor in the growth and development of any community is the local household income level. The income level within any community directly affects a community’s growth in the following areas:

- 1) Tax base to support the provision of needed community services such as streets, sewer and water facilities, libraries, etc.;
- 2) Type and cost of housing, particularly the availability of affordable housing;
- 3) Types and number of businesses and services available; and
- 4) Ability to attract and maintain a solid commercial and industrial economic base.

Table 4 compares financial characteristics of Essex Junction residents to those of the county and the state:

**Table 3
Financial Characteristics, 2000 Census**

	Essex Junction	Town of Essex (w/o Village)	Chittenden County
Median Household Income	\$54,238	\$67,097	\$53,668
Per Capita Income	\$24,482	\$29,480	\$25,976

Source: U.S. Census, 2000

Table 3 indicates that the Median Income in Essex Junction is higher than Chittenden County. The numbers indicate the relative prosperity of Essex Junction and the surrounding communities.

2.4 Government Finance

Local government is primarily financed through property tax revenue. Thus, consideration of the local tax effort is an important issue. It gives some indication of economic growth within the community as well as an indication of the community’s ability to pay for improvements which may be required in the future. In addition, it is an important indicator of a community’s ability to manage basic services while minimizing tax increases. Figure 1 tracks the Village Grand List increase from 1998-2002. Figure 2 provides more detail on the taxes generated and the distribution of taxes within the Village.

The Village has invested much time and effort to address issues of responsible financial management: A reappraisal was completed in 1990 and again in 2007. Essex Junction’s elected officials and voters are conscious of the need for responsible financial management and have successfully level funded or kept Village budgets at or below the inflation rate throughout the 1990’s and into 2007. However, while a level funding system keeps tax increases at a minimum, it does not allow capacity for new programs or significant investment in Village Infrastructure and business development. Therefore, any goals and objectives established in this plan should be weighed against the resources needed to accomplish the goal. For every goal and objective, the village should ask itself, “at what cost?” and whether or not the initiative will be supported by adequate resources.

It is important to note that the data included herein are for the Village of Essex Junction taxes only.

Residents are also required to pay school taxes and Town of Essex taxes. Both the school system and Town are totally independent taxing agencies over which the Village has no control. Residents should contact the Town of Essex and the School District for information regarding their tax rates.

The significant reduction in the reduction in the Grand List in 2002 is due to the elimination of the machinery and equipment tax. The shortfall in tax revenues from the elimination of the M&E will be offset through an agreement with IBM that is due to end in 2013. IBM will go from paying approximately 67% of the local taxes in 2000 to paying approximately 27% of local taxes in 2014 based on the assessment in place in 2000. This constitutes a reduction of \$67,532 per year in tax revenue from IBM, which must be made up by the remaining property owners in the Village to avoid a reduction in services.

**Figure 1
Tax Distribution – 2008**

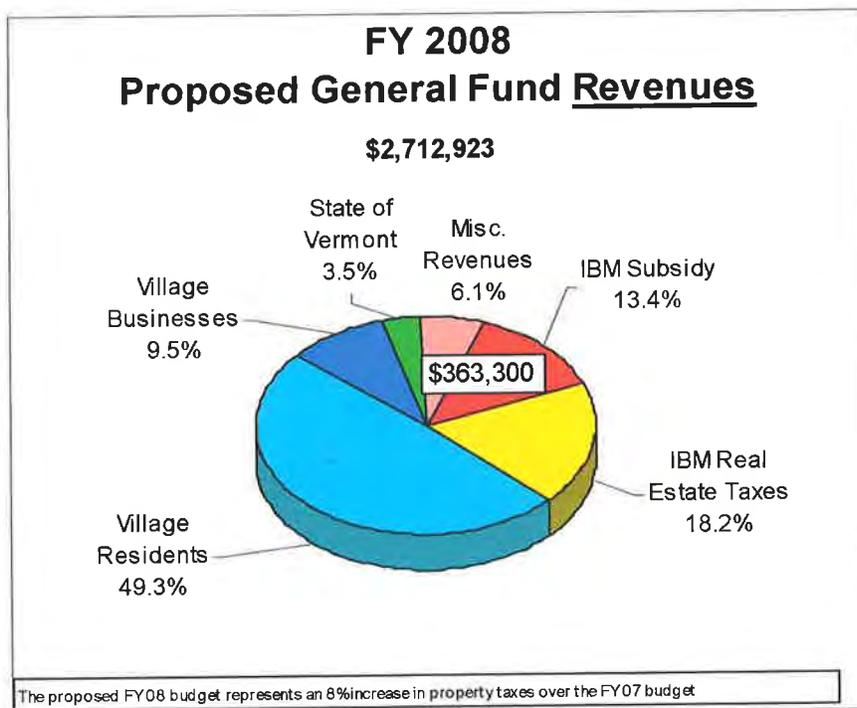
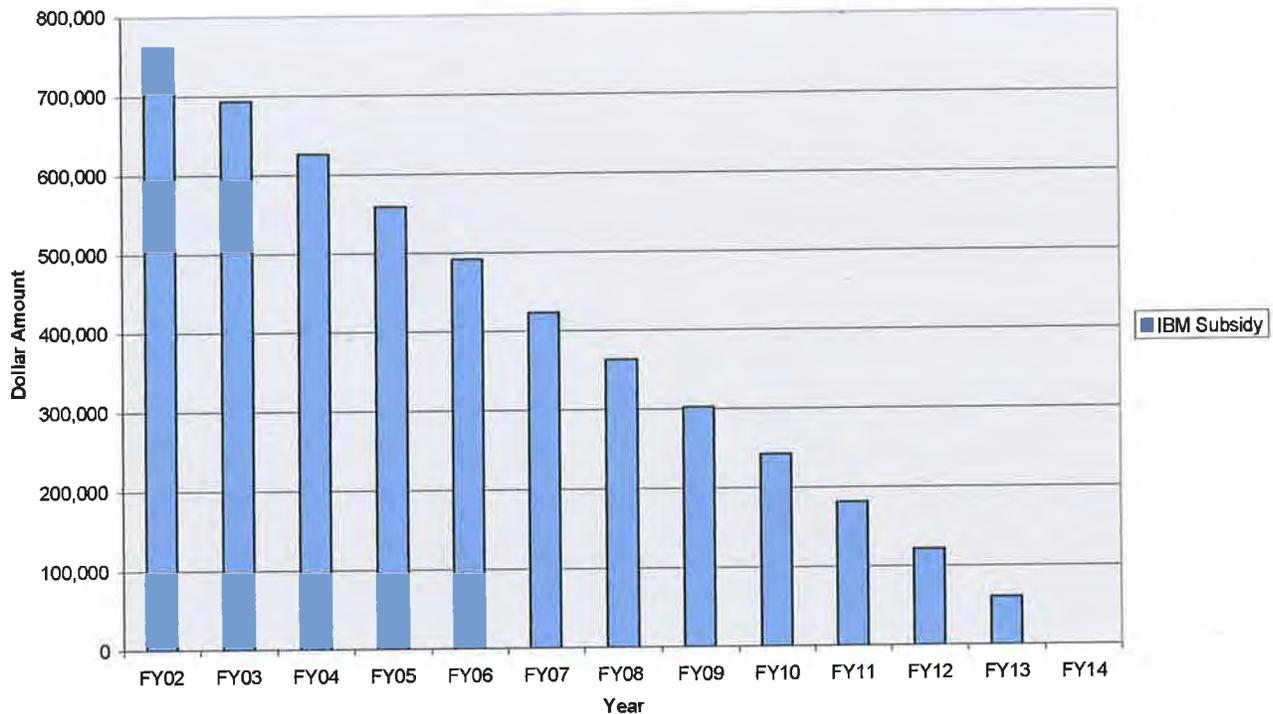


Figure 2
Village of Essex Junction - IBM Subsidy



Figures 1&2 above illustrate the Village’s past dependence on the M&E and a future reliance on the new IBM tax agreement.

2.5 Natural Environmental Resources

The natural resources base within, and adjacent to a community, are important factors to consider for several reasons. First, they may limit, or direct the type of development which will occur. Second, they contribute to the quality of life within the community. Third, they provide opportunities to preserve important environmental areas. Finally, they provide important recreational opportunities for residents. The safe, attractive and efficient utilization of land is largely dependent upon these important natural resources.

The Village of Essex Junction is centrally located within Chittenden County. Easy access to the mountains, Lake Champlain and the Winooski River all contribute to the quality of life within the Village. In addition, open space, scenic views and recreation opportunities within the Village contribute to the natural environmental resources base. These resources all contribute to the identity of the Village as a desirable place to live and work.

Map 1 identifies several important natural resources within the Village, briefly described below:

Flood Plains – Flood Plains are identified by the Federal Emergency Management Administration (FEMA). Regulations severely limit development within designated flood hazard areas. However, they also present opportunities to maintain natural open spaces and develop needed recreation facilities. The largest designated Flood Plain lies adjacent to the Winooski River. The second area is located in the northern section from the northeast corner of the Fairgrounds across Lincoln and Main

Streets to the easterly boundary of the Countryside subdivision.

Scenic Views - Although there are many outstanding view sheds within the Village, three areas have been particularly identified. First, in the northeasterly section of the Village, between Upper Main Street and the Countryside development, is the highest point within the Village. Spectacular views of Mount Mansfield and the Adirondack Mountains are visible from this location. Second, the river crossing on Park Street provides views of the Winooski River and serves as a scenic entrance to the Village. Third, along the westerly end of Pearl Street there are spectacular views of the Winooski River Valley.

Wetlands – The development on or near wetlands is strictly regulated. In addition, wetlands provide a natural habitat for animals and preserve natural areas. They also serve important ecological functions including storm water runoff purification and ground water recharge. The wetland areas identified by the United States Department of Interior are indicated on Map 2. It should be noted that there are additional wetlands which are not currently mapped.

Forested Areas – Much of the land that was forested has been developed within the Village. The State of Vermont abandoned its tree nursery operation on Old Colchester Road and has subleased the property to the Village and Town for recreational use. Other heavily forested areas are located on the Whitcomb Farm.

Agricultural Areas – The Village is fortunate to have one active farm still in existence. The Whitcomb Farm, encompassing approximately 400 acres in the southwest sector of the Village has been actively farmed by the Whitcombs since 1879. Nine acres in this area have been set aside as permanent open space.

Prime-Ag Soils - Soil classifications are another important natural characteristic within the Village, particularly as they pertain to prime-ag soils, whose development potential may be limited, or mitigation required, by the State of Vermont under Act 250. The prime-ag soils in the Village are identified on the Map 1.

2.6 Historical Resources

In addition to the natural resources discussed previously, there are important man-made or historical resources within the Village. Map 3 identifies historic resources in the Village.

All of the sites identified on Map 3 have some historical or architectural importance to the Village. Frequently, they provide definition to residential areas. In other instances, they provide notable landmarks. All were important considerations in the identification of future Goals and Objectives in this Plan.

**Table 4
Historic Value to Community**

STRUCTURE	LINCOLN HALL	BROWNELL BLOCK	ABRAM STEVENS HOUSE	ANNA EARLEY HOME
YEAR BUILT	1820	1894	1822	1850
SIGNIFICANCE TO HISTORY	Local	Local	Local	Local
LOCATION	NW corner, 5 Corners	Corner of Main St. & RR Ave.	35 Pearl St.	51 Park St.
DESIGN	Early American	New England	Modern 2-story cape	2-story cape
MATERIAL	Red Brick	Brick	Brick	Wood
WORKMANSHIP	Excellent	Excellent	Excellent	Excellent
USE	Tavern, hotel, 1st aid center, hardware store, social functions, library, Village & Town offices, Police, school, offices.	Commercial & retail stores.	Family home.	Sunday school, Methodist meeting place, public school, business office, private school, museum.
POINTS OF INTEREST	Oldest building in the Village, main and side entrance, roof cornice.	Size, windows, strength and durability, roof cornice.	Town Father, leading citizen, Town Selectman, Founding Deacon Congregational Church, largest landowner, settled land disputes.	Older building, history of house.

Chapter V

Comprehensive Plan Elements

Introduction

If this Comprehensive Plan is to accurately address the goals and aspirations of the Village, formal and specific guidelines for growth must be developed. These guidelines must be general enough to encourage innovative solutions to problems but specific enough to focus the actions of the Village in a consistent, workable planning approach.

Another key ingredient of a successful Comprehensive Plan is a clear, concise physical development Plan. This Plan will direct and manage the future physical growth and redevelopment of the Village. It encourages orderly, planned growth and represents the community's vision for the future. While it is not possible to identify all issues or satisfy all concern, the plan is intended to strive for a reasonable balance between competing interests.

The Plan Elements as presented in this Chapter are, therefore, the most important sections of this Plan. They are the engine that will drive the future of Essex Junction. Although each element is presented in a format to be used individually, it should be recognized that they are interdependent. The goals, objectives and maps in each functional element should be adhered to if the overall plan is to remain viable.

The remaining Sections of this Chapter are divided into separate Plans elements. Each individual Plan Element contains the official, adopted policies of the Village of Essex Junction.

1. Energy

As Essex Junction heads into the twenty-first century, energy-related issues are challenging us to improve our use of energy. This is not just a local issue; large multinational corporations are reconsidering their energy use patterns. Nations are convening international conferences to agree on changes to energy use patterns, and individuals are being asked to consider life style changes to reduce their consumption of fossil fuels and reduce the potential affects of global warming.

Energy is not an issue that is easily addressed at the local level. However, there are local efforts that can be productive. Consideration of energy conservation in the design and construction of developments is important. Local efforts to educate the public on energy issues are desirable. Local ordinances can encourage the use of alternate energy resources and energy efficient construction. Conservation efforts by the Village may directly reduce budget costs as well as provide leadership for the community. Development regulations can directly and indirectly influence energy consumption by encouraging energy efficient and/or green construction along with development patterns that increase transportation choice and efficiency.

1.1 Energy Sources

Heating Fuels

- 1) **Coal** – The use of coal has sharply declined in recent years. Few businesses and residences utilize coal as a primary heating source.
- 2) **Propane** – It is estimated that there are about 200 propane customers in the Village. Local suppliers see a stable, stationary market in the foreseeable future.
- 3) **Kerosene** – Kerosene-fueled monitors are used primarily as a supplementary heating source.
- 4) **Fuel oil** – Used as a primary heating source for many residences
- 5) **Wood** – Wood stoves are most frequently used as a supplementary heating source. When used for supplemental heating an average of 2.2 cords are used per season, whereas when used as primary heating source, 5 cords are used. There currently is no significant air quality problems associated with wood burning in the Village.
- 6) **Electricity** – Green Mountain Power provides electricity within Essex Junction. Most of the energy needs are supplied by five circuits emanating from the GMP substation #19 located at the corner of Cascade and Park Streets. Plant #19 generates electricity from a dam at the head of Williston Gorge. Green Mountain Power has developed a program for energy conservation through an Integrated Resource Plan. The use of electricity as a primary source of heating fuel has declined considerably in recent years due to the ready availability of less expensive alternatives. There is one other substation serving IBM.
- 7) **Natural Gas** – Vermont Gas Systems provides services to the Village. Gas is currently available to all Essex Junction neighborhoods. Vermont Gas currently converts oil burners to gas free of charge if the home is within 100 feet of an existing line. The company “follows” development as opposed to going into areas in advance. Adequate gas supplies are available for Essex Junction customers. Since natural gas is the most inexpensive source of heat, the majority of Village residents have converted to natural gas.

Emerging Technologies:

- 1) **Solar Energy** – Solar cells absorb sunlight and convert it directly to electricity.
- 2) **Biopower** – The process of using plant and organic matter to generate electricity.
- 3) **Fuel Cells** – A device that converts hydrogen and oxygen into electricity

- 4) **Solar hot water** – Collector tubes inside an insulated box absorb the sun’s heat and transfer the heat to water or another liquid flowing through tubes.

Source: Northeast Sustainable Energy Association – www.nesea.org

1.2 Municipal Energy Use

By far the largest component of municipal electricity usage is for street lighting. The second highest energy usage is the Waste Water Treatment Plant. The Waste Water Treatment Plant has initiated two major energy management efforts:

The typical home uses 9,000 kWh/per year of electricity. The Essex Junction Wastewater facility Co-Generation system produces enough power annually to supply 50 homes. By using this electricity generated directly on site, the installation maximizes the energy efficiency and the cost benefit to the community. The Co-Generation system produces 40% of the electricity used in the wastewater treatment process

1.2.1 Street Lighting

Streetlights within the Village are currently mercury vapor. High-pressure sodium lights are not allowed, according to the Land Development Code. New streetlights shall be metal halide fixtures. The use of architectural or period style lighting is encouraged.

1.2.1 Parking Lot Lighting

Current Village policies require metal halide “white lights” be installed for even lighting at new or renovated parking facilities.

1.3 Low Income Energy Assistance

Two major programs are available in Vermont to assist low-income individuals and families to keep their energy costs down. For those with high heating bills, the Vermont Department of Social Welfare runs the Fuel Assistance Program. This program provides monthly assistance to those who qualify. Also available is an emergency allocation to cover extreme or unanticipated emergencies

The State of Economic Opportunity runs a companion program to help the same people weatherize their homes. For Essex Junction and other municipalities in Chittenden County, Champlain Valley Office of Economic Opportunity--a Burlington-based organization, administers this program. The Weatherization Program will conduct an extensive energy audit and install insulation, caulking, weather-stripping, storm windows and other energy saving measures. There is no charge to the household and renters are eligible with the consent of their landlord.

Any Village-initiated communications program should alert low-income residents about these valuable government programs.

1.4 Underground Storage Tanks

Directly associated with the use of energy is the safe storage of fuels. Although regulated by the State of Vermont, it is important for emergency planning purposes to be aware of the location of the storage facilities.

Within Essex Junction, the State of Vermont reports that 50 UST's located on 14 separate sites are registered and regulated. The average UST in the Village is 6,390 gallons and is 22.6 years old. Almost all of the tanks are made of steel, none has double liners, and only 10% report an electronic monitoring system. The Village owns two tanks for diesel fuel at the Public Works facility. A list of underground storage tanks is included in Appendix G.

1.5 Land Use, Transportation and Energy

The relationship between transportation, land use and energy consumption is extremely important and is an area with which the community can have a large impact through development regulations and infrastructure. Transportation is the largest user of petroleum in the United States, with passenger vehicles utilizing 40% of the approximately 20 million barrels consumed daily. Therefore, a reduction in vehicle miles traveled by passenger vehicles can have a big impact on energy consumption.

In recent years communities are realizing the important connection between transportation and land use, which impacts energy use. Certain land use patterns can reduce dependency on the automobile by providing greater transportation options through compact mixed use developments where people can choose to walk, bike, use public transportation or drive an automobile.

Essex Junction has a relatively unique opportunity within the county to support greater transportation choice and reduce automobile dependency since it is a relatively compact community with an extensive sidewalk network where local services are within walking distance to residences. Essex Junction is also served by public transportation and rail. Essex Junction residents have more transportation choices than many neighboring communities that have a more suburban/rural land use pattern. Further support of higher density infill and redevelopment in core areas of the village may reduce demand on energy.

1.6 Energy Goals

- Goal 1: To cooperate with State Officials and energy suppliers to ensure the availability of adequate supplies of energy for business and residents at reasonable prices and with minimal impact on the environment.**
- Goal 2: To encourage the availability of renewable energy resources.**
- Goal 3: Participate in green pricing programs, when available, to promote the use of renewable energy.**
- Goal 4: Ensure that new and replacement street lamps are energy efficient metal halide fixtures.**
- Objective 4.1: Continue to require energy efficient street lamps in new developments
- Objective 4.2: Use energy efficient street lamps when replacing existing lamps
- Goal 5: Support smart growth principles by encouraging infill development and redevelopment that is at higher densities, contains a mix of uses and supports a variety of transportation options including walking, biking, public transit and the automobile.**

- Goal 6: To display and distribute information to residents and businesses that will help them save energy.**
- Goal 7: To encourage the Brownell Library to expand, and update regularly, energy publications and publicize this source to the general public.**
- Goal 8: Continue recycling programs at all village buildings and facilities.**
- Goal 9: Conduct energy audits for all Village Buildings**
- Goal 10: To continually examine the cost effectiveness to expand use of methane generated at the Waste Water Treatment Plant as a renewable energy resource.**
- Goal 11: Consider fuel efficiency when purchasing new vehicles. Consider the use of alternative fuels for new vehicles**
- Goal 12: Continue to explore funding options for burying power lines in core commercial districts and ensure that all new developments site utilities underground**

2. Agriculture

Essex Junction is known for good schools, pleasant residential neighborhoods, the railroad, the five corners and as being the home of IBM and the Fairgrounds. Despite a history that included several working farms, one thing it is not known for is agriculture. Essex Junction's direct involvement with agriculture is largely a thing of the past as neighborhoods, industry and hi-tech jobs have replaced most of the village's farmlands over the past 50 years.

Within Essex Junction there is one significant remaining active agricultural area – the Whitcomb Farm. The remaining land of the Whitcomb Farm consists of approximately 450 acres – the farm originally consisted of nearly 620- acres. Sections of the farm have been subdivided for residential development. A total of 268 residential units have been approved for development on the Whitcomb Farm in three phases – 84 single-family units, 142 duplex style units and 50 duplex style units. The 84 units are completed and construction on the 142 units and 50 units are in process. The development review process and 1997 master planning of the Whitcomb property established a limit of 400 acres, of which approximately 250 acres has natural conditions which severely restrict development, including, flood plain, prime agriculture soils and areas of steep slopes. The remaining approximately 200 acres is currently restricted from development through previous conditions of approval and regulations.

While the conditions of past approval and regulations limit the future development potential at the Whitcomb Farm, there may come a time when the Village has to consider alternative land uses for the farm if the current farm is no longer economically viable. The village should consider preserving the area as passive open space and/or for community based agriculture or gardens as well as other forms of potential development. The community should carefully consider future use of the remaining developable areas of the farm both in regards to the community's need to diversity its tax base and current goals to preserve open space.

Secretary of Food, Agriculture and Markets Standards

The guidelines prepared by the Secretary of Food, Agriculture and Markets in accordance with Section 6 VSA §8 of the state statutes were used in preparing the agriculture section of this plan. Map 1 identifies the prime agricultural (ag) soils in Essex Junction.

The following facts relate to the guidelines:

- There are not significant undeveloped areas with prime-ag soils in Essex Junction, nor are there significant areas of prime-ag soils being used for agriculture
- Farming is not a significant part of the local character or economy in Essex Junction
- The only remaining farm is adjacent to other land uses including residential and institutional uses.
- Land and Farm Conservation organizations have shown little interest in preserving the Whitcomb Farm, instead choosing to focus on more significant agricultural areas.

2.1 Agriculture Goals

Goal 1: To preserve existing farmland and/or open space.

- Objective 1.1 The existing Whitcomb Farm Master Plan should be updated to reflect recent changes on the property. The Village should carefully consider future development on the Whitcomb Farm in relation to the goals of preserving open space and diversifying the tax base.

Goal 2: To investigate alternatives to protect existing farm land

Objective 2.1: Consider purchasing the Whitcomb Farm for passive open space and/or community supported agriculture

Objective 2.2: Consider and study the potential of the Whitcomb Farm to be used for community based agriculture and/or passive open space if the current farm operations are in jeopardy of being discontinued

Goal 3: Existing residents should not finance new infrastructure that is necessary for any new development

Objective 2.1: All infrastructure and systems should be put in before any development in accordance with the approved Master Plan.

3. Business/Economic Development

Essex Junction has two interrelated local economies. The first is as a regional business and employment center that is home to the State's largest private employer—IBM. The second consists of the numerous small local businesses that serve a primarily local market of the residents of Essex Junction. A third emerging economy is tourism, which is being driven by the 100+ events a year at the Champlain Valley Exposition (CVE).

The Village is strategically located within the region and has the infrastructure to support additional new light industry and business expansion. The Village is close to the interstate highway, the airport, and has adequate sewer capacity for new development. In addition, it has been designated as a Metropolitan Planning Area in the 2006 Regional Plan, which is intended to support the regions largest buildings and most dense residential population.

Essex Junction does face business and economic development related challenges. One important challenge is to minimize the impact of phasing out of the M&E tax while ensuring the provision of adequate municipal services. Also, Essex Junction's retail sector faces competition from recent growth in outlying surrounding communities. To this end, it is important to support existing business, encourage new light industrial and commercial development and investigate additional sources of revenue.

Once such effort is the economic development plan prepared by RKG Associates. In 2001, Essex Junction hired RKG to prepare a master plan and economic development strategy for the Village's business districts, and to strengthen the fiscal condition of the Village. The report consists of a detailed market analysis, a business and land use inventory, and sets forth a series of goals and policies centered primarily on increased marketing and the redevelopment of underutilized properties, the establishment of an organization structure to work with local business, and to capitalize on the potential economic impact of the New England Culinary Institute (NECI), CVE other businesses.

The Villages efforts towards economic development over the past five years consist of:

- Increasing allowable densities in the core village mixed use districts
- Streetscape Projects in the Village Center including new sidewalks, lighting, landscaping, benches and receptacles
- Developed a Market Study for the potential of a grocery store in the Village; study was successful at attracting a new grocery store, which opened in June of 2007.
- Maintained a fair and balanced permitting process that supports local businesses and new investment

3.1 Village Center and Park Street Areas

The Village Center and Park Street area is the community's traditional business center and home to local businesses and retail shops. Portions of the RKG report focused on the Village Center and Park Street area and recommends that the Village should strive to capitalize on what it has, and encourage development that will enhance the environment. Specifically, the Village should include encouraging the development of market rate residential development, diversify the mix of non residential land use, attract new business, market vacant retail properties, and work to redevelop underutilized properties. Development of the New England Culinary Institute (NECI) off Park Street is an excellent example of this vision, whereby an underutilized property was redeveloped with a use that will enhance the Village environment.

Public improvement projects have been a central focus of the economic development efforts in the Village Center over the past five years. Two streetscape projects were completed along Main Street and Railroad Avenue within the last five years to improve lighting, sidewalks, add greenspace, and pedestrian amenities. A major upgrade to memorial park was also completed within the last five years along with landscaping improvements to Lincoln Hall and the corners of Railroad Street and Main Street. Another 1.5 million dollar streetscape project is planned for construction in 2008, which will include new mast arms and traffic signals at the five corners, pedestrian lighting, on-street parking, sidewalks and landscaping.

3.2 Pearl Street Business

The Pearl Street business corridor also is an important part of Essex Junction's business and retail sector, with many businesses and services, including two shopping centers, the Champlain Valley Exposition (CVE) and numerous other businesses and residential uses.

The RKG Report reveals that Essex Junction businesses serve primarily the local market and are facing competition from recent retail and office developments in surrounding communities. The report calls for an economic strategy that: capitalizes on the economic impact of CVE fair and non-fair related events, and works with property owners to development underutilized sites for residential and mixed-use development.

In 2005 the Village worked with the CVE and Saratoga Associates on the Pearl Street Enhancement Plan. The major focus of the plan included upgrades to the Pearl Street frontage of the CVE and recommended zoning changes to improve promote higher density mixed-use development and improved design standards. The Village should work with the CVE and other Pearl Street businesses to obtain funding to realize this vision.

3.3 Champlain Valley Exposition Fairgrounds

The CVE has become a major year round events venue over the last several years. The CVE is strategically located close to the Village Center and on a main road, which creates opportunities for local business to capitalize on the influx of people to the Village for CVE events. Public Village representatives should participate in the planning of any changes to the present use, or to the present master plan, as this will affect both the surrounding residents and the entrance into Essex Junction. Any new Master Plan or changes to the existing Master Plan should emphasize mixed use with a base of light industry and commercial uses. In addition, the Village should carefully consider and encourage businesses that support the events as the CVE such as hotels and restaurants.

3.4 IBM

IBM is Vermont's largest private employer and has a major economic impact on the local, regional, and state economies. The Village should support development policies that meet the needs of IBM, but also minimize impacts on the local residents. The Village supports completion of the Circumferential Highway, which has long been identified by IBM as important to the continued success of the IBM Essex Junction Facility.

3.5 Business/Economic Development Goals

Goal 1: Assist and work with existing businesses to stay and expand within Essex Junction. Assist and work with new businesses to invest in Essex Junction.

Objective 1.1: Maintain a favorable business climate in Essex Junction.

- Objective 1.2: Encourage the development of market rate residential development in the Village Center and Pearl St. Districts.
- Objective 1.3: Consider performing market studies or other efforts to attract specific businesses to the Village such as a hotel.
- Objective 1.4: Work with officials at IBM to meet their future development needs.

Goal 2: To increase the Village's involvement with the local business community.

- Objective 2.1: Look for strategic opportunities to work with willing business and property owners on economic development
- Objective 2.2: Work closely with regional businesses through active membership in such organizations as the Greater Burlington Industrial Corporation.
- Objective 2.3: Encourage Village membership on key and regional committees involved with business expansion and economic development. Work with the Chittenden County Regional Planning Commission.
- Objective 2.4: Work with regional and local organizations on redeveloping the fairgrounds.
- Objective 2.5: Promote the Village as a destination for shopping and services.
- Objective 2.6: Provide mechanisms for increased communication between the business community and Village Officials.
- Objective 2.7: Conduct market studies as needed to attract key businesses to the Village

Goal 3: Establish policies and manage the Village budget to minimize the impact of phasing out of the M&E tax, to ensure the continuation of adequate provision of service.

- Objective 3.1: Increase the ratio of light industrial/commercial uses to residential uses.
- Objective 3.2: Investigate additional sources of revenue.

Goal 4: To provide mechanisms for efficient and speedy review of development applications.

- Objective 4.1: Ensure that the local codes do not inhibit/prohibit local development.
- Objective 4.2: Draft standards for development which are simple to implement and enforce.

Goal 5: To preserve and enhance the appearance and historical character of the Village of Essex Junction

- Objective 5.1: Maintain Design Review in the Village Center
- Objective 5.2: Design publicly financed improvements to preserve the character of the Village Center.
- Objective 5.3: Consider the establishment of local historic districts or other mechanisms to preserve existing residential structures of significant historic village character along major arterials and in historic neighborhoods.
- Objective 5.4: Continue streetscape and landscaping efforts to attract private sector investment

4. Open Space/Recreation

The provision of parks and open space for active and passive recreation is an essential urban function. Essex Junction is reasonably well served by local parks, schools and recreational facilities that provide extensive active recreational opportunities. Natural areas in adjacent communities serve the needs of village residents for passive recreation. No significant publicly owned natural areas exist within the Village. Essex Junction also has a relatively comprehensive sidewalk network, a couple miles of off-road bike-paths, and several quiet residential neighborhoods where biking and walking are a common form of recreation.

Within Essex Junction, the management of the parks, recreation programs and facilities are the responsibility of the school system under the direction of the Prudential Committee. These include the management of all three of Essex Junction's formal parks along with all of the school properties that contain the majority of active recreation facilities within the village. A full-time Recreation Director administers the program. The recently completed Essex Junction Recreation Master Plan (2007) sets the vision, goals and implementation of future recreation projects and park maintenance for the next ten years.

The Village does have control over several areas of open space planning including development review and approval, development of urban passive open space areas (such as a village green or plaza), and bicycle and pedestrian planning, which will be discussed more fully in the transportation section of this plan.

The Whitcomb Farm is the only large expanse of open space left in the Village and it is protected through development. Passive recreational opportunities are available outside the village at the Indian Brook Reservoir, Saxon's Hill in Essex Town and in other nearby areas, but are not readily accessible from the village on foot.

4.1 Open Space

Most frequently open space is considered to be a park. However, there are several types of open space which contribute to the "quality of life" within the Village. The provision of publicly owned open spaces is essential to ensure public access and maintenance. Nonetheless, open spaces include some non-publicly owned open spaces as indicated below:

- 1) Wetlands
- 2) Flood Plains
- 3) Public and private forested lands
- 4) Undeveloped open lands
- 5) Agricultural land
- 6) Scenic vistas
- 7) Champlain Valley Exposition fairgrounds
- 8) Sidewalks

These open space resources are identified on Map 3 and further described in Chapter IV.

4.2 Passive Open Space

Passive open spaces are an important community asset. Passive open space includes:

- 1) Natural Areas

- 2) Sidewalks
- 3) Village Green

Natural Areas

No significant public natural areas exist in the Village, which is not uncommon for a small suburban community. However, adjacent communities have put efforts towards conservation of passive open spaces such as the Intervale in Burlington, Indian Brook reservoir in Essex, and the Colchester Pond Natural Area. The Intervale is a combination of community farms and areas for events (concerts, etc.), commerce, recreation, and gardening. It is reasonable to conclude that village residents are adequately served by nearby natural areas such as the Indian Brook Reservoir and Saxons Hill properties, but having a natural area within the Village and accessible by foot could be a community asset.

Village Green and Urban Parks

Essex Junction has invested significant resources towards the revitalization of its historic downtown in the Five Corners over the last five years. A major piece of that effort has been public streetscape and open space improvements. The narrowing of Railroad Avenue in 2003 created a small piece of open space to accommodate a farmers market. A farmers market did operate for a short period of time in the space. Noticeably absent in the downtown is a village green, a symbol of the New England Village. The Village does not have passive open space in the downtown for events such as a farmers market. The annual Village Block Party has been a huge success, but requires the closing of Railroad Avenue. The front lawn of the Park Street School is the most significant existing open space area in the downtown, but has not been utilized for non-school uses. The development of a green in another other location in the Village Center would require demolition and redevelopment.

The Transit Oriented Development Zoning District along Pearl Street encourages the provision of passive outdoor spaces such as a plaza or green in redevelopment projects.

Sidewalks

Sidewalks, not traditionally considered open spaces, do serve as passive open spaces. With the exception of sidewalks in the Village Center, sidewalks in the Village are generally about 4' to 5' wide, barely enough for two people to walk side by side. In the more urban areas of the Village, wider sidewalks, such as the Village Center and Transit Oriented Development District wider sidewalks will create passive open spaces and be required on new streets along with benches and pedestrian amenities. The Village has widen sidewalks as part of the Main Street and Railroad Avenue Streetscape Projects in 2003 and 2004 and will widen the sidewalks along Park Street as part of the Essex Junction Redevelopment Project, which is scheduled for construction in 2008.

4.3 Active Recreation and Parks

Equally important are the provision of active recreational opportunities for Village residents. The 2007 Essex Junction Recreation and Park Master Plan identified all park lands within the Village and determined that there is sufficient parkland to serve the Essex Junctions residential population. The plan also noted significant natural areas in close proximity to the Village including the Indian Brook Reservoir in the Town of Essex.

Essex Junctions existing parks and open space include the following (See Map 3):

- A. Stevens' Park:** 8.2 acre neighborhood park designed for passive, nature oriented activities. Designed walking/jogging trail system (also used by bikers). Low-level activity area with established play equipment.
- B. Cascade Park:** 10-acre neighborhood park designed for active recreation use. Youth baseball field; three (3) tennis courts; one (1) basketball court; one established play equipment area; parking lot for 18 vehicles.
- C. Maple St. Park:** 38 acre Community Park, designed for active recreation use. Facilities include one (1) softball field four (4) lighted tennis courts; one (1) lighted basketball court; one (1) picnic pavilion; swimming pool with bath house; two (2) shuffleboard courts; one soccer field; two (2) Little League fields; trail system, low level playground activity with established play equipment; parking lot for 128 vehicles.
- D. Essex Junction Educational Center:** 103 acre site housing high school complex. Outdoor facilities include: multi-use stadium; all weather running track; one (1) baseball diamond; one (1) football field; three (3) lighted tennis courts 400 meter track; parking lot for 370 vehicles.
- E. Albert D. Lawton Intermediate School:** 33.5 acre site housing middle school building. Outdoor facilities include: One (1) baseball field, one (1) soft ball field, four (4) multi-purpose field areas, parking lot for 110 vehicles.
- F. Fleming School:** 5.44 acre site that houses elementary school complex. Outdoor facilities include: one (1) tennis court; one (1) basketball court; high intensity playground area; one (1) youth baseball field, multi-purpose play area; parking lot for 301 vehicles.
- G. Hiawatha School:** 15.65 acre site that houses elementary school complex. Outdoor facilities include: two (2) tennis courts, one (1) youth baseball field; two (2) multi-purpose fields; one (1) basketball court; low level playground activity area.
- H. Summit Street School:** 3.7 acre site that houses elementary school complex. Outdoors facilities include: high intensity playground area; large open space area.
- I. Park Street School:** 1.29 acre site that houses alternative school building. Outdoors facilities include: low-level playground activity area; one (1) outdoor volleyball court.
- J. "Parizo Farm" Property:** 7.73 acres owned by the Essex Junction School District adjacent to the Hiawatha School. .
- K. Fairview Farms:** 10 acres owned by the village; currently natural area open space
- L. Whitcomb Heights:** 9 acres designated natural area open space.
- M. Other Available sites:** There are several facilities owned by other agencies which provide recreation opportunities to Village Residents.
1. Indian Brook Park: 577 acres, Town of Essex – Natural Park. Outdoor activities
 2. Winooski Valley Overlook Park: 4 acres, Winooski Valley Park District – Natural area
 3. Sixty-eight Acre Park: 58 acres, Town of Essex – natural area.
 4. Pearl Street Park: 14 Acres, Town of Essex – Active, athletic Park
 5. State Tree Farms: State of Vermont, Tree farm, soccer, cross country skiing/snowshoeing, walking.

- 6. Champlain Valley Exposition Fairgrounds: North of Pearl Street
- 7. I.B.M. Recreation Facility: Maple Street

As with any facility, maintenance of recreation equipment and parks is an important issue. Maintenance is a top priority listed in the Recreation and Park Master Plan. The sites identified are in relatively good physical condition, but could benefit from an improved maintenance program. However, the community park sites have not kept pace with increased usage. Renovation and replacement of much equipment is needed along with better grounds management practices.. The maintenance and improvement of these facilities is a major community issue.

During recent years there has been an increase in usage at all recreation facilities. Existing facilities and usage were inventoried in Recreation and Park Master Plan. As a result of this effort the following facility needs have been identified:

- 1. Implement an improved maintenance plan for the athletic fields and playgrounds.
- 2. Irrigate the athletic fields at Maple Street Park and Cascade Park (completed)
- 3. Establish a court resurfacing schedule
- 4. Develop a signage plan for the three village parks
- 5. Advocate for establishing a Bikepath Committee in Essex Junction
- 6. Build a skatepark at Maple Street Park (permitted and in progress)
- 7. Build two sand volleyball courts at Maple Street Park
- 8. Build a dog park
- 9. Further investigate the need for more indoor recreation space, including an indoor swimming pool

4.4 Open Space/Recreation/Environmental Goals

Goal 1: To preserve the natural beauty indigenous to Vermont within the Village of Essex Junction.

- Objective 1.1: Maintain regulations which encourage the preservation of trees in new development.
- Objective 1.2: Implement a program of selective planting of trees adjacent to existing road right-of-ways.
- Objective 1.3: Promote and actively participate in an annual tree planting program.
- Objective 1.4: Consider the preservation of the Whitcomb Farm for passive recreation as one option if farming no longer becomes viable.

Goal 2: To create urban passive open spaces.

- Objective 2.1: Encourage the provision of plazas and other passive outdoor areas in major redevelopment projects in the Village Center and Transit Oriented Development Districts
- Objective 2.2: Require a minimum of 8' sidewalks and pedestrian amenities in the creation of new public streets in the Village Center and Transit Oriented Development Districts
- Objective 2.3: Consider the development of a village green within the Village Center District
- Objective 2.4: Encourage or require the preservation of open space in new residential developments. Allow for innovative design in the preservation of open space through clustering and design techniques

Goal 3: To support the Essex Junction Recreation Department in providing a wide range of recreation and leisure opportunities for all residents of the Village.

- Objective 3.1: Continue regulations which require the dedication of usable park lands and open spaces as a requirement of major development approval.
- Objective 3.2: Support the implementation of the 2007 Essex Junction Recreation and Park Master Plan

5. Education and Child Care

The Village of Essex Junction is centrally located and has ready access to numerous colleges and universities including the University of Vermont, Champlain College, NECI, St. Michael’s College and Burlington College. These facilities provide varied opportunities for residents of the Village.

The public school system in the Village of Essex Junction is administered by the Essex Junction School District, an incorporated district which was chartered by the State in 1892, and the Union School District #46, established by the voters in the Village of Essex Junction and Town of Essex in 1995. The Essex Junction School District encompasses three elementary schools and one intermediate school. The Union School District #46 encompasses one high school and one regional vocational-technical center serving the communities of Bolton, Charlotte, Essex Junction, Essex Town, Fairfax, Grand Isle, Hinesburg, Huntington, Jericho, North Hero, Richmond, St. George, Shelburne, South Hero, Underhill, Westford, Williston, Winooski, and the Champlain Valley and Mount Mansfield Union High Schools.

Table 5 identifies existing school sites and acreage. Anticipated future school populations are listed in Table 6.

**Table 5
School Property Inventory**

Ed Center	103.0	acres
A.D. Lawton	33.5	acres
Hiawatha	7.92	acres(West St. 7.73 acres=15.65)
Summit	3.7	acres
Fleming	5.44	acres
Park Street	1.29	acres
21 New England Drive (offices)		

Management, including planning, of the Essex Junction School District is by a five member “Prudential Committee” whose members are elected from the public at large. Management, including planning, of the Union School District #46 is by a six member School Board, three of whose members are elected by the Village, and three of whose members are elected by the Town of Essex (outside of the Village). The Prudential Committee’s and Union School Board’s functions include fiscal responsibility and the setting of school policies and standards. The Prudential Committee and Union School Board are responsible for planning for the local school systems. Specific education plans are available at the School District Offices.

**Table 6:
Estimated Future Population in Essex Junction Schools**

Year	Births	K	1	2	3	4	5	6	7	8	K - 5	6-8	K - 8	Migr	Trans	Net	B to K	B to 1
1984	92	90	88	64	76	110	85	89	107	112	513	308	821	32	-76	-44		
1985	113	85	90	93	77	74	102	80	103	96	521	279	800	98	-27	71		
1986	124	100	101	95	103	89	86	115	91	116	574	322	896	92	4	96		
1987	130	100	110	106	104	105	90	90	115	108	615	313	928	68	-16	52		
1988	115	98	107	98	105	97	111	100	97	125	616	322	938	20	-10	10		
1989	131	121	123	116	92	104	96	111	97	105	652	313	965	47	-4	43	1.32	1.27
1990	114	93	132	116	114	95	107	110	108	94	657	312	969	16	-12	4	0.82	1.43
1991	120	118	104	136	118	111	98	116	104	108	685	328	1013	25	24	49	0.95	0.92
1992	118	121	123	103	134	112	107	103	125	103	700	331	1031	5	13	18	0.93	0.99
1993	98	94	125	125	107	129	114	111	105	130	694	346	1040	49	-9	40	0.82	0.96
1994	88	128	108	127	129	116	127	120	115	99	735	334	1069	31	-2	29	0.98	0.94
1995	102	122	135	104	130	133	118	144	125	119	742	388	1130	38	23	61	1.07	1.03
1996	106	87	124	139	110	126	130	131	138	135	716	404	1120	22	-32	-10	0.73	1.09
1997	84	117	96	122	138	107	128	134	132	142	708	408	1116	14	-18	-4	0.99	0.8
1998	109	119	131	97	128	137	116	132	134	132	728	398	1126	33	-23	10	1.21	1.11
1999	113	90	123	125	105	123	133	118	132	148	699	398	1097	13	-42	-29	1.02	1.26
2000	98	104	97	123	126	101	132	135	123	128	683	386	1069	16	-44	-28	1.02	1.1
2001	87	101	114	88	129	118	99	130	135	126	649	391	1040	-2	-27	-29	0.95	1.12
2002	99	99	111	119	90	130	118	110	131	136	667	377	1044	31	-27	4	1.18	1.05
2003	97	98	106	105	123	87	130	125	104	131	649	360	1009	3	-38	-35	0.9	1.26
2004	105	104	107	104	107	127	88	128	129	105	637	362	999	17	-27	-10	0.92	0.98
2005	115	114	96	102	103	111	123	92	128	136	649	356	1005	-3	9	6	1.16	0.85
2006	87	96	115	99	107	107	106	131	99	122	630	352	982	17	-40	-23	1.1	1.17
2007	87	112	96	114	102	106	106	112	133	100	636	345	981	9	-10	-1	1.13	1.1
2008	87	110	112	95	117	101	105	112	113	135	640	360	1000	9	10	19	1.13	1.13
2009	87	119	110	111	98	116	100	111	113	114	654	338	992	8	-16	-8	1.13	1.13
2010	88	130	119	109	114	97	114	105	112	114	683	331	1014	6	16	22	1.13	1.13
2011	88	99	130	118	112	113	96	120	106	113	668	339	1007	8	-15	-7	1.14	1.13
2012	88	99	99	129	121	111	111	101	121	107	670	329	999	6	-14	-8	1.14	1.14
2013	88	99	99	98	133	120	109	117	102	122	658	341	999	8	-8	0	1.14	1.14
2014	88	99	99	98	101	132	118	115	118	103	647	336	983	7	-23	-16	1.14	1.14
2015	89	100	99	98	101	100	130	124	116	119	628	359	987	7	-3	4	1.14	1.14
2016	89	100	100	98	101	100	99	137	125	117	598	379	977	9	-19	-10	1.14	1.14
2017	89	100	100	99	101	100	99	104	139	127	599	370	969	9	-17	-8	1.14	1.14
2018	89	100	100	99	102	100	99	104	105	141	600	350	950	8	-27	-19	1.14	1.14
2019	89	100	100	99	102	101	99	104	105	106	601	315	916	7	-41	-34	1.14	1.14
2020	90	101	100	99	102	101	100	104	105	106	603	315	918	7	-5	2	1.13	1.14

As can be seen from the above table, school populations are anticipated to level off over the next five years with some years showing a decline in the school age population. The school district has no plans for new schools. However, the Essex Junction High School has recently added a new library and is nearing completion on a major expansion of the technical center. Single Family housing development, which tends to have the biggest impact on school enrollment populations, is occurring at a very low rate due to the scarcity of vacant land. The increase in multi-family development in the Village is not likely to have a major impact on school enrollments.

5.1 Childcare

Childcare must be addressed in local comprehensive plans as a result of a recent change to the state planning statutes. Childcare is provided in the Village through private childcare facilities. Map 5 identifies the locations childcare facilities in the village. The Village appears to be adequately served by the 16 existing childcare facilities. In addition, there are ample opportunities for new facilities as childcare facilities and home daycare facilities are allowed in most areas of the village.

5.2 Education Goals

Goal 1: To provide opportunities for access to quality education for all segments of the population and promote full use of all facilities.

Objective 1.1: Coordinate with the School District to minimize any negative impact to school resources which results from major new residential development.

Objective 1.2: Encourage the use of Village and school facilities during evening and weekend hours for adult education, educational workshops and career development programs.

Goal 2: To cooperate and coordinate with the School District in providing population projections within the Village.

Goal 3: To encourage alternative access to all educational facilities through the use of sidewalks, bike paths and mass transportation as appropriate.

Goal 4: To maximize use of all public facilities, Village and School, by utilizing the facilities for community and service organizations during off-peak hours.

Goal 5: To promote an elementary school safety program to increase awareness of bicycle and pedestrian safety issues. Consider participating in Vermont's Safe Routes to School Program.

Goal 6: To encourage CCTA to investigate the possibility of expanding bus service during pre-school and after-school hours to those areas of the Village not currently serviced.

Goal 7: Continue to allow childcare facilities and home daycares in all zoning districts that permit schools as well as all residential zoning districts

6. Utilities/Facilities

6.1 Wastewater Collection System

The Village of Essex Junction has made several improvements to the sewage collection system in the past years. These improvements included upgrading undersized lines and the replacement of pipe showing signs of deterioration; and improving the maintenance program to ensure the present system continue to provide this essential service for the protection of public health. The Village also extended the sewer main on Park Street to service several existing and new businesses to develop and expand. Other adjacent service lines have also been replaced due to severe deterioration of concrete mainline pipe. The community is in process with a capital plan update with information gained in a 2005-2006 comprehensive pipeline assessment of the sanitary sewer collection system.

Presently, the sewer transmission mains within the Village are adequate for the present flows. The gravity sewer system in the Village consists of many different types of pipe used for transmission mains (concrete, vitrified clay, asbestos cement, PVC, cast iron and HDPE).

There are over 16,000 feet of concrete sewer main in the Village (Map 7). Some of this pipe has been in use for more than 60 years and is beginning to show signs of deterioration where the soil conditions are poor. This concrete pipe will eventually need rehabilitation over the next 20 years. High priorities are the major transmission lines as well as lines under main roadways. Assessment will be completed using a standardized pipeline assessment protocol.

Sewer mains are readily accessible to all areas of the Village. Detailed Wastewater Collection System Maps are updated annually and are available at the Village Offices, Public Works and the Wastewater Treatment Facility. Extensions of lines are the responsibility of the developer. The use of septic systems for future development is not necessary. There is adequate capacity to accommodate the few remaining septic systems still within the Village today. A comprehensive listing of on-site septic systems is found in Section 7 of the Village of Essex Junction policies and procedures.

6.2 Wastewater Treatment Capacity

The wastewater facility was upgraded to advanced secondary treatment in 1985. Since then The Wastewater Treatment Facility has completed two upgrades for the Towns of Williston and Essex. Current capacity is presently rated at 3.3 Million Gallons per day.

Rated capacity for the three communities served by the Essex Junction Wastewater Facility are:

Essex Junction	1.22 MGD (Million Gallons per Day)
Essex Town	1.10 MGD
Williston	0.98 MGD

Based on actual flows observed from the Village, there is excess treatment capacity of 0.477 Million gallons per day. There is sufficient hydraulic capacity for the Village beyond the year 2015. Additional capacity will be gained by wastewater collection system work noted above. Capital maintenance work reduces the incidence of water infiltrating into the system from the groundwater table. Additional capacity will be recovered by rescission of unused capacity allocations assigned to development projects that have not been constructed.

Total flow from the three communities serviced is at an average daily volume of 1.9 million gallons per day. Wastewater flows will vary based on weather conditions. Long term flow profiles relate to

development patters in the communities served. Capital planning with long term rate stability planning will maintain the viability of the infrastructure long beyond its design life.

6.2.1 Pump Stations

Within the Village, there are seven sewage pump stations. Sewage flows by gravity in lower lying areas to a central collection point. There it is collected in a wet well (storage tank) then pumped under pressure to the Wastewater Treatment Facility.

6.2.2 Sludge

The generation of Biosolids (or sludge) is a natural by-product of Wastewater treatment. Increased regulation and controls imposed by the State and Federal governments have made Biosolids a priority in Wastewater Facility operations. The management of Biosolids is accomplished by a cooperative effort with the Chittenden Solid Waste District. This consortium effort uses a subcontractor under contractual agreement with CSWD for management of this organic byproduct of the wastewater process.

Dry weight basis is a parameter used as a standard in the industry for measuring and tracking the efficiency of various processes. We currently produce 350 dry tons of solids per year. Where the solids generated are in a liquid slurry form, the facility uses gravity thickening and subcontractor high solids dewatering to maximize process efficiency. A thickened feed Biosolids at 5% solids is dewatered to greater than 28% solids. Where sludge management costs are on a wet ton basis, the more water squeezed out of the Biosolids, the more efficient the disposal cost. Dryer Biosolids results in more solids removal per ton from the dewatering operation.

Staff and CSWD continue to evaluate the most environmental and cost effective method of recycling or beneficial re-uses of the treatment by-product; Biosolids. The management of Biosolids residuals accounts for over 25% of the annual operational budget. Planning involves a long term evaluation of flexibility, high solids production and long term viability of any process selected. Presently, the use of subcontractor services accomplished this objective for the facility without capital improvement.

6.3 Water Distribution System

The Village of Essex Junction receives its water from the Champlain Water District (CWD). CWD is a water wholesale company that maintains a network of distribution pipes and meters throughout the communities that they service. Water enters into the Village through three main master meters controlled by CWD. Water leaves the Village through one meter. With IBM as a major water user, water into the Village is over 5.5 MGD (Million Gallons per Day). Village users consume 0.75 MGD the balance of the water passes through the system with bulk water billing managed by CWD and water to IBM managed by the Village.

The high volume of water that passes through the community makes the Essex Junction water system one of the largest in the state by hydraulic volume. This high volume of water is good for water quality. With large volumes of water and meters out of the Village of Essex Junction direct control, accurate wholesale billing and acute monitoring of the distribution system for leakage is very important for rate stability.

The Water Department purchased a leak detection system for constant monitoring of the water system for leaks. Twice annually, unaccounted for water or water loss is calculated as part of the residential billing cycle. The Village continues to maintain water loss at low level, well below industry norms.

The residential section water distribution system in the Village of Essex Junction consists of a high pressure system and a low pressure sections. The majority of the Village is serviced off the low pressure system. The high pressure system services a section located in the northeast corner of the Village, this area consists of all Countryside Development, Corduroy Road, Vale Drive, Mason Drive, Kiln Road, the west end of Brickyard Road, Acorn Circle, the west end of Briar Lane and the west end of Woods End Drive. The high pressure system also provides water to the Town of Essex at two locations in this area. As noted earlier, water is obtained through the Champlain Water District. Village residents are eligible to vote on measures to expand the District services.

Presently, most of the water main transmission lines are sufficient with some exceptions. There are areas within the Village where looping the mains would result in improved fire protection and circulation. Other sections of the Village contain water mains that are under sized by today's public water supply and fire protection standards. The Water System capital plan prioritizes the identified system deficiencies. All capital plans are working documents subject to modification due to changing priorities and opportunities to modify schedule to combine projects.

The Village has sufficient major transmission lines available to serve future development (Map 8). Extension of these mains to serve new development will be the responsibility of developers and must be done to the municipal standards. The Village Water Distribution Map is updated annually and is available at the Village Office, Public Works, Wastewater Treatment Facility. The maps are now in GIS format.

6.4 Stormwater Drainage System

The Village of Essex Junction is a regulated Municipal Separate Storm Sewer System (MS4) under the EPA and State of Vermont Phase 2 stormwater permit process. The Village is regulated as the population density exceeds 1,000 persons per square mile. The Village began participate in this program at its inception in 2002. As required by law, the community is required to comply with six program areas.

1. Public Education and Outreach on stormwater
2. Public participation/involvement in stormwater management and decision making
3. Illicit discharge detection and elimination
4. Control of construction site stormwater runoff
5. Control of post construction runoff
6. Municipal pollution prevention and good housekeeping

The Village has implemented all required permits related to stormwater. There remain several expired permits which will need to be addressed as applicable state permit rules are developed. Until then, all systems are inspected at minimum, once annually after snow melt, twice a year as specific permit conditions apply

The Village of Essex Junction has two waterways passing through the community. Both of these streams are impaired due to stormwater flow contributions. The streams are Indian Brook and Sunderland Brook. Though the streams are close to attainment of water quality standards, ongoing State Agency of Natural Resources evaluation may lead to an issuance of a TMDL (Total Maximum

Daily Limit) to aid in the speedy return of the stream to Vermont Water Quality Standards. The TMDL determination is to be made in 2008.

Issuance of a TMDL may lead to additional capital improvements necessary for stormwater management compliance. In the meantime, two projects have been completed along Indian Brook to aid in the stream recovery. A flow volume and sediment offset was constructed in 2006 for the Upland Drive Drury Drive area using private funds. In 2007, a similar project was completed on Central Street and is know as Five Corners North. Funding for this project was both State and Federal with a lesser portion from the Village Capital Plan.

The Village of Essex Junction has historically maintained its stormwater infrastructure to a higher standard than most communities. This ongoing maintenance and management of these stormwater assets will further insure water quality at a value price for the community.

6.5 Streets/Sidewalks

The Village maintains 32.3 miles of streets and 33.5 miles of sidewalks. The continued maintenance and improvement of this system is an important future budget consideration. New maintenance and improvement of this system should ensure lower long-term maintenance costs. However, older constructed areas may need substantial improvements. (See Village Capital Plan)

6.6 Public Utilities

Comcast Cable

Provides cable service to anyone who wishes to subscribe. Services are available to the entire Village.

Vermont Gas Systems

Natural gas service is provided upon request. Expansion follows development. The following areas currently are not yet served: Old Colchester Road, Whitcomb Farm area and Roscoe Court.

Green Mountain Power

Supplies electricity to the Village by means of the hydroelectric plat on the Winooski River. Adequate power is available to serve new growth within the Village.

Verizon

Provides telephone service to the community.

Unicel, Nextel, Sprint and Verizon Wireless

Provides wireless telephone service to the community.

The provision of all public utilities is regulated by the State and Federal governments. Service to Essex Junction is adequate at present, and for the foreseeable future. However, the Village should continue to monitor these services and participate in public hearings on all projects which may have an impact within the Village.

6.7 Public Buildings/Offices

Local, state and federal governments are acknowledging the benefits of having public buildings located in historic downtowns and village centers. Public buildings increase the daytime population in an area through its employees and those visiting the offices. The increase in daytime employment and activity from public offices helps keep the downtown vibrant and businesses healthy. In addition, public buildings in downtowns give opportunities for the reuse of important historic buildings and give employees and visitors access to increase transportation choice by being located in a pedestrian friendly area that is accessible by public transportation. For the reasons described above, the state and federal government both have policies requiring them to give priority consideration to locating public buildings in downtowns and village centers.

The Village Center has several public buildings including the Essex Junction Municipal Offices, the Brownell Library, the Fire Department and the Winston-Prouty Federal Building. The Essex Town Municipal offices are located within a half mile from the Village Center. The Essex Junction School District and Union 46 school districts should give consideration to locating their offices in Essex Junction's designated Village Center.

6.8 Brownell Library

The Brownell Library completed a five year plan: Into the Next Century: Brownell Library Plan for 1995 – 2000 in September 1995. The five year plan is currently being updated and will be completed in December of 2007 and is incorporated into the 2007 comprehensive plan by reference. Below is information that will likely be included in the 2007 plan. However, upon adoption the plan shall supersede this information.

The Brownell Library's mission is to provide a current and diverse collection for all ages in a welcoming and comfortable environment where people come first. The staff's mission is to help patrons utilize the library's resources and to provide opportunities for community enrichment and cultural awareness.

Four Service areas Service Response Areas are identified in the 2007 plan:
Commons, Cultural Awareness, Current Topics & Titles, General Information

1. **Commons** – Patrons will find that there is adequate space to hold meeting for up to 50 people.
 - a. Increase use of the Kolvoord Community Room.
 - b. The Library will hold more programs for adults and children.
 - c. More residents will find the library a comfortable and friendly place to spend more of their leisure time.
 - d. The library will offer opportunities for community members to communicate with each other in a pleasant and welcoming space.
 - e. The library will sponsor public forums on topics of local and worldwide interest throughout the year.

2. **Cultural Awareness** – Providing opportunities for residents of all ages to enhance their understanding of the wider world.
 - a. More residents will be able to find materials in all formats in the Library's collection that bring the arts, history, thought, and literature of the earth's people into focus.
 - b. Patrons will be offered programming on the humanities, global concerns and social issues.

3. Current Topics and Titles

- a. Patrons will continue to find materials that reflect current cultural and social trends.
- b. More patrons will be able to read the best sellers when the material is still new.
- c. Patrons will find a deeper collection of materials on CD, books on tape and videos on a variety of topics.
- e. Patrons will be able to search the library's catalog from the Internet anywhere in the world.
- f. Patrons will continue to find the library's website useful and with a wider scope.
- g. General Information
 - 1) More patrons will use the library as a place for browsing and independent study.
 - 2) Patrons will continue to find up-to-date resources for answering questions about work, education and home.
 - 3) Patrons will find increased internet availability with a staff willing to provide guidance and instruction.
 - 4) Patrons will continue to have their reference queries answered in an accurate and efficient manner when the library is open.
 - 5) The Director will encourage staff continuing education in the use of print or electronic information sources via in-house and external education offerings.
 - 6) The staff will evaluate the reference sources found online while maintaining a collection that meets the public's need to know.

6.9 Fire Department

The Essex Junction Volunteer Fire Department surveyed the entire Village in 1998. All types of dwellings within the protection area were reviewed and a five year plan on fire protection equipment needs was developed.

Currently, the Fire Department operates two pumpers and one pumper/ladder: one pumper is a heavy rescue unit, and one is a utility truck. If the Village were to develop all of the existing property within the Department's protection area, based on the survey, the current level of equipment would be sufficient.

The Fire Department has worked closely in the last two years with the Public Works Superintendent on the fire hydrant system. Two new hydrants have been added and several areas identified that need to be upgraded for optional fire protection. The most important area is Susie Wilson Road to West Street Extension.

In addition to equipment and building needs, a major issue to be reviewed is the role of the Fire Department in Fire Prevention. The lack of any full-time personnel limits the department's capability to aggressively promote Fire Protection programs. Also, the ability to inspect structures and access fire exposure is limited by lack of personnel. Consideration should be given to creating a limited full-time Department as a first response team and for initiating fire exposure and fire prevention programs. The adoption of a Build Code for single family dwellings should also be analyzed as a part of an overall fire exposure and fire prevention program.

In November 1994, the Fire Department was reevaluated by the Insurance Service Organization. The result of this was that the insurance rating went down from a Category 5 to a Category 4; this is an improvement that will reduce commercial and industrial buildings' fire insurance premiums by 4 - 10 %.

6.10 Utilities/Facilities Goals

Goal 1: To provide a Village infrastructure system that adequately ensures the availability of potable water, disburses storm and ground water runoff and disposes of sanitary wastes in a manner which ensures community health and is environmentally sound.

- Objective 1.1: Maintain Public Works Specifications utilizing prudent and reasonable technology to ensure adequate infrastructure systems. Include adequate designs to allow for peak usage and control peak flows.
- Objective 1.2: Implement Asset management plans through capital projects that upgrade existing water, stormwater and sanitary sewer systems to insure long term rate stability.
- Objective 1.3: Utilize the available sewer capacity in a manner which will provide the most benefit to the Village of Essex Junction.
- Objective 1.4: Continue to provide improvements or extensions to existing infrastructure systems without undue financial burden to the Village.
- Objective 1.5: Maintain the existing infrastructure systems for maximum life and use.
- Objective 1.6: Ensure new developments have adequate services.
- Objective 1.7: Continue to identify existing areas where deficiencies in the systems occur and could potentially have a detrimental effect on safety, health, or the environment.
- Objective 1.8: Consider leasing on a more permanent basis basic sewer capacity in excess of potential development in the Village. (Trustee Decision)
- Objective 1.9: Actively participate in the Champlain Water District operations and planning process.
- Objective 1.10: Obtain voting membership in the Champlain Water District.
- Objective 1.11: Implement stormwater discharge standards to be included in Future Land Development Code [ordinance] revisions.

Goal 2: To participate in Public Service board hearings and to encourage the continued provision of a high quality of public utility services to the Village.

- Objective 2.1: Encourage utility companies to provide high quality services to all areas of the Village as new development occurs.
- Objective 2.2: Require public utilities to maintain their corridors, to remove all existing poles as part of pole replacement projects in a timely manner, and to fix damage to Village infrastructure resulting from utilities construction projects.

Goal 3: To provide the community with the best possible sidewalks for the purpose of pedestrian travel at the most reasonable cost.

- Objective 3.1: Establish a prioritized capital improvement plan for upgrading sidewalks.
- Objective 3.2: Complete a quality assessment inventory on all sidewalks including handicapped accessibility, length, width and deficiencies (heaving, drainage).

Goal 4: To continue to provide all Village segments with the best fire protection.

- Objective 4.1: Actively recruit volunteers for the Fire Department.
- Objective 4.2: Consider establishing a limited full-time Fire Department.
- Objective 4.3: Consider adopting building and life/safety codes.

Goal 5: To provide a high level of Library Services to Village residents for their enjoyment and information with special emphasis on popular materials, children's services and reference sources.

- Objective 5.1: Provide training and easier use for the public on electronic tools and resources.
- Objective 5.2: Continue offering Internet training for patrons on a daily basis. Keep statistics on the total number to equal or exceed the number in 2002.
- Objective 5.3: Be ready to help patron on demand with all current databases and publicly available computer software and related equipment and keep statistics of such help.
- Objective 5.4: Add 2 new laser network printers for public use to facilitate easier copying and more economical ink use.
- Objective 5.5: Publicize new services and computer training opportunities in the local weekly paper as needed, or at least on a quarterly basis.
- Goal 6: To maintain existing public buildings in the Village Center unless their function warrants an alternative location. To encourage other public entities to give priority consideration to the Village Center for their public building(s) unless the function warrants an alternative location such as the wastewater treatment plant or public works garage.**

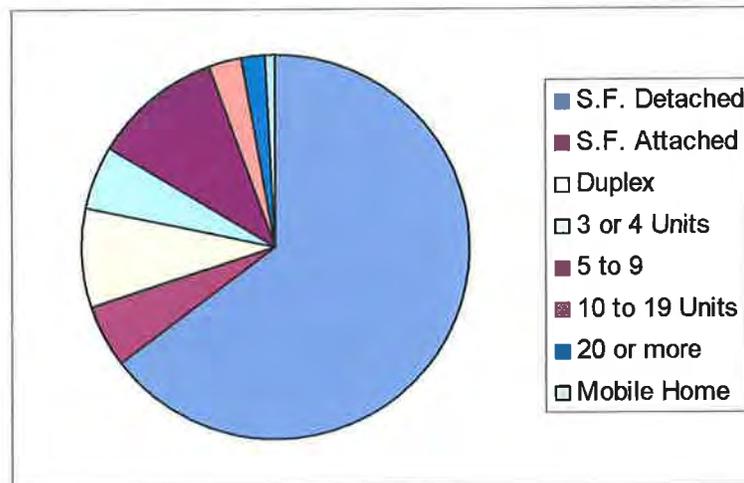
7. Housing

The availability and quality of housing are important determinants of a community's quality of life. The 2001 Village of Essex Junction Citizen Survey indicated that nearly 94% of residents felt housing quality in Essex Junction was average or excellent. The Village must work to make sure that residents remain that satisfied, well into the 21st century. A major component of this Plan is to ensure the availability of housing to all segments of the community while maintaining this high housing quality.

7.1 Housing Supply

The existing housing stock in Essex Junction is mixed. Although single family detached dwellings are the single largest housing category, other alternatives exist. Figure 3 provides a summary of housing stock by dwelling type.

Figure 3
Housing Stock by Number of Units in Structure
Essex Junction, 2000



Total number of units: 3501.

Source: U.S. Census, 2000.

7.2 Characteristics of Residents

The average household size in 2000 was 2.48 persons per household. This number has gone down over the last 30 years, but now seems to be stabilizing or even on the rise, according to the Chittenden County Regional Planning Commission (CCRPC).

In 2000, there were 3409 households, and 3,501 dwelling units; therefore, 92 units were vacant. The make-up of these households was:

**Table 7
Households in Essex Junction, 2000**

Number of families:	2,253
Number of people living alone:	901
Householders not living alone:	255

Source: U.S. Census, 2000.

7.3 Building Activity

Residential growth within Essex Junction has remained relatively steady since the mid 1970's. Since that date, there has been a general trend toward single family construction. By 1984, single family development outpaced multi-family construction.

The period 1985 to 1999, also consisted primarily of single family housing developments, with the development of nearly 350 single family homes in the Countryside and Fairview Farms neighborhoods and the recent development of 84 single family homes on the Whitcomb Farm.

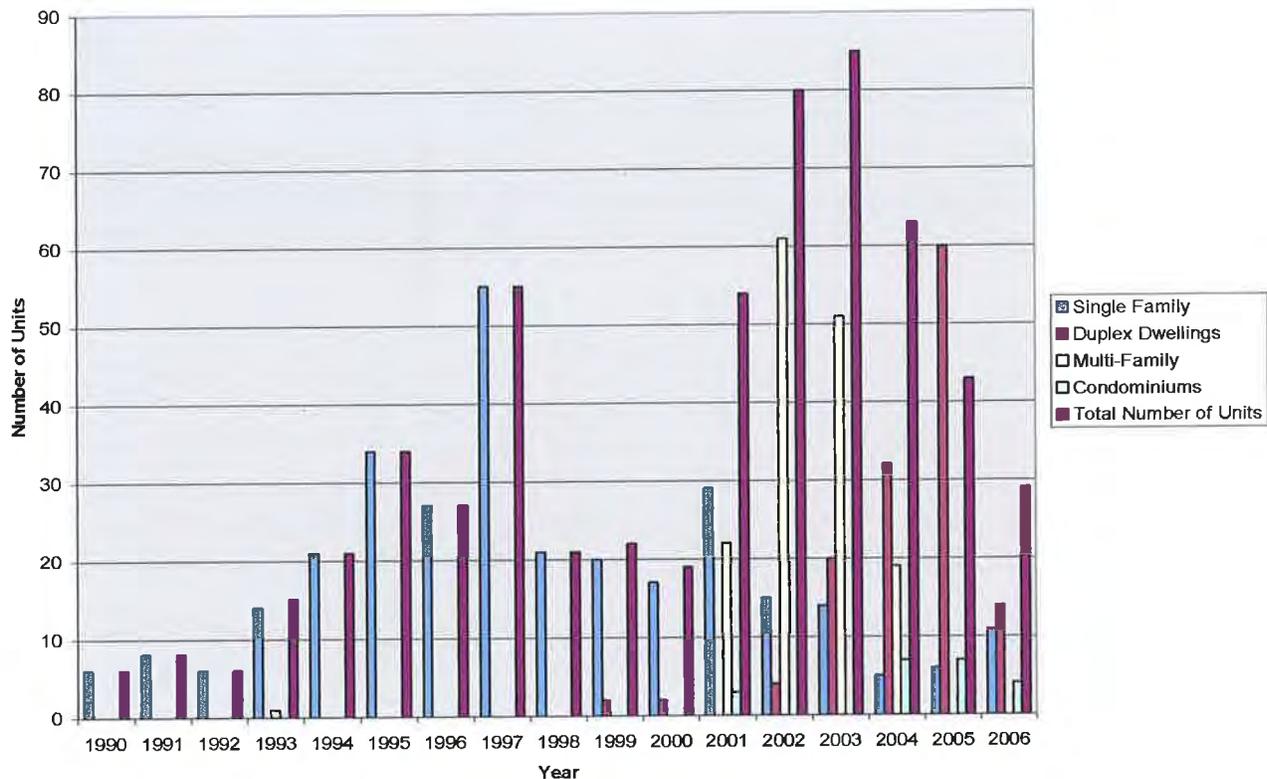
The demand for single family homes in Essex Junction during 2000 and 2001 was not completely exhausted, as there were 48 permits for single family homes issued during this period.

While the Village has seen a decline in the development of single family detached housing over the last five years, largely as a result of a diminished land base, there has been a sharp increase in the development of multi-family housing projects. The increase in higher density multi-family housing was made possible by zoning changes put in place in 2000.

Highland Village at 61 - 69 Pearl Street is the most obvious example of the newer high density housing, which was built at approximately 16 units per acre. Another example is the 30 unit affordable rental housing (26 affordable; 4 market rate) project at 203 Pearl Street, which was funded in part by public grants and tax credits. Riverside in the Village off Park Street is still in the process of being built and will ultimately consist of 66 market rate apartments, 70 condominiums, 63 student housing units (for the New England Culinary Institute) and 35 senior housing units.

Housing growth is important not only as a mechanism to provide housing that is affordable to all segments of the population, but also important for economic stability and business retention and growth. Essex Junction businesses rely primarily on local residents to support their businesses. An increase in the number of housing units and density will increase the market potential for local businesses.

**Figure 4
Housing Growth 1990-2007**



Source: Essex Junction Planning Department

The 2006 Regional Plan established non-binding housing growth targets for each Chittenden County municipality for 2000-2010. The housing targets list an overall number of housing units along with targets for moderate income housing (affordable for those making 80% of median household income) and affordable housing (affordable for those making less than 80% of median household income). Essex Junction’s housing target is 504 units. As of 2007, Essex Junction has issued permits for 373 housing units and the planning commission has approved 258 additional units that will likely be permitted by 2010, which would bring the total number of housing units to 631 units. Therefore, Essex Junction is likely to exceed the overall housing growth target established by the CCRPC with the construction of well over 600 housing units in the ten year period.

7.4 Housing Cost and Affordability.

The median price for a home in Essex Junction in 2005 was \$219,700 (www.city-data.com/city/Essex-Junction-Vermont.html). The median home price in the Burlington Metropolitan Statistical Area (MSA) is \$216,000 according to the US Census Bureau’s 2005 American Community Survey. The median household income in 2005 was \$51,979 for the Burlington MSA according to the 2005 American Community Survey (www.census.gov). Assuming that households should not spend more than 30% of their gross income on housing costs, a household earning the median income in the Burlington MSA could afford monthly housing costs of approximately \$1200. Assuming a down payment of 10%, the median home in Essex Junction would cost approximately \$1200 a

month including principal, taxes, insurance and interest. Therefore, it appears the median home price in Essex Junction is relatively in line with the median income in the Burlington MSA.

Determining if 100 units of "affordable" or "moderate income" housing will be constructed by 2010 to meet the CCRPC housing targets is difficult to determine as Essex Junction does not have inclusionary zoning or other requirements that guarantee housing affordability in the future. Twenty-six affordable units and 20 special needs units were constructed in the Village over the last ten years using state tax credits, which require them to remain affordable. These units nearly meet half the CCRPC housing target for affordable and moderate income house.

All of the remaining housing units constructed in the Village since 2000 have no requirements to remain affordable and are subject to fluctuations in the housing market. However, based on the 2007 property re-appraisal conducted by the Town of Essex, 32 of the 77 units constructed at Highland Village (61 Pearl Street) are priced below \$183,000, which is the maximum cost of housing that is affordable to households earning 80% of the median income (\$41,583).

The Riverside in the Village project, which is currently under construction, will include 66 market rate apartments, 70 condominiums, 63 units of student housing and 35 senior housing units, a significant portion of which may be classified as affordable or moderate income housing in the future. It appears the Village's decision to increase densities (which made Highland Village and Riverside in the Village possible) in specific zoning districts is allowing more affordable housing units to be constructed. Essex Junction is likely to meet the housing targets established by the CCRPC.

Essex Junction is not prepared to adopt an inclusionary zoning ordinance at this time, but will instead focus on issues within our control that affect the affordability of housing including housing densities, permitting, and redevelopment.

7.5 Other Housing Issues

In addition to concerns regarding the balancing of the demand for housing versus regulating the impacts of new housing development, there are a variety of other housing issues within the community including:

- 1) Building/fire codes
- 2) Multi-family conversions
- 3) Special needs housing
- 4) Historic preservation
- 5) Energy conservation
- 6) Preservation of neighborhood character.

All of these issues are important considerations within this Plan. Many of these issues are included in other Plan elements. Some areas require added studies to determine feasibility. Specific strategies are included in the Goals section of this element.

7.6 Housing Goals

Goal 1: To provide a variety of housing opportunities for all present and future residents of the Village of Essex Junction while creating and preserving quality residential environments and existing neighborhood characteristics.

- Objective 1.1: Permit innovative development strategies including commercial/residential developments, zero-lot lines, and transfer of development rights where appropriate and after special review.

- Objective 1.2: Study the feasibility of adopting and enforcing uniform building and fire codes for housing.
- Objective 1.3: Consider energy conservation standards and alternate energy resources in all future codes.
- Objective 1.4: Allow existing non-conforming multi-family conversions to continue, provided minimum neighborhood standards are maintained.
- Objective 1.5: Consider zone changes to preserve existing structures of historic village character along sections of major arterials and in historic neighborhoods.
- Objective 1.6: Provide a mechanism within the Land Development Code to encourage the creation of new affordable elderly housing.
- Objective 1.7: Consider zone changes to preserve our single family stock by discouraging its conversion to multi-family housing while encouraging the development of new multi-family housing in commercial and multi-family zones.
- Objective 1.8: Maintain allowance for density bonuses in the Planned Residential District for the construction of affordable housing
- Objective 1.9: Allow high density housing in major commercial areas and maintain the R-2 small lot single family zoning designation to allow for affordable housing
- Goal 2: To cooperate with surrounding communities, private developers and nonprofit developers, to jointly create affordable housing and senior housing.**
- Goal 3: To continue to provide adequate sites in residential areas or areas of residential character for special needs housing.**
- Goal 4: To encourage private and public property owners of historically significant structures to maintain the historical integrity of the structures.**

8. Transportation

Transportation is an important issue to the Village of Essex Junction. The “Five Corners” intersection presents difficult traffic management problems. The location of the railroad tracks add to the complexity of the problem. The historic development of Pearl Street and resultant numbers of curb cuts provide traffic safety concerns. In addition to factors within the Village, growth in adjacent communities results in traffic increases throughout the Village.

The Village street network is essentially a grid of interconnected streets, dead end streets make up only a small portion of local streets. The state highways of Route 15, Route 2A and Route 117 provide the only vehicular connections into and out of the Village. Therefore, they carry significant amounts of non-destination and local traffic. The interconnected street system allows for multiple routes to the same destination, thereby giving users of the network options for getting from point A to B. The interconnected local street system reduces congestion on major arterials, but increases the impact on local neighborhoods, especially as a result of traffic associated with Village Schools. Continuing to maintain the interconnected street network and connect streets in new developments is a central transportation policy within the Village.

The complexities of the transportation network described above require a concentrated, coordinated transportation planning effort within the Village. There are no single, simple solutions available. It is necessary to develop a multi-modal approach to transportation planning. Included is the street network, bike paths and sidewalks, public transit, and the possibility of railroad transit. In addition, public safety is an important consideration in any improvements considered. Such a multi-modal approach can lead to an improved, cost-effective and energy-efficient transportation network.

8.1 Streets

The Village of Essex Junction is fortunate in that there are no outstanding needs for construction of major new streets. The basic network has already developed. As new development occurs, the extension of the existing street network will be constructed by developers.

The primary issue, therefore, is increased traffic management, particularly for non-destination traffic.

The influence of the first phase of the Circumferential Highway, completed in 1993, can be clearly seen in reduced traffic volumes and accidents for 1995. However, it is also clear that this reduction is temporary. Traffic volumes at the Five Corners are increasing to levels that are higher than pre-Circumferential Highway levels (CCMPO, Route 15 Corridor Study, 2007). Approximately 30,000 vehicles per day travel through the Five Corners. Many of these trips do not start or end the village and are considered non-destination traffic. New developments in adjacent communities such as in Taft Corners in Williston contribute to even higher volumes.

Due to the growth in non-destination traffic, the village supports alternative routes between adjacent communities along with an additional crossing over the Winooski River. Non-destination traffic is a threat to the vitality of the Village Center where the emphasis needs to be on local access, pedestrian mobility and safety, and aesthetics. Increased vehicular capacity is in direct conflict with these Village Goals and therefore is not supported to the extent it would involve additional vehicle lanes and road widening.

Safety is another major concern. The state highways of Route 15, Route 2A and Route 117 all carry significant amounts of non-destination traffic through Essex Junction. The high number of curb cuts along with the size and location of curb cuts contributes to safety issues, particularly on roads with

more than two lanes such as Pearl Street and portions of Park Street near the five corners. Access management is therefore an important consideration of this plan. See Map 4 for high accident locations.

8.2 Sidewalks/Bike Paths

The provision of sidewalks and bike paths within the Village are important transportation issues. Essex Junction currently has approximately 38 miles of sidewalk to maintain. Cost and the efficient expenditure of tax dollars on sidewalks was a major consideration in the preparation of the Sidewalk Plan and Policy in 2005 to address the existing and future sidewalk network.

The policy for the number of sidewalks varies depending on the road function and density. Sidewalks will be constructed and maintained in the future in accordance with the following standards:

Table 8: Sidewalk Policy

Arterial Streets	Both Sides
Collectors	Both Sides
Residential Streets with a density greater than 4 units per acre	Both Sides
Residential Streets with a density between 1 and 4 units per acre	One Side
Residential Streets with a density of less than 1 unit per acre	None

The Village will not actively remove sidewalks, but would do so in association with a street or sidewalk reconstruction project. Several areas of the Village in low density neighborhoods would see the eventual removal of sidewalks on one side of the street. On some major arterials, sidewalks would be added. The emphasis of the sidewalk plan and policy is to maximize resources while improving connections.

Bike paths are another important consideration of the transportation plan. The Transportation Map identifies all sidewalks, bike paths and bike lanes within the village. The three types of bike paths are as follows:

- 1) Class 1 – Independent bikeway on separate right-of-way or easement, designated for the exclusive use of non-motorized vehicles.
- 2) Class 2 – Restricted right-of-way on roadway or sidewalk, designated for the exclusive or semi-exclusive use of non-motorized vehicles; designation is by striped pavement markings or by physical barrier and signing.
- 3) Class 3 – Right-of-way on street shared with motor vehicles, designated by signing only.

Due to the built-out nature of Essex Junction it is almost impossible to construct a complete Class 1 Bicycle Path. A combination of all three classes is necessary. On major arterial roads such as Pearl Street the high number of curb cuts makes an off-road bike path infeasible and does not adequately address the need for local access if the path is not immediately adjacent to the street. On-street bike

facilities should be considered in these areas and supported at the regional level. In addition, new recreational opportunities will be made available to Village residents. On low density residential streets bicyclists use the road shoulder with minimal conflicts, the need for bicycle facilities is most needed on major arterials where options are extremely limited for safe bicycle access.

8.3 Parking

The Village provides public parking in the Village Center District via on-street parking and off-street lots. On-street parking is available throughout the Main Street and Railroad Avenue area of the Village Center along with two off-street parking lots on Ivy Lane and behind the Brownell Library. On-street parking will be added to Park Street in between 34 and 37 Park Street as part of the Essex Junction Redevelopment Project.

Parking within the Village Center appears adequate at this time. However, if the need arises for additional public parking in the Village Center the Village should look to add on-street parking or add an additional off-street parking lot.

The provision of park and ride lots should be considered in the future based on regional needs.

8.4 Public Transportation

The Village of Essex Junction is served by the only Amtrak terminal in Chittenden County. Bus service is provided by the Chittenden County Transportation Authority from approximately 6:00 am to 10:00 PM. The CCTA is managed by a Board of Directors with two representatives from the Town of Essex.

Improvements to the public transportation system are important. Public transit access to places of employment and to major shopping centers may help to alleviate traffic congestion. New construction and reconstruction should consider public transit access. Other important issues include bus stops, passenger shelters, run times, public education, funding and increased convenience. The Village should work with local representatives to encourage the CCTA Board to pursue these issues.

8.5 Air Pollution/Energy Conservation

Air pollution, energy conservation and land use are important transportation issues. Increased use of public transit and bikeways will reduce pollution and save energy. Therefore, these benefits should be considered when any improvements to the transportation network and land use changes are considered. The elimination of cars is not possible, but the elimination of unnecessary trips and increasing transportation options are an important first step.

8.6 Transportation Goals

Goal 1: To support the completion of the Circumferential Highway.

- Objective 1.1: Provide alternate routes for non-destination traffic
- Objective 1.2: Do not support capacity increases on state highways in the Village that involve additional vehicle lanes
- Objective 1.2: Emphasize local access, public transit, pedestrian safety and access, and aesthetics in future streetscape projects

Goal 2: To monitor, evaluate and implement traffic management practices on a continuing basis.

- Objective 2.1: Monitor annual traffic counts and accident data
- Objective 2.2: Review all development proposals to minimize traffic and pedestrian safety concerns.
- Objective 2.3: Where feasible, reduce the number and size of non-conforming curb cuts during development review
- Objective 2.4: Encourage the use of joint access driveways and shared parking lots when physically possible.
- Objective 2.5: Monitor the timing and sequence of all traffic lights to optimize traffic and pedestrian safety.
- Objective 2.6: Cooperate with adjoining communities to develop strategies to minimize traffic increase within the Village resulting from development beyond the Village limits.
- Objective 2.7: When possible, avoid dead end streets. Connect new streets into the existing street network from at least two points.
- Objective 2.8: Request that neighboring communities require major development proposals to include traffic impact analysis at the Five Corners and that traffic analysis be submitted to the Village for review.
- Objective 2.9: Study and consider options for reducing traffic at the two high crash locations indicated on the Transportation Map
- Objective 2.10: Implement the Village Sidewalk Plan and Policy

Goal 3: To facilitate the use of sidewalks as a viable transportation alternative.

- Objective 3.1: Review all development proposals for the efficient use of sidewalks.
- Objective 3.2: Consider alternative standards for sidewalks based upon location and potential usage.
- Objective 3.3: Encourage school age children to walk or ride a bike to school to reduce traffic congestion. Encourage enrollment in the Vermont Safe Routes to School Program.

Goal 4: To review and implement parking strategies consistent with other planning purposes.

- Objective 4.1: Encourage quality site design and landscaping for all new parking lots.
- Objective 4.2: Encourage bus and pedestrian access to all parking facilities.
- Objective 4.3: Develop long-term strategies for parking demand within the Village Center.
- Objective 4.4: Review all parking requirements and develop revised parking requirements which may include off-site parking, in lieu contributions or other alternatives.
- Objective 4.5: Cooperate with adjacent communities to locate commuter facilities in or in close proximity to the Village.
- Objective 4.6: Consider policies to require or encourage the installation of bicycle parking racks at major activity centers such as shopping centers.

Goal 5: To promote and implement strategies to encourage the use of bicycles as alternate transportation modes.

- Objective 5.1: Consider bicycle access in the review of all development proposals.
- Objective 5.2: Consider the construction or signage of bicycle lanes on all future street construction projects.
- Objective 5.3: Pursue the use of Federal and State funding for construction of Bicycle Paths.
- Objective 5.4: Include bicycle paths as a component of the Capital Budgeting process.
- Objective 5.5: Create a Bicycle Path Advisory Committee to recommend projects and to pursue funding.

Objective 5.6: Encourage the donation of land, labor and monies to the implementation of the Bicycle Path.

Goal 6: To encourage increased usage of the public transportation system.

Objective 6.1: Cooperate with the Chittenden County Mass Transportation Authority to increase access to bus routes including the use of 15 minute cycles during peak hours.

Objective 6.2: Encourage the use of bus turn-offs and shelters on major streets.

Objective 6.3: Encourage the State of Vermont to develop tax measures which support alternative transportation and reduce pressure on the local property tax.

Objective 6.4: Cooperate with the CCTA to encourage education programs on the benefits of using public transportation.

Objective 6.5: Continue to support the elderly transit program.

Goal 7: To cooperate with the State of Vermont to locate air quality monitors at the Five Corners.

Objective 7.1: Require applicants with potential emissions to obtain necessary state or federal permits prior to any local approvals.

Objective 7.2: Work with state and regional officials to ensure the uniform enforcement of all air Pollution Standards.

Goal 8: To cooperate with state and regional entities pursuing efforts to establish commuter trains.

9. Land Use

The livability and viability of any urban area are largely dependent on the pattern of land uses within the community. Transportation efficiency (and safety), the accessibility of various activities (i.e. shopping, entertainment, etc.) and the quality of residential neighborhoods are determined in many cases by land use patterns. The land use element is thus a “vision” for future development or redevelopment within the community. This “vision” can have an immediate and direct impact on the physical growth and appearance of the community.

9.1 Existing Land Use

The existing generalized land use pattern within the Village is indicated on Map 9. This existing land use pattern will, to a large degree, direct the future land use pattern. An analysis of the existing land use pattern leads to the identification of several areas with distinct development trends. Chapter IV also provides a detailed summary of historic development patterns within the village. These generalized areas are depicted graphically on Map 10 and discussed individually below:

- 1) **Village Center** – While Lincoln Hall dates from the early nineteenth century (it was originally built as an inn), most of the buildings in the commercial center of the Village date from the late nineteenth and very early twentieth centuries. In the commercial core of the area, the buildings are typical turn-of-the-century commercial types. They are built to the front sidewalk lines and cover a very high percentage of their sites. Frequently, they share common walls with their neighbors. On the front facades their first floors contain glazed storefronts which add to the pedestrian sense of the area.

The buildings are predominantly two story structures with a pronounced horizontal frieze below the cornices. The cornices tend to be heavily decorated with brackets, dentils, etc. In addition, the larger buildings (which tend to be brick) have a strong horizontal band at the second floor level. Visually, this gives the buildings a horizontal orientation which adds a sense of scale to the area.

The wood frame buildings (such as those on the east side of Main Street) do not, (or no longer) have this decorative treatment, and have vertical orientation and a somewhat different scale. This is partially mitigated by the fact that the lower floors have glazed store fronts and the tops of the store windows form a horizontal visual element.

In summary, the principal architectural features which create this area’s sense of scale and identity are as follows:

1. Zero front yard setback and high site coverage.
2. Glazed storefronts on the first floor.
3. Flat roofs with a strong horizontal frieze below cornices.
4. Strong horizontal band at second floor level.

Moving out slightly beyond the commercial core of the area, the architecture changes significantly. Most buildings in this area were constructed as residences during the same period as the commercial structures, but the prevailing residential styles at the time were variations on Victorian. Thus, the residential buildings tend to be two-and-one-half story structures with gabled roofs, frequently with eaves and other protrusions forming complex roof forms. Where still present, roof shingling patterns are quite decorative. Many of the buildings are oriented with gable ends towards the street.

The facades of these residential structures reflect considerable decoration, with porches, decorative arches and supports, cutaway bay windows with brackets, eave brackets and cornices. Finally, the buildings tend to be set back with lawns between them and the street, and have lawns separating them from their neighbors. Some of these structures have been converted to non-residential use while retaining their original architectural appearance.

In summary, the architectural features which make this area unique in the center of the Village are as follows:

1. Modest lawn separating the buildings from the street and from each other.
2. Complex facades with porches, projecting windows, eaves and ornamentation.
3. Complex roof forms with steep pitches, gables and dormers.

Even though the commercial and residential buildings date from roughly the same era, the different architectural treatments created a distinct delineation between what was the original commercial portion of the Village and the residential area surrounding it. While many of the old residences are now used for commercial activities, their areas remain qualitatively different from the commercial core of the Village.

One final note; in most cases there is no parking between the buildings and the street, and this adds considerably to the intimacy and pedestrian orientation of the Village Center.

- 2) **Summit Street to Five Corners** – This area has maintained a residential character. Although some residential structures have been altered for business purposes, much of the original structural detail remains. Commercial conversions are limited to low traffic volume professional offices. The northerly side of Pearl Street along this section of Pearl Street contains single family homes of traditional and historic value. These structures are worth protecting against conversion to office or apartment uses. This section of Pearl Street should be rezoned to R-2 District.
- 3) **Pearl Street from Summit to Willeys Court** – This area is typified by intense commercial development with multiple curb cuts. There is a mixture of building types, colors, materials, and signs. The more recent construction is dominated by increased landscaping and more efficient site design which stands in marked contrast to the older structures. The only area of significant historic value is the Champlain Valley Exposition Fairgrounds which is dominated by open space and significantly different types of structures.
- 4) **Susie Wilson Road to Willeys Court** – This area is dominated by conversions to small businesses, professional offices and apartments. This area was recently re-zoned from HC to MF/MU-1 in recognition of its transition from single family uses to apartments and less intense business uses, and as an extension of the Pearl Street Corridor.
- 3) **Indian Acres Area** – This area is dominated by well maintained single family dwellings on small lots. Several properties have been converted to duplexes or dwellings with accessory apartments.
- 4) **Warner Avenue Area** – This neighborhood has maintained a single family residential character. No multi-family conversions have been located.
- 5) **Prospect Street Area** – This neighborhood has a mix of structures, some of historical significance. Some multi-family units and duplexes have been established. Several large residences help establish a unique character to the neighborhood.

- 6) **Village Center Neighborhood** – The areas adjacent to the Village Center have been in transition. There is a mix of single family, duplex and apartment dwellings. Many lots are large enough to be subdivided. The type of development which has occurred in this area may lead to pressure for further single family conversions. Consider zoning changes to distinguish these residential and low intensity commercial areas from the core commercial areas in the Village Center District.
- 7) **Brickyard Area** – This area is dominated by multi-family and condominium development. There is no vacant land available for future development.
- 8) **Countryside and Rivendell** – Both of these areas are dominated by newer residential structures on large lots. Virtually no multi-family conversions have occurred.
- 9) **Park Street Corridor** – This area has been in a state of transition. Properties nearest the Five Corners have been converted to multi-family and commercial development. Property south and west of South Street has maintained a single family residential character with the presence of several large older homes. The east side of the corridor has seen substantial conversion to multi-family and two-family dwellings.
- 10) **Maple Street Corridor** – Properties from the Five Corners to Mansfield Avenue have been in transition with several conversions to duplexes. From Mansfield Avenue to the Village limits, and single-family residential character has been maintained. To preserve the single family character of this corridor, it should be rezoned from RO to R-2 from Mansfield Avenue to Elm Street. Accordingly, further conversions of single family to multi-family in this area should not be allowed.
- 11) **Main Street Corridor** – Lower Main Street to the Village Center has largely converted to multi-family and two-family dwellings. Some dwellings are commercial or are used for home occupations. The upper portion of Main Street, particularly the westerly section, is primarily residential, and should remain as such because a primary goal of the plan is direct growth to the Village Center and commercial and multi-family areas.
- 12) **Lincoln Street Corridor** – This area has a mix of uses including residential, commercial, offices and public/quasi structures. Several lots are large and might be subdivided in the future.
- 13) **Fairview Farms** – A relatively new residential area, with 99 lots and 10 acres open space.
- 14) **Whitcomb Heights** – 84 lots have been approved; municipal infrastructure is being built as of August 1996. There are conservation easements, a buffer zone and 9 acres open space. In addition, 142 condominium units have been approved on the Farm between Cascade Street and South Street. 50 duplexes have been approved south of Cascade Street and North of the Winooski River

9.2 Future Land Use

Essex Junction faces the challenging task of planning in a mostly developed community. The issues that face the community today are complex, and have been detailed throughout this Plan. The Future Land Use Map (Map 10) is the fundamental element of the overall Comprehensive Plan. It represents the proposed distribution of land uses within the Village. While there are several

changes, the Future Land Use Map generally follows existing patterns of development, but may allow for great densities and building heights in certain core mixed-use zoning districts.

Equally important as the Land Use Map are the individual Plan elements. These establish guidance and details necessary to achieve desired changes. The interdependence of these elements cannot be over-emphasized in that all must be consistently adhered to if the overall Plan is to remain viable. Thus, the Land Use Map is not just a physical depiction of desired land use, but is the culmination of detailed analysis of all factors related to the future growth and development of Essex Junction.

This Plan Element encompasses three major sections:

- 1) **Land Use Goals** – The Land Use Goals provide general guidance to the development of future land use categories. They establish the context in which future land use categories and the Future Land Use Map are developed.
- 2) **Land Use Categories** – The Land Use Categories provide specific guidance to interpreting the Future Land Use Map. They establish the intent of the various mapped area, and describe the general range of uses and provide guidance for development of implementation measures.
- 3) **Future Land Use Map** – The Future Land Use Map represents future land use patterns for the Village. It is the key document necessary for the creation of Zoning District Boundaries.

9.3 Land Use Goals

Goal 1: To provide sufficient locations within the Village to accommodate a variety of land uses including public, quasi-public, residential, commercial and industrial uses.

- Objective 1.1: Consider redefining zoning district boundaries in the Village Center to address differences in land development patterns between the core commercial areas and the residential neighborhoods.
- Objective 1.2: Encourage the development of market rate residential development in the Village Center and Pearl Street Districts.
- Objective 1.3: Study the purchase of key properties in and around the Village Center for public use.

Goal 2: To promote responsible residential growth and encourage the growth and maintenance of quality residential areas.

- Objective 2.1: Conserve open space/agricultural land for future generations.

Goal 3: To mitigate negative impacts of contiguous but different land uses.

Goal 4: To ensure that quality land planning and structural design occur in all commercial and industrial areas in a manner compatible with surrounding architecture.

Goal 5: To coordinate land use decisions with associated public infrastructure needs including streets, sidewalks, bicycle paths, drainage, water, sewer, schools, recreation and other public needs.

- Goal 6: To provide mechanisms which encourage innovative development while maintaining the existing urban character of the Village.**
 - Objective 6.1: Consider the use of Design Review, Overlay Districts, Development Agreements and Tax Increment Districts as appropriate.
 - Objective 6.2: Encourage the use of Planned Residential Development

- Goal 7: To coordinate development with adjoining communities as appropriate.**

- Goal 8: To coordinate needed public improvements with the development review process.**

- Goal 9: To prevent development of land which is environmentally unsuitable for construction.**

- Goal 10: To design new street layouts to minimize both overall street length and the quantity of site grading required.**

- Goal 11: To place a high priority in development review on pedestrian and vehicle access and safety.**

- Goal 12: Protect and enhance sensitive and important areas.**
 - Objective 12.1: Consider design review criteria for main corridors upon approach to the Village Center (such as Pearl St. from CVE to 5 Corners).
 - Objective 12.2: Consider zone changes to preserve existing residential structures of significant historic character along major arterials and in historic neighborhoods.

9.4 Future Land Use Categories

9.4.1 RESIDENTIAL 1

Intent: To provide areas for large lot single family residential dwellings and accessory residential uses.

Density: 15,000 sq. ft. lots exclusive of right-of-way.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Density bonuses may be given for Planned Residential Developments with unique design proposals. Zero lot-line houses, clustering, and townhouses may be permitted upon special review with a planned residential application. No more than 30% of residential uses may be other than single-family, detached dwellings. Planned Developments shall include developed recreation facilities, bike and pedestrian paths. Projects which provide affordable housing shall be entitled to a density bonus, if long term affordability is guaranteed.

9.4.2 RESIDENTIAL 2

Intent: To provide areas for high-density single family dwellings and accessory residential uses.

Density: 7,500 sq. ft., exclusive of right-of-way.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Density bonuses may be given for Planned Residential Developments with unique design proposals. Zero lot-line houses, clustering, and townhouses may be permitted upon special review with a planned residential application. No more than 30% of residential uses may be other than single-family, detached dwellings. Planned Developments shall include developed recreation facilities, bike and pedestrian paths. Projects which provide affordable housing shall be entitled to a density bonus, if long term affordability is guaranteed.

9.4.3 PLANNED COMMERCIAL DEVELOPMENT

Intent: To provide a mechanism to review major commercial developments and encourage innovative approaches to commercial development.

Density: Applications may be made in any commercial zone which has development limitations including, but not limited to, narrow lots, limited access, and drainage problems. Any proposed development, or re-development, which exceeds 2,500 sq. ft. of commercial space shall require application for a Planned Commercial Development. Waivers to this requirement may be granted by the Planning Commission.

Range of Potential Uses:

All uses permitted within the applicable zoning district. A mix of residential, retail and office uses is encouraged.

Other Information:

Planned Commercial Developments shall emphasize innovative design. Zoning District provisions, including setbacks, parking and lot coverage may be waived by the Planning Commission. Waivers may be granted only upon review of building design, lot layout, landscaping, setbacks, and amenities. Joint access, landscaping and compatible design are of particular importance. A determination must be made that these improvements mitigate waiver of any District standards.

Application requires a Conceptual Site Plan Hearing. The Planning Commission will determine the merits of the application during Conceptual Review. Upon approval, a Final Site Plan is required which must be in substantial compliance with conceptual approval.

9.4.4 MULTI-FAMILY RESIDENTIAL 1

Intent: To provide areas for multi-family residential (townhouses, condominium and apartments with 4 or more units) and accessory residential uses.

Density: 7,500 square feet for the first unit and 5,000 square feet for each additional unit in the same structure

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

No new multi-family 1 areas will be established. Current facilities may be repaired, remodeled or replaced, but there can be no increase in number of units.

9.4.5 MULTI-FAMILY RESIDENTIAL 2

Intent: To provide areas for construction of new multi-family residential dwellings and accessory residential uses.

Density: One unit for the first 7,500 sq. ft. and one unit for each additional 1,500 sq. ft.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Five or more units may require Special Review. Screening, landscaping and parking shall be designed to minimize impact on adjacent properties. Projects which provide affordable housing shall be entitled to a density bonus if long-term affordability is guaranteed.

9.4.6 MULTI FAMILY RESIDENTIAL 3

Intent: To provide areas for low-density multi-family dwellings.

Density: One unit for the first 7,500 sq. ft. and one unit for each additional 1,000 sq. ft. to a maximum of 4 units.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Single family dwellings and accessory apartments are permitted uses. Duplexes, triplexes and quadraplexes may require Special Review. Screening, landscaping and parking shall be designed to minimize impact on adjacent properties. Projects which provide affordable housing shall be entitled to a density bonus, if long-term affordability is guaranteed.

9.4.7 TRANSIT ORIENTED DEVELOPMENT

Intent: The purpose of the Transit Oriented Development District (TOD) is to encourage development that supports a variety of transportation options including public transit (bus, rail), walking, biking and the automobile.

In order to achieve the desired goal of providing greater transportation options, development within the district shall embody the characteristics of compact urban development and pedestrian oriented design. Mixed use buildings with first floor retail, wide sidewalks, interconnected streets, on-street parking, high density residential development, pedestrian amenities, transit stations and stops, open spaces, and public or shared parking are strongly encouraged and in many cases required as a part of the standards within the TOD District.

The area within the TOD District is currently served by public bus transportation. In addition, the TOD District is adjacent to an active rail corridor, which may be used for light rail service in the future. A bike path is also planned for the rail corridor. Therefore, the TOD District is in an ideal location to provide greater transportation options.

The specific objectives of the TOD District are:

- Create an environment that is conducive to using public transit, walking and riding a bike
- Accommodate a mix of uses in a form that attracts pedestrians
- Integrate commercial, institutional and residential development into a compact development pattern arranged around a street grid
- Provide pedestrian amenities and open spaces to create a comfortable and attractive environment
- Provide public and/or shared parking to accommodate automobiles, but will not detract from the pedestrian environment
- High Density Residential Development
- First Floor Retail
- Encourage the use of Tax Increment Financing to support public improvements in the district.

Density: No density limit. Density will be based on ability to provide parking and meet other district requirements including lot coverage and building height.

Range of Potential Uses:

Multi-Family, Office, Retail, Banks, Restaurants, Cultural Facilities, Personal Services.

Other Information:

Development and redevelopment in the TOD District is intended to be more urban than most of the existing development patterns within the district. The TOD District is intended to support development patterns that are similar to those found in the Village Center District.

9.4.8 MULTI-FAMILY/MIXED-USE-1

Intent: The Multi-Family/Mixed-Use-1 District is intended to allow high density multi-family development along low intensity commercial uses along major transportation and public transit corridors. High Density, Mixed Use developments and affordable housing with parking below grade or on the first floor of the building are encouraged. Development in the MF/MU District should support alternative modes of transportation, while accommodating the automobile. Developments within this district

should be designed in such a way as to build upon the village character found in the core areas of the Village.

Density: No density limit. Density will be based on the ability to provide parking and meet other district requirements including lot coverage and building height

Range of Potential Uses:

Multi-Family, Office, Retail, Banks, Restaurants, Personal Services

Other Information:

Mixed use redevelopment including multi-family housing is encouraged. Commercial uses should be on a neighborhood scale and support the local residents.

9.4.9 MULTI-FAMILY/MIXED-USE-2

Intent: The Multi-Family/Mixed-Use-2 District is intended to allow high density multi-family development along low intensity commercial uses along major transportation and public transit corridors. High Density, Mixed Use developments and affordable housing with parking below grade or on the first floor of the building are encouraged. Development in the MF/MU-2 District should support alternative modes of transportation, while accommodating the automobile. Developments within this district should be designed in such a way as to build upon the village character found in the core areas of the Village.

Density: 15 units per acre

Range of Potential Uses:

Multi-Family, Office, Retail, Banks, Restaurants, Personal Services

Other Information:

Mixed use redevelopment including multi-family housing is encouraged. Commercial uses should be on a neighborhood scale and support the local residents.

9.4.10 PLANNED RESIDENTIAL

Intent: To encourage the use of innovative residential design techniques.

Density: Density is established by the underlying zoning district by may be increased based upon specific criteria to be developed.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Any proposed commercial or business uses must meet neighborhood commercial criteria. Multi-family uses shall not exceed 30% of the total residential uses and must be specifically approved on a case by case basis. Zero-lot lines, cluster development and other innovative housing techniques are encouraged and must be approved on a case by case basis. Density bonuses not to exceed thirty percent may be granted for affordable housing or elderly housing projects. Certain street, highway and lot size requirements may be waived if alternatives are equal or superior to standard requirements. All proposals shall consider pedestrian and bike path usage. Recreational facilities, dedication of usable open space and park development may be required. All development proposals must be reviewed and approved as a Conceptual Plan.

9.4.11 VILLAGE CENTER

Intent: To provide a compact commercial center with a mix of commercial and residential uses which is compatible with existing architectural and design standards.

Density: Minimum lot size is 5,000 sq. ft. Some intensive commercial uses may require larger lot sizes.

Range of Potential Uses:

Hotel, offices, retail uses, restaurants, personal services, single family, multi-family dwellings, public and quasi-public services and amenities. Mixed use of structure is encouraged.

Other Information:

Creation or preservation of affordable housing within this area is encouraged. Emphasis is placed upon pedestrian and bicycle access to the commercial center. Design criteria may be developed to encourage construction similar to existing structures. Setbacks, parking and other requirements will be drafted to encourage development similar to existing development. Special Review may be required within the designated Village Center area.

9.4.12 RESIDENTIAL-OFFICE

Intent: Provide areas for small office conversions of existing residential structures while maintaining residential type architecture.

Range of Potential Uses:

Professional offices with associated retail uses, photography shop, copy shop, frame shop, single family, art studio, residential, multi-family residential, etc.

Density: Minimum lot size is 7,500 sq. ft. for the first residential or office unit and 500 sq. ft. for each additional residential unit. However, lot must meet lot coverage, parking, setback and building location criteria.

Other Information:

Single family and multi-family not to exceed 4 units are encouraged and are permitted uses. Multi-family must meet parking, landscaping, screening requirements and must preserve residential integrity. Projects which preserve affordable housing, or provide

joint access and joint parking with adjoining lots may qualify for development bonuses. Existing residential structures may be removed upon Special Review if proposed new structures are designed and constructed to maintain residential character and scale. Conditions may be placed upon any Special Review approval.

9.4.13 LIGHT INDUSTRIAL

Intent: To provide areas for manufacturing, warehousing, research and development.

Density: Minimum lot size is 10,000 sq. ft.

Range of Potential Uses:

Research and testing laboratories, warehouses, light manufacturing, offices.

Other Information:

Businesses within this category shall be located and designed so as to minimize impact on adjacent properties. Performance standards may be adopted for review purposes. Special Review may be required for some uses within this category.

9.4.14 HIGHWAY-ARTERIAL

Intent: To provide areas for retail, wholesale, commercial, service and professional businesses while minimizing negative impacts due to increased traffic.

Density: Minimum lot size is 10,000 sq. ft. Lot must meet lot coverage, parking, setback and building location criteria. Commercial space which exceeds 2,500 sq. ft. shall require application for a Planned Commercial Development.

Range of Potential Uses:

Multi-family, retail stores, wholesale distribution, restaurants, commercial, recreation facilities, offices, vehicle repair facilities, gas stations. Mixed use of structures is encouraged.

Other Information:

The intensity of this category requires special standards to mitigate the impact of Heavy Commercial development. Landscaping, building appearance, building location, and access are of prime importance. Traffic safety, parking facilities and vehicular access is of concern. Consideration of pedestrian and bicycle access is required.

9.4.15 COMMERCIAL MIXED USE

Intent: To provide areas for mixed use development in locations that have adequate public infrastructure and compatible surrounding land uses. A mix of residential, retail and office use is encouraged. Light industrial uses area allowed as a conditional use. Commercial and light industrial space greater than 2,500 sq. ft. shall require application for a Planned Commercial Development.

Density: Minimum lot size of 15,000 sq. ft. Lot must meet lot coverage, parking, setback and building criteria.

Range of Potential Uses:

Retail stores, restaurants, office complexes, multi-family, light industrial, schools, warehouses, and manufacturing.

9.4.16 PLANNED EXPOSITION

Intent: To provide an area for special events and exposition facilities while minimizing adverse traffic, noise and visual impact. Implementation of approved Master Plan subject to site plan review.

Density: Minimum 120 acres.

Range of Potential Uses:

Agricultural shows and sales, educational workshops, concerts, antique shows and sales, temporary accessory sales, group sales, special events and festivals, picnics, reunions, carnivals, circuses, recreation facilities, pedestrian and bike paths.

Other Information:

If a new plan differs from the approved Master Plan, the Planned Exposition land use category will require review and approval of a Conceptual Plan at a Public Hearing. The Conceptual Plan identifies locations and types of uses. Emphasis is to be placed on landscaping, parking, traffic circulation and noise mitigation efforts. A Final Development Plan will identify location or relocation of any structures or physical improvements. Change in location of uses or substantial changes in types of uses, will require a new Conceptual Plan. A new Final Development Plan or Master Plan may be required if changes in physical improvements are proposed.

Uses within the Planned Exposition Land Use Category are divided into four types of reviews:

- 1) Permitted Use – No Special Review required unless projected attendance, noise or other factors exceed performance standards as developed. Examples of permitted uses may include agriculture exhibitions, educational workshops and reunions. Prior notification of all events may be required.
- 2) Temporary Uses – Special administrative review is required to determine if Special Review is necessary. Temporary use permits are to be issued by staff within a specified time period. Staff review is limited to type of event, location of event, and performance standards as developed. Examples of uses may include temporary sales (accessory to a permitted event), antique sales and shows, dog shows, car shows, boat shows and temporary group sales (i.e. retail associations, car dealerships, clearance sales, etc.). Temporary use permits may be granted on an annual basis based upon a submitted schedule. Events not included shall be reviewed on an individual application basis.
- 3) Major Uses – Special Review is required for major uses and may include public meeting. Major uses are those uses which may generate substantial levels of traffic, noise or other adverse impacts. Examples may include major concerts, events which last 5 or more days and other uses denied by staff as Permitted Uses or Temporary Uses. Staff shall make the initial determination on a major use application within a specified period of time. If staff determines there may be

substantial traffic, noise, odor, or other impacts, further Special Review shall be required and the applicant shall be immediately notified.

- 4) Champlain Valley Exposition Annual Fair – The Planning Commission may choose to review the Fair on an annual basis. The Planning Commission shall notify the Champlain Valley Exposition in writing by November 31st of the year before the Fair that they wish to review. The Champlain Valley Exposition shall then submit a permit application for review by January 31st of the following year. Review shall be conducted at a public hearing.

A) Permitted Uses – Daily shows (other than grandstand concerts), education workshops, product demonstrations, food services, booths, carnivals, and any activities within enclosed structures are not reviewed on an individual basis and are uses by right.

B) Cumulative Uses – The cumulative effect of all fair activities may be reviewed in cooperation with the Fair Board to develop traffic control, parking and noise plans.

C) Special Events – Special events including, but not limited to, concerts, demolition derbies, tractor pulls and other similar events may be reviewed for compliance with noise standards, dust control, parking and traffic flow. Consideration should be given to timing of all special events to minimize traffic conflicts, noise or other impacts. Special Review of these events or waivers may be required. Staff may not grant waivers to adopted standards, but will determine if additional Special Review or waivers are necessary.

9.4.17 PLANNED AGRICULTURAL

Intent: To provide areas for active agricultural uses and provide mechanisms to ensure the long term viability of agricultural uses. Prime agricultural land shall be preserved whenever possible through transfer of development rights to agriculturally unproductive areas. Property used for agricultural purposes shall be deemed the predominant use and shall be protected from adverse urban development.

The entire area shall be subject to a Master Plan. No changes that involve any new development or change of use shall be permitted until a Master Plan for the entire Planned Agricultural district has been approved by the Planning Commission. Such a Master Plan shall ensure adequate infrastructure, roads and public amenities before additional development is approved.

Density: Standards for density may be developed or may be part of a Master Plan approval provided, however, that no development may be approved on lots of less than 15,000 sq. ft. without Planned Development approval utilizing the techniques specified in this land use category.

Range of Potential Uses: Farms, and all related activities, farm structures, farm housing, single family dwellings, multi-family dwelling, public and quasi-public uses, recreation.

Other Information:

The Planned Agricultural land use shall be designated only on active farm land and land held in farm ownership. Uses other than agricultural may be approved only as a part of a Master Plan for the entire parcel or specific application for one or more phases or parcels within sections of this District which clearly meet the intent of this land use category and utilizes techniques to save agricultural land. Transfer of development rights, land trust, purchase/lease-back and other innovative approaches to save prime agricultural lands and open lands are strongly encouraged.

9.4.18 FLOOD PLAIN

Intent: To promote the public health, safety and general welfare, to prevent increases in flooding and to minimize losses due to floods.

Minimum Lot Size:

Not applicable. All areas designated by the Federal Emergency Management Administration shall be designated Flood Plain.

Range of Potential Uses:

Agriculture, conservation areas, recreation facilities.

Other Information:

All uses within this category require Special Review. Certain uses, or waiver requests may require Public Hearings and submittal of detailed hydrologic and engineering data.

Chapter VI **Implementation**

In order to connect the vision, goals and objectives of this plan with reality, it must be implemented. Action is required and funding is necessary. Therefore, a detailed implementation plan is a key component of the comprehensive planning process.

Implementation will occur through a mix of policy adoption, planning studies, regulatory changes, public/private partnerships, education and capital projects. In many cases funding sources will be identified.

Table 9 lists the goals and objectives of the plan, the department that is primarily responsible for implementation, a timeline for implementation and potential funding sources. The timeline will be identified as follows:

Short Term – 1-2 Years

Mid Term – 2-3 Years

Long Term – 4-5+ Years

Ongoing – No definitive timeframe; may be ongoing policy

1. Funding Sources

Local Funding

Planning Department Budget - Other Professional Services

\$9000 is designated annually in the Planning Department Budget to provide for general planning activities including matching grant funds, planning studies, and design assistance.

Capital Fund

The Village Capital Fund is used for public works projects including road and sidewalk reconstruction, village buildings, and streetscape projects. The Village will transfer approximately \$3-400K into the capital fund from the general fund annually over the next 10 years. However, the capital fund does not have much capacity for new projects until FY14.

Economic Development

The Village has an annual economic development budget of \$20K. \$5K of that money is used for the annual block party. The remaining \$15k is available for general economic development activities including market studies, marketing, business retention and other activities to support a thriving business community.

Public Works Streetscape Budget

The Public Works Department has an annual budget for streetscape improvements and maintenance of \$9k. The money can be used for streetscape plantings as well as landscaping installation and maintenance.

Land Acquisition Fund

The Village has a land acquisition fund with a balance of \$314k. The Village transfers \$25k annually into the fund and expects approximately \$15k in interest accrual annually. The fund was set up to purchase village properties for public use or economic development.

Water and Wastewater Revenue Funds

Funding may be available from the Water and Wastewater revenue funds for capital projects involving sewer and water infrastructure.

Regional/State/Federal Funding

Municipal Planning Grants

The Vermont Department of Housing and Community Affairs provides an annual planning grant program for municipalities up to \$10k with no match required.

Vermont Agency of Transportation Enhancement Grants

This annual grant program provides funding for local transportation improvements. Approximately 3 million dollars is available annually and grants generally range from \$10k to \$300k and require a 20% local match.

Chittenden County Metropolitan Planning Organization (CCMPO) Transportation Improvement Program (TIP)

The CCMPO TIP provides federal funds for transportation projects and can be used for local transportation projects.

Federal Transportation Earmarks

The Village has received 1.5 million dollars in federal transportation earmarks over the last five years. Earmark funds may require no match or up to a 20% local match. Federal earmarks are an important potential funding source.

Historic Preservation Tax Credits

Buildings listed on the National Register of Historic Places are eligible for a 30% tax credit for qualifying rehabilitation projects (20% federal, 10% state). The funds may be used to improve accessibility, life safety or interior or exterior renovations.

A 25% building façade tax credit, which is not available for buildings eligible for the 30% tax credit above. The credit is available for buildings in the designated village center district. Maximum award of \$25k per building.

A 50% code improvement tax credit to assist in bringing buildings up to state code, to abate hazardous materials or contamination. It includes a maximum award of \$12,000 for a platform lift, \$50,000 for sprinkler systems, \$50,000 for elevators, and \$25,000 for the combined costs of all other

qualified code improvements, as well as costs for hazardous material abatement and contaminated sites redevelopment.

Community Development Block Grants

Grants are available for planning or implementation, but they must meet a national/state objective to serve persons of low or moderate income, address slums and blight or meet and urgent need. See www.dhca.state.vt.us/VCDP for more information.

Chittenden County Regional Planning Commission/CCMPO Technical Assistance

These regional planning entities provide funds for technical assistance on planning studies and GIS work.

Safe Routes to School Program

The Safe Routes to School Program provides funding and education to make it safer for children to walk to school. See: www.ccmpto.org/SR2S/ for more information.

Table 9: Implementation Schedule

Goal/Objective	Department	Timeline	Funding
<u>Energy</u>			
Goal 3: Green Pricing Programs	PW	Ongoing	N/A
Objective 4.1: Energy Efficient Street lamps in new developments	P&Z	Ongoing	N/A
Objective 4.2: Use energy efficient street lamps when replacing existing lamps	PW	Ongoing	N/A
Goal 6&7: Distribute information on energy efficiency	P&Z, LB, PW	Ongoing	N/A
Goal 8: Continue recycling programs	ALL, PW	Ongoing	N/A
Goal 9: Energy Audits at all village buildings	PW	Midterm	Grant funding/public works budget
Goal 10: Energy Efficiency at WW Treatment Plant	WQ	Ongoing	Wastewater Revenue Fund/Revenue Bond
Goal 11: Purchase energy efficient vehicles	PW, WQ, FD	Ongoing	Public Works Budget
Goal 12: Burying Power Lines	PW, P&Z	Ongoing	N/A
<u>Agriculture</u>			
Objective 1.1: Update Whitcomb Farm Master Plan	P&Z	Ongoing	N/A
Objective 2.1: Consider purchasing the Whitcomb farm for passive/active open space	AD, P&Z	Ongoing	N/A
Objective 2.2: Study viability of Whitcomb Farm for public open space	AD, P&Z	Ongoing	Municipal Planning Grant/Planning Budget
Objective 3.1: Developer must fund infrastructure for new development	P&Z	Ongoing	N/A

Business/Economic Development			
Objective 1.2: Encourage residential development in Village Center and Pearl Street	AD, P&Z	Ongoing	N/A
Objective 1.3: Prepare market studies to attract businesses	AD, P&Z	Ongoing	Economic Development
Objective 1.4: Work with IBM	AD, P&Z, PW	Ongoing	N/A
Objective 2.1: Look for strategic opportunities to work with existing businesses	AD, P&Z	Ongoing	Economic Development
Objective 2.2: Participate in regional business organizations	AD	Ongoing	N/A
Objective 2.3: Participate on regional economic development committees	AD	Ongoing	N/A
Objective 2.4: Work with local and regional entities to develop the fairgrounds	AD, P&Z, PW	Ongoing	N/A
Objective 2.5: Promote the village as a destination for shops and services	AD, P&Z	Ongoing	Economic Development
Objective 2.6: Provide for improved communication between the business community and Village Officials	AD	Ongoing	N/A
Objective 3.1: Increase ratio of light industrial/commercial uses to residential uses	AD, P&Z	Ongoing	N/A
Objective 3.2: Investigate additional sources of revenue	AD, FN, ALL	Midterm	Economic Development
Objective 4.1: Ensure local codes to prohibit new development	P&Z	Ongoing	N/A
Objective 4.2: Draft standards for development that are simple to implement and enforce	P&Z, PW, WQ	Ongoing	N/A
Objective 5.1: Maintain Design Review in Village Center	P&Z	Ongoing	Municipal Planning Grant/Planning Budget
Objective 5.2: Design Publicly Financed Improvements to preserve the character of the Village Center	AD, P&Z, PW	Ongoing	Federal Earmarks Enhancement Grants, TIP, Capital Fund
Objective 5.3: Consider local historic districts/protection of historic buildings	P&Z	Midterm	Municipal Planning Grant/Planning Budget
Objective 5.4: Continue streetscape and landscaping efforts	AD, P&Z, PW	Ongoing	Public Works Streetscape
Open Space			
Objective 1.1: Preserve trees in new developments	P&Z	Ongoing	N/A
Objective 1.2/3: Implement a street tree planting program	P&Z, PW, WQ	Ongoing	Public Work Streetscape
Objective 1.4: Preserve the Whitcomb Farm if farming no longer viable	AD, P&Z, PW	Ongoing	Land Acquisition Fund
Objective 2.1: Encourage open space in new developments in VC and TOD Districts	P&Z	Ongoing	N/A

Objective 2.2: Require 8' sidewalks in new developments in VC and TOD Districts	P&Z	Ongoing	N/A
Objective 2.3: Village Green	AD, P&Z, PW	Long Term	Land Acquisition Fund
Objective 2.4: Preserve Open Space in new developments	P&Z	Ongoing	N/A
Objective 3.2: Support Implementation of Recreation Master Plan	ALL	Ongoing	N/A
Education and Childcare			
Objective 1.1: Coordinate new development with schools	P&Z	Ongoing	N/A
Objective 1.2: Encourage the use of village facilities for adult education	RD, AD, PW, LB, SD	Ongoing	N/A
Goal 2: Coordinate school population projects	P&Z, SD	Ongoing	N/A
Goal 3: Improve access to schools via alternative transportation	P&Z, PW, SD	Long Term	Capital Budget, School Budget, Safe Routes to School, TIP, Enhancement Grants
Goal 5: Improve bicycle and pedestrian safety to school children	P&Z, PW, SD	Ongoing	Capital Budget, School Budget, Safe Routes to School, TIP, Enhancement Grants
Goal 6: Improve CCTA service to schools	SD	Ongoing	N/A
Goal 7: Continue to allow childcare services in most areas of the village	P&Z	Ongoing	N/A
Utilities/Facilities			
Objective 1.1: Maintain public works standards that utilize reasonable technology to ensure adequate infrastructure	PW, WQ	Ongoing	N/A
Objective 1.2: Implement Asset Management	PW, WQ	Midterm	Public works budget, CCRPC/CCMPO Assistance
Objective 1.3: Manage sewer capacity for village benefit	AD, PW, WQ, P&Z	Ongoing	N/A
Objective 1.4: Improve Infrastructure with minimal impact on taxpayers	PW, WQ	Ongoing	Capital Funds/Water-Wastewater Funds
Objective 1.5: Maintain infrastructure for maximum life/use	PW, WQ	Ongoing	Wastewater and Water revenue funds, Capital Budget
Objective 1.6: Ensure new development has adequate infrastructure	P&Z, PW, WQ	Ongoing	N/A
Objective 1.7: Continue to identify infrastructure deficiencies and upgrade as appropriate	PW, WQ	Ongoing	Wastewater and Water revenue funds, Capital Budget
Objective 1.8: Consider leasing WW capacity on permanent basis	AD	Ongoing	N/A
Objective 1.9: Participate in Champlain Water District planning and implementation	PW, WQ	Ongoing	N/A
Objective 1.10: Obtain voting membership in the Champlain Water District	AD, PW, WQ	Midterm	N/A

Objective 1.11: Revise stormwater management regulations	P&Z, WQ, PW	Short Term	N/A
Objective 2.1: Encourage utility companies to provide high quality services to new developments	PW, WQ, P&Z	Ongoing	N/A
Objective 2.2: Require public utilities companies to maintain corridors	PW, WQ	Ongoing	N/A
Objective 3.1: Prioritize sidewalk upgrades	PW	Ongoing	Capital Budget, Public Works Operating Budget
Objective 3.2: Prepare a quality assessment of sidewalks	PW	Midterm	Public Works Operating Budget, Municipal Planning Grant
Objective 4.1: Actively recruit firefighters	FD	Ongoing	Fire Department Budget
Objective 4.2: Consider a limited full time fire department	AD, PD	Ongoing	General Fund
Objective 4.3: Consider life safety/building codes	AD, FD, PW, P&Z	Midterm	Building Code permit fees
Objective 5.1: Provide training and easier to use electronic tools in library	LB	Ongoing	Library Budget
Objective 5.2: Provide internet training at library	LB	Ongoing	N/A
Objective 5.3: Provide computer training at library	LB	Ongoing	N/A
Objective 5.4: Add 2 laser printers to library	LB	Ongoing	Library Budget
Objective 5.5: Publicize computer training and new resources at library	LB	Ongoing	Library Budget
Goal 6: Maintain public buildings in/near village center, encourage new public buildings in village center	AD, P&Z, LB, SD	Ongoing	N/A
Housing			
Objective 1.1: Allow for innovative development	P&Z	Ongoing	N/A
Objective 1.2: Study and Consider building codes	P&Z, FD, PW, AD	Midterm	Planning Budget, Municipal Planning Grant
Objective 1.3: Consider energy conservation and alternative energy requirements for new development	P&Z, AD	Ongoing	Planning Budget, Municipal Planning Grant
Objective 1.4: Allow pre-existing non-conforming multi-family developments to continue	P&Z, AD	Ongoing	N/A
Objective 1.5: Consider zoning changes to preserve historic buildings	P&Z, AD	Midterm	Planning Budget, Municipal Planning Grant
Objective 1.6: Provide a mechanism in the code to encourage affordable elderly housing	P&Z, AD	Midterm	Planning Budget, Municipal Planning Grant
Objective 1.7: Consider the preservation of the single family housing stock	P&Z, AD	Midterm	N/A

Objective 1.8: Maintain PRD density bonuses	P&Z	Ongoing	N/A
Objective 1.9: Maintain relatively high densities to allow for affordable housing	P&Z	Ongoing	N/A
Goal 2: Work with housing organizations to create affordable housing	P&Z, AD	Ongoing	Planning Budget
Goal 3: Continue to provide areas for special needs housing	P&Z	Ongoing	N/A
Goal 4: Encourage property owners to retain the historic integrity of buildings	P&Z	Ongoing	N/A
Transportation			
Objective 1.1: Provide alternate routes through five corners for non-destination traffic	AD, PW, P&Z	Ongoing	State Funding, Capital Budget
Objective 1.2: Do not support capacity increased on state highways in the village that involve additional vehicle lanes	AD, PW, P&Z	Ongoing	N/A
Objective 1.3: Emphasize local access, pedestrian safety and aesthetics in streetscape projects	AD, PW, P&Z	Ongoing	N/A
Objective 2.1: Monitor annual traffic count and accident data	P&Z, PW	Ongoing	N/A
Objective 2.2: Review development proposal to minimize traffic impacts	P&Z, PW	Ongoing	N/A
Objective 2.3: Reduce the size and number of non-conforming curb cuts during development review	P&Z, PW	Ongoing	N/A
Objective 2.4: Encourage the use of shared parking lots and joint access	P&Z, PW	Ongoing	N/A
Objective 2.5: Monitor the timing and sequencing of all traffic lights	PW	Ongoing	Public Works budget, CCMPO
Objective 2.6: Minimize traffic impacts on village from developments outside the village	AD, P&Z, PW	Ongoing	N/A
Objective 2.7: Avoid dead-end streets; connect streets when feasible	P&Z, PW	Ongoing	N/A
Objective 2.8: Encourage neighboring communities to include the Five Corners in traffic analysis for major projects	P&Z, PW	Ongoing	N/A
Objective 2.9: Study and improve safety at high crash locations	P&Z, PW	Midterm	Planning Budget, Municipal Planning Grant, CCMPO
Objective 2.10: Implement Village Sidewalk Plan and Policy	P&Z, PW	Ongoing	Capital Budget, TIP, Enhancement grants
Objective 3.1: Review development proposals for sidewalk efficiency	P&Z, PW	Ongoing	N/A
Objective 3.2: Consider alternative sidewalk standards based on location/usage	PW, P&Z	Ongoing	N/A
Objective 3.3: Encourage children to walk to school/enrollment in SR2S program	SD, PW	Ongoing	N/A
Objective 4.1: Encourage quality site design and landscaping for parking lots	P&Z, PW	Ongoing	N/A

Objective 4.2: Encourage bus and pedestrian access to all parking lots	P&Z, PW	Ongoing	N/A
Objective 4.3: Develop long term parking strategies for the Village Center	PW, P&Z	Long Term	Planning Budget, Municipal Planning Grant, CCMPO, Capital Budget
Objective 4.4: Review parking requirements to allow for alternatives to on-site parking	P&Z, PW	Ongoing	N/A
Objective 4.5: Cooperate with surrounding communities to create commuter facilities	AD, PW	Ongoing	N/A
Objective 4.6: Encourage or require bicycle facilities in new developments	P&Z	Ongoing	N/A
Objective 5.1: Consider bicycle access in new developments	P&Z, PW	Ongoing	N/A
Objective 5.2: Consider the construction or signage of bicycle lanes in street projects	AD, P&Z, PW	Ongoing	N/A
Objective 5.3: Pursue state and local funding for bicycle paths	AD, PW, P&Z	Ongoing	Enhancement grants, TIP, federal earmarks
Objective 5.4: Include bicycle paths in capital budget	AD, PW	Ongoing	Capital Budget
Objective 5.5: Create a bike path advisory committee	AD	Long Term	N/A
Objective 5.6: Encourage donations for bike paths	AD, P&Z	Ongoing	N/A
Objective 6.1: Encourage CCTA to provide for 15 headways between Essex Jct. and Burlington	AD	Ongoing	N/A
Objective 6.2: Encourage the use of bus turn offs and shelters on major streets	P&Z, AD, PW	Ongoing	N/A
Objective 6.3: Encourage alternatives to the property tax for funding public transportation	AD	Ongoing	N/A
Objective 6.4: Cooperate with CCTA to provide education on the benefits of public transportation	P&Z	Ongoing	Planning Budget, CCTA
Objective 6.5: Continue to support elderly transportation program	AD	Ongoing	N/A
Objective 7.1: Require state/federal air quality permits as prerequisite to local permits	AD, P&Z	Ongoing	N/A
Objective 7.2: Ensure uniform enforcement air quality standards	AD, P&Z, PW	Ongoing	N/A
Goal 8: Cooperate with state and federal officials to develop commuter trains	AD, P&Z, PW	Ongoing	N/A
Land Use			
Objective 1.1: Redefine zoning district boundaries in Village Center to recognizes differences in land use patterns			N/A
Objective 1.3: Study the purchase of key properties in the Village Center for public use	AD, P&Z	Midterm	Planning Budget, Land Acquisition Fund, Economic Development Fund

Objective 2.1: Preserve Agricultural Land	AD, P&Z	Long Term	Land Acquisition Fund
Goal 3: Mitigate negative impacts of continuous but different land uses	P&Z	Ongoing	N/A
Goal 4: To ensure quality land planning in new commercial/industrial development	P&Z	Ongoing	N/A
Goal 5: Coordinate land development with infrastructure needs	P&Z	Ongoing	N/A
Objective 6.1: Consider tax increment financing, overlay districts, design review and development agreements as a means to achieve innovative development	P&Z	Ongoing	Planning Budget, Municipal Planning Grant, TIF District
Objective 6.2: Encourage the use of Planned Unit Development regulations	P&Z	Ongoing	N/A
Goal 7: Coordinate development review with adjoining communities	P&Z	Ongoing	N/A
Goal 8: Coordinate needed public improvements with development review	P&Z, PW	Ongoing	N/A
Goal 9: Prevent development on lands that are environmentally unsuitable	P&Z, WQ	Ongoing	N/A
Goal 10: Design new streets to limit the length and site grading	P&Z, PW	Ongoing	N/A
Goal 11: Place a high priority on pedestrian and vehicular access and safety	P&Z, PW	Ongoing	N/A
Objective 12.1: Consider design review on major corridors	P&Z	Midterm	Planning Budget, Municipal Planning Grant
Objective 12.2: Consider zoning changes to preserve historic structures	P&Z	Midterm	Planning Budget, Municipal Planning Grant
Departments			
AD - Administration			
PZ - Planning and Zoning			
CL - Clerk			
PW - Public Works			
WQ - Water Quality			
LB - Library			
FN - Finance			
RC - Recreation			
SC - Schools			
ALL - All Departments			

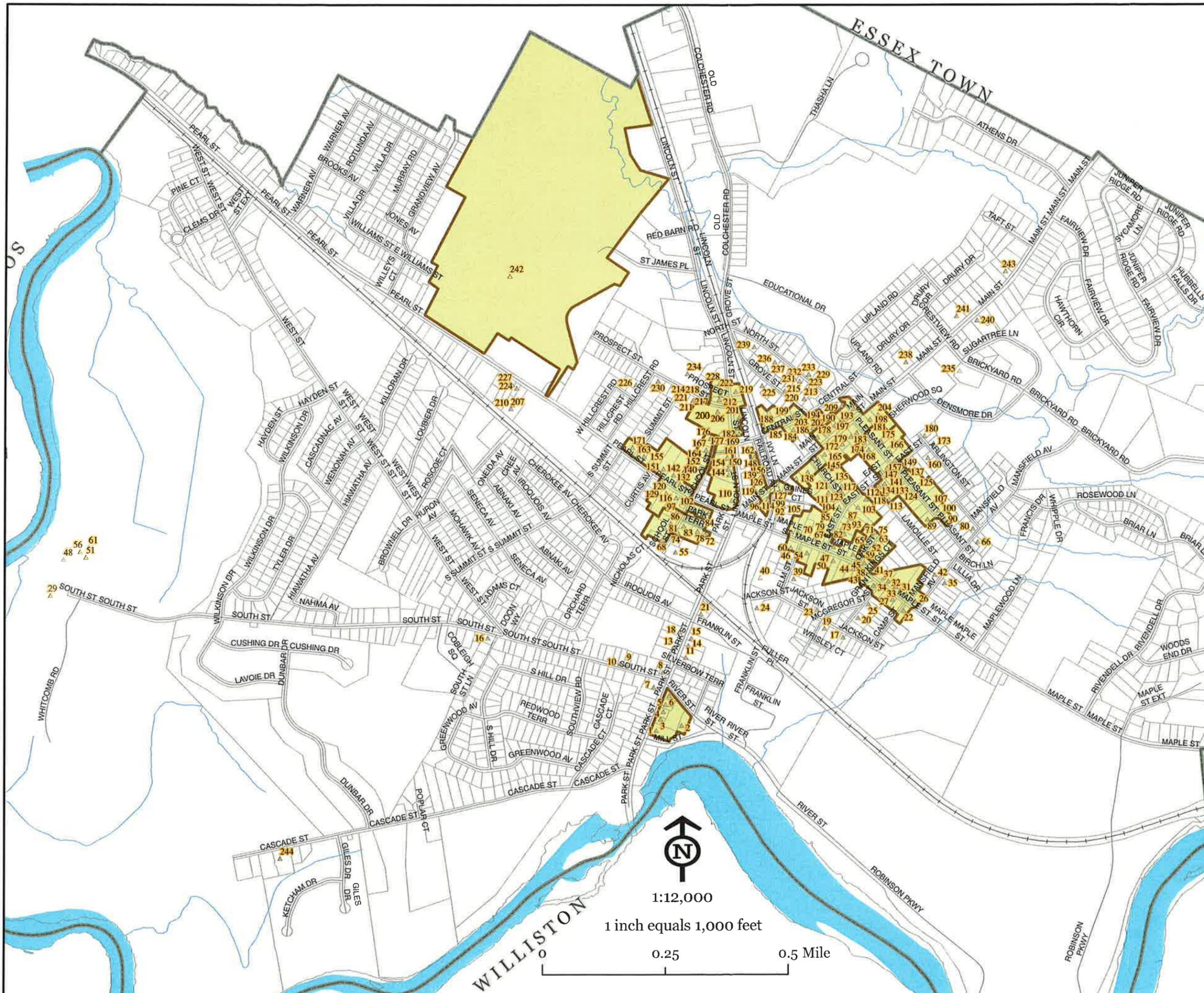
Appendix A

Underground Storage Tanks in Essex Junction

<u>Facility ID#</u>	<u>Hazardous Sites</u>	<u>Facility Name</u>	<u>Facility Address</u>
102		Abrams' Sunoco	142 Pearl Street
222	900593	Fairgrounds Beverage	99 Pearl Street
384		Robinson's Inc.	Park Street
385		Sunoco Gasoline Station	16 Maple Street
411	931476	Agway/McEwing Fuels	134 Main Street
565		Champlain Farms Gulf	56 Pearl Street
856		Stannard Residence	5 Warner Avenue
922	900573	Essex Junction Public Works Garage	11 Jackson Street
1166	770012	IBM Corporation	1000 River Street
1122		Keenan Residence	1 Maplewood Lane
1223		Dietzel Office	6 Hillcrest Road
1226		Reed Residence	11 Maplewood Lane
1228		Triangle Auto Body	7 River Street
1233		Hamel Residence	4 Warner Avenue
1249		Dietrich Residence	2 Upland Road
1258		Seiple Residence	15 Upland Road
1301		McIntyre Residence	6 Woods End Drive
1760		VT State Tree Nursery	111 West Street
1905	961961	Simon's Five Corner Store	2 Park Street
1996		Essex Community Education Center	2 Educational Drive
2687		Winston Prouty Federal Building	11 Lincoln Street
8783536		Sunoco Gasoline Station	30 Main Street
8784309		Dave Whitcomb's Service Center	45 Lincoln Street
8785745		First Congregational Church	39 Main Street
8799559		Corner Gas Store	141 Pearl Street

Source: Underground Storage Tank Program
 Waste Management Division
 Vermont Department of Environmental Conservation

Essex Junction 2008 Village Plan Map 2 Historic Sites and Districts



Legend

-  Historic Site
-  Historic District
-  Road Centerline
-  Railroad
-  Stream Centerline
-  Winooski River
-  Village Boundary
-  2007 Tax Parcel Boundary

Disclaimer:
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:
Historic Sites & Districts- developed by CCRPC, updated 2005.
Parcels - Essex Town - 2007
Surface Water - VT Hydrography Dataset - VCGI - 2002

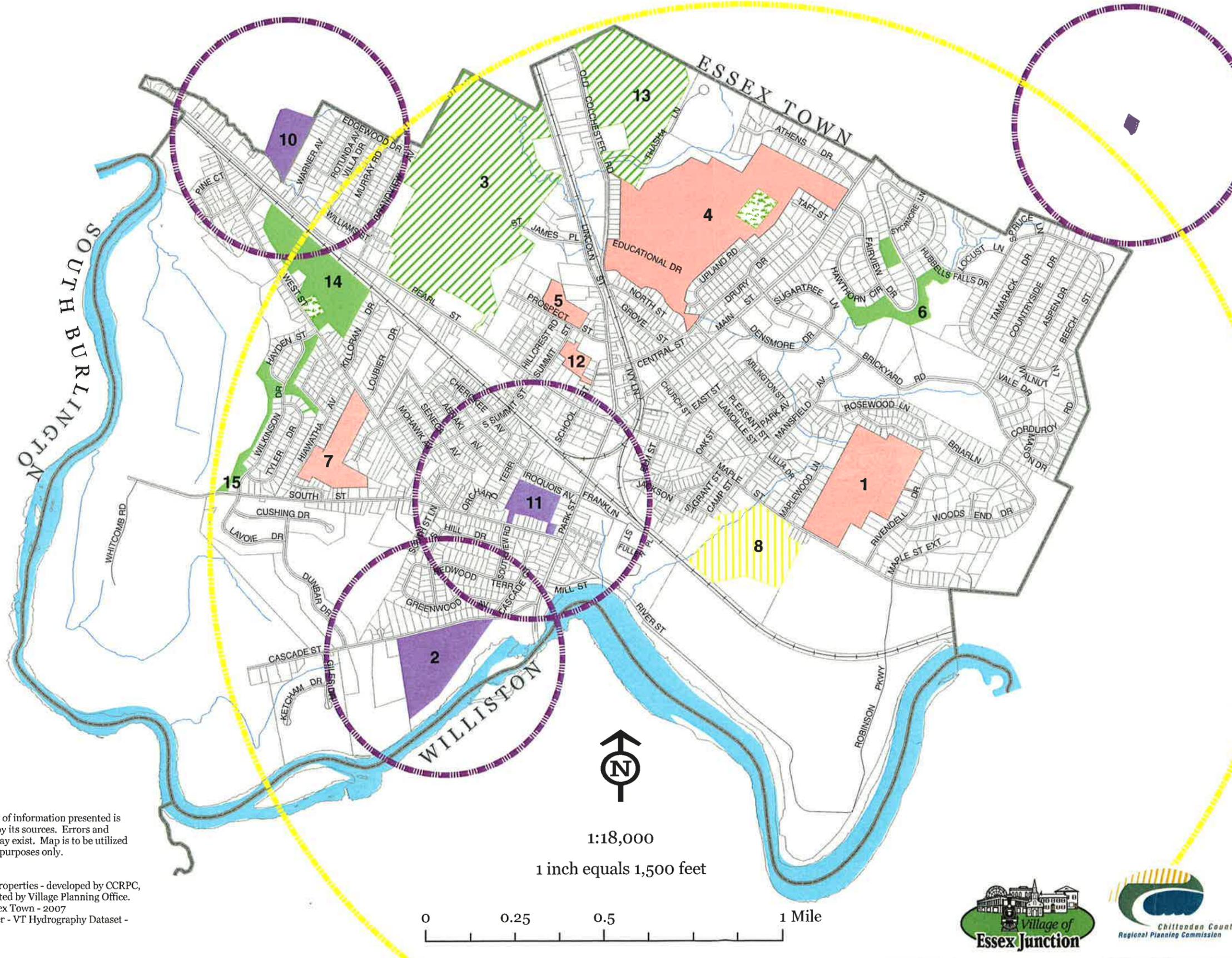


Essex Junction 2008 Village Plan Map 3 Recreation Facilities/ Open Space

1. Albert D. Lawton
2. Cascade
3. Champlain Valley Exposition
4. Essex High School
5. Fleming School
6. Fairview Farms
7. Hiawatha School
8. Maple Street Park
9. Meyers Park (Essex Town)
10. Pearl Street Park (Essex Town)
11. Stevens Park
12. Summit School
13. Tree Farm
14. West St. Complex (State of VT)
15. Whitcomb Heights

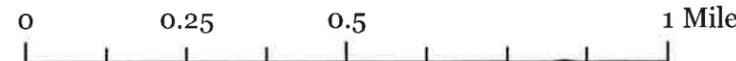
Legend

- Public Passive Open Space
- Neighborhood Park
- School Park
- Regional Recreation Facility
- Community Park
- Community Garden
- Neighborhood Park Service Area
- 1/3 Mile
- Community Park Service Area
- 1.5 Mile
- Road Centerline
- Railroad
- Stream Centerline
- Winooski River
- Village Boundary
- 2007 Tax Parcel Boundary

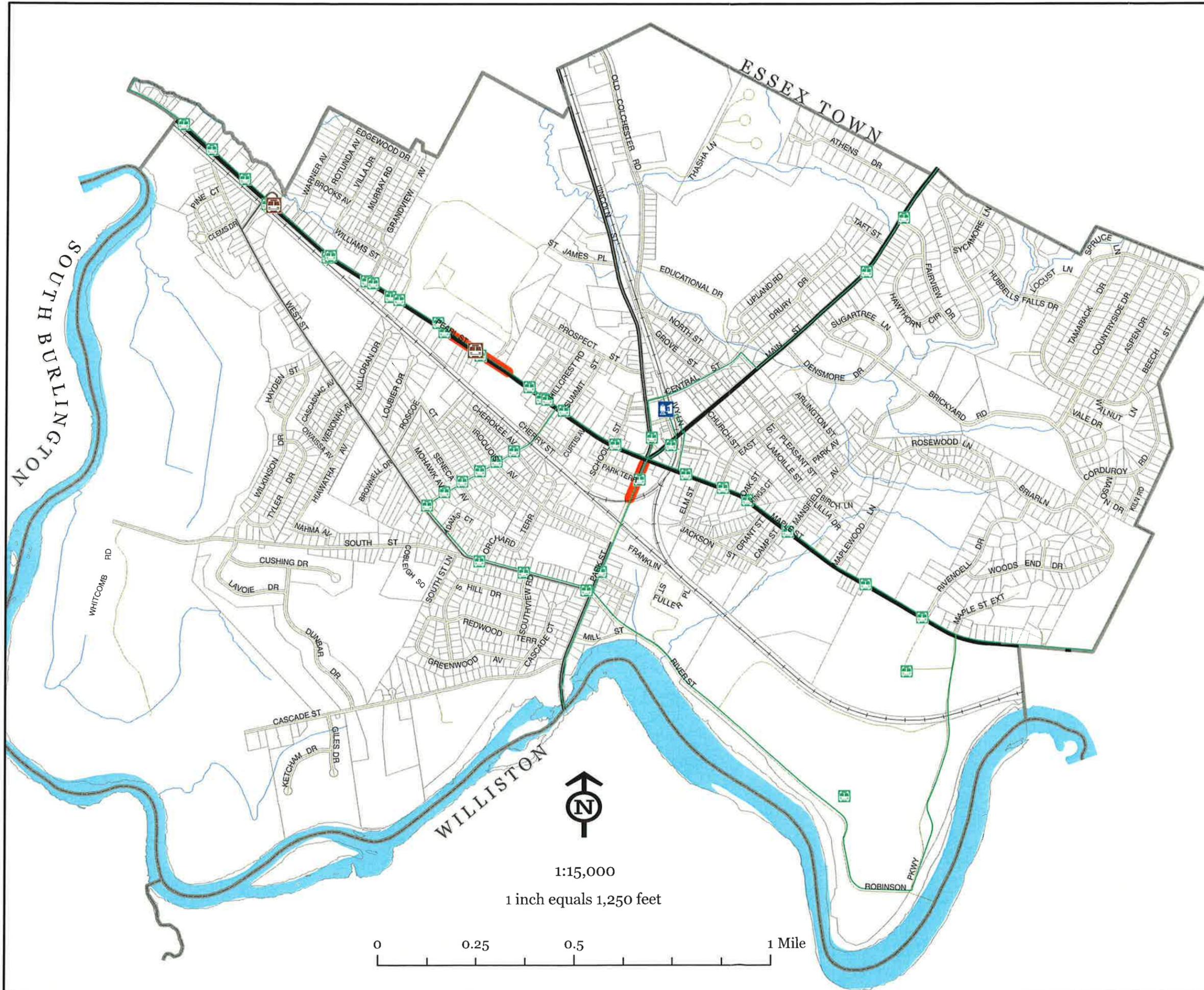


Disclaimer:
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Sources:
Recreation Properties - developed by CCRPC, 2007 as directed by Village Planning Office.
Parcels - Essex Town - 2007
Surface Water - VT Hydrography Dataset - VCGI - 2002



Essex Junction 2008 Village Plan Map 4 Transportation



- Train Station
- Bus Stop
- Bus Stop with Shelter
- CCTA Bus Routes
- Principal Arterial (3.6 Miles)
- Minor Arterial (1.5 Miles)
- Major Collector (1.5 Miles)
- Urban Local (37.4 Miles)
- Railroad
- High Crash Location
- 2007 Tax Parcel Boundary
- Stream Centerline
- Village Boundary
- Winooski River



1:15,000

1 inch equals 1,250 feet

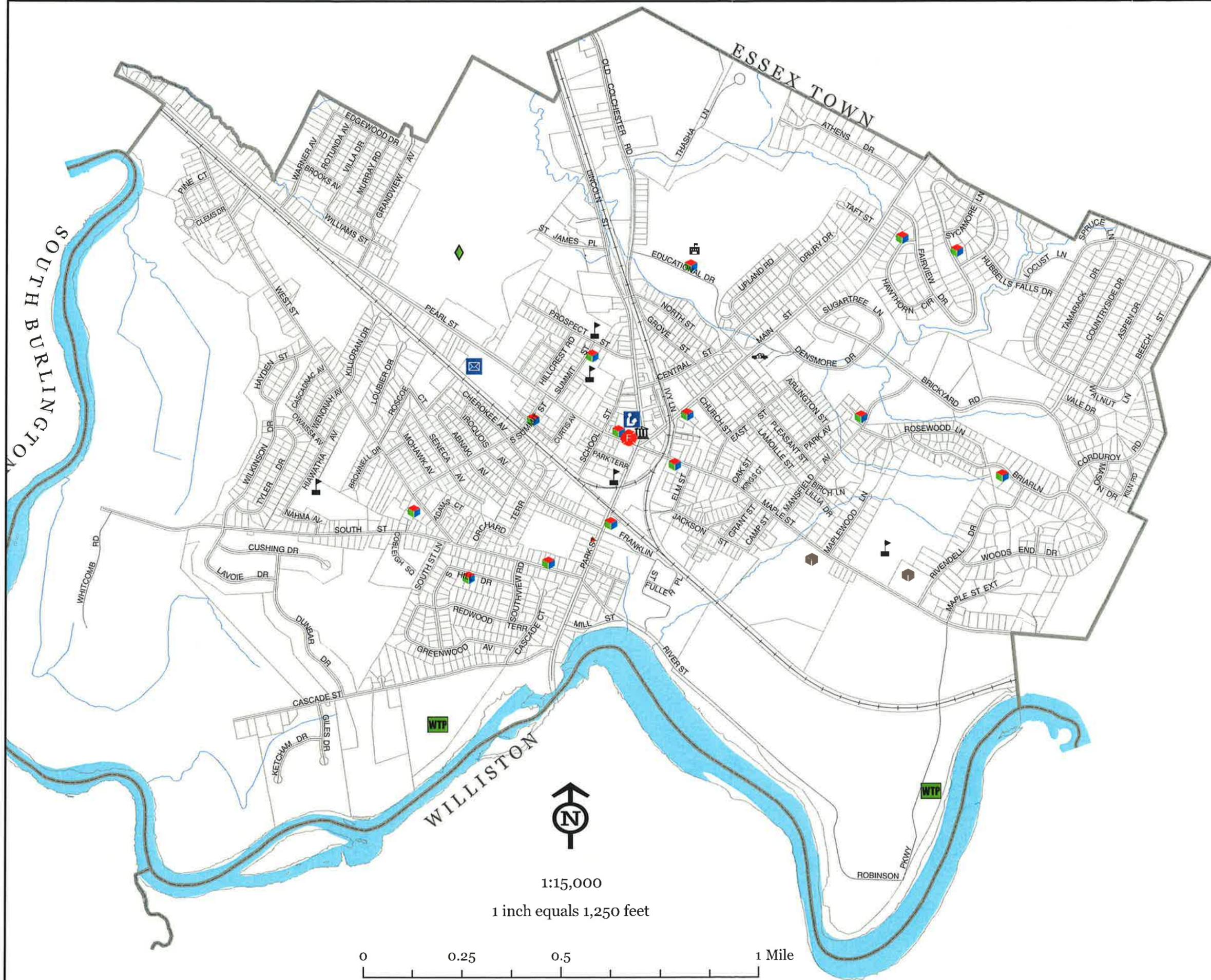


Disclaimer:
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:
Sidewalk - developed by CCRPC, 2003 as directed by Village Planning Office.
Parcels - Essex Town - 2007
Surface Water - VT Hydrography Dataset - VCGI - 2002



Essex Junction 2008 Village Plan Map 5 Community Facilities



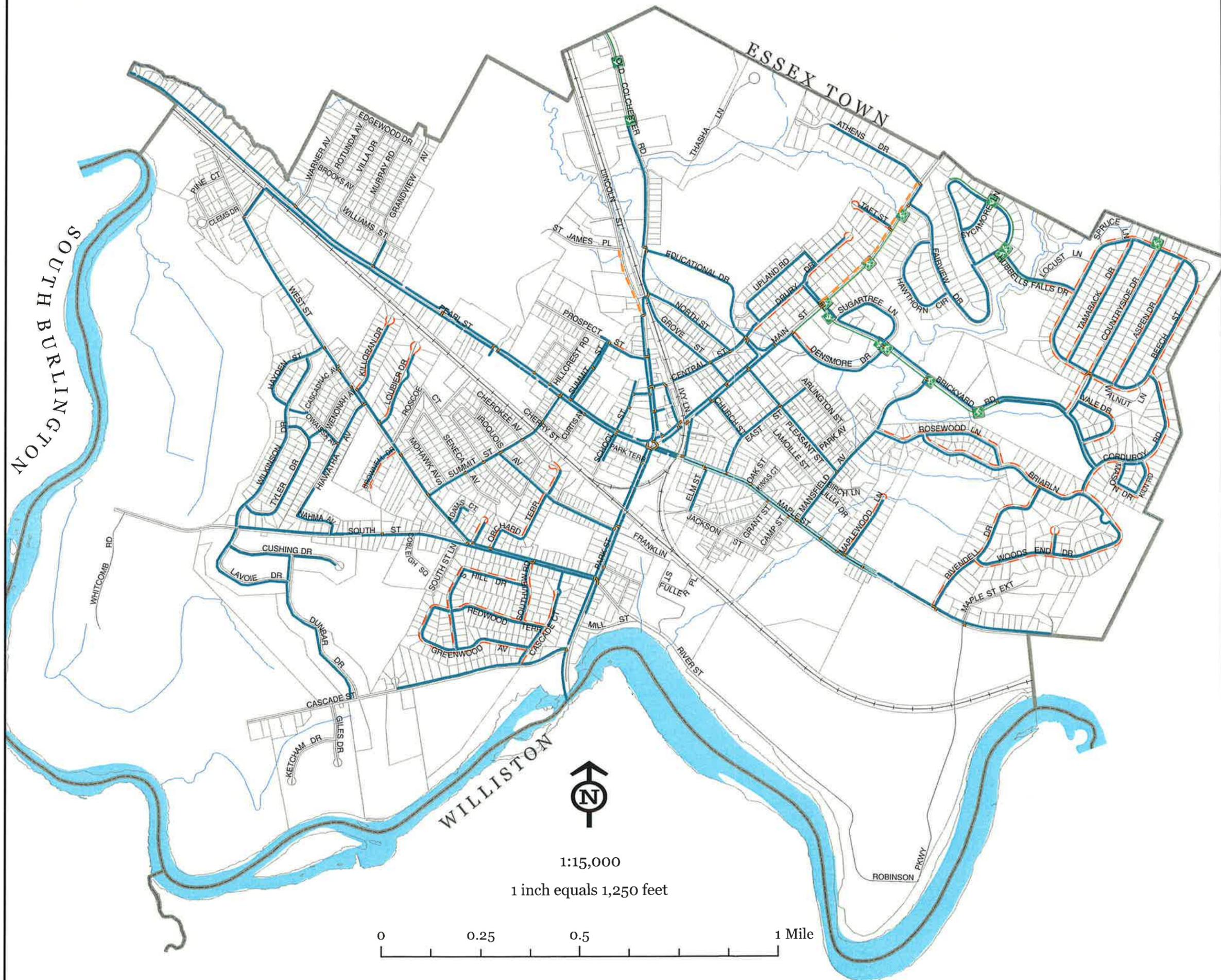
- Village Office
- Fire Station
- Police Station
- Elementary School
- High School
- Library
- Post Office
- Wastewater Treatment Plant
- Fairground
- Childcare Provider
- Road Centerline
- Railroad
- Stream Centerline
- Winooski River
- Village Boundary
- 2007 Tax Parcel Boundary

Disclaimer:
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:
Community Facilities - developed by CCRPC, updated in 2004.
Childcare Provider - developed by CCRPC with guidance from Childcare Resources of Vermont - updated in 2007.
Parcels - Essex Town - 2007
Surface Water - VT Hydrography Dataset - VCGI - 2002



Essex Junction 2008 Village Plan Map 6 Non-Motorized Transportation



-  Bikepath
-  Sidewalk
-  Sidewalk w/ bike lane
-  Proposed Sidewalk
-  Sidewalk to be Removed
-  Crosswalk
-  Road Centerline
-  Railroad
-  Stream Centerline
-  Winooski River
-  2007 Tax Parcel Boundary
-  Village Boundary

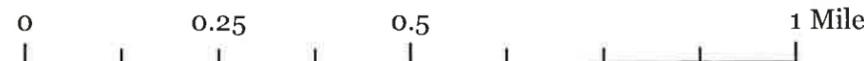
Disclaimer:
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Sources:
Sidewalk - developed by CCRPC, 2003 as directed by Village Planning Office.
Parcels - Essex Town - 2007
Surface Water - VT Hydrography Dataset - VCGI - 2002

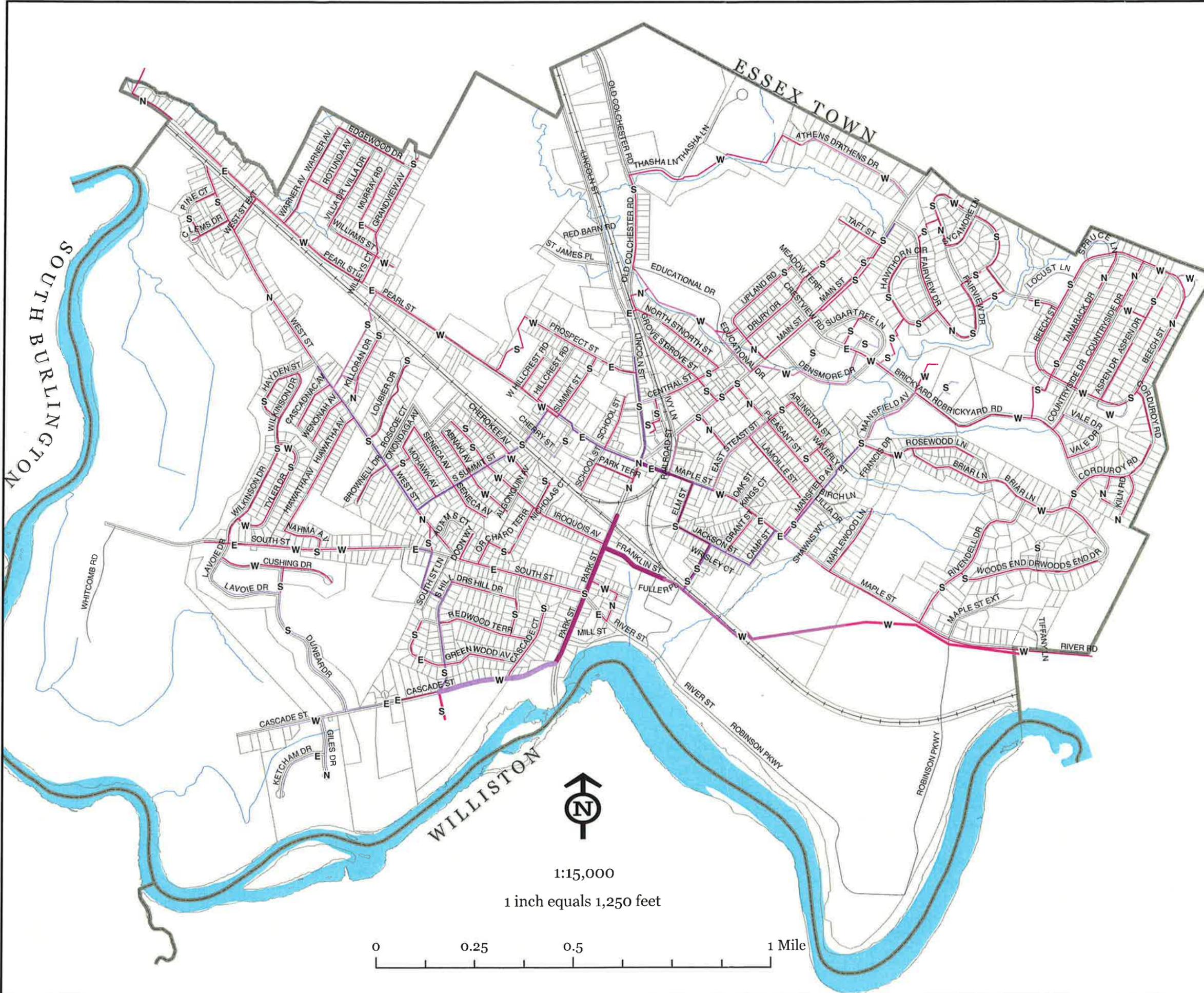


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1 inch equals 1,250 feet



Essex Junction 2008 Village Plan Map 7 Wastewater Distribution System



Waste Water Line Pipe Diameter

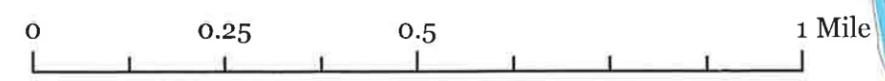
- 2"
- 6"
- 8"
- 10"
- 12"
- 14"
- 15"
- 18"
- 20"
- 24"
- 27"
- 30"
- Road Centerline
- Railroad
- Stream Centerline
- Winooski River
- 2007 Tax Parcel Boundary
- Village Boundary

Disclaimer:
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

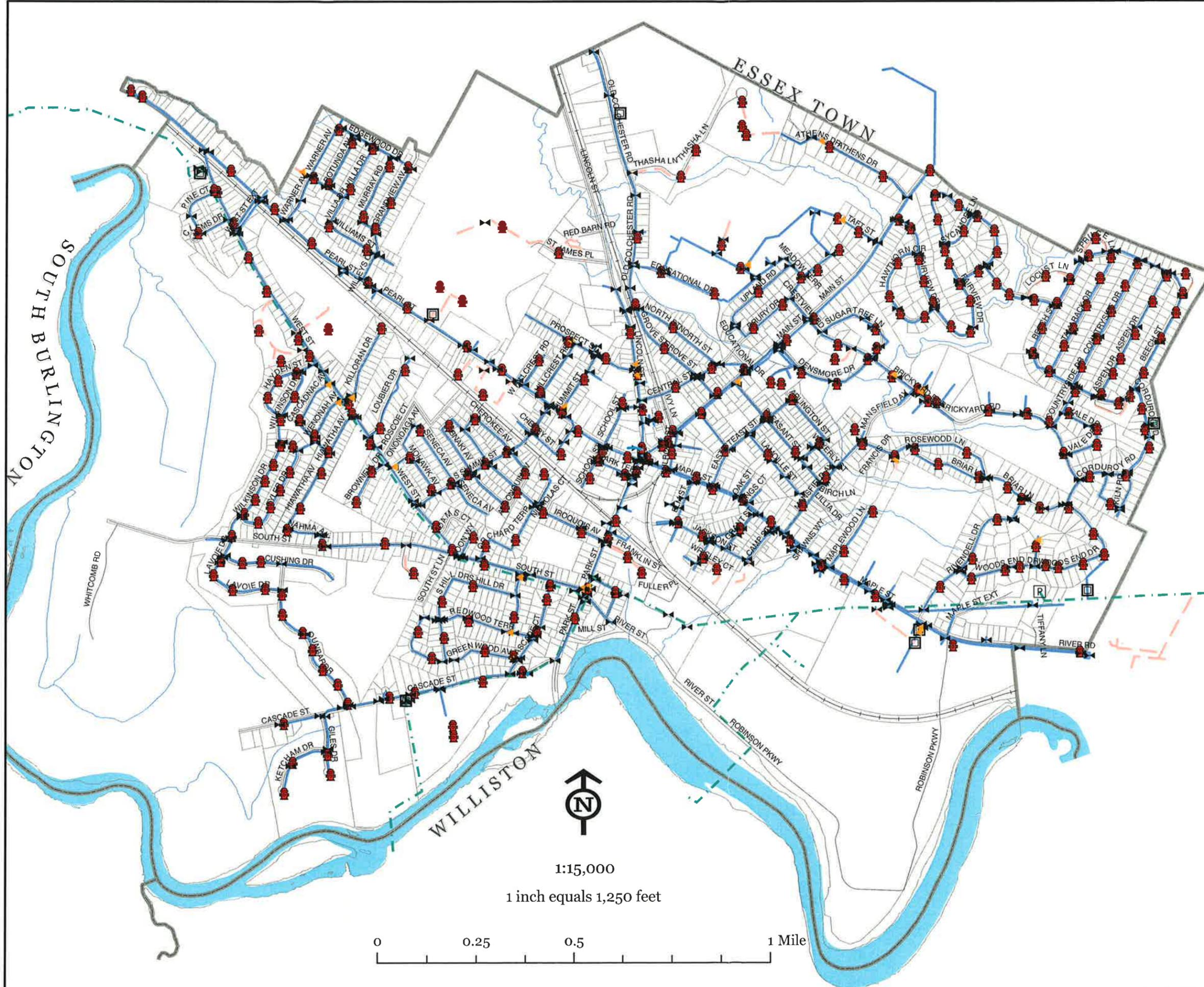
Sources:
Wastewater data - developed by CCRPC, 2007 as directed by Village Planning Office.
Parcels - Essex Town - 2007
Surface Water - VT Hydrography Dataset - VCGI - 2002



1:15,000
1 inch equals 1,250 feet



Essex Junction 2008 Village Plan Map 8 Water Distribution System



- Hydrant
- Vault
- Pump Station
- Reducer
- Valve
- Champlain Water District Water Line
- Municipal Water Line
- Private Water Line
- Road Centerline
- Railroad
- 2007 Tax Parcel Boundary
- Stream Centerline
- Village Boundary
- Winooski River

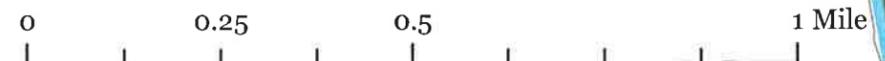
Disclaimer:
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:
water system - updated by CCRPC, 2007 as directed by Village Planning Office.
Parcels - Essex Town - 2007
Surface Water - VT Hydrography Dataset - VCGI - 2002



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1 inch equals 1,250 feet

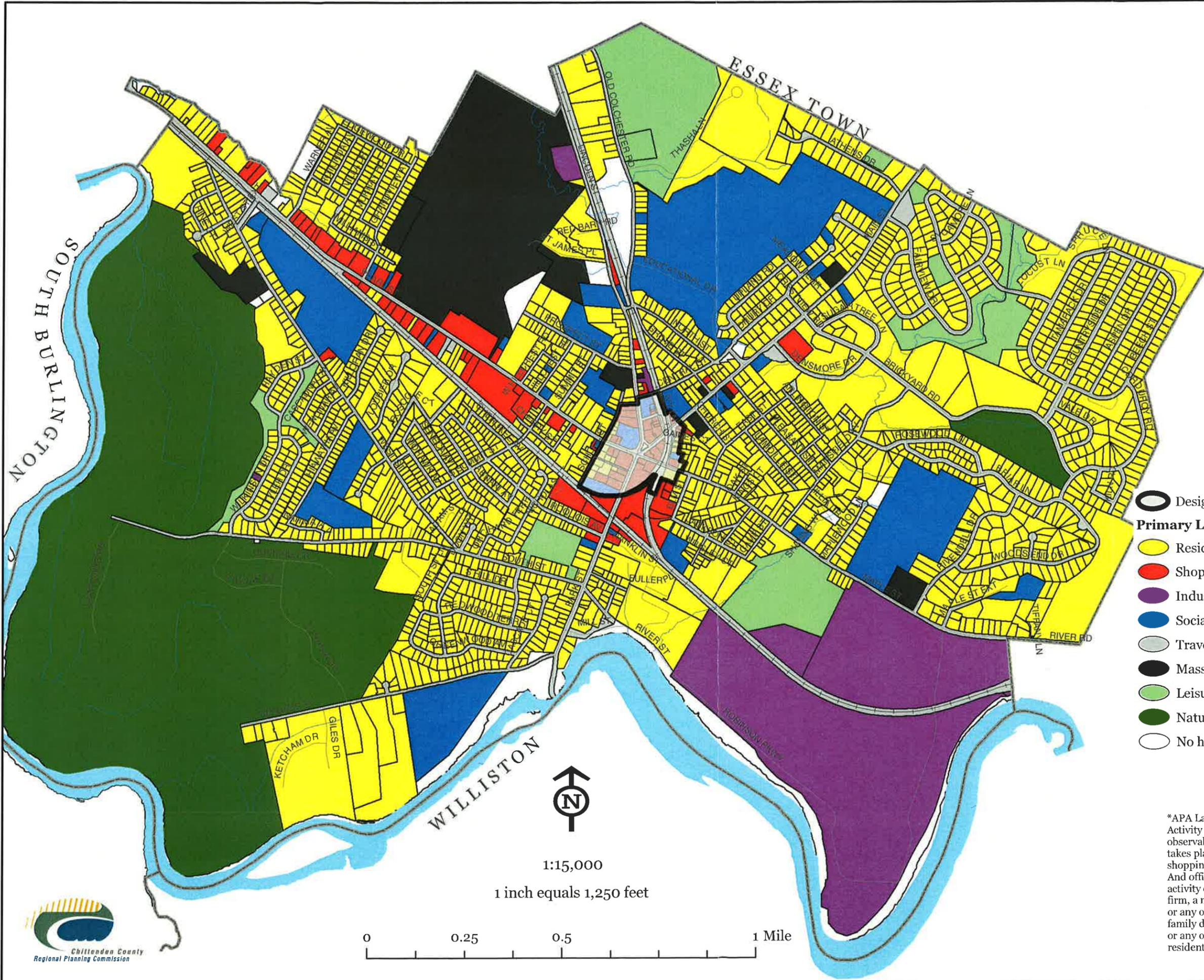


Essex Junction 2008 Village Plan Map 9 Existing Land Use



Disclaimer:
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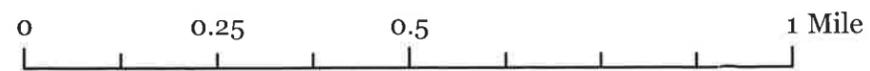
Sources:
Existing Land Use - developed by CCRPC.
Updated by Village Planning & CCRPC - 2007
Parcels - Essex Town - 2007
Surface Water - VT Hydrography Dataset - VCGI - 2002



- Designated Growth Center
- Primary Land Use Activity***
- Residential activities
- Shopping, business or trade activities
- Industrial, manufacturing, and waste-related activities
- Social, institutional, or infrastructure-related activities
- Travel or movement activities
- Mass assembly of people
- Leisure activities
- Natural resource-related activities
- No human activity or unclassifiable activity



1:15,000
1 inch equals 1,250 feet

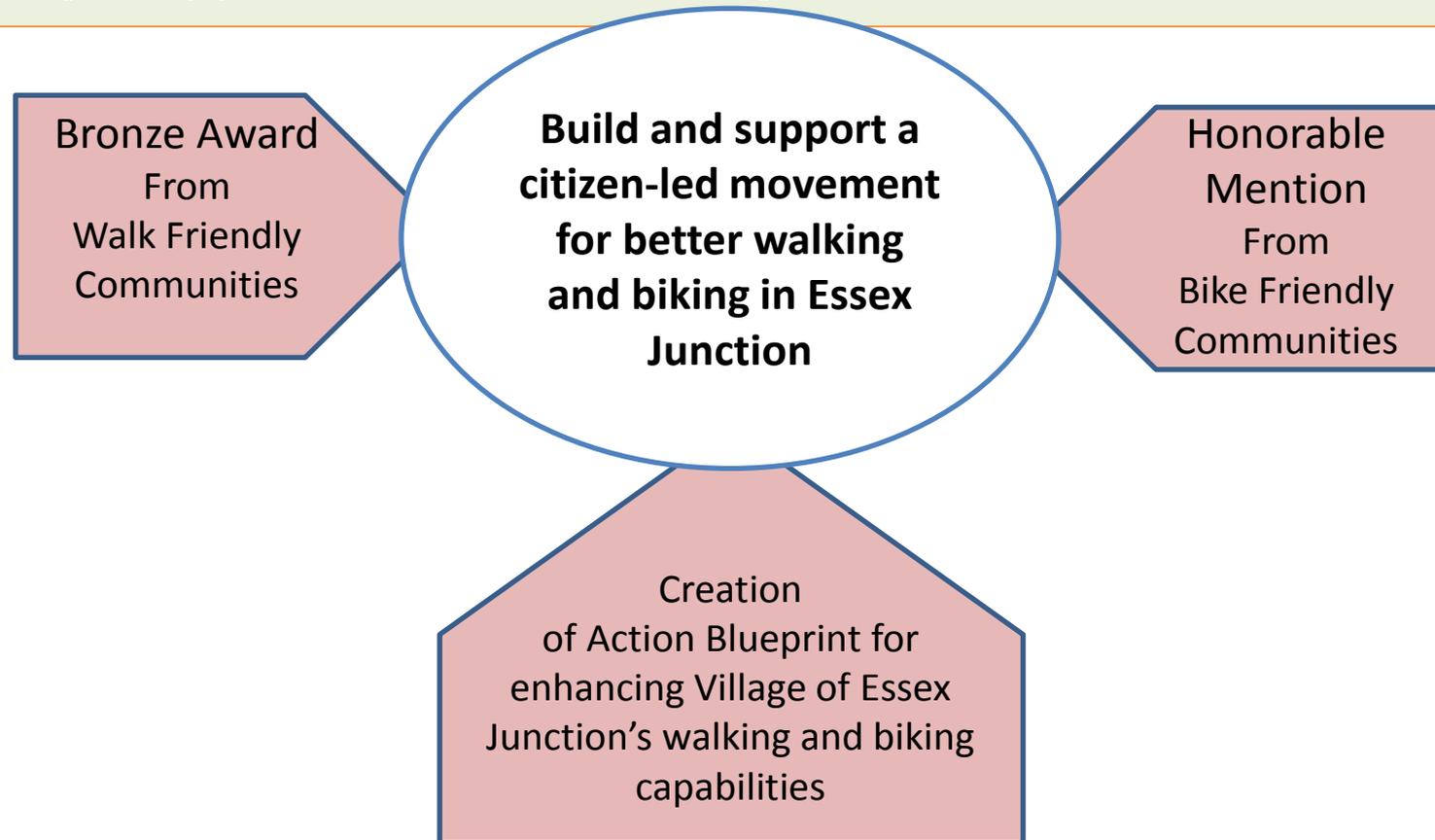


*APA Land-Based Classification System - Activity Dimension
Activity refers to the actual use of the land based on its observable characteristics. It describes what actually takes place in physical or observable terms (e.g., farming, shopping, manufacturing, vehicular movement, etc.). And office activity, for example, refers only to the physical activity on the premises, which could apply equally to a law firm, a nonprofit institution, a court house, a corporate office, or any other office use. Similarly, residential uses in single-family dwellings, multi-family structures, manufactured houses, or any other type of building, would all be classified as residential activity.



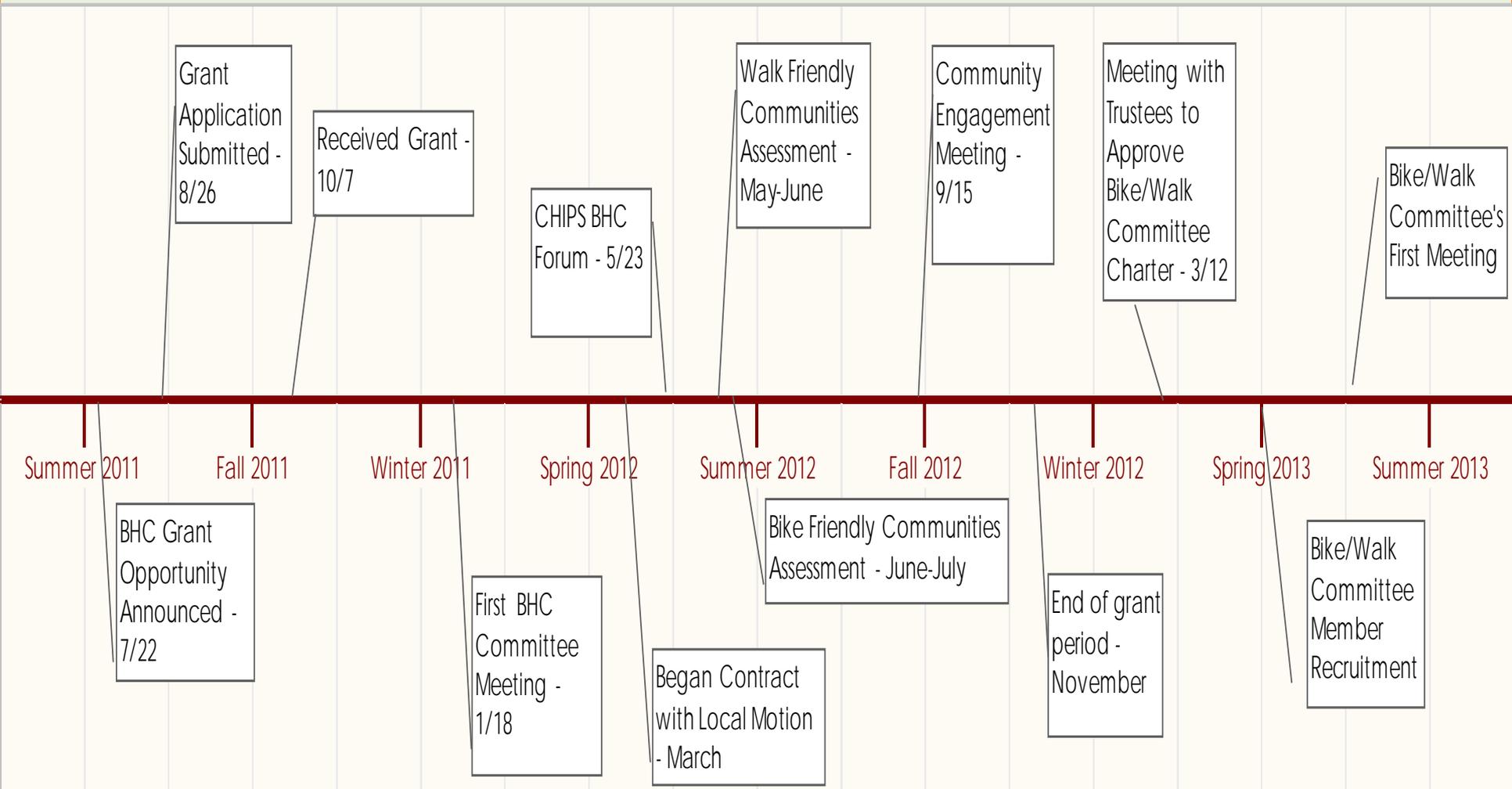
Building Healthy Communities

- Jan 2012 the Village was a recipient of a \$10,000 Vermont Department of Health Building Healthy Communities grant.
- Grant Goal: fund a year-long community assessment to determine how elements of the built environment (like land use, structures, paths and roadways) support or inhibit community health.



Building Healthy Communities

Building Healthy Communities - Timeline (July 2011-present)



Building Healthy Communities

Intentions for Village Walk/Bike Committee

- **Goal:** Advance Essex Junction as a friendly neighborhood community where bicycling and walking are encouraged, and where sidewalks, bike paths, multi-use paths, and other facilities are provided and maintained in order to enhance the year-round safety, accessibility, convenience, enjoyment, and health of all citizens.
- **Outcomes:** The continued facilitation of non-motorized travel within the Village by advocating the proper planning, implementation and maintenance of non-motorized improvements.



MEMORANDUM

TO: Village Trustees *LM*
FROM : Lauren Morrissette, Finance Director and Susan McNamara-Hill, Clerk/Treasurer, Co-Acting Managers *Smith*
DATE : February 26, 2013
SUBJECT: FY14 Capital Reserve Budget Adoption

Staff recommends the Board of Trustees make a **motion to adopt the FY14 Capital Reserve Budget in the amount of \$532,443**. Of this amount, \$317,802 will be paid for with grant funds and \$214,680 will be paid from Capital Reserve Fund balances.

GENERAL FUND CAPITAL RESERVE BUDGET

<u>PROJECT DESCRIPTION</u>	<u>FY14 BUDGET COST</u>	<u>GRANT FUNDING</u>	<u>NET COST TO VILLAGE</u>
• VILLAGE ADMINISTRATIVE OFFICE IMPROVEMENTS	\$26,300		\$26,300
• WOODS END DR RECONSTRUCTION ENGINEERING	\$52,798		\$52,798
• CRESCENT CONNECTOR ROAD Grant Amount	\$284,345	\$284,385	\$0
Net Cost to Village for Project			
• MULTIUSE PATH NORTH Grant Amount	\$44,000	\$33,418	\$10,582
Net Cost to Village for Project			
• PAVING	\$125,000		\$125,000
Totals	<u>\$532,443</u>	\$317,803	\$214,680

GENERAL FUND CAPITAL RESERVE PLAN

PROJECTS FUNDED BY VILLAGE \$ ONLY											
Ref. #	Project Total	Prior	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Future
	15,000		15,000								
W	113,367	15,199	98,168								
	8,300		8,300								
	44,427		44,427								
	16,500		16,500								
	8,600		8,600								
	26,300		26,300								
	730,377		52,798		677,579						
	37,485		37,485		39,359						
W	275,651		21,792		253,859						
W	191,107				15,228		175,879				
	20,000						20,000				
	1,086,566							78,546		1,008,020	
	35,439									35,439	
	1,225,000		100,000	125,000	150,000	175,000	200,000	225,000	250,000	250,000	
			290,995	204,098	886,856	483,446	395,879	303,546	1,293,459		
Totals Project Funded by Village \$ Only											
PROJECTS FUNDED BY GRANTS											
	376,576	10,325	366,251								
1	(301,261)										
	(12,000)										
	63,315										
	4,550,000		284,345	284,345	284,345	284,345	284,345	284,345	284,345	284,345	
2	(4,500,000)										
	50,000										
3	550,527	4,383	63,459	44,000	438,685						
	(414,789)										
	135,738										
			714,055	328,345	723,030	3,696,965	0	0	0	0	
			1,005,050	532,443	1,609,886	4,180,411	395,879	303,546	1,293,459		
Total Cost of all Projects Funded by Village \$ Only and Grants											
GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE											
			346,940	383,016	574,763	(6,596)	(108,494)	(51,247)	120,990		
			(1,005,050)	(532,443)	(1,609,886)	(4,180,411)	(395,879)	(303,546)	(1,293,459)		
Funding Sources											
			7,535								
1	301,261		301,261								
1	12,000		12,000								
2	4,500,000		284,345	284,345	284,345	284,345	284,345	284,345	284,345	284,345	
3	414,798		48,197	33,418	333,183						
	75,000	45,000	15,000	15,000							
			(372,788)	391,427	410,999	431,549	453,126	475,782	499,572		
			1,041,126	724,190	1,028,527	4,078,514	453,126	475,782	499,572		
			383,016	574,763	(6,596)	(108,494)	(51,247)	120,990	(672,898)		

W - The project involves water line work in addition to street/sidewalk work. Additional funds have been set aside in the Water Capital Reserve for the water line work.



MEMO

TO: Village Trustees
FROM: Patty Benoit, Administrative Assistant *Patty*
THROUGH: Susan McNamara-Hill and Lauren Morrisseau, Interim Co-Managers *JM* *SMH*
DATE: March 8, 2013
SUBJECT: Community Supper – Updated “Bids”

Per your request for a local restaurant to cater the community supper on 4/3/13, below are the quotes we received from Essex or Essex Jct. restaurants:

<u>Restaurant</u>	<u>Price</u>
Hoagies, Essex	\$ 900.00
Hungry Dutchman, Essex Jct.	\$ 1,100.00
Mimmo's, Essex	\$ 1,275.00
Rocky's, Essex Jct.	\$ 1,425.00
Dino's, Essex Jct.	\$ 1,600.00
Euro Restaurant, Essex	\$ 2,200.00
Loretta's, Essex Jct.	\$ 2,400.00

We did mention it would be a marketing opportunity for them. All would deliver the food to the high school, unlike Papa Frank's. The Hungry Dutchman just opened in the Village in 2012 and staff tried the meat and veggie lasagna, which was very good. Therefore, we recommend the Hungry Dutchman.

In addition to the cost of the food, the Village also buys the supplies for the supper which will be approximately \$150.

**VILLAGE OF ESSEX JUNCTION
TRUSTEES' POLICY REGARDING
BIKE/WALK ADVISORY COMMITTEE**

DRAFT

1. Purpose:

Advance Essex Junction as a friendly neighborhood community where bicycling and walking are encouraged, and where sidewalks, bike paths, multi-use paths, and other facilities are provided and maintained in order to enhance the year-round safety, accessibility, convenience, enjoyment, and health of all citizens.

2. Membership and Meetings:

The Bike/Walk Advisory Committee shall consist of five members appointed by the Board of Trustees for overlapping terms of three years. Member terms will be for three (3) years once confirmed by a majority of the Trustees, there shall be no term limits. Committee's first appointees will be appointed staggered terms: two (2) members for three (3) years; two (2) members for two (2) years; and one (2) member for one (1) year. The first meeting shall be the organizational meeting for the election of officers; namely, the Chair and Vice-Chair. Vermont's Open Meeting law will govern the meetings, including notice of meetings, quorum, minutes and related requirements. Meetings shall be held at the call of the chairperson. The Committee shall be staffed by a member of the Planning Department, Planning Commission, or other department as determined by the Village Manager or his/her designee. The group will meet regularly, at a date and time to be decided by the committee.

3. Responsibilities:

- Assist Village staff in the creation of a Bike/Walk Plan;
- Provide information and assistance to the BOT and Planning Commission regarding non-motorized travel issues, and support the BOT and Planning Commission in the review of proposed developments by recommending necessary improvements for walking and biking. One member shall be appointed to attend all meetings of BOT and Planning Commission that involve bike and pedestrian issues;
- Monitor Village activities with regard to transportation and other public improvements and make recommendations to Village officials which will accommodate non-motorized users to the maximum extent possible;
- Gather information on non-motorized activity within the Village, including safety and maintenance needs;
- Ensure that Village bike and pedestrian planning is coordinated with adjacent communities and fits into the overall regional non-motorized travel plan;
- Serve as community advocates for increasing the level of non-motorized travel within the Village and for promoting bicycle and pedestrian safety;
- Advances the action items identified through the work of the 2011/2012 Vermont Department of Health Building Healthy Communities Grant;
- Increase public awareness and engagement of bike/walk issues through community events and participation.
- Advocate funding be provided for non-motorized improvements from local and non-local sources;
- Ensure that Village policies, practices and programs adequately address the needs of all non-motorized travelers.

4. Outcome:

The continued facilitation of non-motorized travel within the Village by advocating the proper planning, implementation and maintenance of non-motorized improvements.

Adopted by the Village Trustees on _____.



Rick V. Jones
Public Works Superintendent
rick@essexjunction.org

2 Lincoln Street
Essex Junction, VT 05452
www.essexjunction.org

Office: (802) 878-6944
Fax: (802) 878-6946

MEMORANDUM

TO: Board of Trustees
FROM: Rick Jones, Public Works Superintendent 
THROUGH: Lauren Morrisseau and Susan McNamara-Hill, Village Co-Managers  
DATE: March 5, 2013
SUBJECT: Quit Claim Deed and Easement – Old Central Street/76 Main Street

Norbert & Audrey Collins have owned the property at 76 Main Street since 1967. In 1968 they were approached by the Village school district for a swap of land due to the new access drive being created from Main Street to the high school. At the time they understood that they would be conveyed title to parcels E & F on the attached plan. With that understanding, the Collins purchased parcel "D" from Drury Brick Company. It has subsequently been discovered that parcels E & F were never conveyed and are still owned by the Village of Essex Junction.

As you can see on the attached plan, parcels E & F lie in between parcel D resulting in the Collins's property being split. In order to remedy the situation, the Collins's are asking the Village to convey parcels E & F to them. The Village would like to retain easements for storm water maintenance, waterline maintenance, and a snowplow turn around. The Collins's have agreed to grant the easements if the Village deeds the property to them.

The Village attorney has reviewed the documents and does not see any problems.

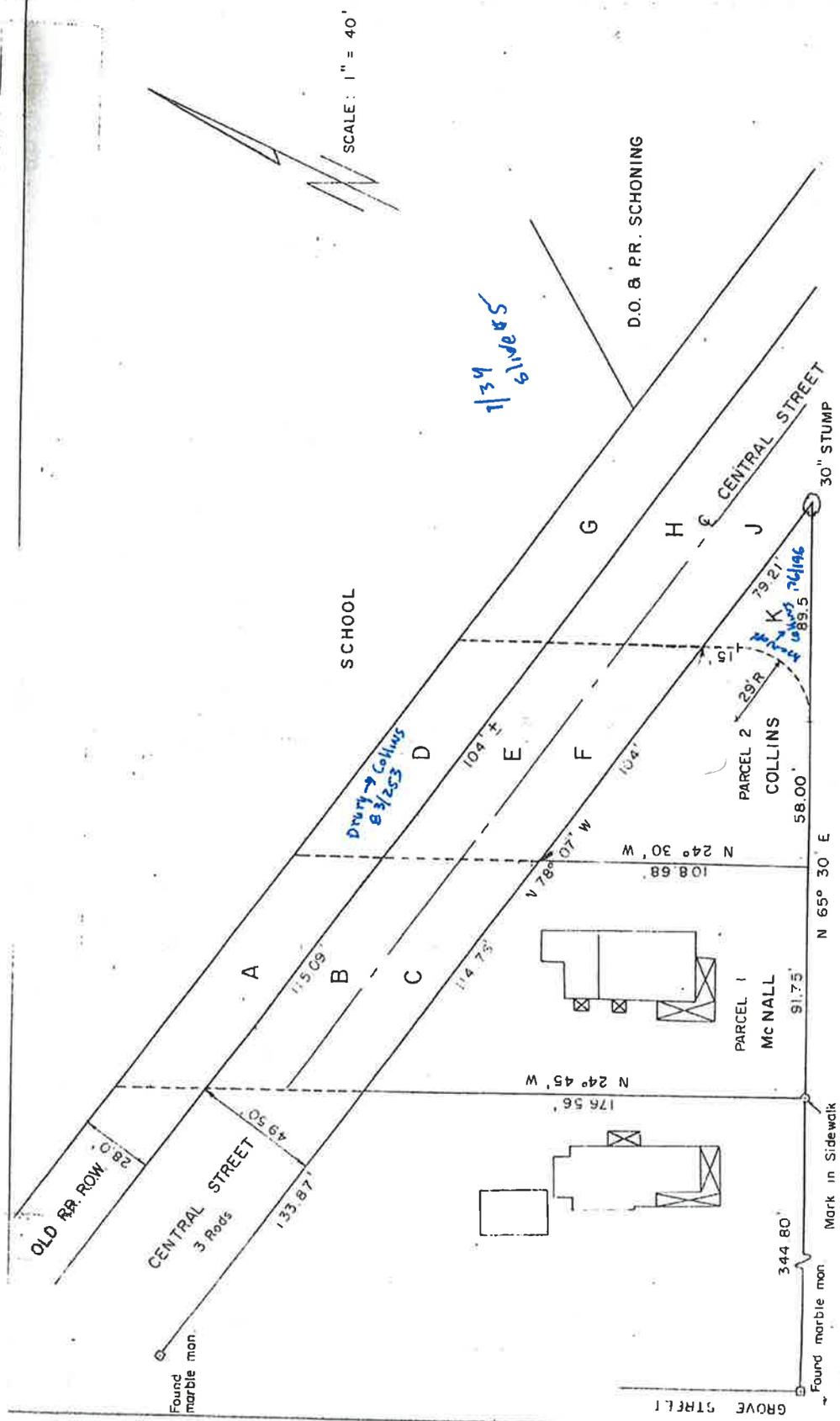
Staff recommends the Trustees authorize the Village Managers to sign the quit claim deed conveying the parcel to Norbert & Audrey Collins.

Motion: To authorize the Interim Village Managers to sign the Quit Claim Deed conveying to Norbert & Audrey Collins a parcel 104' x 61.5' as depicted on a plan of land entitled "Easement Plan, 76 Main Street-Essex Junction, Vermont, Norbert & Audrey Collins and Village of Essex Junction" dated October 23, 2012, prepared by Dubois & King, Inc.

34

Essex, Vermont Town Clerk's Office August 14, 1968 at 10 o'clock A. M. received for record,
Attest: Cynthia J. Thompson
Town Clerk

VILLAGE of ESSEX JUNCTION
DRURY - CENTRAL STREET
EMERSON ABBOTT, HARLOW & LEEDY, Inc engineers - surveyors
5 - PARK STREET - ESSEX JUNCTION, VERMONT
SURV. 10 JULY 1968
PRV. P&T 28/43



NOTE:
This Drawing Was Prepared From Existing Drawings
And Is Not The Result Of A Survey.

QUITCLAIM DEED

KNOW ALL PERSONS BY THESE PRESENTS, that the **Village of Essex Junction**, a Vermont municipality located in the County of Chittenden and State of Vermont, Grantor, in the consideration of ---TEN AND MORE--- Dollars paid to its full satisfaction by **Norbert E. Collins and Audrey R. Collins**, of Essex, in the County of Chittenden and State of Vermont, Grantees, has REMISED, RELEASED, AND FOREVER QUITCLAIMED unto the said **Norbert E. Collins and Audrey R. Collins**, husband and wife as tenants by the entirety, all right and title which it and its successors have in and to a certain piece of land in the Village of Essex Junction, in the County of Chittenden and State of Vermont, described as follows, viz:

Being the "Parcel to be Conveyed to Norbert & Audrey Collins by the Village of Essex Junction. 104' x 61.5' Parcel" as depicted on a plan of land entitled, "Easement Plan, 76 Main Street - Essex Junction, Vermont, Norbert & Audrey Collins and Village Essex Junction" dated October 23, 2012, prepared by Dubois & King, Inc., and recorded in Map Slide _____ of the Town of Essex Land Records. The parcel is further identified as parcels E and F on a plan entitled, "Village of Essex Junction, Drury - Central Street", prepared by Emerson, Abbott, Harlow & Leedy, Inc., dated July 10, 1968 and recorded in Slide 5 of the Town of Essex Land Records.

Reference is hereby made to the aforementioned instruments, the records thereof and the references therein contained, all in further aid of this description.

TO HAVE AND TO HOLD all its right and title in and to said quitclaimed premises, with the appurtenances thereof, to the said **Norbert E. Collins and Audrey R. Collins**, husband and wife as tenants by the entirety, and their heirs and assigns forever.

AND FURTHERMORE, the said **Village of Essex Junction** does for itself and its successors, executors and administrators, covenant with the said **Norbert E. Collins and Audrey R. Collins**, and their heirs and assigns, that from and after the ensembling of these presents the said **Village of Essex Junction** will have and claim no right in or to the said quitclaimed premises.

IN WITNESS WHEREOF, the undersigned Co-Managers and Duly Authorized Agents of the **Village of Essex Junction** hereunto set their hands and seals this _____ day of _____, 2013.

Village of Essex Junction

By: _____

(printed name)
Its Co-Manager and Duly Authorized Agent

By: _____

(printed name)
Its Co-Manager and Duly Authorized Agent

STATE OF VERMONT
COUNTY OF CHITTENDEN, SS:

At Essex Junction, in said County and State, this _____ day of _____, 2013, personally appeared _____ and _____, Co-Managers and Duly Authorized Agents of the **Village of Essex Junction**, and they acknowledged this instrument, by them sealed and subscribed, to be their free act and deed and the free act and deed of the **Village of Essex Junction**.

Before me, _____
Notary Public
My Commission Expires: 02/10/2015

EASEMENT DEED

KNOW ALL PERSONS BY THESE PRESENTS, that **Norbert E. Collins and Audrey R. Collins**, of Essex, in the County of Chittenden and State of Vermont, Grantors, in the consideration of ---- TEN AND MORE ---- Dollars paid to their full satisfaction by the **Village of Essex Junction**, a Vermont municipality located in the County of Chittenden and State of Vermont, Grantee, have REMISED, RELEASED, AND FOREVER QUITCLAIMED unto the said Grantee, the **Village of Essex Junction**, and its successors and assigns, easements being more particularly described as follows:

Being the following easements as depicted on a plan of land entitled, "Easement Plan, 76 Main Street - Essex Junction, Vermont, Norbert & Audrey Collins and Village Essex Junction", dated October 23, 2012, by Dubois & King, Inc., and recorded in Map Slide _____ of the Town of Essex Land Records:

1. "Proposed 20' Wide Stormwater Easement to Village of Essex Junction. Easement to be centered on pipe.";
2. "Proposed 20' Wide Waterline Easement to Village of Essex Junction. Easement to be centered on pipe."; and
3. "Proposed Snowplow Turnaround Easement area to Village of Essex.".

The Grantee shall have the right to plow snow onto the Snowplow Turnaround Easement area. The Grantee shall also have the right to locate and relocate snow piles within the Snowplow Turnaround Easement area. The snow placed within the Snowplow Turnaround Easement area shall be located so that it does not unreasonably impair or restrict the parking of cars in the easement area.

Grantee agrees to restore the lands of Grantors to their original condition should they be disturbed during the exercise of Grantee's rights herein set forth.

Being a portion of the land and premises conveyed to the Grantors by the following:

1. Warranty Deed of Dorothy S. McNall and Charlotte Bullock dated May 10, 1967 and recorded in Volume 76 at Page 196 of the Town of Essex Land Records;
2. Warranty Deed of The Drury Brick Company, Inc. dated August 14, 1968 and recorded in Volume 83 at Page 253 of the Town of Essex Land Records; and
3. Quitclaim Deed of the Village of Essex Junction dated _____, 2013 and recorded in Volume _____ at Page _____ of the Town of Essex Land Records.

Reference is hereby made to the aforementioned instruments, the records thereof, the references therein made, and their respective records and references, in further aid of this description.

TO HAVE AND TO HOLD all their right and title in and to said quitclaimed premises, with all appurtenances thereof, to the said Grantee, the **Village of Essex Junction**, and its successors and assigns forever; and the said Grantors, **Norbert E. Collins and Audrey R. Collins**, for themselves and their heirs and assigns, do covenant with the said Grantee, the **Village of Essex Junction**, and

its successors and assigns, that from and after the ensembling of these presents the said **Norbert E. Collins and Audrey R. Collins** shall have and claim no right in or to the said quitclaimed premises.

IN WITNESS WHEREOF, **Norbert E. Collins and Audrey R. Collins** have caused their hands and seals to be set this ____ day of _____, 2013.

Norbert E. Collins

Audrey R. Collins

STATE OF VERMONT
COUNTY OF CHITTENDEN, SS.

At _____, in said County and State, this ____ day of _____, 2013, personally appeared **Norbert E. Collins and Audrey R. Collins** and they acknowledged this instrument, by them sealed and subscribed, to be their free act and deed.

Before me:

Notary Public
My Commission expires: 02/10/2015

H:\Sta_8\REAL ESTATE\Collins Easements to Village of Essex Jct\Easement Deed to Village.wpd



MEMORANDUM

TO: Essex Junction Trustees & Department Heads
FROM: Lauren Morrissette and Susan McNamara-Hill, Co-Acting Managers
DATE: March 12, 2013
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

March 26 at 6:30 – Regular Trustees Meeting

- 2nd Public Hearing on Charter changes
- Semi-Annual Meeting with Prudential Committee
- Annual Meeting preparation

April 3 at 6 PM – Community Supper

April 3 at 7:00 – Annual Meeting

April 9 – 7 AM to 7 PM Australian Ballot Voting

April 9 at 6:30 – Regular Trustees Meeting – cancel/reschedule?

April 23 at 6:30 – Regular Trustees Meeting

- Board elections
- Village tree committee

May 14 at 6:30 – Regular Trustees Meeting

May 25 at 10 AM – Memorial Day Parade

May 28 at 6:30 – Regular Trustees Meeting

June 11 at 6:30 – Regular Trustees Meeting

June 25 at 6:30 – Regular Trustees Meeting

July 9 at 6:30 – Regular Trustees Meeting

July 20 4-9 PM – Block Party & Street Dance

July 23 at 6:30 – Regular Trustees Meeting

Pending Items:

Volunteer Policies

Social Media Policy and Communications Policy on use of iPads [Staff Draft Needed]

**EJRP Recreation and Parks Advisory Council Meeting
Maple Street Park
Essex Junction, VT**

Thursday, January 24, 2013

MINUTES

Council Members Present: Andrew Cimonetti, Dan Kerin, Deb Carlin, Eric Bowker, Lee Wiebe, Sharon Downs

Staff Present: Mark Brislin, Nicole Fields

Call to Order: The meeting was called to order at 6:30 p.m.

Approval of Minutes: The minutes from the December 13 meeting were reviewed and approved.

Director's Report: Mark presented the director's report, the highlights follow:

- Aspire Gives Back had a really good turn out and lots of food was donated. Aspire's One-Year Birthday Celebration and Open House also went well.
- January programs are off to a good start. More than 100 community members attended the January Family Fun Night.
- Essex Has Talent, scheduled to take place on February 9, has a lot of great acts auditioning (35 acts auditioning for 20 spots).
- The Winter Carnival is scheduled to take place at ADL on March 2 from 10:00 a.m. to 3:00 p.m. Volunteers are needed.
- The budget is being reviewed by the Prudential Committee. Proposed budget is a level tax rate and a level funded capital plan at \$75K.
- Six-month preview of upcoming EJRP events was presented and reviewed.

Parks and Facilities

- Caitlin and Harlan are in the process of putting up old brochures in the EJRP lobby.
- Changing rooms have been added at Aspire.

Staff

- Returning staff surveys have been sent out and are due back by February 15. Typically, 85 – 90% of the 100 plus summer staff employees return. New applications are being accepted until February 1.
- Nicole Fields (EJRP Program Coordinator) gave an in-depth and informative presentation on programs, media, and goals.

Next meeting is set for Thursday, March 7 @ 6:30 pm.

Note: A different EJRP staff member will join us at future meetings through June 2013.
This will be a great way to get to know each other.

Future 2013 Meeting Dates: 4/4, 5/2, 5/30, 6/27.

Sharon Downs - Secretary of RAC

**Village of Essex Junction
2013 Block Party Committee Meeting Minutes
February 25, 2013 at 3:30 PM**

Present: Bridget Meyer, Joanie Maclay, Alayne Kelley, Jackie Lincoln, Mary Tewarson, Darby Brazoski and Patty Benoit.

The group was updated on what has been committed to so far. The Dave Keller Band has been hired because the X-Rays weren't available on July 20th. The teen band "Listen Up" from Contois Music School will be first on stage from 4-5:30 PM, and then Dave Keller Band from 6-9 PM. We reserved the Safari Bounce Castle and obstacle course from Top Hat. Top Hat merged with another company and had a better selection. They said this bounce castle is bigger than last year's but they didn't charge more. The face painters are re-hired as well as the Roaming Railroad.

There are extra funds in the entertainment budget (\$800) because the bands are costing less than last year and we didn't re-hire the henna designs. We haven't heard back from the Guard regarding their climbing tower so the group discussed seeing if the climbing place near the Essex Resort would be interested in a presence at the block party. Jackie said she would approach them. Another possibility is to hire the gladiator joust from Top Hat (\$725), as that is very popular with teens. We need to see what space is available after exploring all options.

Darby spoke on behalf of the Railroad Recess group regarding what they would like to do at the block party. They would like to have an actor do scheduled history tours in the downtown. Penny Pillsbury also had indicated the library's teen advisory board would do nail painting. Everyone thought these sounded like great additions. Darby asked about contacting "Fit to Excel" regarding a workout area at the block party, so she was encouraged to reach out to them.

Bridget asked about the town's 250's anniversary this year and whether we should ask that committee if they'd be interested in doing something at the block party. Darby will reach out to Trevor at the town office.

Bridget offered to reach out to the Essex/Essex Jct. food vendors at the farmer's market to invite them. In the past we didn't feel there were enough local restaurants and want to be more proactive this year. We always send a letter of invitation with a sponsor form and will try to follow up with phone calls. One restaurant closed (Upper Crust) but we have a new one (Hungry Dutchman), which may welcome the exposure at the block party. Darby will reach out to the Istanbul Kabob House in the town and Patty will follow up with Firebird Café again. The need for plain food like hot dogs and hamburgers was discussed. Jackie and Mary will check with the Lions and the Grange about this.

The invitation/sponsor letters will go out in March to all businesses in the Village.

The meeting adjourned at 4:10 p.m. The next committee meeting will be Monday, 3/25/13 at 3:30 p.m.

Respectfully submitted,
Patty Benoit

**VILLAGE OF ESSEX JUNCTION
BOARD OF ABATEMENT
MINUTES OF MEETING
February 26, 2013**

MEMBERS PRESENT: Diane Clemens (Chairwoman); George Tyler, Dan Kerin, Lori Houghton, Bernie Couture, Linda Costello, Elaine Sopchak, Kathy Hunt, Paul Dame.
ADMINISTRATION: Susan McNamara-Hill, Village Clerk; Randy Viens, Essex Town Assessor.
OTHERS PRESENT: None.

1. CALL TO ORDER

Diane Clemens called the meeting to order at 6:05 PM.

2. APPROVAL OF MINUTES (6/26/12)

MOTION by Bernie Couture, SECOND by Lori Houghton, to approve the minutes of 6/26/12 as written. VOTING: unanimous; motion carried.

3. ABATEMENTS

9 Lincoln Street

New England Telephone Company c/o Fairpoint Communications is requesting abatement of the second half of the 2009 village taxes due to bankruptcy. According to the court the village cannot collect taxes or put the property up for tax sale due to the bankruptcy filing.

MOTION by Bernie Couture, SECOND by Kathy Hunt, to abate the 2009 village taxes per the court order for 9 Lincoln Street owned by New England Telephone c/o Fairpoint Communications in the amount of \$2,125.75 (principal, interest and penalty) per state statute Chapter 24, Section 1535(3) which states "taxes of persons who are unable to pay their taxes, interest, and collection fees". VOTING: unanimous; motion carried.

2 Hiawatha Ave.

Aaron Fournier is requesting abatement of 2011 and 2012 taxes, interest and penalty in the amount of \$274.62 and \$197.54 respectively (total amount due of \$472.16). Randy Viens reported Mr. Fournier acquired the property at 2 Hiawatha Ave. in October 2011. The property was in disrepair and filled with trash to the point that the basement was inaccessible due to accumulated trash. The property was purchased at tax sale by Ron Lamell, Sr. and in that timeframe the property was sold to Aaron Fournier for \$3,000. Mr. Fournier was fully aware of the condition of the property upon purchase. Mr. Fournier reimbursed Mr. Lamell in the amount of \$18,000 and then proceeded to rehab the property. The property was reassessed on April 1, 2012 using the percent complete method because the house under reconstruction. The assessment for 2012 was \$136,300 based on 39% completion.

George Tyler commented to have a blighted property rehabilitated and back on the tax roll is good and overly stringent tax rules should not prevent this from happening. It was noted none of the eight abatement criteria address the request. Dan Kerin pointed out Mr. Fournier purchased the property with the intent to rent or resell. There was not a hardship with the house due to job loss and not being able to pay taxes, for example. Randy Viens added the house was purchased for \$18,000. The land value alone is well above that amount.

MOTION by Bernie Couture, SECOND by Kathy Hunt, to deny the request by Aaron Fournier to abate the 2011 and 2012 taxes, interest and penalty in the amount of \$274.62 and \$197.54 respectively (total amount due of \$472.16) for 2 Hiawatha Ave.

DISCUSSION: It was noted none of the abatement criteria fit the request.
VOTING: unanimous; motion carried.

4. OTHER BUSINESS

Elections

MOTION by Bernie Couture, SECOND by George Tyler, to continue the same leadership for the Board of Abatement with Diane Clemens as Chairwoman.

VOTING: unanimous; motion carried.

5. ADJOURNMENT

MOTION by Bernie Couture, SECOND by Kathy Hunt, to adjourn the meeting.
VOTING: unanimous; motion carried.

The meeting was adjourned at 6:15 PM.

RScty: M.E.Riordan





2 Lincoln Street
Essex Junction, VT 05452-3154
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E: admin@essexjunction.org

March 5, 2013

Linda Myers, Chair
Town of Essex Selectboard
81 Main Street
Essex Junction, VT 05452

Dear Linda,

With Town Meeting successfully concluded, I would like to suggest that our two boards meet at your earliest convenience to reengage our ongoing discussion about shared administrative services, with particular focus on a shared manager.

The Trustees and Village staff have developed some preliminary ideas for a shared manager realignment which we believe could serve as the basis for further constructive dialogue between our two boards. Mary Morris and Jeff Carr have reviewed those ideas and said that they were in agreement with and would be complimentary to the kind of administrative restructuring proposal that they are beginning to envision based on their research. We would also be interested in hearing any ideas developed by your board or staff.

As you know, the Village Trustees and staff are operating under a bit of a time constraint with regards to the Village Manager position. If the consensus of the two boards is that a shared manager realignment is not feasible, the Village government must begin the process of hiring a new manager. It would be desirable to have the new management structure, whether it's a shared manager or new Village Manager, in place by the start of the new fiscal year in July. However, we also feel we have some flexibility with the timing and would be willing to hold off any firm decision for a few months as long as there appears to be some agreement between our two boards over the basic concept of a shared manager realignment, and a commitment to implement the realignment sometime this year.

I would like to suggest that if we can meet in March and agree in principle to move forward with a shared manager plan, we could have a subcommittee of board and staff members spend a few months hammering out the details. I would also like to suggest that any plan we implement would be limited to a six or eight month trial period, after which we would review and assess the success of the project.

We would be available to attend one of your regular meetings, or have you attend one of our regular meetings, or to set up a special meeting. Please let me know if we can provide you or the other Selectboard members, or Town staff, with any additional information.

Best regards,

George A. Tyler
Village President

cc: Village Trustees
Susan McNamara-Hill, Interim Co-Manager
Lauren Morriveau, Interim Co-Manager
Pat Scheidel, Town Manager

A Letter from HOME

THE YEAR IN REVIEW

This has been another busy year for HomeShare Vermont. This year our small four-person staff worked with over 950 program participants. Many thanks to our amazing Staff Volunteers who helped us to meet the growing need for our services. We couldn't do it without you!

Calendar year 2012 is HomeShare's 30th Anniversary. In light of this milestone we have taken on some new projects to highlight our 30 years of service. We are in the midst of a major reworking of our website which will include an on-line application which has required us to go from four different forms down to one.

We are also in the midst of a major revision of our do it yourself (DIY) manual, *A Vermonter's Guide to Homesharing*. This guide is for people who want to make a homesharing match on their own or for those living in parts of the state with no access to a comprehensive matching service.

In February we began offering monthly 30 minute informational sessions targeted to home providers and family members, giving people an opportunity to learn about our services and ask questions. These sessions have given potential home providers, care receivers and their families a sense of confidence in who we are before they fill out an application. This has been so successful we are thinking of offering these weekly this fall.

Homesharing Resurgence

This year, HomeShare Vermont has advised groups from California to Newfoundland, Canada about best practices and successful homesharing matchmaking. The aging of the population, the financial downturn and the cuts in government programs have all led to more places looking to start up homesharing programs again.

Closer to home we have been talking with individuals in Vermont, Maine and New Hampshire about homesharing and caregiving. Because of our work, volunteers in Hartland, Vermont have a homesharing match going; a new program has been launched in St. John's Newfoundland; and an agency in N.H. is doing an assessment to see if a statewide program is viable there. Sharing is a big part of what we do for each other.



HomeShare staff: Holly Reed, Kirby Dunn, MaryLou Thorpe, Amy Jelen

HomeShare Vermont Partners with the State of Vermont

HomeShare Vermont has received funding from the State for Vermont for many years. This year Commissioner Susan Wehry, Department of Disabilities, Aging & Independent Living, invited HomeShare Vermont and the Central Vermont program, Home Share Now, to apply for a new source of funding

to increase the number of people who can access homesharing services in Vermont. The result of this new partnership is that the funding that comes to us from the State of Vermont will leverage federal dollars for our organizations in FY 13. As part of this increased funding we will be required to meet specific outcomes and work to expand services based on feasibility and cost effectiveness. 🏠

30 years



HomeShare Vermont is a non-profit agency that enables elders and persons with disabilities to remain independently in their homes by bringing them together with people seeking affordable housing and/or caregiving opportunities.



HomeShare VERMONT

A Letter from HOME ANNUAL REPORT FY 12

is published by HomeShare Vermont
412 Farrell Street, Suite 300
South Burlington, VT 05403
phone: (802) 863-5625
Website: HomeShareVermont.org

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Caregiving Coordinator
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AmeriCorps Member
Anne Cooch

We wish to acknowledge Steve Alexander and Phyllis Bartling of Futura Design in Shelburne for donating their time for the design/production of this Newsletter.

Rent Levels Increasing

One of the trends we are seeing in homesharing over the last few years is that our average rent for new matches is increasing. Rents are an indicator of how affordable housing is but also what financial need the person offering a home may have. We have a cap of \$400/month for rent to keep housing affordable. We do allow exceptions to this for people who have a financial hardship such as foreclosure or bankruptcy. We are seeing a growing dichotomy among the people coming to us—they have high needs for one or the other: service or rent.

Year	Average Rent	% Matches Service Only, No Rent
FY 12	\$202	17%
FY 11	\$189	37%
FY 10	\$114	57%

National Background Checks Now Required

Another change this year was a new policy on background checks. For the first time we required national background checks for all home seekers, caregivers and non-vulnerable home providers in addition to the other checks we were already doing (adult abuse, VT Criminal, child abuse, sex offender, Medicare fraud). We spent considerable time researching the various options and learning what other organizations were doing. Requiring national checks gives us a better sense of confidence for recommending clients who have come from out of state.

Trainings & Support Groups

This year we continued to offer free monthly support groups to caregivers and homesharers under the facilitation of Louise Dietzel, a licensed psychologist. We also offered a series of trainings. Special thanks to the individuals and organizational partners listed below who provided these trainings.

- Disease Prevention taught by Peg Slagle, Visiting Nurse Association (VNA).
- Dementia Care taught by Carrie Shamel, Choices for Care Case Manager.
- Spend Smart taught by Gillian Franks, CVOEO Growing Money Program.
- Transfer Training taught by Martha Brown, Physical Therapist & Trainer at the VNA.
- Medication Safety taught by Peg Slagle, VNA.

*Participants in our
Transfer Training
with Martha Brown.*



Accomplishments for FY 12

This year we worked with over 950 customers who were looking to stay in their home, find affordable housing and/or find a job providing personal non-medical care in the home.

- 71% of the people who applied for services this year are considered very-low income by federal standards.
- We helped 147 people stay in their home through the help of a homesharer or caregiver. Of these, 65 were elders or persons with disabilities who stayed at home or returned home from a nursing home or hospital with the help of personal non-medical caregivers of their choice.
- We helped 87 people find an affordable place to live.
- The average length of a homesharing match this year was 419 days.
- We helped 86 people find jobs providing personal non-medical care in the home.

To do this, 14 staff volunteers, our 4 person staff and 1 AmeriCorps member processed 318 applications, made over 900 reference checks, performed over 1,800 background checks, interviewed 284 customers (many in their homes) and facilitated 255 in-home introductions.

.....

A Personalized Service: In both Homesharing and Caregiving our services are tailor made to the individual and we stay actively involved in all our matches to help with changing needs or any issues which may arise. We provide comprehensive screening including six different background checks and require at least three positive references.



Homesharing is an old fashioned bartering arrangement where someone with a spare room in the home needs a little help, such as companionship, help with meals or simply a protective presence in the home, and is matched with someone who is looking for an affordable place to live and can offer an average of ten hours a week of service. An affordable rent or help with utilities can also be part of the exchange.

Caregiving serves people who need more help than a homesharer can provide and they hire a caregiver to provide personal, non-medical care in the home on either an hourly basis, or as a live-in companion who works full-time in exchange for a salary plus room and board. Our Caregiving Program is unique in that it is based on the self-directed model of care where the caregiver works directly for the person receiving care.

Our Screening & Matching Process

With thirty years of experience, HomeShare Vermont has developed a comprehensive and client driven process to make the best in-home matches possible.

- Each applicant completes a written **Application**.
- A comprehensive **Interview** is scheduled to get to know what the person's needs are.
- **Background checks** are done and references are checked.
- If approved for the program, we start to look for a match.
- When we have someone we think might be a fit, we call and tell them about each other.
- If they would like to meet, we arrange an **Introduction** with staff present. Very often several Introductions might occur before the right person is found.
- If both agree, a **Trial Match** is set up, typically for two weeks.
- If that succeeds, a **Match Agreement** is signed, outlining the expectations of both parties.
- HomeShare staff stay in regular contact and are available if needs change or issues arise.

A Home for Two

Tucked away in a wooded yard in Milton is a small house where two extraordinary women live together in an unlikely pairing. Meet homeowner Grace who celebrated her 100th birthday last October and her caregiver, 24 year old Ashina from the Democratic Republic of the Congo. Born and raised on a farm in South Hero, Grace is a fifth-generation Vermonter. She lives in her mother's home now, a stone's throw from the house where she raised her two sons, and ran an oil delivery business with her husband.

Two years ago, Grace's grandson reached out to HomeShare Vermont to help her come home from a nursing home. Ashina

was the first and only caregiver that Grace met, and it was apparent from the first meeting that the two shared a special connection. Having been in the United States less than a year, Grace's English was rudimentary at best. But that didn't

seem to matter—even with the language barrier, Ashina seemed somehow able to intuitively understand Grace's needs.

Two years later Ashina is able to clearly recount in English (her sixth



Karen Pike Photography

Ashina and Grace

language) many of the details of the life that she and Grace share, whom she fondly calls "Gram." Days pass quietly. Ashina tends to the household, and prepares meals for Grace. The two enjoy watching television together, and go for daily walks in

the afternoon. Grace loves to visit her neighbors, and also enjoys visits from her extensive family. Grace was an avid gardener in her youth, and Ashina helped her to plant a garden this year, and they look forward to enjoying the homegrown produce in their meals. Ashina speculates that perhaps this summer she would try cooking some traditional dishes from the Congo for Grace.

Having grown up in the city, and coming from a very large family, Ashina appreciates the peace and quiet of rural living. She hopes to eventually become a licensed nurse. She is as grateful for the work experience as she is to have the opportunity to know

Grace. The two women have been gifts to each other and they look forward to celebrating Grace's 101st birthday in the fall. 🏠

30 YEARS OF VOLUNTEERING

One of the reasons for 30 years of success is the unique role of volunteers at HomeShare Vermont. While most non-profits rely on volunteers, HomeShare Vermont's volunteers serve as case managers with their own clients. These volunteers, often retired professionals, provide donated services equivalent to that of a social worker, conducting in-depth interviews, facilitating introductions, negotiating homesharing agreements and providing ongoing support to those in matches. Dot Black, a veteran volunteer who became involved 30 years ago at the very start of the organization and continues to volunteer today, tells a bit about her experience.



Q: How did you get started?

A: Gail Feitelberg recruited me to volunteer at Fleming Museum. I tried it and it wasn't a fit for me, but she said she knew of something else. And here I am!

Q: How has volunteering at HomeShare Vermont changed in 30 years?

A: Years ago, Monday was my day in the office. Today, volunteers schedule appointments throughout the week as needed. Also, we delve deeper in our interviews today. And people show up for their appointments more today, since we started charging an application fee!

Q: What has stayed the same?

A: The volunteers are so dedicated to the clients and the program. And, as always, volunteers are continually improving their skills.

Q: What keeps you coming back?

A: The people! Everyone gets along. I look forward to our Wednesday meeting every week.

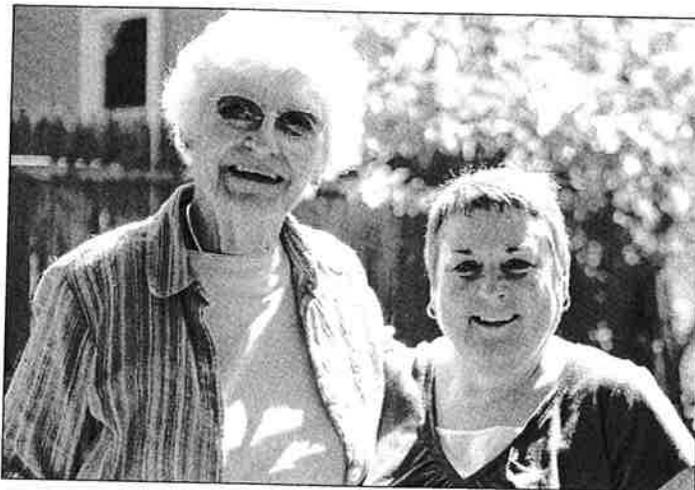
You might recognize Dottie or Joanne from our homesharing video or a previous newsletter. Both are veteran homesharers who have had great matches with us in the past, and are now in a match together.

Dottie first looked into homesharing five years ago when she was caring for her mother at home and wanted to find someone to stay with her Mom when she went out to meetings or social events. HomeShare matched them with a wonderful college student from Japan who fit the bill perfectly and shared their home for over a year. Last January, Dottie's mother passed away at 104 years of age. For the first time that she could remember, Dottie found herself truly alone and wanted more life in the house so she reached out to HomeShare Vermont again.

Joanne's no newcomer to this either. Over the past several years, she has been a devoted homesharer, first a young woman with a disability and later to a senior couple. She came back to HomeShare when she found herself needing affordable housing with hopes of building another wonderful friendship in the bargain.

It was an easy match. Dottie and Joanne have many common interests, among them gardening, cooking, shopping (particularly for shoes), and going out to eat. That's not to say that they spend all their time in each other's company. During the day, Joanne works at Fletcher Allen, and Dottie, who has a real green thumb, tends her extensive garden. Both are active in their community. Dottie volunteers for Meals on Wheels and the thrift store at her church. Joanne mentors a 7 year old with the King Street Youth Center and helps to organize events for the Salvation Army.

While the companionship stands out as a highlight for both women, Dottie also expresses an appreciation for the added security of having someone come and go throughout the day and be a presence at night. For Joanne, she loves living somewhere that "actually feels like home." Both agree that living together has been a change for the better. "We have a lot in common, and we have a lot of fun together," said Dottie. "Life is too short to not have fun." 🏠



Dottie and Joanne

Karen Pike Photography

VOLUNTEERS OVER THE YEARS





THIRTY &

Highlights of the History of HomeShare Vermont

- 1981** RSVP volunteers begin planning a home-grown homesharing program
- 1982** Project HOME is launched
- 1985** Project HOME moves from RSVP to the Cathedral Square Corporation
- 1986** Helen Head serves in her first of twelve years as Executive Director
Live-In Caregiving program starts
The first Advisory Board is formed
Project HOME becomes a Member Agency of the United Way
- 1988** The Respite Program (hourly caregiving) created
First direct State of Vermont appropriation
- 1991** *No Place Like Home*, a five-year study by Nicholas Danigelis & Alfred Fengler, published
- 1993** First Inns Raffle fundraiser
- 1997** *A Vermonter's Guide to Homesharing and Help at Home* published
- 1998** Moved from 3 Cathedral Square to 187 Saint Paul Street
- 2000** First AmeriCorps partnership with VT Housing & Conservation Board (VHCB)
- 2002** Project Home becomes HomeShare Vermont
Polly Rowe Memorial Fund started
- 2003** Central Vermont Program launched
HomeShare Vermont expands into Grand Isle County
- 2005** HomeShare Vermont becomes an independent non-profit corporation
- 2006** HomeShare expands service area to include Addison County
- 2007** HomeShare Vermont purchases our new office in South Burlington
- 2010** HomeShare Vermont Board of Directors seeds the HomeShare Vermont Fund with the Vermont Community Foundation
- 2012** 30th Anniversary!!!!

How Did V

Looking back on our 30 year history there are many people, organizations and perfect alignments that have happened to get us where we are today. Here are just a few of those who nurtured and supported us over the years.

RSVP volunteers and staff came up with the idea of homesharing, implemented it from scratch and made our very first matches. It was not just about the services but about meaningful volunteer experiences, and that is still a core component of our mission today.

Cathedral Square Corporation sponsored us as a program for many years without regard to cost, liability or micro-managing. They let us evolve and grow while they provided us a supportive home. They had a generosity of vision. We would not be here today if it were not for them.

United Way of Chittenden County, only four years into our existence, became an early and important funder and continues to fund us today. Not only do they provide a key source of revenue, they have provided volunteers, technical assistance and training, and so much more.

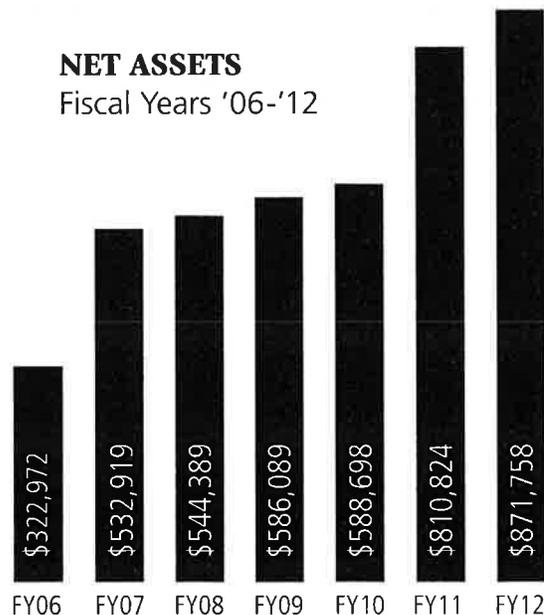
Helen Head was Executive Director at a pivotal time in our growth and provided the continuity of leadership needed. She professionalized the staffing and built the public base of support which we rely on today.

Vermont Housing and Conservation Board (VHCB) sponsored the AmeriCorps program for many housing and conservation groups around the state including HomeShare Vermont starting

Growth in Assets

One of the indicators of our strength has been the growth in assets over the last few years. It all started in the 1990's with then long time Advisory Board member Connie Carpenter focusing on greater fundraising efforts and developing a "rainy day fund" to fall back on. Then the purchase of our office space, the Alex Ribak bequest, the Polly Rowe Fund and the new Fund at the Vermont Community Foundation have further contributed to our financial stability under the leadership of our Board of Directors and Finance Committee. Thank you Connie and all the board members and donors who have written letters, sold raffle tickets, bought silent auction items and contributed to us.

NET ASSETS Fiscal Years '06-'12





Get Here?

2001. Over the years we have had many fabulous AmeriCorps members: Honora, Will, Jane, Becky, Kira, Ali, Stephanie, Alexis and Anne. So many things would not have happened if not for their energy and hard work.

Volunteers, board members and staff too numerous to mention—over a thousand individuals who have helped us in so many ways. HomeShare Vermont has attracted the best, brightest and most dedicated, and without each of them we would not be as strong as we are today.

Nick Danigelis and Fred Fengler, former professors of Vermont Sociology, volunteered, researched, and supported us in so many ways over the past 30 years, including writing a book about our early days, helping us with initial and outcomes evaluations, and conducting a recent study on how to use volunteers. They are always there for us.

Graphic Design has donated professional design services for over fifteen years, each year doing slightly more. It started with the Annual Report, then newsletters, the brochure, the new website and various fundraising materials.

State of Vermont started funding HomeShare in 1988 and has been a crucial part of our growth and development. A new source of funding for FY13, and will be a key reason we will continue to grow and expand in our next decade.

Thank you to everyone who has helped HomeShare succeed and thrive.

30th Anniversary Campaign Is Well On Its Way

The Board of Directors voted to launch a 30th Anniversary Campaign to raise \$300,000 to support the services of HomeShare Vermont. This fund, established in December 2011, will help us meet the growing demand for our services, especially for people who seek a “match” but cannot afford our fee for services.

Amy Tarrant, a long time HomeShare supporter and friend, agreed to donate the lead gift to the Campaign. The 30th Anniversary Fund has been supported by initial and generous gifts from several community members including Lois McClure and Dr. Arnold & Virginia Golodetz.

As of June 30th, the Campaign had raised \$214,582 in gifts and pledges. This includes Amy Tarrant’s wonderful challenge gift of \$100,000. We are looking forward to our 30th Anniversary Celebration in October to share more news and perhaps make the final progress toward \$300,000!

- | | | |
|---------------------------------|--------------------------------|--|
| Anonymous (2) | Dawn Hazelett | Ernest A. Pomerleau |
| Max G. Ansbacher | Richard & Barbara Heilman | David Porteous & Vicky Smith |
| Stewart & Becky Arnold | Jean F. Henshaw | Joyce Reddy-Bradbee |
| Phyllis & Henry Atherton | Rosalie Jean Hodgkin | Harry M. Rowe, M.D.* |
| Kate & Scott Baldwin | Philip H. Hoff | Johanna Ruess |
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| Malcolm & Sarah Chamberlain* | Bernard Lisman* | Elizabeth Steele |
| Victoria & Russell Colvin | Crea & Phil Lintilhac | Caryl J. Stewart* |
| Ann & Fred Curran* | Jim Little | Jane Stickney* |
| Ms. Elizabeth J. Davis | Ann Livingston | Alan & Diane Sylvester |
| Estelle Deane | Gil Livingston & Amy Wright | Amy Tarrant |
| Kelly & Ande Deforge | Marcella Mack | Lynn Vera* |
| John Draper | Zachary Manchester | Chris Walker |
| Kirby Dunn | Lois McClure | |
| Donna & Ed Foley | Patricia D. McDonald | <i>Thank you to the donors listed above who have made gifts or pledges to the Campaign as of June 30, 2012. Gifts received or pledged after June 30th will be listed in next year's annual report.</i> |
| Willett Foster | Dr. R. J. McKay, Jr. | |
| Cathy & Joseph Frank | Cathie & Robert Merrihew | |
| Arnold & Virginia Golodetz | Carol T. Miller | |
| Dale & Lois Good | Hugh & Ruth Moore | |
| Christine Graham | Radetta Nemcosky | |
| M. Yvonne Gratton* | Robert J. Penders | |
| Marion Guild* | Stewart & Julie Burger Pierson | * Denotes gifts dedicated by donors to the Polly Rowe Fund |
| Larry & Jane Haugh | Angelo Pizzagalli | |
| | James & Judy Pizzagalli | |

“HomeShare is one of the best organizations out there. It’s a win-win for both, and runs incredibly efficiently.”

AMY TARRANT, PHILANTHROPIST

HomeShare Vermont Dedicated Funds

July 1, 2011–June 30, 2012

THE BUILDING FUND

As part of our 2007 Capital Campaign to build a new home for HomeShare Vermont we included a healthy reserve account, a dedicated fund now called The Building Fund. This fund can be used for building/office related expenses as approved by the Finance Committee.



THE POLLY ROWE FUND

The Polly Rowe Fund was developed in 2002 after the passing of one of our founders and long-time volunteers, Polly Rowe. Polly volunteered for HomeShare for over eighteen years. She not only volunteered her time but was also a home-sharer herself. The goal of The Polly Rowe Fund is to generate income to help sustain HomeShare Vermont. To reach that goal, a portion of The Polly Rowe Fund has been placed in the HomeShare Vermont Fund at the Vermont Community Foundation. Special thanks to the donors listed as part of our annual appeal or 30th Anniversary Campaign who have dedicated their gift to the Polly Rowe Fund. They are listed with an * next to their name.



THE BUILDING FUND

Beginning Balance	\$86,941.53
Interest	1,952.23
Expenses	(4,071.49)
Ending Balance	<u>\$84,822.27</u>

THE POLLY ROWE FUND

Beginning Balance	\$390,538.29
Interest	3,961.48
Donations & Bequests	20,501.41
Loss/Gain on Investments	4,729.87
Ending Balance	<u>\$ 419,731.05</u>

SPECIAL GIFTS

Some donors have listed their annual or 30th gift in honor of or in memory of someone special. Many of these people have close ties to HomeShare Vermont. We are pleased to recognize them here. **Contributions have been given in honor memory of:**

Grandma Mildred Aube
 Scott & Kate Baldwin
 Matt & Dottie Berman
 Ann Bothwell
 Bernard L. Boutin
 Bob Coates
 Elise Couture
 Estelle Deane
 Libby Downer
 Harriet P. Duffy
 Dorothy Franklin
 Jack Galvin
 Blair Hamilton
 Robert Henshaw
 Dot Howe
 Lois Jette
 Jim Kilcoyne

Peter Lawlor
 Elaine B. Little
 Elizabeth Maffitt
 Zac & Becca Manchester
 Tom McNall
 Carol Miller
 George J. Mona
 "Monty"
 Ron Nemcosky
 Jack W. Packer
 Raymond "Whitey" Palmer
 Helen R. Patterson
 Ellie Penders
 Kay Penrose
 Jack & Carol Petrash
 Julie Burger Pierson
 Stew Pierson

Pittman Parents
 Harriet Pond
 Proulx/Manchester/Gecewicz
 Jackie Provencher
 Jeanette Pyle
 Kathleen Rader
 Remick Family
 Frank A. Rockett
 Marilyn Shearer
 Dan Stanyon
 Homer Stuart
 Amy Tarrant
 Cecilia Vera
 Mary B. Wanty
 Bill Young
 Individual Members of the Staff

Financial Report

July 1, 2011 – June 30, 2012

This is HomeShare's seventh year since becoming an independent non-profit corporation, and during each of those years we have enjoyed positive cash flow. This year, a major financial focus was the kickoff of the 30th Anniversary Fund campaign which had a positive impact on our net income and will support growth in HomeShare's programs, staffing and operations in the coming year. The Finance Committee also spent considerable time monitoring our assets which continue to grow. In FY 12 we made considerable contributions to the HomeShare

Vermont Fund at the Vermont Community Foundation, now totaling nearly one-third of our total assets. Again this year we wish to thank Cathedral Square Corporation for their continued collaboration and for providing bookkeeping services to HomeShare Vermont. This helps us provide a segregation of duties and an additional level of financial controls that are often difficult to achieve in small organizations.

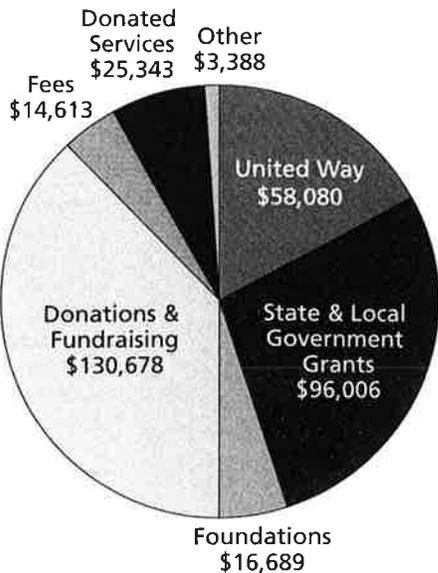


John Draper, Board Treasurer

EXPENSES

Salaries	\$165,368
Payroll Taxes & Benefits	43,991
Donated Services	25,343
Advertising	11,217
Occupancy & Tech	11,228
Postage	5,047
AmeriCorps	6,745
Fundraising Exp.	6,261
Audit/Legal/Ins.	10,885
Services & Training	2,279
Printing	11,825
Supplies	3,884
Mileage	2,890
Misc.	3,683
Total	<u>\$310,646</u>

INCOME



Total \$344,797

Net Surplus \$34,151

Audited Statement of Financial Position 6/30/12

ASSETS:

Cash & cash equivalents	\$409,229
Fund held by VT Community Foundation	280,524
Office facility, at cost	202,352
Office furniture & equipment	14,525
Accumulated depreciation	(34,872)
Total Assets	<u>\$871,758</u>

LIABILITIES AND NET ASSETS:

Current Liabilities	
Accounts payable	5,889
Accrued payroll	7,299
Total Current Liabilities	<u>13,188</u>

Net Assets

Unrestricted net assets	
Undesignated	172,012
Designated by Board	139,206
Used for office facility, furn. & equip., less depreciation	<u>182,005</u>
Total Unrestricted Net Assets	493,223
Fund Held by VT Community Foundation	
Restricted Net Assets for building related expenditures	84,823
Total Net Assets	<u>858,570</u>
Total Liabilities & Net Assets	<u>\$871,758</u>

Thank You! We'd like to thank our donors at all levels of giving who have faithfully supported us again this year. HomeShare Vermont gives a special thank you to the staff, volunteers and donors of the United Way of Chittenden County.



- | | | | | |
|-----------------------------------|------------------------------------|-----------------------------------|----------------------------------|-----------------------------------|
| 10 Jim Abbott | Lincoln Brown & June Meyer | Carol Dieckmann | Diane & Charles Gottlieb | Theresa Kelsey |
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| Charles & Anne Besterman | Liz Curry & Brian Pine | Samuel Fogel | Mary Ann & Donald N. Horenstein | Marcella Mack |
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| Dr. & Mrs. Theodore Braun | Therese Devine | Lafraimboise | Jack & Kim Kane | Mary Mead |
| Lois & Lou Bresee | Elaine Dickhaut | Nicholas Gotelli & Maryanne | Beverly Keim | Scott Merrihew |
| Mark & Kathy Brooks | Manya & Tom Dickinson | Kampmann | Brendan & Kathleen Keleher | Karen Merrill |

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 Maryanna Plante
 Tina & Raymond Plante
 Thea & Bob Platt
 Leisa Pollander
 Meg Pond & Jim Rader
 David Porteous & Vicky Smith
 Beverly Post
 Maureen & Bill Post
 Phyllis Powell
 Beverly Stevens Prakelt
 Jeanette Pyle
 Robert & Cathy Rachlin
 Doug Racine
 John & Bea Ramsey
 Elizabeth Reardon
 Pat Reasoner
 Joyce & Andy Bradbee
 Holly & Lynn Reed
 Thomas & Maureen Rees
 Sandy Reese
 Virginia Reeves
 Patti & Marc Reynolds
 The Estate of Alex Ribak*

Amy Richardson
 Shelly Richardson
 Mike & Carol Richman
 Harriet Riggs
 Marilyn & Stephen Roberts
 Virginia Roberts & Jeff Gevalt
 William & Penny Robie
 Douglas Robinson
 Richard & Lillian Robinson
 Andrea Rogers & Avery Hall
 Catharine M. Rogers
 Charlotte H. Ross
 Alice C. Rowe*
 Jan & Mary Jane Rozendaal
 Johanna Ruess
 Carl & Deb Runge
 David Ryan
 Michael & Kim Sacco
 Frank & Tucky Sancibrian
 Peggy & Jonathan Sands
 Kim Stabo
 Lisa Scapiotti
 Chip Schaeffer
 Kate & Bill Schubart
 Don & Hope Schultz
 Barbara & Brent Sclafani
 Maureen Scott
 Pat Seal
 Mary Selby
 Theodore & Judith Selfridge
 Walter Senn
 Alexis Seubert
 Dennis Shaffer
 Carrie Shamel & Michael Piche
 Carol & Peter Shea
 John & Nancy Simson
 George & Gloria Singer
 Kelly Sloan
 Carolyn M. Smith
 Susan Smith
 Susan Pelkey Smith
 Willard Smith
 Sallie Soule
 Kyle Sowles
 Judy Sperry
 Glenn & Marga Sproul
 Connie & Paul Stabler
 J. Ward & Janet Stackpole
 Dan & Dawn Stanyon
 Judy Steacy
 January Stearns
 Paul Steckel
 Elizabeth Steele
 Martha J. Stevens
 Daniel & Nancy Stoddard
 Neil & Marilyn Stout
 Mary Stuart
 Alan & Diane Sylvester
 Carol Tandy & Martha Olsley*
 Mr. & Mrs. Richard M. Taney
 Marta Taylor
 Chuck & Eadie Templin
 Dawn & Steve Terrill
 Carol Teske
 Charles & Joan Tetzlaff
 Natalie Thompson
 MaryLou & Maurice Thorpe
 Charles Tipper
 Christine M. Tissot
 Fran Tobin & Dolly Fleming
 Robert & Maurine Tobin
 Ariene Torre
 Sandra True
 Lee & Marylois Tupper

Anita & Mike Tuttle
 Leland & Suzanne Udell
 Sally & William Vaun
 Kevin Veller & Jesse Beck
 Bruce & Lillian Venner
 Lynn Vera
 Maura Versluys
 Litta J. Vigne
 Marilyn Walcott
 Chris Walker
 Liza Walker
 Lindy Walsh
 Tom Walsh
 Carol Walters
 Mary Warren
 Robin Way
 Jean C. Weaver
 Al & Marti Webster
 Karen & Peter Weiler
 Deborah Weinberger
 David Weinstein
 Douglas E. Weir
 David & Karen Weissenstein
 Lorraine & Jim Welch
 Vicki Wells
 Bernice Wesseling
 Robert Wetherbee
 Janet Whatley
 Mary P. Wheeler
 Brigitte & Rich White
 Timothy Wile
 Gordon & Dottie Wilkins
 Agnes Williams
 Bob & Barb Wilson
 Ted Wimpey & Jane Knodell
 Alice Winn
 Joann Winterbottom
 Sarah Pierson Wolff
 Patricia Wood
 Susan & Steven Wood
 Peter Woolfson
 Amy Wright & Gil Livingston
 Jean H. Wright
 Joan L. Wulfson
 Glenn & Maureen Yates
 Joan Young
 Alexander & Marguerite Zabriskie
 Tracy Zschau
 Barbara Zucker

**Donors to the Polly Rowe Memorial Fund*

Corporations/Businesses

Essex Agency Life Insurance Company
 Futura Design
 Gardner's Supply
 GoodSearch
 Hazélett Strip Casting Corporation
 Home Instead Senior Care
 IBM
 Law Offices of Fred V. Peet
 Leunig's Bistro
 Ready Funeral Services
 The Rotisserie Restaurant
 Smitty's
 Stewart Property Management
 Vantage Press

Foundations

Cleveland H. Dodge Foundation
 Fanny Allen Foundation
 GE Foundation
 Lintilhac Foundation
 VT Community Foundation
 Wurster Family Foundation

Government

City of Burlington
 City of South Burlington
 State of Vermont
 Town of Essex
 Town of Shelburne
 Town of Williston

Charitable and Religious Organizations

AARP
 All Saint's Episcopal Church, South Burlington
 Cathedral Square Corporation
 Champlain College
 Gay and Lesbian Fund of Vermont
 Heavenly Cents Thrift Shop
 Neat Repeats
 TechSoup
 United Way of Chittenden County
 VT Housing and Conservation Board

If we have omitted anyone or included anyone who would prefer to be anonymous, it is unintentional, and we would appreciate your notifying the HomeShare Vermont office. Anyone who contributed after June 30, 2012 will be acknowledged in next year's annual report.

Our programs and services are available to all people regardless of race, color, religion, sex, sexual orientation, age, disability, place of birth, ancestry or national origin.



Kirby Dunn in Newfoundland with Andrew Harvey, Shari Ritter, and Kathleen Connors.

Raffle for a Rocker!



Jim Geier has generously donated a Vermont Folk Rocker in honor of HomeShare Vermont's 30th Anniversary. We will be selling up to 150 raffle tickets at \$20 each and drawing the winning ticket at our 30th Anniversary party on October 12th with the help of Willem Lange. The rocker is valued at \$1,575.

The Vermont Folk Rocker is constructed with heirloom quality out of solid Cherry. The rocker's seat and back conforms to your body. The all-wood seat and back feel like a quilted cushion because of the lively support of interlocking blocks that are suspended through the frame with nylon rope. As a result, you will relax in exquisite comfort. Your back will love it!

Give the office a call if you would like to buy tickets or stop by the office to sit in the chair...and then we know you will want to buy at least one ticket!

Thirty & Thriving HomeShare Vermont's 30th Anniversary Celebration

30 years



Friday, October 12, 6-9 PM

At the Sunset Ballroom, Williston Road, South Burlington

Featuring **Willem Lange**, Vermont's storyteller extraordinaire

Wonderful food by local restaurants and caterers including:

A Single Pebble, La Villa Bistro & Pizzeria, Leunig's Bistro & Lounge, Mirabelles Café, Sneakers Bistro, Sugarsnap, The Lake-View House, Waterfront Catering at the Sunset Ballroom, WILDTREE - Gourmet Culinary Blends and more.

Special thanks to these sponsors: Accent Travel, Fred Peet Law, KeyBank, Paul Frank + Collins, Vermont Brokerage Services, Housing Vermont, People's Trust Company and TruexCullins Architecture & Interior Design.

Tickets: \$30 each

*****AUTO**SCH 3-DIGIT 054
 Ms. Susan McNamara-Hill
 Village of Essex Junction
 2 Lincoln St
 Essex Junction VT 05452-3154

412 Farrell Street, Suite 300, South



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**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
February 26, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Andrew Brown, Dan Kerin, Elaine Sopchak, Lori Houghton.
ADMINISTRATION: Lauren Morrisseau Co-Manager & Finance Director; Susan McNamara-Hill, Co-Manager & Village Clerk/Treasurer; Robin Pierce, Village Development Director.
OTHERS PRESENT: Diane Clemens, Bridget Meyer, Linda Costello, Paul Dame, Fred Duplessis, Mary Morris, Mary Jo Engel.

BOARD OF ABATEMENT MEETING

The Board of Abatement meeting was held prior to the Board of Trustees meeting.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

2. AGENDA ADDITIONS/CHANGES

Under 'Old Business':

- Review/Approve Revised Annual Meeting Warning (reflects needed charter amendments)

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

a. Comments from Public on Items Not on Agenda

There were no comments from the public at this time.

b. Public Hearing: Charter Changes

The public hearing on proposed charter changes was opened at 6:32 PM. George Tyler explained the charter changes include making the language non-gender specific and properly numbering sections. There were no comments from the public. The public hearing was closed at 6:34 PM.

c. Presentation: FY12 Audit by Fred Duplessis

Fred Duplessis with Sullivan & Powers gave an overview of the FY12 audit report noting the following:

- The village is in full conformance with generally accepted accounting principles. There is no change from last year. It is a clean opinion and consistent with government auditing standards.
- Information in the Management Decision & Analysis is the same as in the audit.
- Assets at the end of FY12 were \$608,000. Liabilities were \$112,000.
- The unassigned fund balance is \$238,187 or approximately 7% (minimum amount recommended) of the FY13 budget allowing for about 25 days of expenses.

-
- There is \$92,000 better than budget on the revenue side. Less was spent than budgeted on the expenditure side. There is a positive variance in both directions.
 - The enterprise funds have good fund balances and net assets. The report includes budget/actual statements on each enterprise fund.
 - There is a positive balance of \$307,000 in the waste water fund which showed a deficit last year.
 - The footnotes in the audit report contain village information and the schedules provide detail on the smaller funds.
 - There were no findings of noncompliance in grant management and there are no internal control issues.

There was brief discussion of the terms used in the audit versus in the village budget. The terms in the audit report represent general categories. George Tyler asked if the village should be accruing more funds each year for employee retirement. Fred Duplessis stated most communities do not fund compensated absences. The amount being funded by the village is not excessive. The liability is approximately \$200,000. The amount is about \$60,000 for employees close to five years to retirement and there is about \$60,000 remaining after the expenditure for the former village manager, David Crawford.

Dan Kerin commented positively on the audit report being a testament of the good work by the Finance Director, Lauren Morrisseau.

d. Public Hearing: Re-Adopt Comprehensive Plan

The public hearing on the comprehensive plan was opened at 6:50 PM. George Tyler explained the plan to postpone update of the comprehensive plan while the Heart and Soul process is ongoing. The outcome of Heart and Soul could influence revisions to the plan. The proposal is to readopt the current plan at this time. Robin Pierce, Development Director, added Heart and Soul and the ECOS project are both influences on the plan. Assistance from Regional Planning has been requested with the plan. It is hoped to have the work done by the end of 2013.

Mary Morris urged considering what is happening in Essex Town while updating the village plan. Lori Houghton said it was hoped the comprehensive plans from both municipalities could have been done in unison, but this has not happened outside of Heart and Soul. Mary Morris said encouragement from both village and town boards would be helpful to continue the cooperative efforts. Lori Houghton mentioned a joint meeting with the Trustees and the Essex Selectboard is planned.

Diane Clemens stated the comprehensive plan is different from Heart and Soul, but what has been learned from the Heart and Soul process can be utilized to benefit all. Diane Clemens will present a proposal to the village planning commission regarding update of the plan and public input.

There was mention of the town and village planning commissions discussing their comprehensive plans (the two planning commissions have met under the umbrella of Heart and Soul in the last month). At the very least the village zoning map should be

included on the town map. Regional Planning requires that consideration be given to the zoning on the periphery of a municipality to ensure there is compatibility.

There were no further comments. The hearing was closed at 7 PM. A second public hearing on the comprehensive plan will be held on March 12, 2013.

e. Update on First Phase of Heart and Soul Project

Liz Subin briefed the Trustees on progress with the Heart and Soul project noting the following:

- There were 45 neighborhood conversations to help identify the values of the community and draft action ideas and implementation.
- Thirty nine (39) affinity groups were identified including people, businesses, elected and appointed groups, artists, faith groups, sports organizations, and others.
- The town and village are well aligned.
- Six clear priorities for the community or key values were identified including education, community connections, safety, thoughtful growth (open space), local economy, health and recreation.
- Issues were separated from values.
- Next steps include a set of recommendations and action ideas to tie into the key values.
- A survey is being created to gather feedback from the community, confirm values, generate action ideas, and try to reach others who have not yet participated in the process (i.e. senior citizens, veterans, and the working class).
- The community action summit will be held June 1, 2013 to share ideas, outline the vision, values, priorities, action ideas, and provide opportunity and resources to move to action.
- The formal decision making boards of each community (Trustees and Selectboard) plus community members in general will be involved so the process can move forward on all levels.

Elaine Sopchak urged looking at what is in place already for ‘thoughtful growth’ and contacting the school boards regarding the education value. Education was defined as all levels of learning, not just classroom learning, and improving services for learning at all levels.

4. OLD BUSINESS

a. Whitcomb Farm Conservation Project Easement and Funding

There was discussion of the recommended amount from the Land Acquisition Fund to support the Whitcomb Farm conservation project (\$20,000) and the need for voter permission to withdraw and use the funds. Benefits of supporting the farm conservation project include:

- Continued public access per the tax stabilization agreement;
- Open land on the farm and a buffer from development by the river;
- Continued drainage of storm water runoff from the village;
- Increasing capacity for wetlands;

-
- Preservation of natural habitat;
 - Continued land application of biosolids;
 - Support of the farm economy by keeping the farm in operation.

Essex Town is supportive, but does not have land acquisition funds to contribute. Vermont Land Trust will be fund raising and will draft a case statement for the project. An information table and a handout will be available at the village annual meeting.

Lauren Morrisseau asked about easements on the property for public use. Allen Karnatz, Vermont Land Trust, explained easements through the Land Trust are difficult to change or amend. Also, the Whitcombs prefer public access as outlined in the tax stabilization agreement to avoid overuse by the public and potential interference with farming operations. Also, the farm could be sold to another party and that party may not want public access so having permanent public access could impact the sale.

b. Discussion/Action on Charter Amendments

Susan McNamara-Hill reviewed the memo, dated 2/22/13, regarding further changes to the charter to include gender neutral language and renumbering as needed. Further investigation will be done to determine whether wording referring to sections in the charter as “repealed” must remain.

c. Adopt/Sign Annual Meeting Warning

MOTION by George Tyler, SECOND by Elaine Sopchak, to adopt and sign the annual meeting warning as presented and including the changes to the charter as proposed. VOTING: unanimous (5-0); motion carried.

d. Annual Meeting Preparation

Plans for the annual meeting include:

- Discussion under ‘Other Business’ of capital projects that need to be done in the village and how these should be funded (bonds, tax increase, dedicated tax, other ideas). A list of projects and corresponding cost will be available.
- Childcare will be available at the meeting (provided by Essex Jct. Parks & Recreation).
- A buffet dinner will be held at 6 PM followed by the annual meeting at 7 PM. The caterer will be a local business if the cost is reasonable. (Staff will further research a local caterer for the meeting.)
- Student volunteers will ask questions at the meeting as occurred last year. Students will also do a poster and write letters to the *Essex Reporter* to encourage attendance at the meeting.
- Channel 17 will provide live online coverage of the meeting (not interactive).
- Heart & Soul will have an information table at the meeting.
- Vermont Land Trust will have an information table at the meeting to explain the Whitcomb Farm conservation project.
- Tri-fold posters of the crescent connector project will be displayed.
- A local poll similar to the Doyle poll will be distributed at the meeting. (Dan Kerin and Elaine Sopchak will draft the survey questions.)

- The public will be reminded to sign up for the village newsletter and Front Porch Forum to stay involved in the community and volunteer for groups.

5. NEW BUSINESS

None.

6. VILLAGE MANAGER'S REPORT

a. Meeting Schedule

- March 12 @ 6:30 – Regular Trustees Meeting
- March 26 @ 6:30 – Regular Trustees Meeting
- April 9 @ 6:30 – Regular Trustees Meeting
- April 23 @ 6:30 – Regular Trustees Meeting
- May 14 @ 6:30 – Regular Trustees Meeting
- May 28 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- April 3 @ 7 PM – Annual Village Meeting
- April 9 @ 7 AM – 7 PM – Australian Ballot Voting
- May 25 @ 10 AM – Memorial Day Parade

b. Year End Surpluses

Staff reported a surplus is anticipated at the end of the fiscal year in the Street Department (\$42,000), Administration (\$15,000), and Planning Department (\$9,000). Fire and Lincoln Hall will show a deficit (\$13,000 and \$2,000 respectively). Revenue from planning and zoning permits and highway aid is strong. The common level of appraisal (CLA) for the village was successfully appealed by the town to 100.96 which will have a positive effect on school taxes.

c. Meeting Schedule

March 26, 2013 is proposed as the joint meeting with the Prudential Committee. The Trustees need to cancel or reschedule the April 9th regular meeting which conflicts with Australian ballot voting on the same day.

d. Vacations

Susan McNamara-Hill will solely assume the duties of village manager while Lauren Morrisseau is on vacation.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

a. Board Member Comments

- George Tyler reiterated support for coordinating the comprehensive plan process with the town's planning commission. The Trustees and the Essex Selectboard need to initiate the conversation between the respective planning commissions. Regional Planning must be made aware of the proposal. Regional Planning approves the comprehensive plans.

-
- Dan Kerin commented on the advantage of having both the town and village governments operating in one building. Consideration should be given when the new police facility is being built.
 - Lori Houghton suggested adding the joint meeting between the Trustees and the Essex Selectboard as an agenda item on the Essex Selectboard meeting agenda in order to move forward on the matter. George Tyler volunteered to talk to the Chair of the Essex Selectboard after town meeting.
 - The village newsletter will include the warning for the annual meeting and other pertinent information.
 - The information brochure on the water rates will be posted on the website and Front Porch Forum.

b. Reading File

- ❖ Minutes
 - Capital Program Review Committee 2/5/13
- ❖ Information from Vermont Gas Systems
- ❖ First Public Hearing: Draft 2013 Chittenden County ECOS Plan 3/20/13

8. CONSENT AGENDA & READING FILE

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meetings (2/12/13)**
- 2. Approve Warrants including Checks #10046620 through #10046695 totaling \$830,056.22.**
- 3. Approve Trustees Report for Annual Report.**

VOTING: unanimous (5-0); motion carried.

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:10 PM.

RScty: M.E.Riordan



Check Register Report

BL 3/12/13

Date: 03/08/2013

Time: 12:44 pm

Page: 1

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
10046696	02/22/2013	Printed		10430	VERMONT ENVIRONMENTAL CONSORTI	VEC EXPO-WWTF	110.00
10046697	02/26/2013	Printed		10528	NORTRAX, INC	BACKHOE-WATER	73,700.00
10046698	02/26/2013	Printed		10526	DAVE KELLER	BAND DEPOSIT-BLOCK PARTY	500.00
10046699	02/27/2013	Printed		2411	VT DEPT OF MOTOR VEHICLES	BACKHOE DMV REGISTRATION-WATER	48.00
10046700	03/12/2013	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	225.50
10046701	03/12/2013	Printed		0025	ESSEX AGWAY	TARPS &CHEM SPRAYER-WWTF	102.97
10046702	03/12/2013	Printed		10408	BAY STATE ELEVATOR COMPANY	EXAM & LUBE ELEVATOR-LIBRARY	245.45
10046703	03/12/2013	Printed		10531	CAROLINE BERGERON	REIMB YOUTH CD MUSIC-LIBRARY	14.00
10046704	03/12/2013	Printed		0210	BLACKSTONE AUDIOBOOKS	CIRC MATERIALS-LIB REPL	10.00
10046707	03/12/2013	Printed		0268	BRODART CO.	CIRC MATERIALS-LIBR/LIB FRNDS	1,343.63
10046708	03/12/2013	Printed		9884	JONATHAN BURKART	MODIFY C/R CABINET-ADMIN	261.74
10046709	03/12/2013	Printed		0457	CARGILL, INC SALT DIVISION	DE-ICER-STREET	23,939.86
10046711	03/12/2013	Printed		9743	CARQUEST AUTO PARTS	SUPPLIES-STREET	474.88
10046712	03/12/2013	Printed		0523	CCRPC	CTR WTRSHD PRTECTION MBR-ST	83.33
10046713	03/12/2013	Printed		0503	CHAMPLAIN OIL COMPANY, INC.	VEHICLE FUEL-VARIOUS	5,172.56
10046714	03/12/2013	Printed		2305	CLARK'S TRUCK CENTER	TRUCK REPAIR-FIRE	147.89
10046715	03/12/2013	Printed		10411	CLEAN WATERS, INC.	POLYMER-WWTF	3,732.70
10046716	03/12/2013	Printed		9788	COMCAST	CABLE-STREET	62.29
10046717	03/12/2013	Printed		05898	CRYSTAL ROCK BOTTLED WATER	BOTTLED WATER-STREET	5.50
10046718	03/12/2013	Printed		0638	D & M FIRE & SAFETY EQUIPMENT	ALARM INSPECTION-LIBRARY	35.00
10046719	03/12/2013	Printed		0710	ENDYNE, INC.	LAB TEST-WWTF	25.00
10046720	03/12/2013	Printed		0780	ESSEX EQUIPMENT SALES	PAINT-WATER	34.46
10046721	03/12/2013	Printed		10011	FAIR POINT COMMUNICATIONS,INC.	PHONE-FIRE	28.58
10046722	03/12/2013	Printed		1935	FERGUSON WATERWORKS #590	MAINT SUPPLIES-WATER/ST/SANI	480.57
10046723	03/12/2013	Printed		08044	FIRE TECH & SAFETY OF NEW ENGL	CYLINDER CAP-FIRE	196.15
10046724	03/12/2013	Printed		0751	FISHER AUTO PARTS	MAINT SUPPLIES-STREET	245.78
10046725	03/12/2013	Printed		10032	FLEETPRIDE	BACK-UP ALARMS -STREET	273.44
10046726	03/12/2013	Printed		10226	G & K SERVICES	SHOP TOWELS-STREET	52.48
10046727	03/12/2013	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-LH/STREET	580.12
10046728	03/12/2013	Printed		09502	GRAYBAR COMPANY INC.	MULTI-VAPOR LAMP-STREET	282.84
10046731	03/12/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS DEPT	18,087.40
10046732	03/12/2013	Printed		10529	DARRYL HICKOK	REFUND TAX OVERPAID-	1,219.00
10046733	03/12/2013	Printed		1085	HINESBURG SAND & GRAVEL	SAND-STREET	418.32
10046734	03/12/2013	Printed		9673	INTERSTATE BATTERY OF CV	BATTERY-STREET	89.95
10046735	03/12/2013	Printed		1210	JAMES JUTRAS	SUPPLIES/MILEAGE -WWTF/STREET	172.18
10046736	03/12/2013	Printed		1000308	LAMPMAN GARY	TAX OVERPAYMENT REFUND	2,334.53
10046737	03/12/2013	Printed		9454	LENNY'S SHOE & APP	BOOTS-SANI	213.00
10046738	03/12/2013	Printed		1454	MARYLAND BIOCHEMICAL CO., INC.	BIO PACKS ODOR CONTROL-WWTF	3,133.60
10046739	03/12/2013	Printed		10532	MERCY CARE HOSPICE	MEMORIAL DONATION-ADMIN	100.00
10046740	03/12/2013	Printed		1516	MILTON RENTAL & SALES INC	SDWLK PLOW/MINI LDR RENT-STR	3,654.78
10046741	03/12/2013	Printed		10533	NOMADICARE	CIRCULATION MATERIALS-LIB	38.95
10046742	03/12/2013	Printed		1660	NORTHEAST DELTA DENTAL	INS PREM-VARIOUS DEPT	2,247.68
10046743	03/12/2013	Printed		10525	CHRIS OSBORNE	MILEAGE REIMB-LIBRARY	12.90
10046744	03/12/2013	Printed		9260	PENN VALLEY PUMP CO., INC	MAINT PUMPS-WWTF	336.00
10046745	03/12/2013	Printed		1174	PERMA-LINE CORP OF NEW ENGLAND	SIGNS/POSTS-STREET	198.18
10046746	03/12/2013	Printed		1791	PENELOPE D PILLSBURY	DVD REIMB-LIBRARY	44.98
10046747	03/12/2013	Printed		10527	PINTO MACASKILL PLLC	TAX OVRPD REFUND	2,404.58
10046748	03/12/2013	Printed		18068	POLLARDWATER.COM - EAST	SONOSCOPE/WATERPHONE-WATER	30.01

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. Section 306(j)

Town, Village, City of Essex Junction Fiscal Year 2014 Begin 7/1/13 End 6/30/14

INCOME

DESCRIPTION	ESTIMATED	ACTUAL
State Funds - 19 V.S.A. Section 306(a):		
Class 1	\$ 56,119	
Class 2	7,878	
Class 3	42,207	
Total	106,204	
Town Tax Funds - 19 V.S.A. Section 307		
Special Funds:		
a. Capital Reserve	188,380	
b. State & Federal Grants	317,763	
Total		
GRAND TOTAL	\$ 612,347	

EXPENSES

DESCRIPTION	ESTIMATED	ACTUAL
Winter Maintenance	\$ 75,000	
General Maintenance	698,358	
Bridges		
Retreatment	140,000	
Sidewalks	3,000	
Bicycle Facilities		
Construction	381,143	
TOTAL	\$ 1,171,501	

LOCATION & DESCRIPTION OF MAJOR PROJECTS

TH NO.	LENGTH	DESCRIPTION	ESTIMATED COST	ACTUAL COST
	1025 LF	Woods End Dr. Const. Eng.	\$ 52,798	
	1300 LF	Crescent Connector Prelim.	284,345	
	1172 LF	Multi-use path North PE	44,000	
			\$ 381,143	

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.
 TA-60 Rev 03-03

TOWN PLAN (Page 2)

We, the Legislative Body of the Municipality of Essex Junction certify that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00** per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: March 12, 2013

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

_____ Date: _____
District Transportation Administrator