



**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING AGENDA**

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, September 24, 2025
6:30 PM

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Phone: (802) 878-6944

This meeting will be in-person at the Municipal Offices located at 2 Lincoln Street and available remotely.
Options to watch or join the meeting remotely:

- **WATCH:** the meeting will be live streamed on [Town Meeting TV](#)
- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 944 6429 7825; Passcode: 635787

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **BUSINESS ITEMS**
 - a. Chittenden County Regional Planning Commission Annual Report and Presentation [15 Minutes]
 - b. Community Development Department Head Brief to Council [10 Minutes]
 - c. Presentation on Pearl Street Road Diet Update [20 Minutes]
6. **OPEN FORUM** – An opportunity to listen and discuss items of interest of the community. Start time certain at 7:20 pm. [30 Minutes]
7. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 09/10/25
 - b. Approval of Citywide Janitorial Services Contract
8. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
9. **READING FILE**
 - a. Check Warrant # 24086 9/19/25
 - b. Meet Me on Main Events
 - c. Connect the Junction Open Forum
 - d. Rebranding Survey
 - e. City Offices Renovation and Ribbon Cutting
 - f. Board of Civil Authority and Board of Abatement Minutes 09/02/25
 - g. Planning Commission Minutes 09/04/25
 - h. Bike Walk Advisory Committee Minutes 09/11/25
 - i. Governance Committee Minutes 09/11/25
10. **EXECUTIVE SESSION**
 - a. No Executive Session is anticipated
11. **ADJOURN**

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING AGENDA OPEN FORUM
MINUTES OF MEETING
September 24, 2025**

COUNCILORS PRESENT: Amber Thibeault, President; Marcus Certa, Vice President; Tim Miller, Clerk; Elaine Haney; Brian Shelden.

ADMINISTRATION: Regina Mahony, City Manager; Chris Yuen, Community Development Director.

OTHERS PRESENT: Charlie Baker, Bethany Clark, Joe Kudrle, Dennis Thibeault, Resa.

1. CALL TO ORDER

City Council President Thibeault called the meeting to order at 6:30 P.M.

2. AGENDA ADDITIONS/CHANGES

None.

3. APPROVE AGENDA

None needed.

4. PUBLIC TO BE HEARD

a. Comments from Public

Joe Kudrle expressed frustration that his taxes were mailed in and considered late by the City and asked that the City consider taxes paid on time if they are postmarked by the required deadline. He also noted that Global Foundries was assessed a late fee because they addressed their check to the Village of Essex Junction, not the City. Councilor Haney clarified that Global Foundries was assessed a late fee because they were truly late in paying their taxes.

Resa also noted that she received her tax bill later than normal and realized that she would not be able to pay her taxes online and had to drop her check off at 2 Lincoln Street. She said she would support a policy that counts taxes as paid on time if they are postmarked by the due date but expressed concern about the lack of consistent postmarks on postal mail. She also thanked the City Council for creating the space for public forum, discussion, and engagement with the public. She expressed concern about potential traffic impacts of some of the Pearl Street scoping study work.

5. BUSINESS ITEMS

a. Chittenden County Regional Planning Commission Annual Report and Presentation

Charlie Baker, Executive Director of the Chittenden County Regional Planning Commission (CCRPC), spoke about this agenda item. He provided a summary of CCRPC's annual report, highlighting collaborative projects with the City over the past year (scoping at Pearl Street, stormwater work, TOD master planning, land use mapping, and technical assistance), projects included in this year's workplan (technical assistance with Comprehensive Plan updates, conceptual planning for pedestrian crossing on Pearl Street, GIS services, and additional stormwater inspection work), and highlighted programs included in the Capital Program and Transportation Improvement Program. He also spoke about regional activities that included multiple municipalities, such as regional plan updates, community engagement work, and work on housing, stormwater, energy, and transportation. Councilor Certa asked whether other communities are struggling to hit their housing targets, and Mr. Baker replied that the high-end targets are ambitious, and all communities will likely struggle to meet them. He said that he would recommend that communities in Chittenden County aim to hit the mid-range of the housing targets set forth by the State. He noted that the State should be releasing an annual status report showing state-level progress to date on housing targets soon.

b. Community Development Department Head Brief to Council

Community Development Director Yuen spoke to this agenda item. He began by noting the key activities the department engaged in over the last six months. These include implementation of the 2025 Land Development Code (LDC) amendments, the Transit-Oriented Development (TOD) plan and public engagement around it, the multi-modal improvements scoping study for Pearl Street, updating the traffic calming policy, collaborating with the Bike Walk Advisory Committee on several smaller but important projects, working to secure several grants related to transportation (such as grants from the Downtown Transportation Fund), working on preliminary design and public engagement for the Amtrak Station renovations, working on the Main Street Park project, and development review. He spoke about increased public engagement efforts and events for the department over the last six months. He spoke about focusing on increasing enforcement activities. He spoke about efforts around regional coordination through collaboration with CCRPC.

Director Yuen then spoke about anticipated activities over the next six months for the Department. These include wrapping up many of the projects noted above, such as the Connect the Junction project, beginning updates to the Comprehensive Plan, and working with other municipalities on an infill housing initiative. He noted that staff are at or exceeding capacity in terms of their current workload, which is something to be mindful of.

Councilor Certa asked for more detail around current enforcement activities and processes and also asked what staffing levels would be appropriate to handle current and anticipated future capacity needs. Director Yuen replied that enforcement activities and processes still remain largely complaint based. He also noted that the department does not currently have an unreasonable workload, but that there are a number of large initiatives in the strategic plan and in the priority list that could have impacts on staff capacity. Councilor Miller asked for a status update on the Main Street Pocket Park project. Director Yuen replied that they are currently working through technical design details and are aiming to go out for bid at the beginning of next year. Councilor Shelden asked about the status of the Amtrak Station project, and Director Yuen replied that the City has submitted the documentation necessary for federal match obligations and is awaiting a response by the end of the year.

c. Presentation on Pearl Street Road Diet Update

Community Development Director Yuen spoke to this agenda item, which largely pertains to the Pearl Street Multimodal Improvements Scoping Study, specifically to Pearl Street between Susie Wilson Road and the West Street Extension. He noted that the look and function of the street don't match what they should probably be. He provided background and context, noting that a scoping study was conducted in 2018 and a preferred alternative was selected at that time. He said that there are now new 2025 alternatives that build on the 2018 scoping study and cost estimates. He spoke about the purpose of the current study, which is to provide safe, visible, comfortable and convenient multimodal transportation that connect this section of Pearl Street and do so in such a way as to fit within the available budget for this body of work. He noted that there is \$1.23 million the Capital Plan for this project. He noted that there is a current gap in the bicycle facility link from the City Center to the West Street Extension and the shared use path that connects to the St. Michael's College campus. He also noted that there are three bus stops in the westbound direction and none in the eastbound direction, which also represents a public transportation gap. He summarized the alternatives that were considered in the 2018 scoping study. He then spoke about the 2025 alternative, which retains most of the existing median and curbs, reduces the existing two-lane westbound roadway to one lane, and includes a buffered bike lane and shared-use path, while decreasing the eastbound lanes to one lane to allow for a public transit stop and pedestrian crossing. He noted that this proposal minimizes the number of curbs that are moved, to contain costs. He also noted that it would reduce the speed limit to 30 MPH. Councilor Haney asked how this would impact fair traffic, and Director Yuen replied that impacts should be minimal for whatever temporary arrangement that the Essex Police Department needs to implement for fair traffic. Director Yuen then spoke about comparing the alternatives, noting that the 2025 Alternative 2 (outlined in detail above) performs well in terms of improving bicycle and transit access and safety. He said that this proposal has been through rounds of public comment and engagement through the Planning Commission and that the consultant will work to produce final reports for the City Council's endorsement at a future meeting by the end of 2025.

6. **CONSENT ITEMS**

- a. Approve Meeting Minutes: September 10, 2025
- b. Approval of Citywide Janitorial Services Contract

Councilor Certa made a motion, seconded by Councilor Shelden, to approve the consent agenda. The motion passed 5-0.

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony spoke about the Meet Me On Main event on Saturday, September 27, from 4:00 to 7:00 PM. She noted a rebranding survey that the public can respond to. She also noted opportunities to provide feedback on the Connect the Junction project. She also noted that tours of the 2 Lincoln Street building will be held on Saturday the 27th, and that the ribbon-cutting ceremony for the building will be held on Friday, September 26 at 10:00AM. Councilor Miller noted the Construction Junction event at Maple Street Park on Saturday, September 27 from 9:00 AM to noon.

8. **READING FILE**

- a. Check Warrant #24086 – September 19, 2025
- b. Meet Me on Main Events
- c. Connect the Junction Open Forum
- d. Rebranding Survey
- e. City Offices Renovation and Ribbon Cutting
- f. Board of Civil Authority and Board of Abatement Minutes – September 2, 2025
- g. Planning Commission Minutes – September 4, 2025
- h. Bike Walk Advisory Committee Minutes – September 11, 2025
- i. Governance Committee Minutes – September 11, 2025

9. **EXECUTIVE SESSION**

- a. No Executive Session is anticipated

10. **ADJOURN**

Councilor Certa made a motion, seconded by Councilor Miller, to adjourn the meeting. The motion passed 5-0 at 7:36 P.M.

Respectfully Submitted,
Amy Coonradt