

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION
MEETING AGENDA**

Online & 2 Lincoln St.
Essex Junction, VT 05452
Thursday, January 15th, 2026
6:30 PM

E-mail: cyuen@essexjunction.org

www.essexjunction.org

Phone: 802-878-6944, ext. 1607

This meeting will be held in-person at 2 Lincoln St and remotely. To participate remotely:

- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 953 1240 7791; Passcode: 040339

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
4. **MINUTES**
 - a. December 4th, 2025
5. **BUSINESS ITEMS**
 - a. Introduction and Discussion of Comprehensive Plan Update* [6:35 PM]
 - b. Acting Administrative Officer Nomination* [8:10 PM]
6. **READING FILE**
 - a. Land Use Review Board comments on Chittenden County draft regional plan, including new Future Land Use Map.*
7. **MEMBERS UPDATES** [8:15 PM]
8. **STAFF UPDATES** [8:20 PM]
9. **ADJOURN** [8:21 PM]

*attachments included in the packet

Agenda item timestamps are estimates of the starting time of each topic and are subject to change.

This agenda is available in alternative formats upon request. Meetings of the Planning Commission, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION REGULAR MEETING
MINUTES OF MEETING
DECEMBER 4, 2025
DRAFT**

PLANNING COMMISSIONERS PRESENT: Elijah Massey, Chair; Diane Clemens, Vice-Chair; Elena Juodisius; Finn Hamilton (non-voting); Scott McCormick; Kirstie Paschall

ADMINISTRATION: Chris Yuen, Community Development Director

OTHERS PRESENT: Steve Eustis, Theresa Gookin, Raechel McLeod

1. CALL TO ORDER

Mr. Massey called the meeting to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Mr. Eustis said that building heights and traffic patterns are the most impactful aspects of planning to the community, and he encouraged the Planning Commission (PC) to carefully consider changing these with community feedback. Mr. McCormick said that the PC has worked hard to engage the community, and that he welcomes any suggestions on engagement. Mr. Eustis spoke about clarifying agendas titles to ensure that residents knew what was being approved and discussed. Ms. Clemens said that the PC has had success with visiting the public where they are but has been working on creating this plan for a year and have not had luck in bringing more residents to meetings to provide concrete feedback.

4. MINUTES

a. November 6th, 2025

ELENA JUODISIUS made a motion, seconded by SCOTT MCCORMICK, to approve the minutes of November 6th, 20205, with corrections. Motion passed 5-0.

Corrections:

-The date included in the minutes is incorrectly listed as November 7th.

b. November 18th, 2025

SCOTT MCCORMICK made a motion to approve the minutes of November 18th, 2025. Motion passed 5-0.

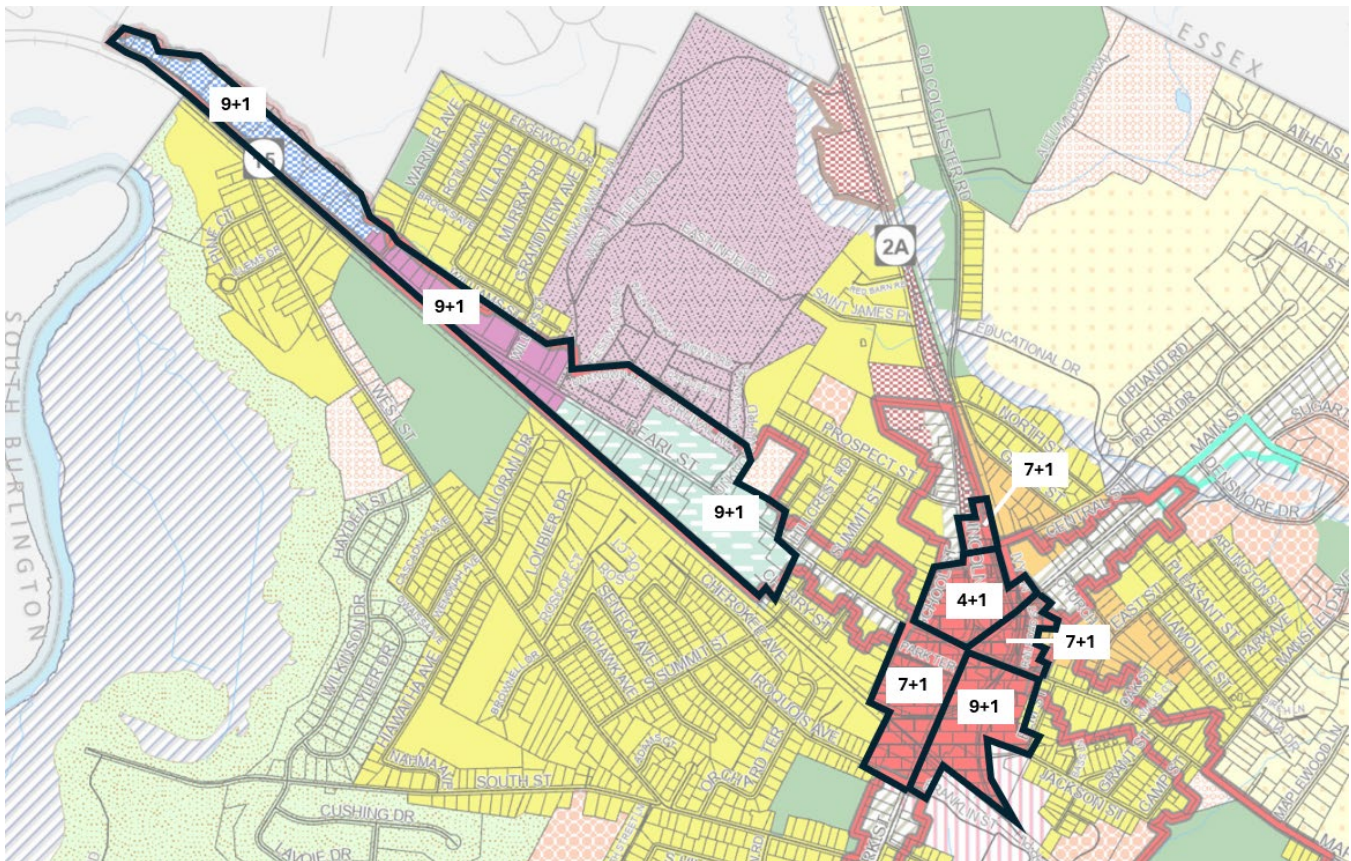
5. BUSINESS ITEMS

a. Discussion and Consideration of Connect the Junction Transit Oriented Development Master Plan.

Mr. Yuen said that he prepared memo to give the PC an understanding of the issues that need to be further discussed and decided upon regarding the Transit Orientated Development Master Plan. Ms. Clemens suggested that there be a height bonus for developers who build larger units for families, as many of the recently constructed units are studios or one-bedroom units. She also suggested asking developers if they are interested in selling owner-occupied units, rather than just rentals.

The PC discussed building heights that should be allowed in each area of Essex Junction. Mr. Yuen stated that allowing seven-story buildings, with an eighth bonus story, would not bring Essex Junction as close to the mid-range housing targets as expected. Mr. Hamilton said that most residents seem to be supportive of eight to ten story building heights. Mr. McCormick said that he is supportive of higher building heights but unsure if it is appropriate for the Village Center. He said that he would like to further understand the housing strategy for Essex Junction as a whole. Ms. Paschall said that she supports broadly increasing heights in Essex Junction and then looking at other tools to address concerns. Building construction takes time and the market forces may not support taller buildings in all areas of the community. Mr. Massey said that having an eight or ten story building will drastically change the feel of the area. He agrees that taller buildings should be permitted on the Pearl Street corridor but is unsure if this is appropriate for the downtown area. Mr. Yuen said that each property in Essex Junction has been broken down based on its chance of redevelopment. There is more likelihood of buildout in the Village Center than on the Pearl Street Corridor.

Mr. Massey said that the PC is split between those who would like to see nine stories with a one-story bonus allowed in all areas, and those who believe that the standards for the Village Center should be more conservative. He said that he would like to see a compromise between the two viewpoints. Ms. Juodisius suggested working to keep the same character in the more historic block of the Village Center district, Mr. Yuen said that a specific area of the Village Center could have a height limit included. After significant discussion, the PC decided on the following limits:



Mr. Massey said that it would be beneficial to have Pearl Street as a second commercial core to assist residents of the western end of the city. There is additional public support for increasing the height limits on Pearl Street. The PC discussed the impact of large buildings on noise from concerts at CVE, as well as massing and shadowing. Ms. Clemens expressed a desire to not create a “canyon” with very large buildings around CVE.

Mr. Yuen provided an overview of inclusionary zoning, noting that this could be helpful to ensure that there are a wider variety of housing options and mixed-unit developments. Mr. Massey suggested informing the consultant that this is something that the PC is interested in learning more about. Regarding the changes to traffic operations at the Five Corners intersection, Mr. Yeun said that this project would need to be scoped and ensure that accessibility and public engagement is present. Ms. Clemens said that she believes that Memorial Way should not be closed permanently. Mr. McCormick discussed traffic patterns and potential turning issues at the Five Corners. Mr. Hamilton said that he liked the idea of making Main Street two lanes to reduce speeds.

SCOTT MCCORMICK made a motion, seconded by ELENA JUODISIUS, that the Planning Commission endorse the Connect the Junction Transit-Oriented Development Master Plan, as discussed and agreed upon in this meeting. Motion passed 5-0.

b. Discussion and Consideration of 2026 ECOS Plan Review Comments

Mr. Yuen said that the City is not required to submit comments, but that it is always appreciated. He said that staff are suggesting that comments regarding the difficulty of achieving the housing targets be included. Ms. Clemens discussed the maps included and said that she believes that not including Global Foundries in the enterprise zone is misleading. She suggested that the map be on a more granular scale.

ELENA JUODISIUS made a motion, seconded by ELIJAH MASSEY, that the Planning Commission direct City staff to submit the comments on the 2026 ECOS plan as discussed. Motion passed 5-0.

c. Informational Update on FY27 Unified Planning Work Program (UPWP)

Mr. Yuen said that the UPWP process happens yearly and provides funding to Chittenden County Regional Planning Commission (CCRPC) member communities. Essex Junction is requesting funds for continuation of previous year’s projects and one transportation scoping study. Staff will work with the City Council to ensure that these projects are budgeted for. Projects that are of regional significance typically do not have a cost-share. Mr. McCormick said that he is the Essex Junction representative to the CCRPC and suggested that he works with Mr. Yuen to understand the projects in more detail.

6. MEMBERS UPDATES

Ms. Clemens said that she recently read an article about murals being painted on utility boxes and suggested that it may be feasible in Essex Junction. Mr. McCormick discussed a recent news article regarding a public vote on speed reduction failing in a California beach town, leading to a fatality.

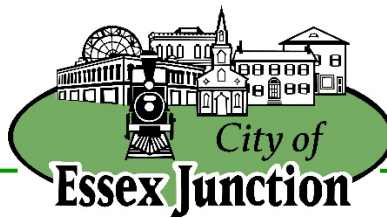
7. STAFF UPDATES

None.

8. ADJOURNMENT

SCOTT MCCORMICK made a motion, seconded by **DIANE CLEMENS**, to adjourn. Motion passed 5-0. Meeting adjourned 9:31 PM.

Respectfully submitted,
Darby Mayville



MEMORANDUM

To: Planning Commission
From: Christopher Yuen, Community Development Director
Meeting Date: January 15, 2026
Subject: Introduction of the Comprehensive Plan Update

Issue:

Introduction of the City's Comprehensive Plan Update process and initial discussion with staff from the Chittenden County Regional Planning Commission (CCRPC).

Discussion:

Background

The City of Essex Junction has entered into a professional services agreement with the Chittenden County Regional Planning Commission (CCRPC) to lead a collaborative, community-driven update of the City's Comprehensive Plan. The existing Comprehensive Plan was adopted in 2019 and is due for update to reflect current conditions, statutory requirements, and community priorities. The current plan is available here:

<https://www.essexjunction.org/departments/community-development/comprehensive-plan>

The attached contract and scope of work outline CCRPC's role, project timeline, and budget, as well as expectations for Planning Commission involvement throughout the process.

Meeting Objectives and Agenda Overview

CCRPC staff will attend the Planning Commission meeting to introduce the project and facilitate discussion. The following topics are proposed for discussion:

- **Introductions and Project Overview (15 minutes):**
Review of the professional services agreement, including the scope of work, budget, and overall project timeline as shown in the attached Gantt chart. This will include an overview of roles and responsibilities for CCRPC, City staff, and the Planning Commission.
- **Essentials of Local Land Use – Municipal Plan Module (15 minutes):**
A brief presentation by CCRPC providing an overview of statutory requirements, best practices, and the role of the municipal plan in Vermont's land use framework. This is intended as a refresher to establish a shared baseline for the update process.
- **CCRPC Initial Review Highlights (30 minutes):**
CCRPC has completed an initial review of the existing Comprehensive Plan and related documents. While the written review is not included in the meeting packet, CCRPC staff will walk through key themes, observations, and preliminary points of focus to inform future work.
- **Preparing for the Public Participation Plan (15 minutes):**
Discussion of current community trends, areas of tension, and opportunities for meaningful engagement. Planning Commission members will be asked to share perspectives and suggestions to help shape the forthcoming Public Participation Plan.

- **Next Steps (15 minutes):**

Overview of upcoming milestones, anticipated Planning Commission work sessions, and near-term actions following this introductory meeting.

This meeting is intended as an orientation and working discussion to launch the Comprehensive Plan Update and establish a shared understanding of the process moving forward.

Recommendation:

No formal action is requested. The Planning Commission is asked to participate in discussion and provide initial feedback to inform the next phases of the Comprehensive Plan Update.

**AGREEMENT BETWEEN THE CHITTENDEN COUNTY REGIONAL PLANNING
COMMISSION AND THE CITY OF ESSEX JUNCTION FOR
PROFESSIONAL PLANNING SERVICES TO THE MUNICIPALITY**

Section I: Statement of Purpose. The Chittenden County Regional Planning Commission (hereinafter "the Commission") is a governmental entity created by the municipalities of Chittenden County under authorization set forth in 24 V.S.A. 4341 to carry out the required and optional duties described in 24 V.S.A 4345 and 4345a. The City of Essex Junction (hereinafter "the Municipality") has requested assistance to lead a collaborative, community-driven process and complete the technical work necessary to update its 2019 Comprehensive Plan.

Section II: Duration of Agreement. The duration of this Agreement will be from the January 1, 2026 until December 31, 2027, unless the right to terminate in Section VI is exercised or both agree to an extension.

Section III: Responsibilities of the CCRPC: Under this agreement, the Commission agrees to provide services and products as specified in the attached Appendix A – Scope of Work and Budget.

Section IV. Responsibilities of The Municipality: Under this agreement, the Town agrees to pay the Commission \$70 per hour up to a maximum of \$40,000 (forty thousand dollars) for costs related to the services specified in Section III of this agreement. The maximum payment amount may be adjusted by mutual written agreement of both parties.

Section V: Schedule of Payments. The Commission will bill the Municipality on a monthly basis by sending an invoice to the Community Development Director.

Section VI. Termination or Modification of This Agreement. The Commission or the Municipality may cancel this agreement by issuing written notice to the other party no less than 7 days before the proposed termination date. This agreement may be modified upon written agreement of both parties.

Section VII: Effective Date. Upon signature by all parties, this Agreement will become effective January 1, 2026.

Signed_____ Date_____

Bard Hill, Chair – Board of Directors, Chittenden County RPC

Signed_____ Date_____

Regina Mahony, City Manager, City of Essex Junction

Appendix A - Scope of Work and Budget

TASK	PROPOSED SCHEDULE	DETAILED APPROACH AND METHOD
1 – Project Management	Ongoing (Start January 2026)	<ul style="list-style-type: none"> • CCRPC staff will work with City staff to review scope of work and timeline, plan public outreach events, and identify roles and responsibilities. • CCRPC will meet with the PC at the project outset to confirm policy goals, timeline, and communication channels. (A separate meeting under Task 6 will address public engagement approaches.) • This task will include weekly meetings with and monthly progress reports for City staff.
2 – Review Existing Plans	January 2026	<ul style="list-style-type: none"> • CCRPC will provide a written review the existing Comp Plan and note statutorily required changes as the first of two statutorily required regional consultations. • CCRPC will review other relevant plans, including the 2024 Community Vision and Strategic Action Plan, Connect the Junction, and timely transportation projects. • CCRPC will review its own database of state- and region-wide engagement efforts. • A summary of key themes, points of tension, and information gaps will be provided. This will inform the Public Participation Plan with the intent of avoiding duplicative outreach and public fatigue.
3 – Mapping and Analysis	February – June 2026	<ul style="list-style-type: none"> • CCRPC has already provided a Municipal Energy Data Guide for Essex Junction to meet Vermont’s Enhanced Energy Planning Standards. • CCRPC will ensure that all maps contain the latest available geographic data, preferably using REST services, and can provide an ArcGIS map package with all data for forward compatibility. • Demographic, housing, economic, transportation, utility, energy, and other statutorily required data will be updated according to the latest available at the time of plan drafting. CCRPC anticipates using the 2025 release of 5-year American Community Survey data as the primary demographic source.
4 – Public Engagement	February – October 2026	<ul style="list-style-type: none"> • CCRPC staff will present a Public Participation Plan (PPP) for the plan readoption process for feedback by the Planning Commission. • Subject to staff, PC, and public input as well as project budget and timeline, CCRPC anticipates that outreach elements will include some or all the following (not necessarily in this order): <ul style="list-style-type: none"> ○ Create materials to populate a municipally hosted project website and to share updates through Front Porch Forum and other municipal communication channels

TASK	PROPOSED SCHEDULE	DETAILED APPROACH AND METHOD
		<ul style="list-style-type: none"> ○ One electronic community survey ○ Tabling at up to six existing events ○ Joint meeting of City advisory boards / committees ○ Three focus groups and/or key informant interviews ○ One open house event ○ Two press releases or newspaper articles
5 – Policy Updates / Plan Drafting	April – November 2026	<ul style="list-style-type: none"> ● Based on public engagement and PC input, CCRPC will confirm and/or update the plan’s Core Values and Community Vision & Strategy ● These will guide CCRPC staff updates or rewrites of chapters, which will be presented as they are drafted to the Planning Commission and the public. ● CCRPC will coordinate with City staff and the PC on the sequencing of drafting chapters / themes
6 – Planning Commission Work Sessions	May – December 2026	<ul style="list-style-type: none"> ● Following public engagement, CCRPC will present updated plan material as it is drafted for review and feedback at PC meetings on a roughly monthly basis. At the final work session, CCRPC will provide a full draft, including an Executive Summary, in a user-friendly format for public hearings.
7 – Prepare for Plan Adoption / Document Preparation	December 2026 – April 2027	<ul style="list-style-type: none"> ● CCRPC will prepare the plan adoption report and associated notices required under 24 V.S.A. § 4384(c) and (f), including any revisions as directed by the City, as well as regional approval and confirmation documents. Distribution of the report and notices under §4384(e) will be the responsibility of City staff. ● CCRPC staff will work with City staff to warn at least one and up to two public hearings with the Planning Commission on the draft plan. One round of document revisions will be budgeted in this task based on PC direction. ● CCRPC staff will work with City staff to warn up to two public hearings with the City Council on the draft plan. One round of revisions will be budgeted in this task based on Council direction. ● CCRPC will provide final print, digital, and web-ready versions of the adopted plan.

Project Budget					
Task #	Task Description	Darren Schibler	Maya Balassa	Emma Vaughn	Total
		Senior Planner & Project Manager	Regional Planner	Communications Manager	
1	Project Management	50	40	0	90
2	Review Existing Plans	40	16	0	56
3	Mapping & Analysis	40	8	0	48
4	Public Engagement	120	24	10	154
5	Policy Updates / Plan Drafting	80	24	10	114
6	PC Work Sessions	40	24	0	64
7	Plan Adoption / Document Prep	20	14	5	39
Percent time by Staff		69%	27%	4%	100%
Total Hours		390	150	25	565
Staff Hourly Rate (includes direct, fringe, and indirect rate)		\$70.00	\$70.00	\$70.00	
Total Staff Costs		\$27,300.00	\$10,500.00	\$1,750.00	\$39,550.00
Mileage & Materials Costs					\$450.00
Total Project Cost Not to Exceed					\$40,000.00

Essex Junction Comprehensive Plan 2027 | CCRPC Proposal - Gantt Chart

Task	Description	Start	End	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Jul-27	Aug-27
1	Project Management	Jan-26	Apr-27																				
2	Review Existing Plans	Jan-26	Jan-26																				
3	Mapping and Analysis	Feb-26	Jun-26																				
4	Public Engagement	Mar-26	Oct-26		PC																		
5	Policy Updates / Plan Drafting	Apr-26	Nov-26																				
6	PC Work Sessions	May-26	Dec-26					PC	PC	PC	PC	PC	PC	PC	PC								
7	Plan Adoption	Dec-26	Apr-27																	PC	PC	Council	Council

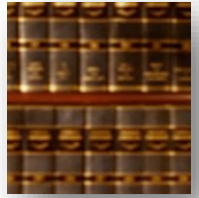
Key Dates*	
Public Participation Plan Draft	2/5/2026
PC Plan Work Session #1	5/6/2026
PC Plan Work Session #2	6/3/2026
PC Plan Work Session #3	7/8/2026
PC Plan Work Session #4	8/5/2026
PC Plan Work Session #5	9/2/2026
PC Plan Work Session #6	10/7/2026
PC Plan Work Session #7	11/4/2026
PC Plan Work Session #8 (Complete Draft)	12/2/2026
PC 1st Hearing Notice / Report Distributed	12/8/2026
PC 1st Hearing	1/7/2027
PC 2nd Hearing (optional)	2/4/2027
Plan submitted to Council (hard deadline)	2/22/2027
1st Council Public Hearing (hard deadline)	3/24/2027
Annual Meeting / Elections	4/13/2027
Final Council Public Hearing (hard deadline)	4/14/2027
Council Adopts Plan (hard deadline)	4/28/2027

*Dates listed are proposed to meet key project deadlines, follow normal meeting schedules, and provide some flexibility. CCRPC is open to revisions to project approach and schedule to meet City needs.

PLANNING FOR A VIBRANT SUSTAINABLE COMMUNITY

Section 1

Statutory Basis for Planning and Regulation



Municipal and Regional Planning and Development Act – Chapter 117

1921 – The Vermont Legislature first authorized municipalities to create planning commissions that could draft municipal plans

1931 – The Vermont Legislature first authorized Zoning Regulations.

1968 – Municipal and Regional Planning and Development Act – Chapter 117

- Included purposes of planning and zoning
- Contents of municipal plans
- Adoption process for municipal plans
- Authorized zoning including specific types of review and regulations

1988 – Act 200 substantially updates local and regional planning portions of Chapter 117

2004 – Act 115 incorporates additional significant updates to the zoning portions of Chapter 117

2023 – Act 47 enacts housing-supportive changes to the zoning portions of Chapter 117

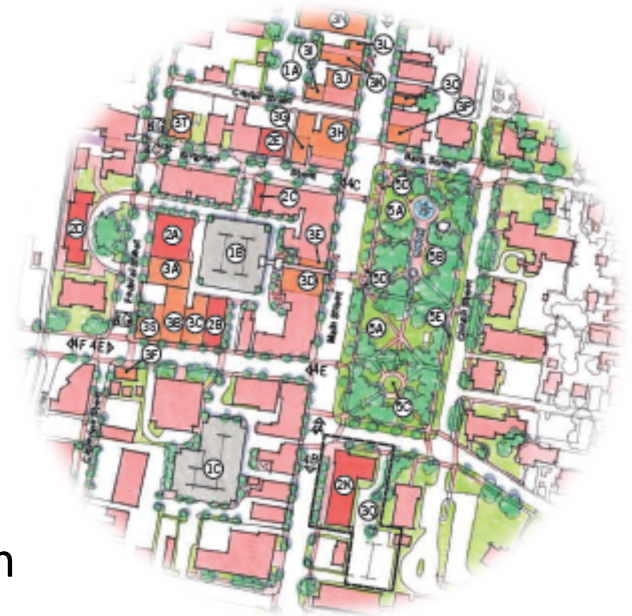
2024 – Act 181 establishes the Land Use Review Board, standardizes regional future land use maps, and reforms the Designation Program and Act 250 jurisdiction

What is a Municipal Plan? Why have one?

What: A guide for accomplishing community aspirations and intentions through public investments, land use regulations and actions the city or town can take to achieve its vision.

Why:

- Inclusive process develops community-wide vision
- Empowers communities to respond to change in ways that reflect their own goals, needs, priorities and values.
- Allows communities to designate areas to maintain as is, evolve over time or to transform more quickly into a better place.



With a current plan...

- You can adopt:
 - Zoning, Subdivision and Flood Hazard Regulations
 - Capital Plans & Budgets
 - Tax Increment Financing Districts
 - Tax Stabilization Contracts
- Act 250 Applications must conform to your Plan
- Your Plan will be considered in Section 248 reviews for Certificates of Public Good*
- Grant applications are more competitive



*Plans that meet enhanced standards receive greater weight in these reviews

With a regionally approved & confirmed plan...



- You can:
 - Establish development impact fees
 - Apply for Municipal Planning Grants*
 - Participate in the Community Investment Program**
 - Apply for Tier 1A / 1B Act 250 exemptions
- State agency plans must conform to your Plan
- DHCD will not review your plan for compliance with affordable housing criteria

*Municipalities without plans can still apply for grants to create a plan

**Step 1 Centers are not required to have a confirmed plan

Vermont Planning Process Goals

Planning Process (§4302, §4381-§4387)

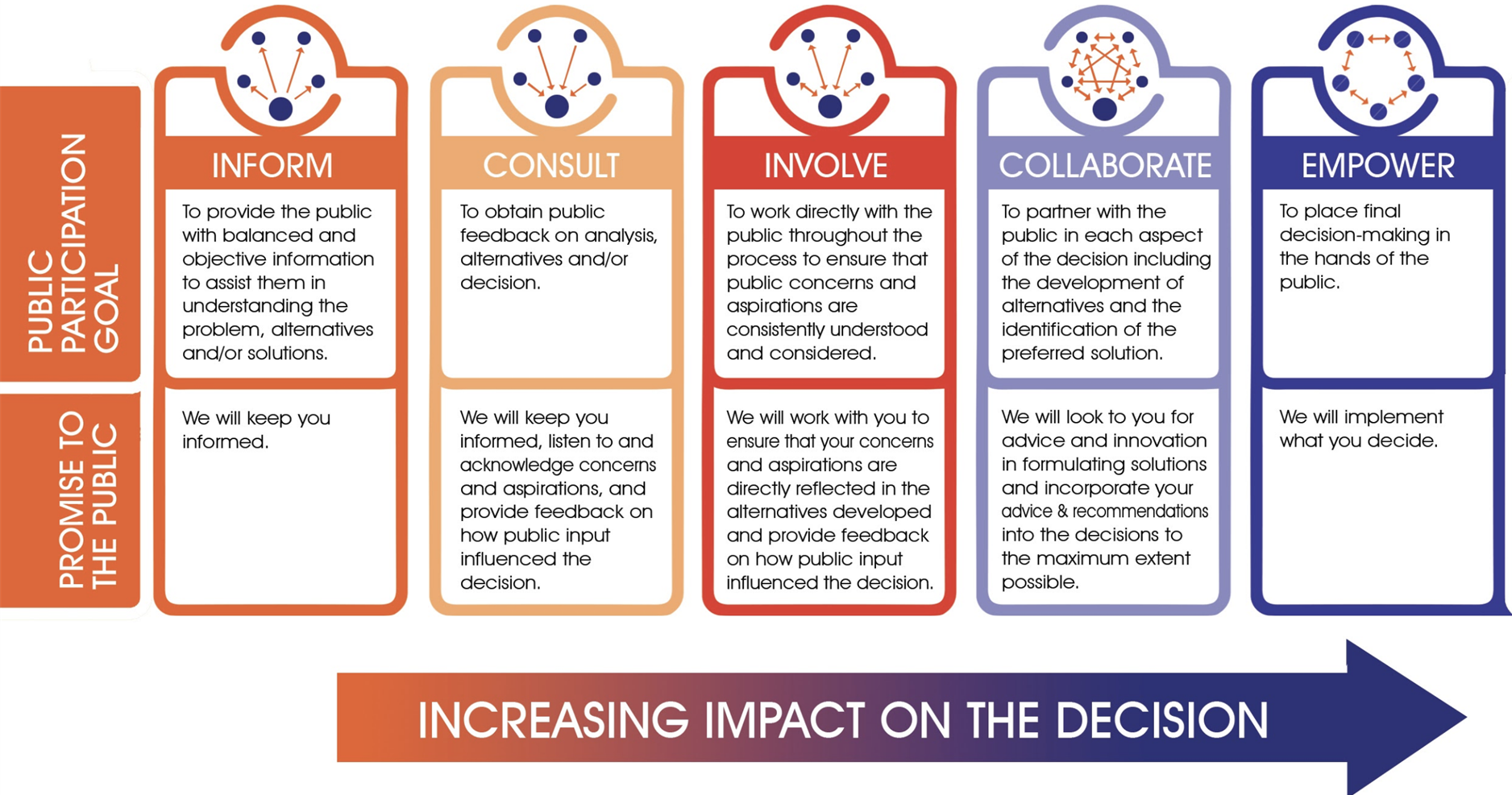
- Coordinated comprehensive process to guide decision
- Citizen participation at all levels
 - “Meaningful Participation” – Vermont Environmental Justice Law
- Consider use of resources and consequences of growth and development locally and beyond
- Work with neighboring municipalities and region to implement plans

“When it comes to planning, if you’re not doing it with people – they think you are doing it to them.”

VERMONT PLANNING GOALS (§4302)



IAP2 Spectrum of Public Participation



It's Your Municipal Plan

(But there are required elements [§ 4382])

1. Objectives, Policies and Programs
2. Land Use (Map and Statement), including any state designation
3. Transportation (Map and Statement)
4. Utilities and Facilities (Map and Statement)
5. Education (Map and Statement)
6. Energy (Option for Enhanced Energy Plan)
7. Economic Development
8. **Housing (including housing targets – new as of 6/17/2024)**
9. Flood Resilience
10. Policies on Preserving Rare Natural Areas
11. Compatibility with Adjacent Municipalities and Region
12. Implementation Program
13. **Map Tier 1A and 1B areas (new as of 6/17/2024)**

Municipal Plan Adoption

➤ **Plans expire every 8 years**

- Revise or rewrite the plan before expiration – at a minimum, make necessary edits to data and implementation program

➤ **Adoption process can take several months**

- Planning Commission hearing with notice to adjacent communities
- Selectboard hearing (1 in rural municipalities and 2 in urban)
- Decision on adoption shall be made by Legislative Body, unless the Legislative Body or voters have elected to decide by Australian Ballot
- Plans go into effect upon adoption

Vermont Planning Manual

accd.vermont.gov/community-development/town-future/municipal-planning-manual



Vermont Planning Manual Module 1: The Municipal Plan

Agency of Commerce and Community Development
June, 2025



Vermont Planning Manual Module 2: State Designation Programs

Agency of Commerce and Community Development
June, 2025



Vermont Planning Manual Module 3: Enabling Better Places Through Incremental Local Bylaw Reform

Agency of Commerce and Community Development
June, 2025

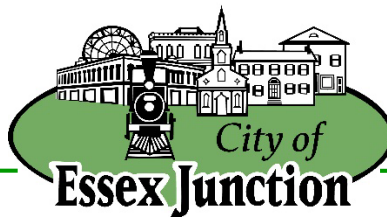




Act 250 Exemptions

- Tier 1B
 - Centers with plans, robust zoning, and some infrastructure
 - Municipal requested, RPC mapped, LURB approved
 - Limited Act 250 Exemption for ≤ 50 housing units on ≤ 10 acres
- Tier 1A
 - Municipal requested, LURB approved
 - Full Act 250 Exemption – Municipal review replaces Act 250
 - Boundaries consistent with downtown or village centers and planned growth areas on Regional FLU map
 - Infrastructure Capacity
 - Advanced zoning (4 stories, smart growth, flood hazard / river corridor regulation, historic preservation, protect rare / threatened / endangered species)
 - Adequate municipal capacity (staffing, capital planning)





MEMORANDUM

To: Planning Commission
From: Christopher Yuen, Community Development Director
Meeting Date: January 15, 2026
Subject: Acting Administrative Officer Nomination

Issue:

Whether to nominate Terry Hass and Michael Giguere as Acting Administrative Officers.

Discussion:

Background

Under Section 304 of the Land Development Code and 24 V.S.A. § 4448, the Community Development Director serves as the Administrative Officer (AO) responsible for administering the City's zoning bylaws. The AO may be supported by deputy or assistant staff who exercise zoning authority.

The Community Development Department has long assigned zoning permit review and issuance responsibilities to an Assistant Zoning Administrator, and more recently to the City Planner when acting in that role. These positions have historically issued zoning permits for limited-scope projects as specified in their job descriptions.

Statutory Considerations

24 V.S.A. § 4448(a) requires that the Administrative Officer and any Acting Administrative Officers be nominated by the Planning Commission and appointed by the legislative body for three-year terms. Guidance from peer municipalities and the Vermont League of Cities and Towns indicates that this requirement applies to staff who exercise zoning authority, including assistant or acting roles. Section 4448(b) further anticipates the establishment of assistant or acting administrative officers and requires clarity regarding their authority.

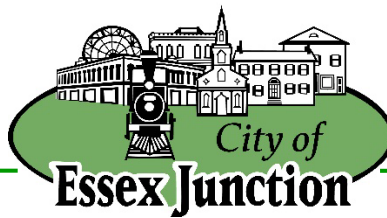
To align Essex Junction's practices with statutory interpretation and statewide best practices, staff performing zoning administration functions should be formally nominated and appointed as Acting Administrative Officers.

Recommendation:

Nominate Assistant Zoning Administrator Terry Hass and City Planner Michael Giguere as Acting Administrative Officers for a three-year term.

Recommended Motion:

I move that the Planning Commission nominate Assistant Zoning Administrator Terry Hass and City Planner Michael Giguere as Deputy Administrative Officers for a three-year term.



MEMORANDUM

To: Planning Commission

From: Christopher Yuen, Community Development Director

Meeting Date: January 15, 2026

Subject: Land Use Review Board Comments on Chittenden County Draft Regional Plan, Including Future Land Use Map

Issue:

Reading file link- Land Use Review Board (LURB) comments on the Chittenden County Regional Planning Commission's draft Regional Plan, including the proposed Future Land Use Map.

Discussion:

The Vermont Land Use Review Board has issued a preapplication response letter to the Chittenden County Regional Planning Commission (CCRPC) regarding its draft Regional Plan and associated Future Land Use Map. The letter provides detailed statutory feedback and advisory comments intended to inform revisions to the draft regional plan prior to its adoption and submission for approval.

For reference, the full preapplication response letter is available online at the following link:

<https://act250.vermont.gov/document/draft-chittenden-county-regional-planning-commission-preapplication-response-letter>

No discussion or action is requested on this item. This link is included as a "reading file" item for general awareness and regional planning context, particularly as it relates to future land use policy, Act 181 implementation, and the evolving relationship between regional and municipal plans.

Recommendation:

No action required. This item is provided for information only.