



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

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Thursday, October 2<sup>th</sup>, 2025  
**6:30 PM**

E-mail: [cyuen@essexjunction.org](mailto:cyuen@essexjunction.org)

[www.essexjunction.org](http://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. September 4<sup>th</sup>, 2025
5. **BUSINESS ITEMS**
  - a. Update on Connect the Junction project public engagement and next steps [6:33 PM]
  - b. Review and Consideration of draft RFP for 2027 Comprehensive Plan Update\* [6:50 PM]
  - c. Introduction of Housing Infill project collaboration with Burlington, South Burlington [7:10 PM]  
and Winooski and 802 Homes – Phase 3 of Homes for All\*
  - d. Update on mural grant [7:25 PM]
6. **MEMBERS UPDATES** [7:40 PM]
7. **STAFF UPDATES** [7:45 PM]
8. **ADJOURN** [8:06 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  
SEPTEMBER 4, 2025  
DRAFT**

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

**ADMINISTRATION:** Chris Yuen, Community Development Director

**OTHERS PRESENT:** Eve Benen, Bob Braren, Luke Brockmeier, Dorothy Bergendahl, Jeff Frolik, John Gaworecki, Greg Morgan, Lori Watson, Alison Wermer

**1. CALL TO ORDER**

Mr. Massey called the meeting to order at 6:31 PM.

**2. AGENDA ADDITIONS/CHANGES**

None.

**3. PUBLIC TO BE HEARD**

**a. Comments from Public on Items Not on Agenda**

None.

**4. MINUTES**

**a. August 7, 2025**

**DIANE CLEMENS made a motion, seconded by ELENA JUODISIUS, to approve the minutes of minutes of August 7, 2025. Motion passed 5-0.**

**5. BUSINESS ITEMS**

**a. Amtrak Station Improvements Public Open House and Discussion**

Mr. Yuen said that this evening is the public open house on the Amtrak Station Improvements project, and the time for members of the public and the Planning Commission (PC) to share their thoughts on the project. This project begun in 2012 and Mr. Yuen provided information on the project history and public outreach. The City received a three million dollar grant from the federal government for this project. He explained the complexities of ownership of the train station. Mr. Braren, of Michael Baker International (MBI) Consultants, introduced himself as the local project manager. He described the project design and noted that protected covered access is located around the building, which is as close to what was previously modeled as possible. Mr. Yuen said that the crosswalks are located as close as possible to the bus stops. Additional lighting will be installed; however a lighting plan is not yet available.

Ms. Watson, of MBI Consultants, said that she is looking for input regarding the canopy and covered areas, crosswalk location, parking changes and bike rack/shelter locations. She said that a survey is available to provide input. She requested that the public categorize improvements as being more for safety or more for comfort/ease of use. Ms. Bergendahl discussed concerns about busses blocking the lane of travel, and asked if this design would take care of this problem. Mr. Braren answered affirmatively. Mr. Gaworecki said that he is the station caretaker, and asked if work would be conducted inside of the station. He said that this is a very busy station and that recent changes in other parts of the building have made it

so that the waiting area could be expanded. Mr. Gaworecki detailed the space constraints of the current waiting area. Mr. Morgan said that he hopes that the station is being designed for higher potential use (futureproofing) in anticipation of the Montreal connection returning. Answering a question from Mr. Yuen, Mr. Braren said that nothing with this proposed design will prevent future changes to the building. Ms. Juodisius said that she wants to ensure that there is access to the accessible spaces from the sidewalk and an appropriate setup for drop offs and pickups of passengers. Ms. Wermer asked for clarification on the ownership structure of the building, which was given. The appearance of the former ATM vestibule may be changed with this project if funding permits but changes are not include in the current plans. Ms. Wermer asked if ordinances are in place to ensure that no loitering will occur around the station. Mr. Yuen said that all City ordinances will apply to the area. Ms. Paschall asked if there is overlap between the Connect the Junction Project. Mr. Yuen said that the plan suggests using Railroad Avenue as an events space which could be done after the station is renovated. Potential additional projects were discussed, which include removal of the vestibule, improvements to the interior waiting space, lighting improvements and expanding the sidewalk to accommodate both accessible parking spaces. Mr. Yuen said that the City has installed two bike racks across the street from the station and said that the City also owns ten bike lockers on the Crescent Connector. Ms. Juodisius spoke of the need for sheltered and secured bike parking.

Ms. Baker said that the survey will be live until October 4<sup>th</sup>. Paper copies will also be available. A tabling event will be held during the Meet Me on Main event. The Environmental Review and Historic Preservation Report will be conducted this fall. Access to the site will be restricted during construction.

#### **b. Continued discussion of Revised Design Alternative for Pearl Street between Susie Wilson Rd and West St Extension**

Mr. Yuen said that he has heard comments from nearby residents many of whom are ambivalent about the existing median. He said that transit passengers were happy with the new proposed bus stop and able to access better service. Mr. Massey asked if the project team considered narrowing the eastbound lanes to be able to add additional bus stops. He said that the current proposal can be confusing for bike traffic. Mr. Yuen said that further narrowing of the eastbound lanes would have cost implications and may impact transit management during CVE events. He also that while adding one eastbound bus stop would improve transit access, adding too many may result in slower service for all.

Mr. Yuen said that an additional design alternative could be requested from consultant Stantec. This was not desired by the PC. As the project is currently drawn, the busses would temporarily occupy the bike lane when stopping. Mr. Yuen said that the largest improvement for cyclists is the shared use path. He will share all comments with Stantec. The scoping study will be finalized later this year and will need to be adopted by the City Council. Capital funds are allocated for this project.

#### **c. Update on Connect the Junction Project Public Engagement**

Mr. Yuen said that staff has been publicizing Connect the Junction at a variety of public events, as well as targeted ice-cream socials. The online open house is up and running, and he said that the previous technical difficulties have been worked out. The in-person open house will be on September 27<sup>th</sup> and focus groups will be soon. Developers will be engaged throughout the project. Ms. Clemens described technical difficulties she encountered while taking the survey. Future public engagement is planned for this project. The report is expected to be completed by the end of this year.

**6. MEMBERS UPDATES**

Ms. Clemens said that she will be sending a link to the Great Energy Times magazine to all members. She suggested that future collaborative work with the Essex Energy Committee occur. She signed up for Municipal Day on October 17 and encouraged others to do the same.

**7. STAFF UPDATES**

Mr. Yuen said that Essex Junction recently received a design grant from the Vermont Arts Council. The design grant often leads to further funds for project implementation.

**8. ADJOURNMENT**

**ELENA JUODISIUS made a motion, seconded by DIANE CLEMENS, to adjourn. Meeting adjourned 8:26 PM.**

Respectfully submitted,  
Darby Mayville



## REQUEST FOR PROPOSALS (RFP): COMPREHENSIVE PLAN UPDATE

### City of Essex Junction, Vermont

The City of Essex Junction is seeking proposals from qualified and experienced professional planning consultants to lead a collaborative, community-driven process and complete the technical work necessary to update its 2019 Comprehensive Plan. The updated plan must meet the requirements of the Vermont Municipal and Regional Planning and Development Act (24 V.S.A. Chapter 117) and be aligned with the Chittenden County Regional Planning Commission's (CCRPC) ECOS Plan.

Date Issued:	October XX, 2025
Deadline for Questions:	November XX, 2025 by 4:30pm
Staff Response to Questions:	November XX, 2025 by 4:30pm
Submission Deadline:	November XX, 2025 by 4:30pm
Contact Information:	Christopher Yuen, AICP Community Development Director City of Essex Junction 2 Lincoln St Essex Junction, Vermont, 05452 802-878-6944 x 1607 <a href="mailto:cyuen@essexjunction.org">cyuen@essexjunction.org</a>

### 1. Introduction

The City of Essex Junction is a vibrant, growing community in northwestern Vermont, known for its walkable neighborhoods, strong local economy, and small-town character. Home to approximately 11,000 residents, the City serves as a regional node for employment, education, and transportation while maintaining a welcoming, community-oriented atmosphere. Formerly part of the Town of Essex, Essex Junction became an independent city in 2022 following a community-led effort to create a local government more closely aligned with residents' priorities.

The City is seeking proposals from qualified consulting firms to prepare an updated Comprehensive Plan that will guide Essex Junction's growth and development for the next 20 years. The selected consultant will work closely with City staff, the Planning Commission, City Council, and other boards and committees. The current Comprehensive Plan, adopted in August 2019, will expire in August 2027.

The total project budget is \$40,000, funded by a \$30,000 Municipal Planning Grant from the State of Vermont and a \$10,000 City match.

### 2. Purpose and Intent

The City of Essex Junction is undertaking a Comprehensive Plan Update to address significant changes in state law, regional planning frameworks, and community priorities. Since the last update in 2019,

Vermont’s housing crisis has escalated, major statewide land use policies have shifted, and Essex Junction has become an independent city following its separation from the Town of Essex. This update is not meant to only be a routine renewal—it is a necessary modernization to align with new policies, address pressing local needs, and guide sustainable growth over the next 20 years.

The purpose of the Comprehensive Plan is to guide City-wide growth and development patterns, investments, and initiatives, and is the foundation for determining effective public policy, master planning, and land use decisions for the future. It will provide an ongoing framework for informed and directed development. It serves as the guiding policy document for many of the City’s most critical decisions. The plan shall include goals, objectives, and strategies, and will utilize maps, graphs, and other imagery tools to analyze, assess, and recommend best practices for values-based planning, economic development, housing, infrastructure, transportation, and other improvements. This plan update must meet the requirements of the Vermont Municipal and Regional Planning and Development Act (V.S.A. Title 24, Chapter 117 and be in alignment with the Chittenden County Regional Planning Commission’s ECOS plan. It is expected that parts of the 2019 plan may still be applicable today and may be re-adopted with some updates. Other parts of the plan may require more substantial changes or complete re-write.

The purpose of the plan is to reflect and respond to the priorities, values, and requirements of Essex Junction residents and to map a path forward to navigate the complex policy tradeoffs intrinsic to long-range planning. The plan update should consider and integrate the following recent and upcoming interrelated municipal and state initiatives:

1. **Community Vision and Strategic Action Plan** – Following a two-day workshop and robust public engagement period, Essex Junction developed its first Community Vision and Strategic Action Plan in June 2024 after separation from the Town of Essex. This vision adopted through this initiative should serve as a guiding principle behind this plan. The strategic actions should be integrated into the Comprehensive Plan as appropriate.
2. **Act 47 of 2023 (HOME Act), Act 181 of 2024 and Municipalized Housing Targets** – This plan update must align with recent statutory changes have been enacted in recent years to address the ongoing housing shortage. It should map out a plausible and realistic pathway to meeting or exceeding the municipalized housing targets as drafted, or as adopted into the ECOS plan. These targets would require more than doubling the existing rate of housing construction in the City.
3. **Regional Future Land Use Map and State Designation Programs**- The plan update must include a new future land use map that aligns with the regional future land use map and the City’s transition of most areas to Tier 1B status. It should also consider the potential that some areas may be transitioned to Tier 1A in the future if feasible. While the Future Land Use Map in the 2019 Comprehensive Plan replicated the 2019 zoning map, the map in the updated Comprehensive Plan should be less specific- to allow for greater flexibility and continued evolution through future zoning amendments.

4. **Connect the Junction Transit Oriented Development Master Plan-** The City is currently in the final stages of completing a Transit Oriented Development Master Plan for the Pearl Street Corridor and the City Center. This plan includes various transportation, land use, and public realm proposals such as modifications to the traffic pattern at the Five Corners intersection, additional pedestrian crossings near bus stops, height limit increases, zoning district consolidations, and a transition to form-based code. These proposals are all meant to help Essex Junction achieve the density to maintain and expand frequent, all-day transit, and to ensure there frequent, all-day transit to support the additional density. The Transit-Oriented Development Master Plan, expected to be adopted by early 2026, should be fully integrated into the Comprehensive Plan.
5. **Recent and Upcoming Transportation Projects-** The Comprehensive Plan Update should incorporate recent and upcoming transportation projects such as the newly completed Crescent Connector Road, the citywide traffic calming policy update currently under consideration. The plan should also reference relevant regional plans such as the Chittenden County Regional Safety Action Plan, as well as national best practice guidance as appropriate.
6. **Financing Tools such as CHIP, TIF, Vermont Infrastructure Sustainability Fund-** The Comprehensive Plan Update should include high-level recommendations on potential options for funding infrastructure necessary to accommodate the targeted growth. It should explore whether new and existing financing tools such as the Community Housing and Infrastructure Program (CHIP), Tax Increment Financing (TIF), and the Vermont Infrastructure Sustainability Fund may be helpful for the City in upcoming years.

The 2019 Comprehensive plan references a combined Town of Essex / Village of Essex Junction Enhanced Energy Plan. As a part of the Comprehensive Plan update project, the selected consultant shall update of the Enhanced Energy Plan and create a standalone version for the City to re-adopt.

### 3. Submission Requirements

Proposals must be received by 4:30 PM on November XX, 2025 at the Essex Junction City Offices, 2 Lincoln Street, Essex Junction, VT 05452. Electronic submissions are not accepted. Incomplete or late proposals will not be considered.

Proposals are limited to 10 pages (project understanding, scope, team experience, hours by task, cost proposal, and schedule) plus up to 5 additional pages for team qualifications and relevant project summaries.

The City of Essex Junction reserves the right to request additional materials to decide which proposal best meets its needs and it may reject any or all proposals if deemed to be in the City's best interest to do so.

#### 3.1 Questions and Contact

Please direct questions about the Request for Proposals (RFP) to Christopher Yuen, Community Development Director, at 802-878-6944 extension 1607 or cyuen@essexjunction.org. The deadline for questions is 4:30 PM on November XX, 2025.

### 3.2 Technical Proposal

The Technical Proposal should demonstrate that the consultant understands the intent and scope of the project, the character of the deliverables required for completion, and the specific tasks that must be performed to supply these services. In addition, consultant qualifications necessary to successfully complete this project should be demonstrated. Please include the following information in the technical proposal.

#### Cover Letter & Project Abstract

This section should introduce the consulting firm and summarize the consultant's overall understanding of the project. It should briefly describe the proposed approach to be taken to achieve project goals and objectives.

#### Methodology

This section will address the overall project goals and specific tasks described in the Scope of Work (SOW). In addition to the stated SOW tasks, consultants are encouraged to propose additional tasks and methodologies that are relevant and might enhance this project. The consultant should give a detailed description of each proposed task, deliverables and milestones.

#### Role of Key Staff, Qualifications & Timeline

The consultant should identify key individuals assigned to this project and describe their role and responsibilities in this work. Submit resumes for only those individuals who will participate in the proposed project. Clearly identify the project manager and other key individuals assigned to this project and include their function and/or responsibility along with their level of involvement in this project. Tables indicating estimated labor hours per task as outlined in the SOW should be provided. Include a Gantt chart indicating project timetable and major milestones (meetings and deliverables).

### 3.3 Cost Proposal

A cost proposal should be included with the technical proposal and list the prime consultant and any sub-consultants separately and include the following:

- Assigned personnel hours, fully loaded hourly rates for assigned personnel, and costs for the completion of each task as detailed in the SOW. Please provide the same information for any new/proposed task. Direct expenses should be shown as a separate line item and described.
- Detailed cost proposal for each proposed subconsultant using the same format.

### 4.0 Scope of Work

The Scope of Work (SOW) is consistent with the Municipal Planning Grant application. A breakdown of tasks and responsibilities by the consultant or team is anticipated to include the phasing and tasks listed below. Respondents are invited to provide recommendations for refinements, or additional tasks envisioned to make this work successful.



### Task 1: Project Management

- The selected consultant shall designate a project manager to communicate regularly with the Community Development Director to coordinate meeting agendas, deliver progress reports, and resolve any issues that may arise throughout the course of the project.
- The first project management meeting will include a review of the scope of work, outreach and technical methodologies, roles, responsibilities, and proposed schedule.
- The project manager of the selected consultant will be responsible for the development of a detailed project schedule and work plan that identifies key dates and milestones.
- The selected consultant shall schedule regular meetings with City staff to discuss project progress, direction, and new tasks.
- The selected consultant will be expected to coordinate meeting presentations and attendance with City staff to solicit input and feedback from the Planning Commission, City Council, and other boards and committees as appropriate, and shall provide interim reports, presentations, and updates to each as required and appropriate.

### Task 2: Planning Commission Work Sessions

- The selected consultant will attend at least eight Planning Commission meetings
- These meetings are intended to be a platform for the Planning Commission and members of the public to provide high-level policy direction and to review data and draft plan material as they become available.
- Each meeting may be focused on one or more policy topics or comprehensive plan section.
- The selected consultant will be responsible for preparing any presentation materials necessary for each Planning Commission meeting except for material produced by city staff in-house as agreed upon during project management meetings.

### Task 3: Review Existing Plans

- The selected consultant will review the Essex Junction 2019 Comprehensive Plan to identify sections, charts, datasets, and/or topics in need of revision, addition, or removal.
- The selected consultant will review other relevant plans and documents, including but not limited to those mentioned in Section 2 of this RFP.

### Task 4: Mapping and Analysis

- The selected consultant shall update all necessary maps, charts and data visualizations in the 2019 Comprehensive Plan. These include but are not limited to natural resources, historic sites, recreation, transportation, community facilities, non-motorized transportation, wastewater, water distribution, existing land use, future land use, flood hazard area, and parking.
- The City may be able to offer limited assistance in this task with the help of a Fall 2025 student intern from the University of Vermont Sustainable Urban Planning course. These work products will be made available to the consultant when available.
- The 2019 Comprehensive Plan currently references an Enhanced Energy Plan. Mapping and analysis to update the enhanced energy plan will need to be conducted as well. [will confirm requirements]

#### **Task 5: Policy Updates**

- The selected consultant shall prepare amendments as necessary to bring Comprehensive Plan into compliance with state statute and Regional Plan.
- Policy options presented should be based on best practices. The consultant should discuss key policy tradeoffs with city staff, the Planning Commission and the general public prior to making major recommendations.

#### **Task 6: Public Engagement**

- The selected consultant shall lead the implementation of a multi-channel, inclusive public engagement strategy to ensure broad participation in the Comprehensive Plan update, particularly among underserved and underrepresented populations. The City has adopted the IAP2 Spectrum of Public Participation as a guiding framework, aiming to involve and collaborate with the community at key stages of the process.
- To expand accessibility and reach those who face barriers to in-person participation, the project should include one or more online public surveys and leverage the City's website and social media channels to share updates and gather input.
- The project aims to engage at least 500 residents and stakeholders—about 5% of the City's population—a realistic yet ambitious goal based on recent outreach efforts for the Community Vision and Strategic Action Plan, which engaged with about 425 participants. Additionally, the City will coordinate with the Chittenden County Regional Planning Commission to utilize existing engagement data and avoid duplicative outreach, reducing public fatigue.

#### **Task 7: Prepare for Plan Adoption**

- The selected consultant shall prepare for and attend Planning Commission and City Council hearings for Plan Adoption
- The selected consultant will be responsible for proposing and maintaining a project schedule that allows for timely plan adoption in a manner consistent with all statutory requirements.

#### **Task 8: Document Preparation**

- The selected consultant will produce a print and web-ready final draft of the updated Comprehensive Plan, including an Executive Summary, organized in a user-friendly format.
- All maps and data shall be provided to the City in digital format for upon the completion of the plan update project.

### **Project Timeline**

The project shall be at least 30% complete by June 30, 2026. This project is funded with a Municipal Planning Grant and shall be substantially completed by the grant agreement end date of April 30, 2027.

### **Project Budget**

The maximum budget for this project is \$40,000 in total: \$30,000 from the State of Vermont Municipal Planning Grant and \$10,000 from the City.

## Selection

The Selection Committee includes the City Manager, Community Development Director, and member(s) of City's Planning commission or other appointed boards. They will review and evaluate each proposal based on the criteria below. Firms will then be ranked accordingly. The Selection Committee may interview the top three firms if it is deemed necessary to choose the highest qualified firm. Upon completion of any interviews, a final scope of work, and schedule will be negotiated with the top-ranked firm. If a scope and schedule cannot be agreed upon within a reasonable time, negotiations with the top-ranked firm will be concluded and negotiations with the second-ranked firm will be initiated. If a satisfactory contract is not worked out with this firm, then this procedure will be continued until a mutually satisfactory contract is negotiated.

## Criteria for Selection

Responses will be scored using a predetermined point methodology for each of the factors below for a total of 100 points.

<b>Review Criteria</b>	<b>Maximum Points</b>
A demonstrated understanding of the project, approach, methodology and responsiveness to the scope. <ul style="list-style-type: none"> <li>• A thoughtful and innovative approach to address the project's scope and key challenges;</li> <li>• Quality and thoroughness of the proposal and clearly laid out schedule, tasks, and deliverables.</li> </ul>	50
Key staff's skills and relative experience in the last five years	30
The individual or firm's experience with successful completion of similar community outreach and land use planning projects within the last five years	20
<b>TOTAL</b>	<b>100</b>

Once the technical proposal is reviewed and scored, the cost proposal information will be reviewed for consistency with the technical proposal. Project cost will be considered in the selection but is not the deciding factor. Specific attention will be given to the commitment of key staff and the overall labor effort proposed, and their relationship to the estimated project cost.

## Contract Requirements

The Responder, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 109 State Street, Montpelier, VT 05609-1104 or online. The contract will not be executed until the Responder is registered with the Secretary of State's Office. The successful Responder will be expected to execute sub-agreements for each sub-Responder named in the proposal upon award of this contract.

The Responder awarded this contract shall be responsible for providing the City with all monitoring and record retention documentation required by law.

Prior to beginning any work, the Responder shall obtain Insurance Coverage as required by the City's purchasing policy. The certificate of insurance coverage shall be documented on forms acceptable to the City.

### **Disqualification**

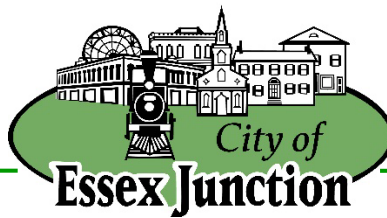
Responses that do not meet the requirements of the [City's Purchasing Policy](#) will be disqualified from the selection process. Causes for disqualification include but are not limited to

- The responding firm owing any delinquent City payments including but not limited to taxes, water/sewer, miscellaneous receivables.

### **Appeal Process**

If the award of the contract aggrieves any firms, they may appeal in writing to the City Manager, 2 Lincoln Street, Essex Junction, Vermont 05452. The appeal must be post-marked within three (3) business days following the date of written notice to award the contract. Appeals may be made to the City Council with Essex Junction City Council within three (3) business days of the City Manager's decision. Any decision of the City Council is final.

All questions related to this RFQ shall be directed to the MPM, Christopher Yuen, City of Essex Junction, 2 Lincoln Street, Essex Junction 05452, Phone (802) 878-6944 x 1607 or by email, [cyuen@essexjunction.org](mailto:cyuen@essexjunction.org). Other than very routine questions, all questions will be answered in writing and distributed to all prospective firms.



## MEMORANDUM

**To:** Planning Commission  
**From:** Christopher Yuen, Community Development Director  
**Meeting Date:** Thursday, October 2, 2025  
**Subject:** UPWPInfill Housing Project

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**Issue:** The City will be a part of an initiative to promote small-scale infill housing initiative beginning in 2026.

### Discussion:

Essex Junction is a part of a Unified Planning Work Program (UPWP) project to promote small-scale infill housing with the City of Burlington, South Burlington and Winooski that has begun this fiscal year.

The following is the project description:

*Burlington, South Burlington, Essex Junction and Winooski (the Region's four cities) have each passed significant amendments to the land use regulations in the past year unlocking many new opportunities for small-scale infill housing in existing neighborhoods. This includes new or expanded allowances for duplexes and small multi-plexes, subdivision of land, and/or accessory dwelling units. This presents an opportunity for these communities to work together to share resources, education, and training. The project would be build an outreach and education plan, materials, and workshops to support small-scale infill housing in our communities.*

*An initial project would focus on materials, education for property owners, and workshops. This could evolve in the future into outreach and training for small-scale builders & developers and to coordination on pre-approved dwelling types using Homes for All toolkit prepared by the state.*

*Task Deliverables: 1. Outreach and Education Plan; 2. Outreach materials; 3. Workshops; 4. Long-term Strategic Plan.*

This UPWP project is meant to complement and not compete with the State's Homes for All initiative, for which Essex Junction has also applied to be a "Development Ready" Community Partner.

More information on Homes for All Phase 3 - 802 Homes is here:

<https://accd.vermont.gov/current-initiatives/homesforall/802homes>

### Cost:

The City's contribution to the UPWP project is expected to be \$2,500 in FY26, which is already within the budget.

### Recommendation:

This memo is for information only.