

**TOWN OF ESSEX
PLANNING COMMISSION
AMENDED AGENDA
March 24, 2022-6:30 P.M.
VIRTUAL VIA ZOOM OR
MUNICIPAL CONFERENCE ROOM,
81 MAIN ST., ESSEX JCT., VT**

- Zoom link: <https://www.essexvt.org/1043/Join-Zoom-Meeting-Essex-PC>
- Call (*audio only*): [1-888-788-0099](tel:1-888-788-0099) | Meeting ID: 923 7777 6158 # | Passcode: 426269
- Town Meeting TV: <https://www.youtube.com/townmeetingtv>
- Public wifi: <https://publicservice.vermont.gov/content/public-wifi-hotspots-vermont>

1. **Public Comments**

2. **Planning Session: ~~Ongoing discussions working regarding amendments to the Regulations and other items listed on the 2022 PC Work Plan.~~ PC Work Plan Projects and Amendments to Regulations**

- Review ETC|NEXT Design Guide

3. **Minutes:** March 10, 2022

4. **Other Business**

- Set agenda for 4/28 PC Work Session

Visit our website at www.essexvt.org.

Memorandum

To: Essex Planning Commission
From: Darren Schibler, Town Planner
Date: March 4, 2022
Subject: Work Plan Brief: ETC|NEXT

Summary

Implement zoning updates and planning initiatives outlined in the [ETC|NEXT Plan](#).

Discussion

Marked as a priority project by the PC, there are numerous specific elements within this effort. The plan's implementation table is attached, and indicates the following "short-term" action items:

- Amend the 2016 Town Plan to incorporate the [ETC|NEXT Plan](#) by reference
- Update Town Plan maps (and consider adopting an official map) for use in development review
- Finalize the [ETC|NEXT Design Guide](#) and begin code / regulation changes

The Planning Commission must first decide whether to pursue a Town Plan amendment to be voted on in November 2022, or for a later date. Though the former is an ambitious timeline (see table of deadlines below), if successful, it would support another goal of applying for state planning designations, which in turn would expedite Act 250 permitting for housing development in the area enable the town to apply for state grants (some with limited funding timelines). This may be especially crucial given the financial implications of the Village separation.

Requirement	Statutory Timeline	Date (at latest)
Work sessions / public outreach		Before 6/23/2022
PC approves draft plan and report		6/23/2022
Final PC hearing	30 days after PC draft approved	8/11/2022
First Selectboard hearing	30-120 days after PC approved	9/19/2022
Final Selectboard hearing	Assuming no major changes	10/3/2022
Finalize voter warning	30-40 days before vote	10/7/2022
Vote by Australian ballot		11/8/2022

Regardless, the Commission also should review the Design Guide to affirm or modify its recommendations, and then decide on a framework for revisions to the Regulations. As part of the ETC|NEXT project, the consultants drafted regulations based on earlier recommendations within the plan and design guide. This can serve as a starting point, or the Commission may choose other frameworks including any combination of the following:

- Modify the existing Business Design Control Overlay District
- Redesignate zoning districts with specific standards
- Update the existing standards throughout the regulations

- Implement a form-based code, either for the entire set of regulations or as a separate chapter specific to the ETC|NEXT area

Other items in the implementation table can be advanced concurrently by staff in consultation with the Planning Commission, including:

- Revising the sewer core map and sewer allocation to align with ETC|NEXT goals
- Updating infrastructure standards, service impact fees, and standard development agreements
- Working with VTrans on traffic, mobility, and site access considerations

There may be significant overlap between this project and others in the work plan, including updating the Town Plan, town-wide review of allowed / conditional uses, zoning changes to support housing development, and placemaking in the historic Essex Center.

In terms of organizing its approach to the work, the Commission may wish to consider:

- Establishing working group on ETC|NEXT specifically
- Addressing ETC|NEXT as a full Commission, informed by working groups specific to other projects
- Engaging a consultant to draft bylaws and conduct public engagement
- Forming (or reconvening) a steering committee including volunteers and staff
- Other ideas

Finally, the work outlined above will have substantial implications for how certain properties within the town center can be developed, some of which is already in progress. The Town should make sure to involve those stakeholders and work collaboratively while being transparent to the broader public.

Costs

Noticing a Town Plan amendment and updates to regulations would cost approximately \$70-100 for each newspaper advertisement, along with minor costs to print copies of draft documents for public review. These costs could be minimized if the plan and regulation amendments are noticed concurrently. Public engagement associated with these efforts may incur minor costs for surveys, events, and flyers / advertisement.

The actual work of reviewing the Design Guide and updating the regulations may be completed by the Planning Commission and staff at no additional cost. However, the Town may wish to consider engaging a consultant to assist with this; funds could be drawn from the \$15,200 available in the professional services category of the operating budget, as well as from the \$16,500 Bylaw Modernization Grant.

Recommendation

This memo is for discussion purposes only.

Implementation Table

Category	Key Next Step	Timeframe			Responsibility
		Short	Medium	Long	
Advancing the Plan	1. Amend the 2016 Essex Town Plan to incorporate the final ETC I Next Master Plan, by reference or as an addendum, as the policy and design basis for associated bylaw amendments – and consideration in state Act 250 review and applications for state designation. Plan amendments can be presented for public hearing and adoption concurrently with associated bylaw amendments.	✓			Planning Staff and Planning Commission
	2. Update plan maps used in development review to show proposed public improvements (e.g., rec path and street networks) presented in the ETC I Next Master Plan. Consider the adoption of an “official map” (under 24 V.S.A. § 4421) for use in development review, as also supported by the town’s capital improvement program, that depicts the general location of planned public rights-of-way (streets, recreation paths), open spaces (parks, plazas), and facilities (buildings, parking areas, structures) within the ETC.	✓			Planning Staff and Planning Commission
	3. Study and consider applying for state designations in relation to associated eligibility requirements and available benefits – e.g., for Village Centers (historic town center), New Town Center (mixed-use districts), and associated Neighborhood Development Areas – with consideration given to existing Essex Junction program designations.		✓		Planning Staff and Planning Commission
	4. Finalize the associated Design Report for this Plan and move forward with code changes for the ETC. The updated code should address all aspects of the Design Report including site layout, parking, uses, forms, and public realm requirements. Work collaboratively with the Planning Commission to review/finalize documents and seek adoption by the Town Selectboard.	✓	✓		Planning Staff and Planning Commission

Addressing Infrastructure

Category	Key Next Step	Timeframe			Responsibility
		Short	Medium	Long	
Addressing Infrastructure	5. Explore a variety of options for the financing of infrastructure improvements and public amenities, including but not limited to user fees, impact fees, grants, dedications, special assessments, a municipal tax increment financing district, ted cost-sharing agreements, and municipal bonding.		✓	✓	Planning Staff and Public Works
	6. Review and update current wastewater, stormwater management, impact fee and public works standards as needed to support ETC Master Plan recommendations – including targeted land use allocations, development densities, lot coverage requirements, street cross-sections, and associated infrastructure improvements.		✓	✓	Planning Staff and Public Works
	7. Study the implications of and update provisions for establishing infrastructure agreements under the public works standards. Such provisions should address how required development agreements established through a subdivision or master plan process consider the timing, installation and financing (public or private) of either required or desired infrastructure improvements, civic spaces, and other public or shared amenities.		✓	✓	Planning Staff and Public Works
	8. Revise the mapped “Sewer Core” (sewer service area) to coincide with ETC districts proposed for higher density development. Study the implications of reallocating wastewater capacity, under the current wastewater allocation ordinances, to support planned densities of development within the ETC (see recommendation #2, above).		✓	✓	Planning Staff and Public Works

Category	Key Next Step	Timeframe			Responsibility
		Short	Medium	Long	
Addressing Design on VT Route 15	9. Work with VTrans and CCMPO on a future traffic study to consider the potential implications of increased density within the ETC. Bring the results of this analysis into consideration of changes to public works standards and consultation with VTrans on site access, identity, and mobility considerations along VT Route 15.		✓		Planning Staff and Public Works
	10. Complete an analysis and study of gateway/arrival elements within the ETC to address specific wayfinding features and potential pedestrian improvements. Evaluate needs for infrastructure in support of the ETC next vision as it relates to sidewalks, crosswalks, lighting, and local utilities.		✓		Planning Staff and Public Works
	11. Evaluate options along VT Route 15 to advance the ETC vision. Contact VTrans and address the potential for in reclassification of the route as a Class 1 Town Highway relative to identified concerns and established state policies. Review the goals and objectives of the Plan with VTrans to discuss other options as needed.			✓	Planning Staff and Public Works



ESSEX TOWN CENTER

DESIGN GUIDE



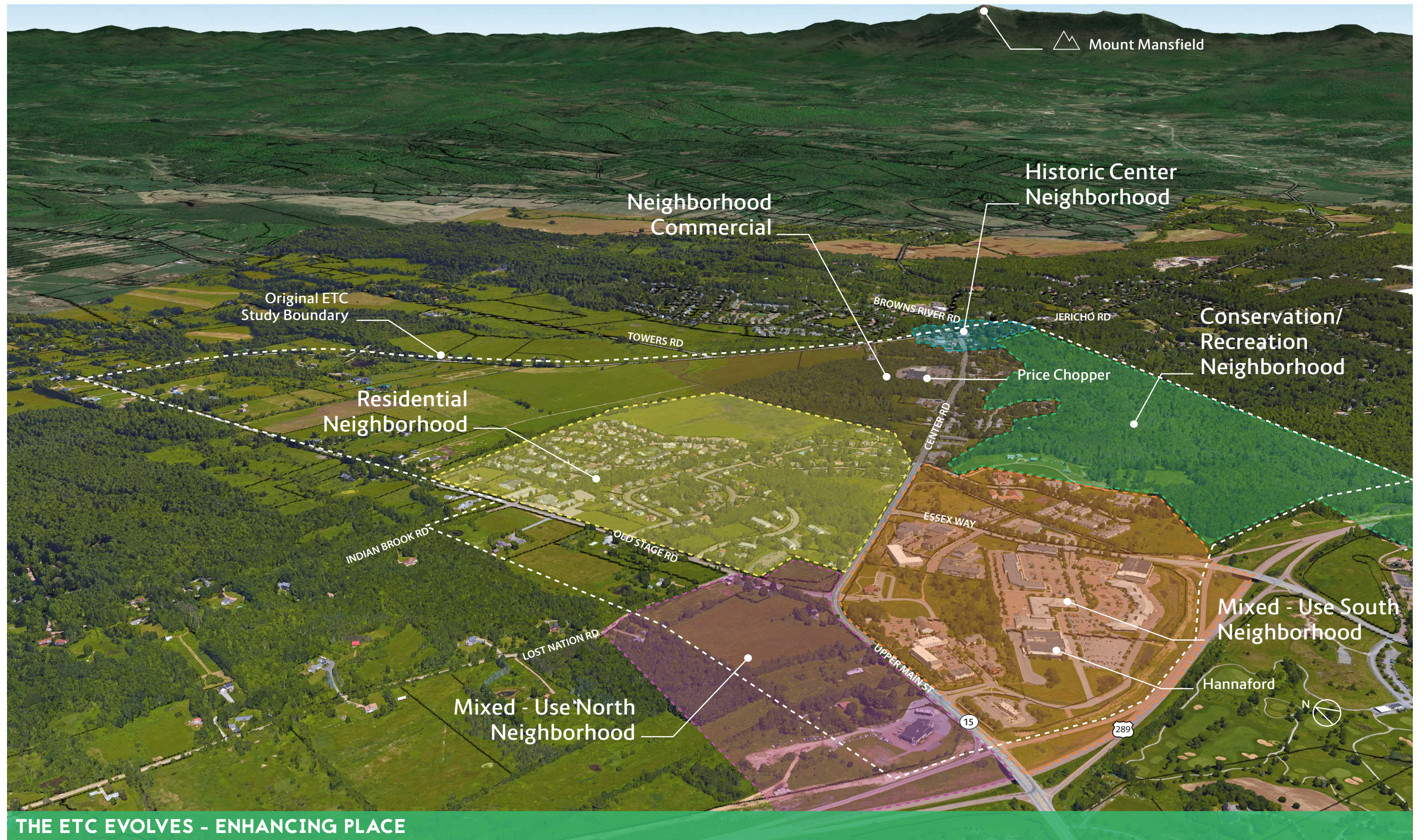


INTRODUCTION

Of the six neighborhoods contemplated in the Essex Town Center (“ETC”) Master Plan, four of them (Mixed-Use North, Mixed-Use South, Neighborhood Commercial, and Historic Center) have design attributes that differ significantly from what is supported by the existing zoning. The Residential and Conservation/Recreation neighborhoods within the ETC are expected to have densities, uses, and forms that are generally consistent with the existing zoning. The zoning changes needed to support the ETC’s vision for those two neighborhoods would be minor.

This Design Guide only addresses the Mixed-Use North, Mixed-Use South, Neighborhood Commercial, and Historic Center neighborhoods. Subsequent zoning changes for these districts, as described in Chapter 6 of the Master Plan, will result in new zoning districts and requirements built upon the information contained within this Design Guide.

This document is divided into two parts. Part A describes the targeted design parameters for each of the four neighborhoods discussed. Part B outlines specific building form recommendations with associated design parameters.



PART A - NEIGHBORHOOD DESIGN PARAMETERS

This part of the Design Guide includes a narrative vision statement which describes how the overall vision for the ETC should be expressed within each neighborhood. Within specific sections that relate to density, use, mobility, open space, etc., it establishes key metrics, parameters, and guidance that are intended to provide the design basis for land development regulations that support both the overall ETC vision as well as the specific vision for each neighborhood. Each of these sections is described below:

SECTION A: USE, LOTS and DENSITY – Targeted land allocations for residential, non-residential, and open spaces for each neighborhood are provided. These targets reflect the results of the buildout analysis described more fully in Chapter 2 of the master plan. These targets define the proportion of land area within each neighborhood that is expected to develop (or redevelop) into these broad land use categories. The mix of potential uses is also described in this section as well as suggestions on how vertical mixing might be undertaken (i.e., uses within a structure). Additionally, this section establishes an overall density range (dwelling units or DU per acre) for residential development. This information is provided to guide the establishment of minimum residential density requirements and to calibrate the type of building forms needed to achieve the overall density expectations within each neighborhood. This section also describes the configuration of lots, identifying the importance of front, side, and rear setback as they relate to primary and side streets.

SECTION B: CONNECTIVITY AND WALKABILITY – This section describes parameters related to promoting walkability and community connectivity. This includes guidance about the “block perimeter,” which is the total walking distance around a gridded block. While shorter block perimeters generally support improved connectivity, the size of a block must be balanced against the pattern of existing development, identified natural resource issues, and to the need to support efficient lot configurations for allowed uses and forms. This section also includes a graphic that illustrates the priorities for sidewalk connectivity, transit integration, and placement of parking within the context of proposed blocks. Specific recommendations are included to guide future zoning changes. Photographs are provided that illustrate how recommended connectivity objectives might be realized in context to parking and new development.

SECTION C: ARCHITECTURAL FORM AND CHARACTER – A hallmark of the ETC I Next Plan is the exploration of how new architecture within the ETC can be designed to help achieve the vision. This section addresses the types of building forms and roof types that are most consistent with the intended character for each neighborhood. These specific forms are described further in Part B of the Design Guide. This section provides target ranges for heights within each neighborhood. When considering the relation of building form, height is best correlated to the number of stories. Target height ranges and height “zones” are also needed to assure that visual impacts are addressed and that overall heights are compatible with the intended character of the neighborhood. Another crucial part of this section is guidance on building façades and frontages with adjacent streets, including objectives related to building orientation and access. Suggested building materials and guidance on the use of colors within the neighborhood are also provided. Zoning changes that may stem from this guidance may consider other factors and include more specific or additional standards.

SECTION D: PARKING, LOADING, AND SERVICE – Parking is a vital component of the ETC I Next Plan, particularly recognizing that with increasing mixed-uses comes potential changing needs for parking. During the planning process it was recognized that parking within the ETC might need to take a variety of forms, including surface, structured, underground, and integrated (i.e., within the footprint of a building or “wrapped” by a building). A visual reference indicating the recommended parking types is provided along with specific strategies for parking as it relates to block configuration and pedestrian connectivity. The value of “remote” or offsite parking within the ETC is described in this section. The information provided in this section can inform future policy decisions on parking in the ETC.

SECTION E: STREETScape AND PUBLIC REALM – Another critical function of the plan is the emphasis it places on improving the streetscape appearance and “public realm.” This section starts with a presentation of open/civic space types that are recommended for each neighborhood. In the context of this plan, open/civic spaces are anticipated to address both resource areas (i.e., wetlands) and publicly-accessible civic spaces. As described in Chapter 4 of the master plan, the form that open/civic spaces take can, and often should, vary depending on the character of the neighborhood and the allowed building forms. The illustrative images provide guidance on the types of open/civic space that most closely align with the vision for each neighborhood.

While roadways within the ETC may be both public and private, how new (and existing) roadways relate to people is something that attracted considerable public interest. Street and right-of-way sections within each neighborhood provide guidance on what streets should “look” like. The cross-sections and supportive narratives highlight what the vision anticipates, but they are not necessary proscriptive to all street design. Consideration of local public works standards and consistency with existing zoning may be undertaken as zoning changes are made.

Another important part of defining the public realm is how elements such as street furniture, lighting and signage are addressed. Guidance in the form of illustrative examples of lighting, furniture, and signage are also provided to help communicate the expected design. Again, the guidance provided in this section can be used to inform future zoning changes.

The information presented in this chapter is intended to establish a range of metrics that, when applied, can help assure the ETC evolves in the manner expected with the vision. It is entirely likely that any regulatory changes that stem from this plan will build upon this framework, and may add new details and specificity.



Source: WLA

THE ETC EVOLVES - ENHANCING PLACE

General Terms

General terms used within this section are provided below;

Dwelling Unit (DU): A residential unit within a structure

Primary Street: Generally a collector road (See Essex Town Plan, Page 38)

Side Street: Generally a local street (See Essex Town Plan, Page 38)

Primary Facade: The face of a building that faces the primary street

Residential: Uses that provide permanent, year-round housing to people such as single-family homes, duplexes, apartments, and condominiums

Non-Residential: Uses such as commercial, retail, and civic spaces that do not provide housing

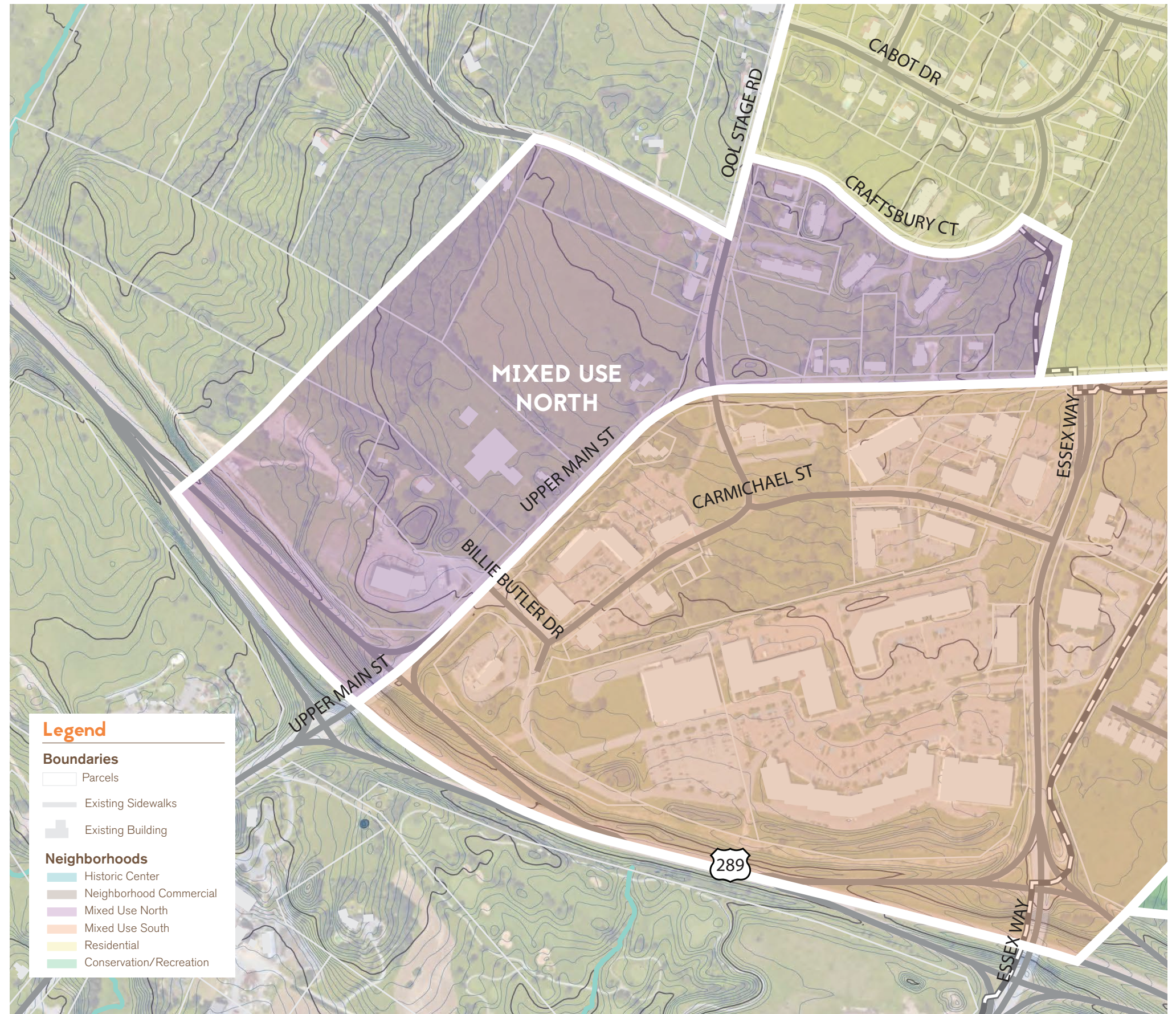
Mixed Use: A mixed of residential and non-residential uses in an area or individual building

Build-to-Zone (BTZ): The area along a frontage within which a portion of a building is expected to sit and where frontage types are placed

MIXED - USE NORTH

VISION STATEMENT

The vision for the Mixed-Use North Neighborhood is to support new residential and mixed residential/commercial uses along the north side of VT Route 15. Development in this neighborhood should maintain a greenbelt along VT Route 15 and limit access to already established public roads or existing access points. Heights in this neighborhood will vary depending on the proximity to VT 289 with lands in closest proximity allowing 3+ stories. Correspondingly higher densities are anticipated in support of the mix of uses and future transit connections.



SECTION A: USE, LOTS AND DENSITY

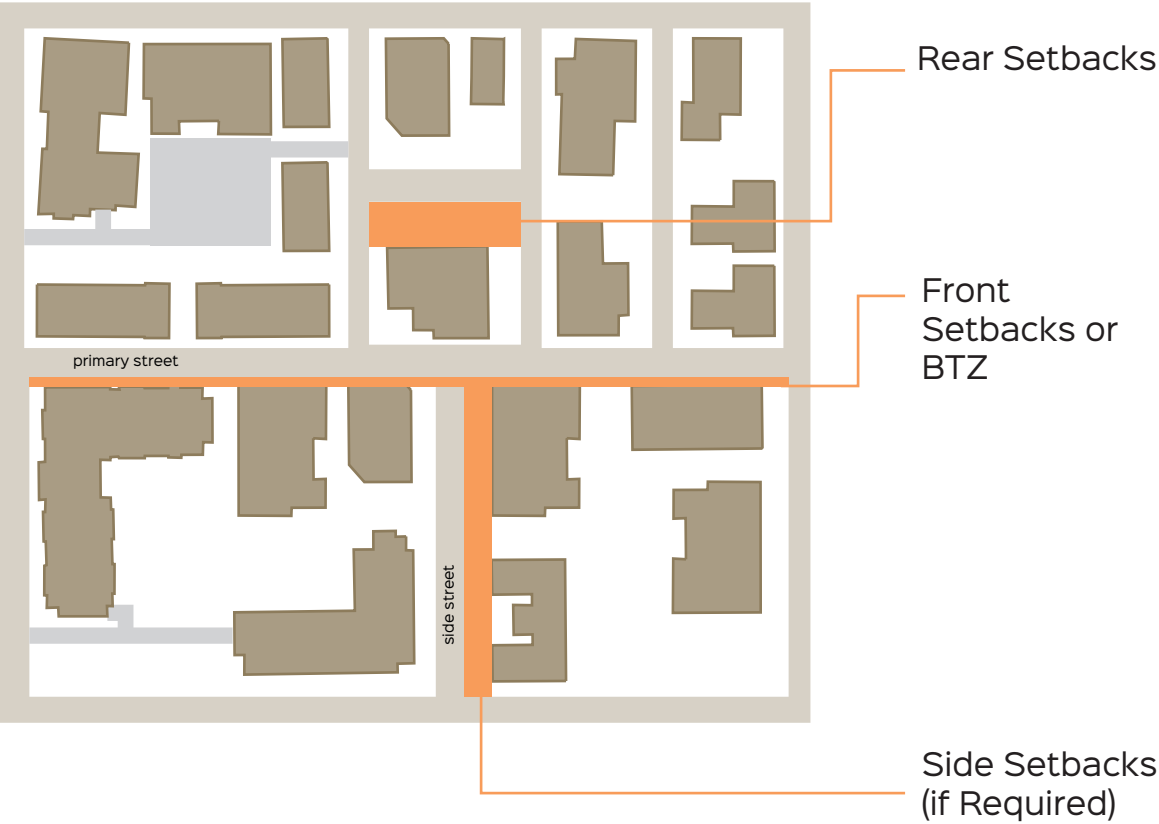
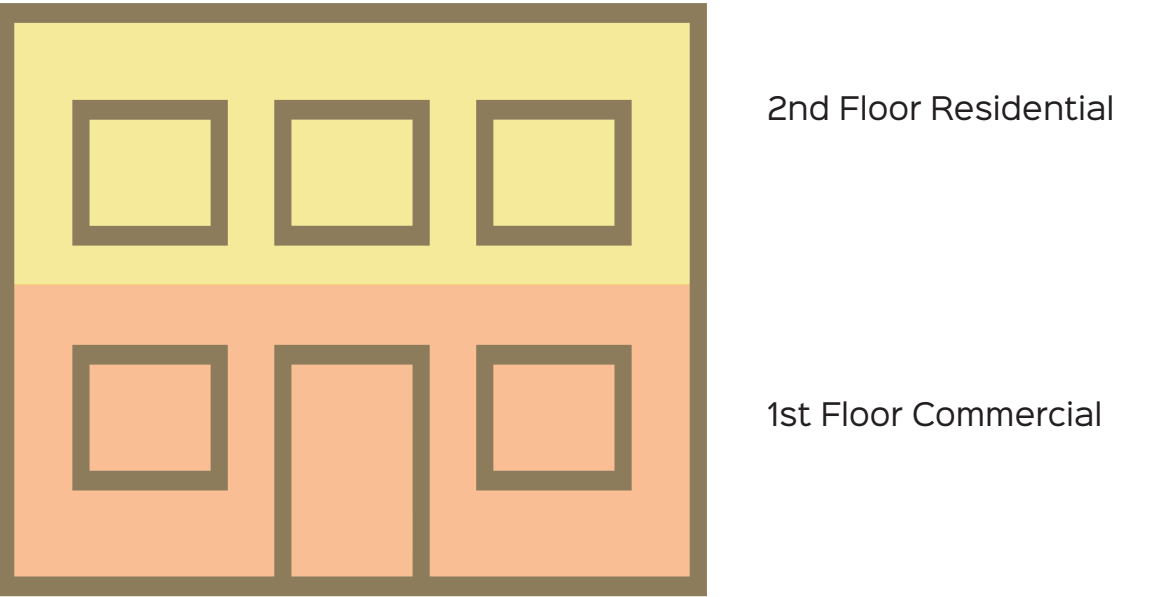
MIXED-USE NORTH

Use Mix Recommendations

- Horizontal: mix of building area(s) allocated for residential, nonresidential, civic or open space uses
- Vertical: ground floor retail, service, hospitality or residential, upper floor residential, office, lodging
- Allow first-floor residential only if entire building is residential
- Allow civic buildings and spaces
- Allow for neighborhood events and facilities
- Allow for home occupations
- Allow infill, redevelopment to complement and add to existing mix

Lot Configuration Recommendations

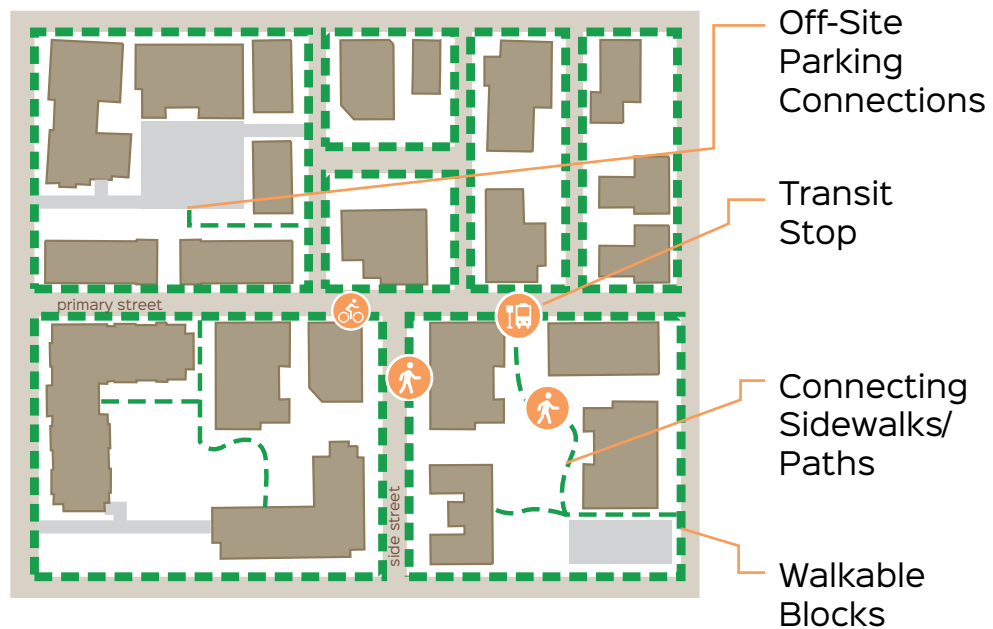
- Vary lot area, width, and lot dimensions based on block dimensions and allowed building types
- Promote reduced side setbacks reflective of building types (attached or detached)
- Promote a consistent front building line through establishment of a build-to-zone or maximum front setback
- Define rear setbacks that address building types
- Require rear or interior block parking
- Require rear or side loading docks, service areas
- Promote a high lot coverage (target range: 70+%)



SECTION B: CONNECTIVITY AND WALKABILITY

MIXED-USE NORTH

Network Recommendations



- Require sidewalks or pedestrian paths connecting all buildings, civic spaces, and parking areas
- Allow Off-site parking within easy walking distance (target: 600 to 800 feet)
- Provide interior block pedestrian paths and midblock crossings



Provide or enable access to transit stop within walkable block perimeter or within 1/4 to 1/2 mile pedestrian walking distance

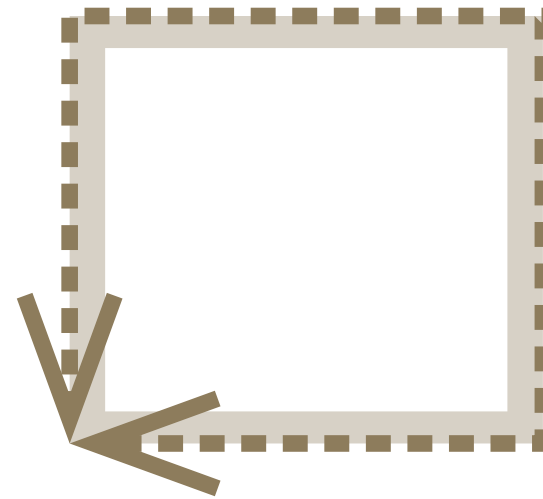


Provide sidewalk(s) along primary and side streets connecting principal use to existing sidewalks and/or open/civic spaces



Support bike lane within greenbelt (the area within 75 feet from the VT Route 15 right-of-way) and on-road bicycle accommodations along primary streets

Walkability Recommendations



Target walkable block perimeter: 1,600 FT

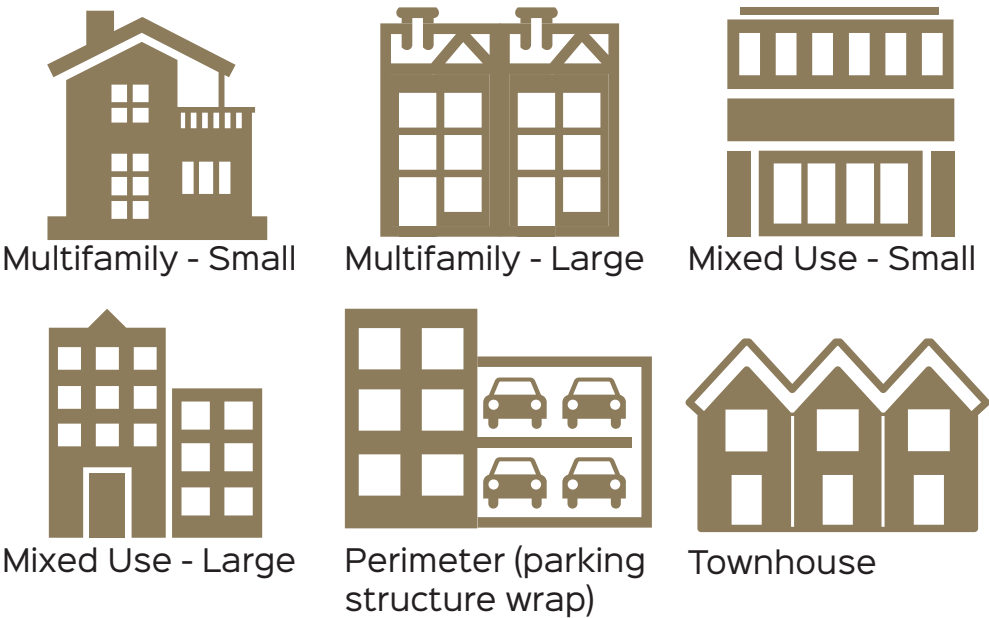
- Promote a modified street grid with limited dead end or cul-de-sacs
- Work with VTrans to limit access to VT Route 15
- Make connections to existing/ planned bike/pedestrian paths and transit networks
- Promote greenbelts, sidewalks, enhanced bike accommodations, and pedestrian crossings on VT Route 15
- Promote shared access and cross-connections between adjoining lots



SECTION C: ARCHITECTURAL FORM AND CHARACTER

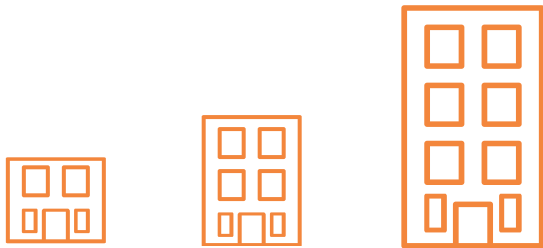
MIXED-USE NORTH

Recommended Building Forms (See Part B)



Building Heights Recommendations

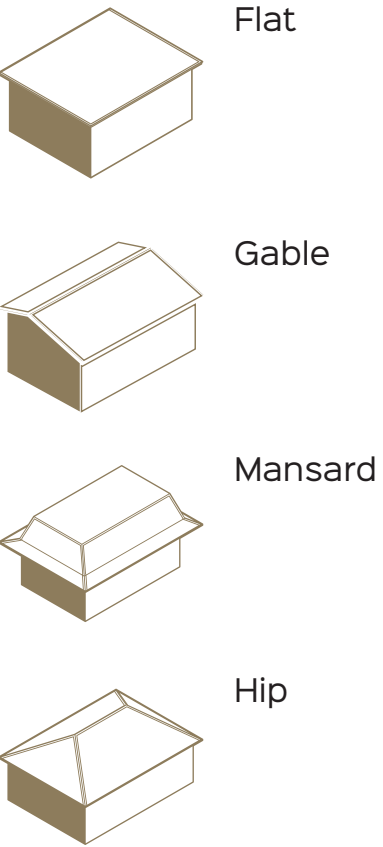
Overall Neighborhood Height Range: 40-65 FEET



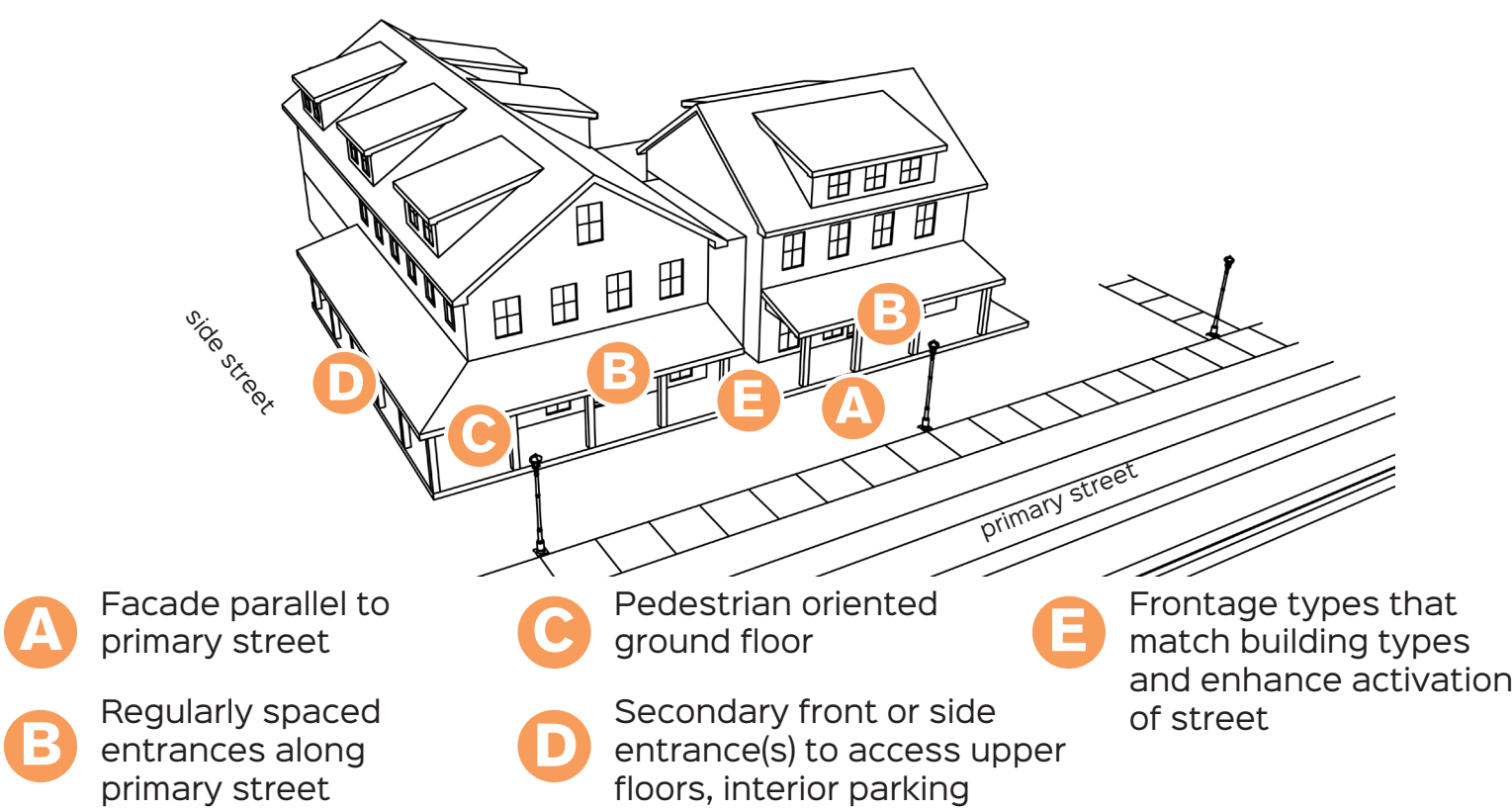
Principal Target Range: 2 - 4 Stories (with horizontal setbacks above 3 stories)

- Designate maximum neighborhood height requirements, separate from building heights as measured in stories, to accommodate allowed building forms, allowed roof types, and needs for rooftop mechanical, solar arrays, terraces, etc.
- Promote varied roof styles and heights up to a defined neighborhood height limit
- Support forms that enable rooftop terraces and gardens
- Require that rooftop mechanicals, solar arrays, telecom antenna be set back and, screened from public view
- Consider height of adjoining buildings (edge, infill) in establishing height standards
- Height zones within the neighborhood could be established to allow variability in overall height in recognition of important regional views

Building Roof Types



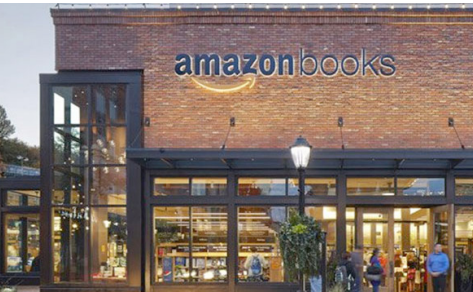
Building Facade and Frontage Character Recommendations



Recommended Building Materials



Wood and Metal



Brick



Clapboard



Wood and Metal

Building Colors

- Select colors that enhance the architectural form and complement building materials
- Limit trim or accent colors to between 10% to 15% of the overall primary facade and to highlight decorative architectural features
- Avoid fluorescent colors; limit the chroma and saturation of primary facade colors
- Avoid franchise colors on building facades; limit franchise colors and logos to signage, canopies or awnings

SECTION D: PARKING, LOADING AND SERVICE

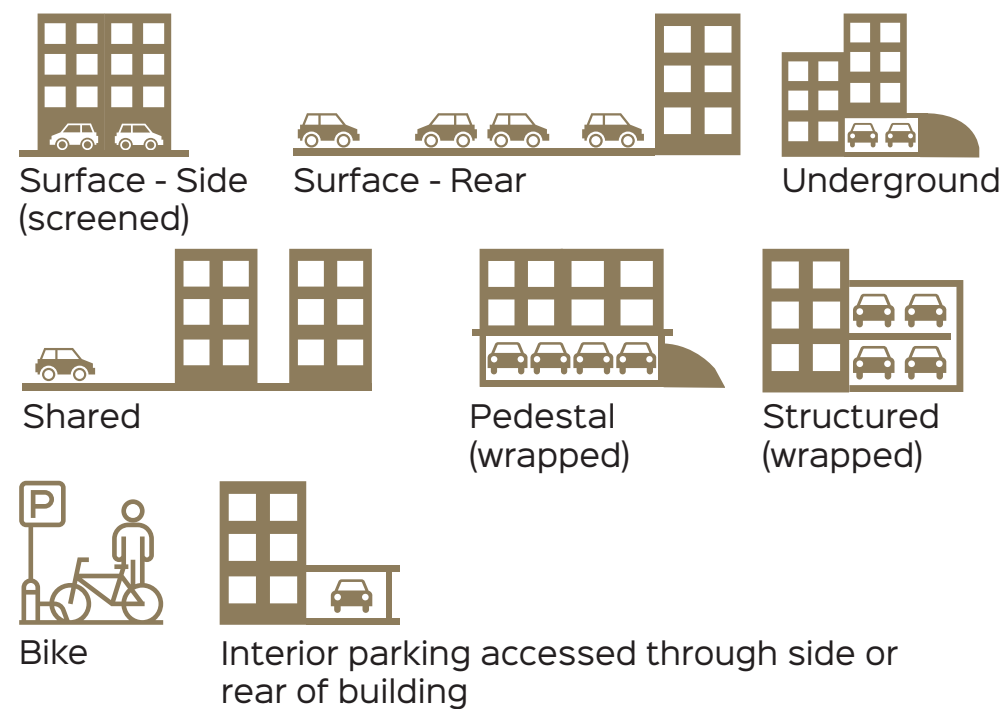
MIXED-USE NORTH

General Parking Recommendations

- Parking dimension within the neighborhood should conform to the Town of Essex parking standards
- Shared off-site parking as allowed under current regulations should be continued
- Allow on-street or off-site parking to satisfy parking requirements (lots or facility)
- Establish parking as a defined and allowable use, separable from other uses within the neighborhood
- Incorporate rear alleys and service lanes to provide access to parking, loading, and emergency services consistent with adopted fire codes

Recommended Parking Types

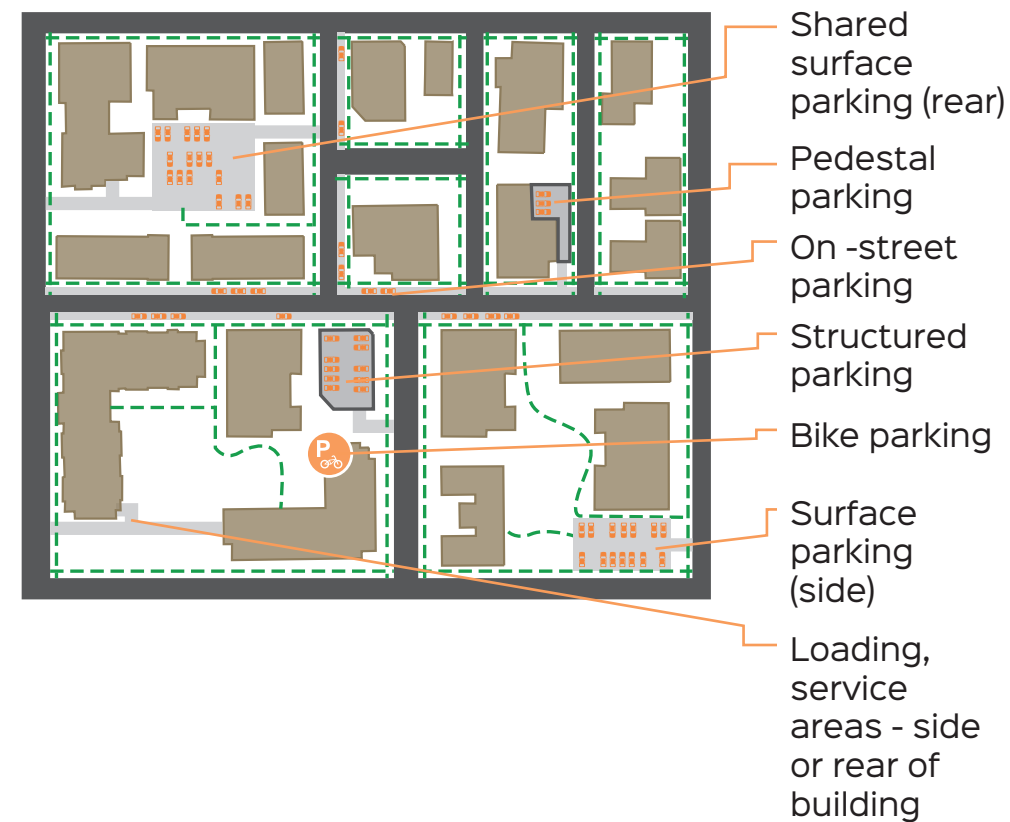
On-site parking:



Off-site parking:



Parking and Service Placement

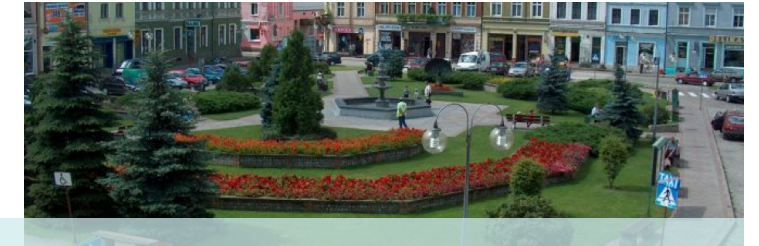


SECTION E: STREETScape AND PUBLIC REALM

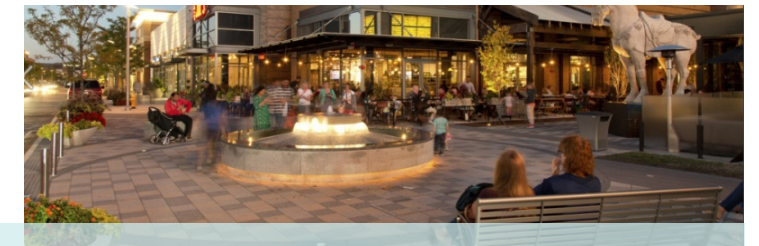
Recommended Open/Civic Space Types



Green/Square



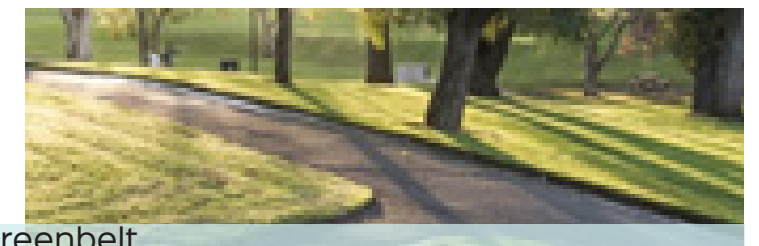
Plaza



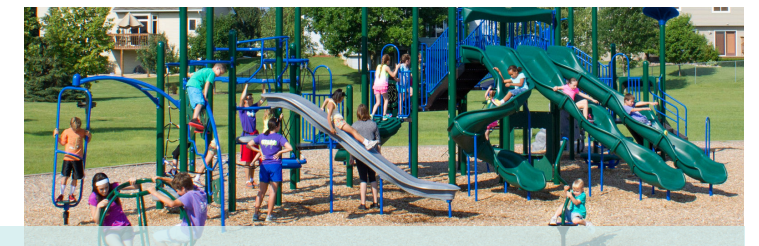
Pocket Park



Greenway or Greenbelt



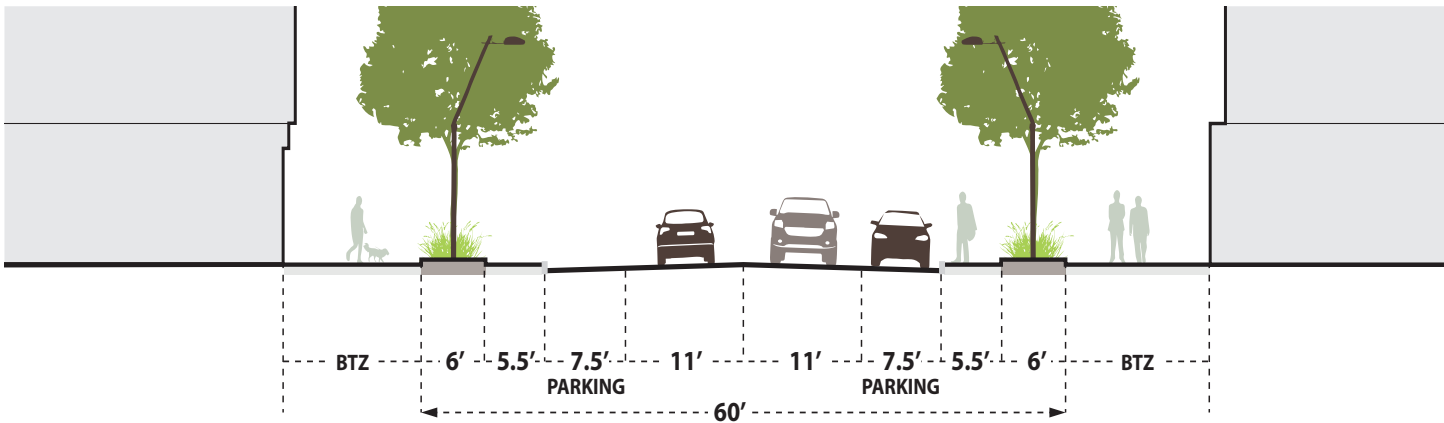
Playground



SECTION E: STREETScape AND PUBLIC REALM (CONTINUED)

MIXED-USE NORTH

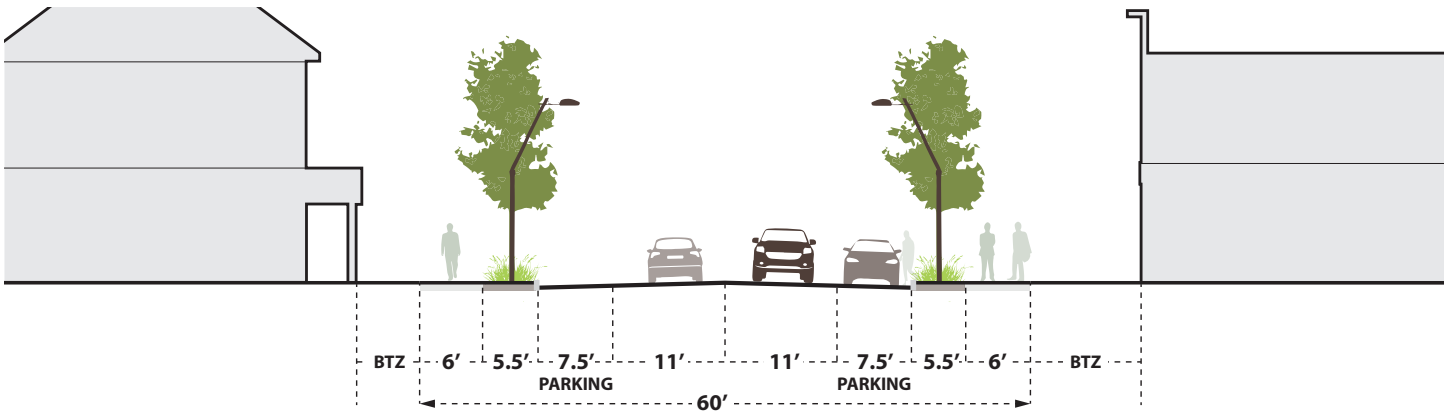
Street Character and Right of Way Recommendations



1 Typical Mixed-Use Neighborhood Primary Street
Street Character

Key Features:

- 11 foot travel lane within a 60 foot right-of-way
- Develop on-street parking (parallel or angled)
- Include street trees and/or planter beds allowing stormwater infiltration
- Include pedestrian-scale ornamental street lights
- Promote wider sidewalks (5+ feet) that abut front facade along primary streets
- Promote private/public gathering space along building frontages (BTZ)



2 Typical Mixed-Use Neighborhood Side Street
Street Character

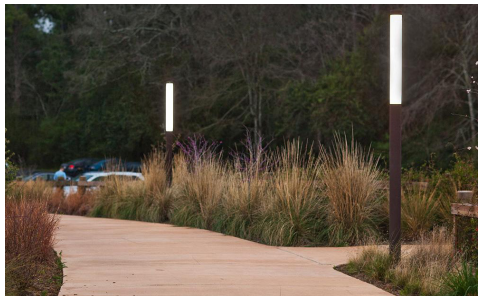
Key Features:

- 11 foot travel lanes within a 55 - 60 foot right-of-way
- Develop on-street parking (parallel) on new public or private streets
- Include street trees and/or planter beds allowing stormwater infiltration
- Include pedestrian-scale ornamental street lights
- Sidewalks of 5 foot or greater width

Lighting and furniture Examples



Bench



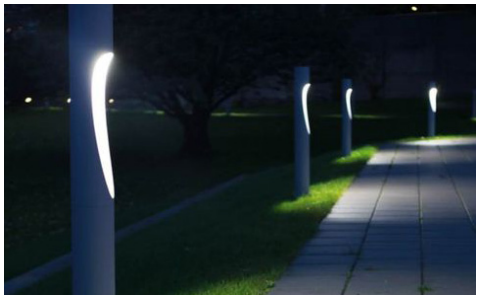
Street Light



Receptacle



Table



Bollard



Bike Rack

Signage Examples



Band



Development



Projecting



Awning, Canopy



Banner



Window

MIXED - USE SOUTH

VISION STATEMENT

The vision for the Mixed-Use South Neighborhood is to support higher density mixed residential/commercial uses within an integrated and grid-oriented growth center setting. Development in this neighborhood should maintain a greenbelt along Route 15 and limit access to already established public roads or existing access points. Heights within this neighborhood shall vary based on distance from VT Route 15 with areas closer to VT 289 allowing up to 5 stories.

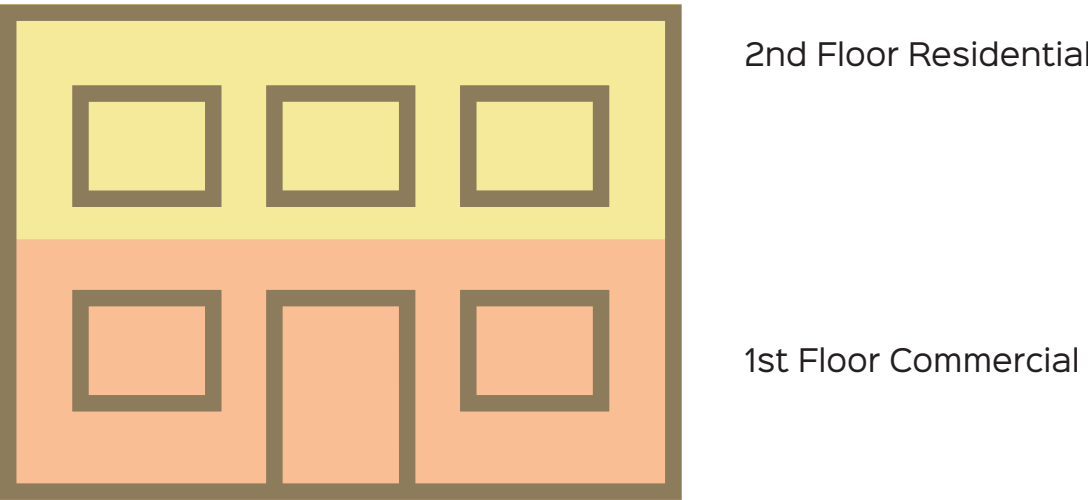


SECTION A: USE, LOTS AND DENSITY

MIXED-USE SOUTH

Use Mix Recommendations

- Horizontal: mix of building area(s) allocated for residential, non-residential, civic or open space uses
- Vertical: ground floor retail, service, hospitality or residential, upper floor residential, office, lodging
- Allow first-floor residential only if entire building is residential
- Allow civic buildings and spaces
- Allow for neighborhood events and facilities
- Allow for home occupations
- Allow infill, redevelopment to complement and add to existing mix



Lot Configuration

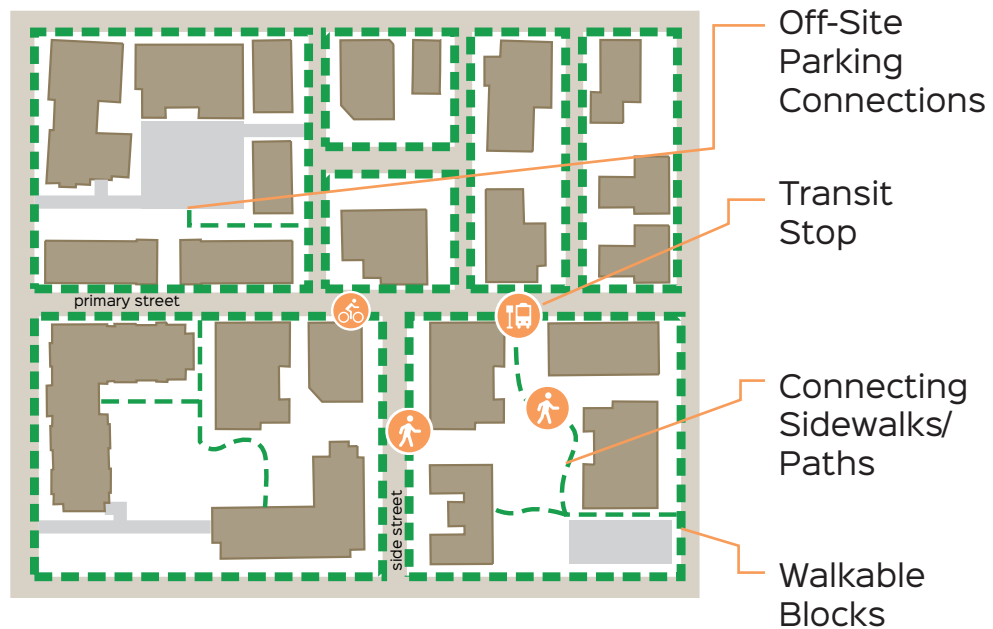
- Vary lot area, width, and lot dimensions based on block dimensions and allowed building types
- Promote reduced front, side setbacks reflective of building types
- Promote a consistent front building line through establishment of a build-to-zone or maximum front setback
- Define rear setbacks that address building types
- Require rear or interior block parking
- Require rear or side loading docks, service areas
- Promote a high lot coverage (target range: 70+%)



SECTION B: CONNECTIVITY AND WALKABILITY

MIXED-USE SOUTH

Network Recommendations



- Require sidewalks or pedestrian paths connecting all buildings, civic spaces, and parking areas
- Allow off-site parking within easy walking distance (target: 600 to 800 feet)
- Provide interior block pedestrian paths and midblock crossings



Provide or enable access to transit stop within walkable block perimeter

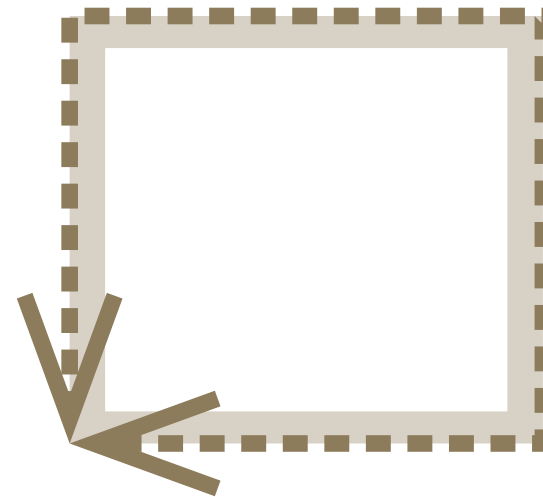


Provide sidewalk(s) along primary and secondary streets connecting primary use to existing sidewalks and/or open/civic spaces



Provide multi-use path (bike) within greenbelt (75 feet from VT Route 15 right-of-way) and/or on-road bicycle accommodations along primary street

Walkability Recommendations



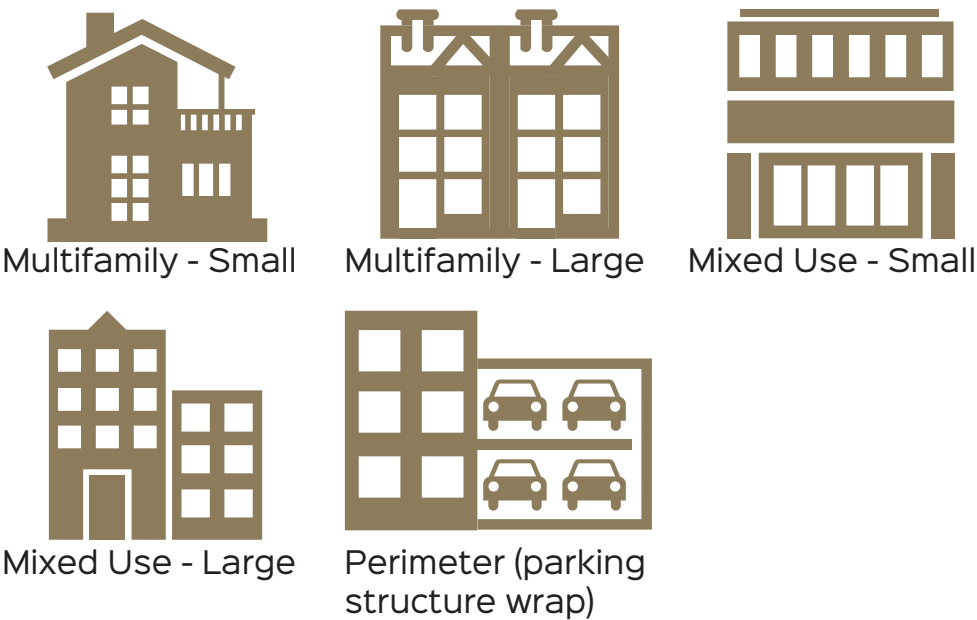
Target block perimeter: 1600 FT

- Promote a modified street grid with limited dead end or cul-de-sacs
- Work with VTTrans to limit access to VT Route 15
- Make connections to existing/ planned bike/pedestrian paths and transit networks
- Promote greenbelts, sidewalks, enhanced bike accommodations, and pedestrian crossings on VT Route 15
- Promote shared access and cross-connections between adjoining lots



SECTION C: ARCHITECTURAL FORM AND CHARACTER

MIXED-USE SOUTH



Building Heights Recommendations

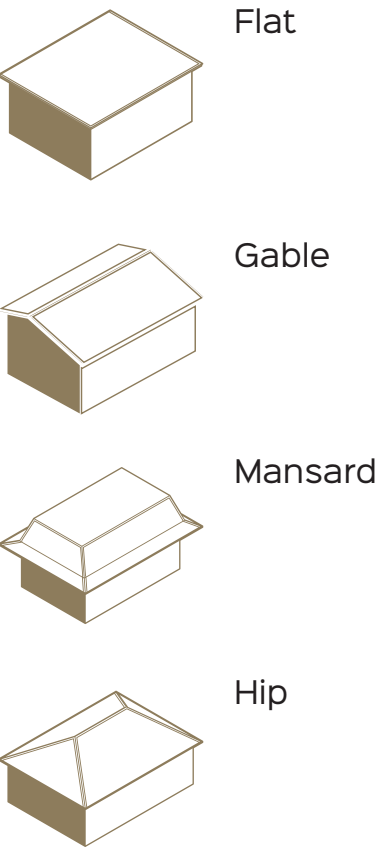
Overall Neighborhood Height Range: 40-65 Feet



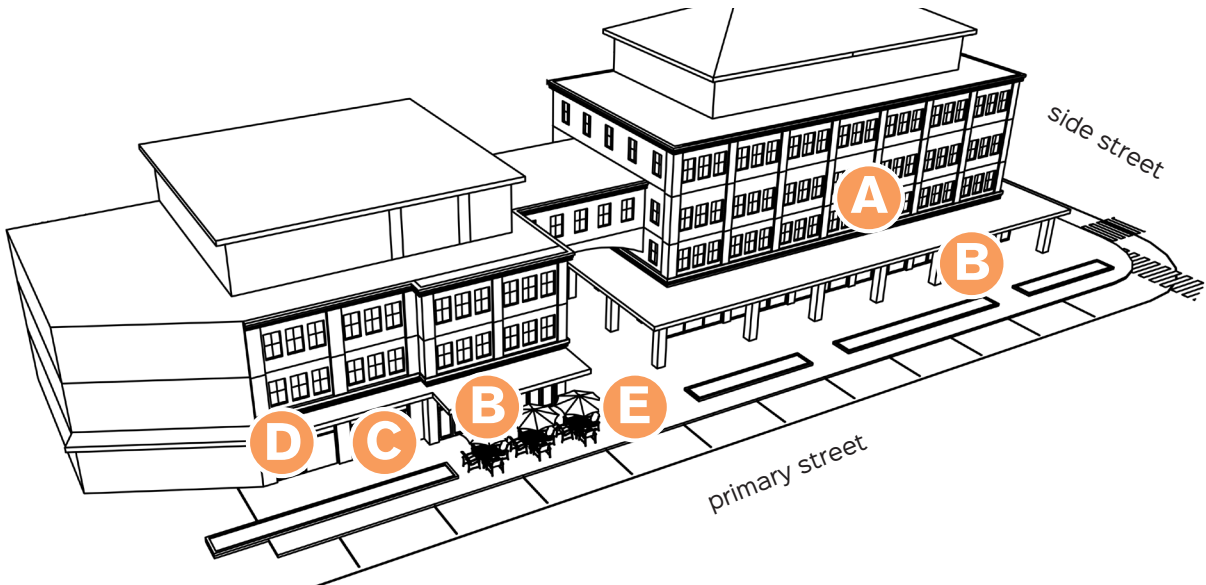
Principal Target Range: 2 - 5 Stories (with horizontal setbacks above 3 stories)

- Designate maximum neighborhood height requirements, separate from building heights as measured in stories, to accommodate allowed building forms, allowed roof types, and needs for rooftop mechanical, solar arrays, terraces, etc.
- Promote varied roof styles and heights up to a defined neighborhood height limit
- Support forms that enable rooftop terraces and gardens
- Require that rooftop mechanicals, solar arrays, telecom antenna be set back and, screened from public view
- Consider height of adjoining buildings (edge, infill) in establishing height standards
- Height zones within the neighborhood could be established to allow variability in overall height in recognition of important regional views

Building Roof Types



Building Facade and Frontage Character Recommendations



- A** Facade parallel to primary street
- B** Entrances along primary street, regularly spaced
- C** Pedestrian oriented ground floor
- D** Secondary front or side entrance(s) to access upper floors, interior parking
- E** Frontage types including shopfront, gallery, arcade, forecourt

Recommended Building Materials



Wood and Metal



Wood and Metal



Wood and Metal



Brick and Stone

Building Colors

- Select colors that enhance the architectural form and complement building materials
- Limit trim or accent colors to between 10% to 15% of the overall primary facade and to highlight decorative architectural features
- Avoid fluorescent colors; limit the chroma and saturation of primary facade colors
- Avoid franchise colors on building facades; limit franchise colors and logos to signage, canopies or awnings

SECTION D: PARKING, LOADING AND SERVICE

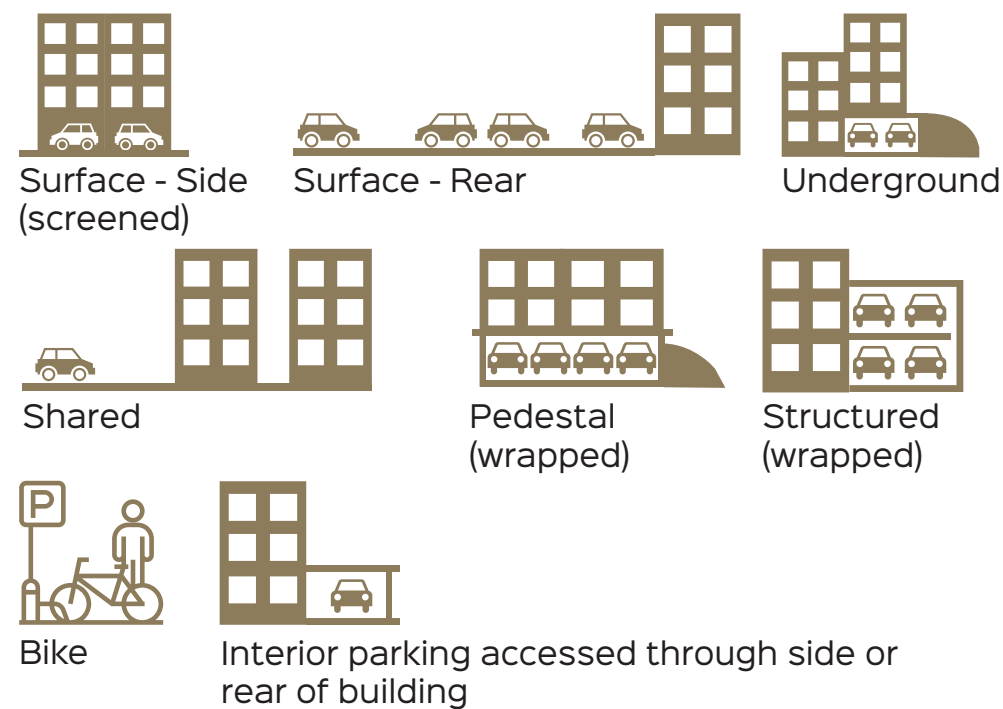
MIXED-USE SOUTH

General Parking Recommendations

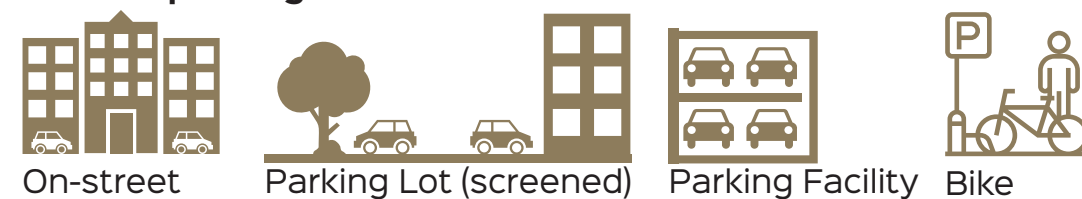
- Parking dimension within the neighborhood should conform to the Town of Essex parking standards
- Shared off-site parking as allowed under current regulations should be continued
- Allow on-street or off-site parking to satisfy parking requirements (lots or facility)
- Establish parking as a defined and allowable use, separable from other uses within the neighborhood
- Incorporate rear alleys and service lanes to provide access to parking, loading, and emergency services consistent with adopted fire codes

Recommended Parking Types

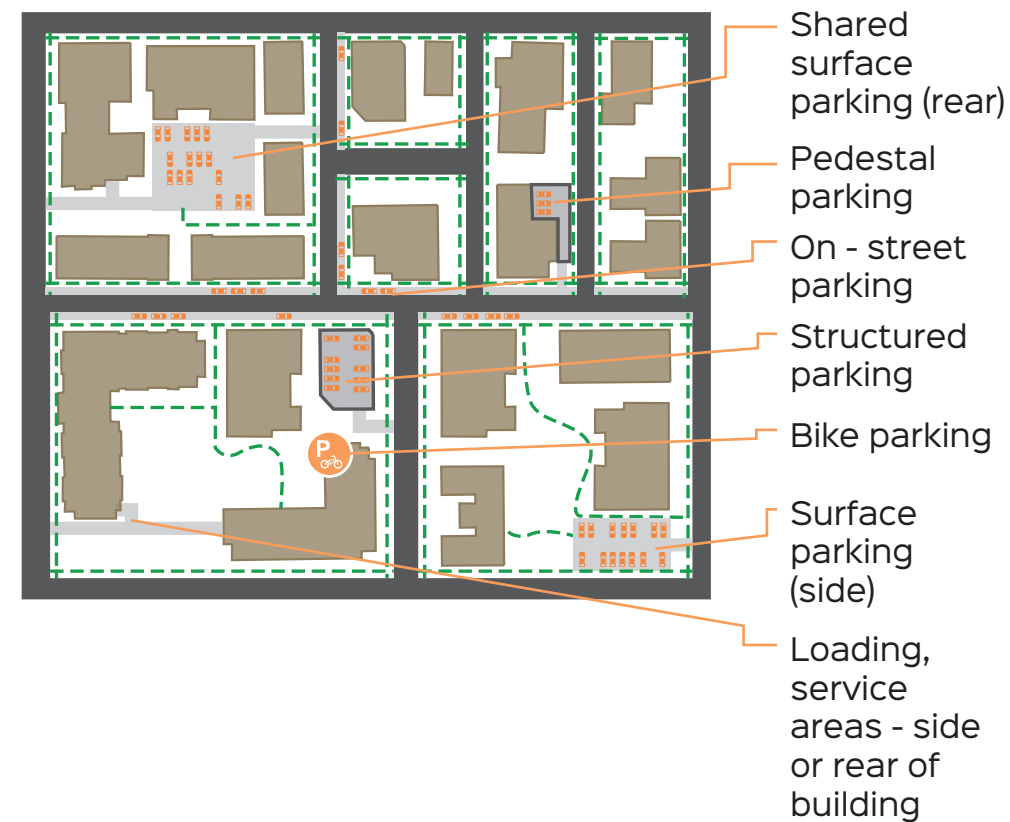
On-site parking:



Off-site parking:



Parking and Service Placement

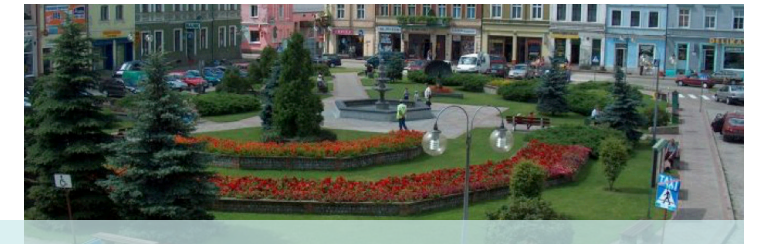


SECTION E: STREETScape AND PUBLIC REALM

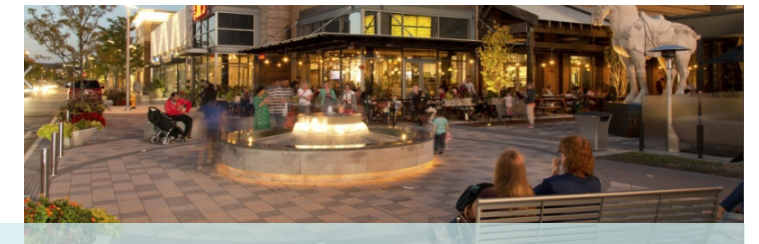
Recommended Open/Civic Space Types



Green /Square



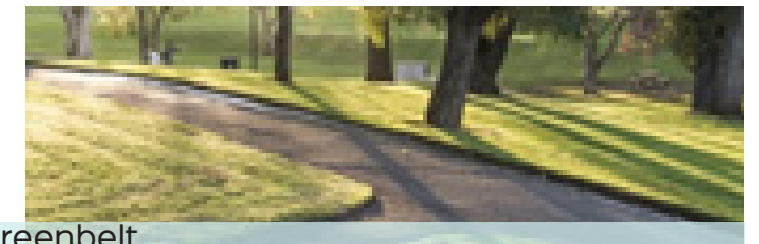
Plaza



Pocket Park



Greenway or Greenbelt



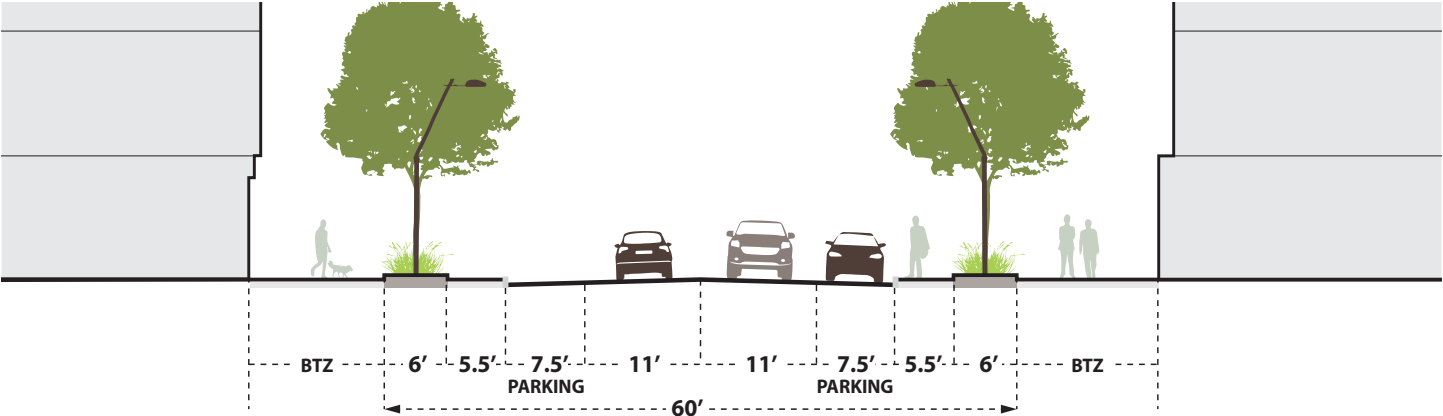
Playground



SECTION E: STREETSCAPE AND PUBLIC REALM (CONTINUED)

MIXED-USE SOUTH

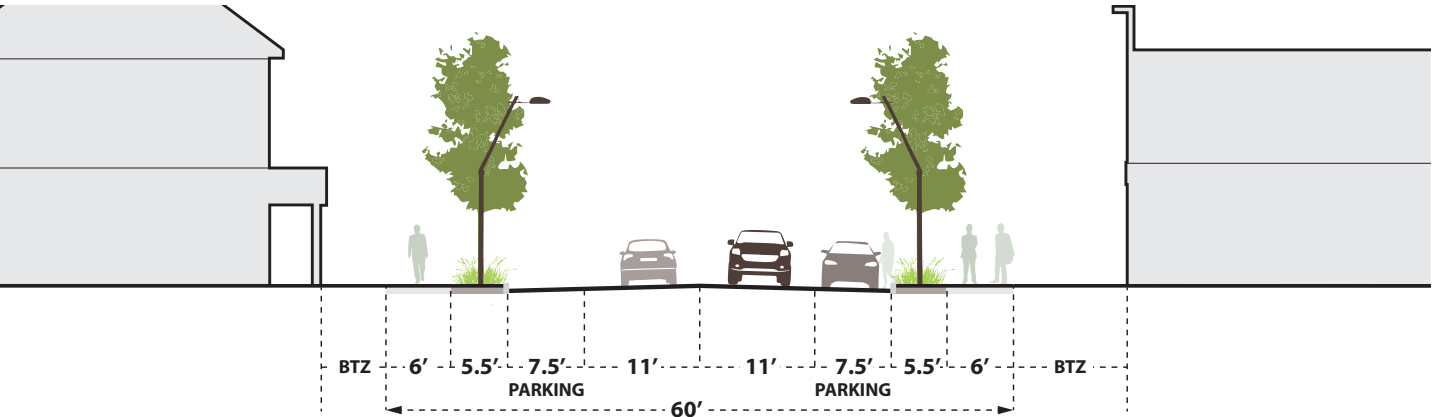
Street Character and Right of Way Recommendations



1 Typical Mixed-Use Neighborhood Primary Street
Street Character

Key Features:

- 11 foot travel lane within a 60 foot right-of-way
- Develop on-street parking (parallel or angled)
- Include street trees and/or planter beds allowing stormwater infiltration
- Include pedestrian-scale ornamental street lights
- Promote wider sidewalks (5+ feet) that abut front facade along primary streets
- Promote private/public gathering space along building frontages (BTZ)



2 Typical Mixed-Use Neighborhood Side Street
Street Character

Key Features:

- 11 foot travel lanes within a 55 - 60 foot right-of-way
- Develop on-street parking (parallel) on new public or private streets
- Include street trees and/or planter beds allowing stormwater infiltration
- Include pedestrian-scale ornamental street lights
- Sidewalks of 5 feet or greater width

Lighting and furniture



Bench



Street Light



Receptacle



Table

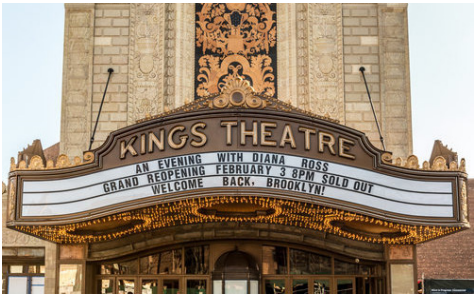


Bollard



Bike Rack

Signage



Marquee



Freestanding



Kiosk



Wall



Sign Board (portable)

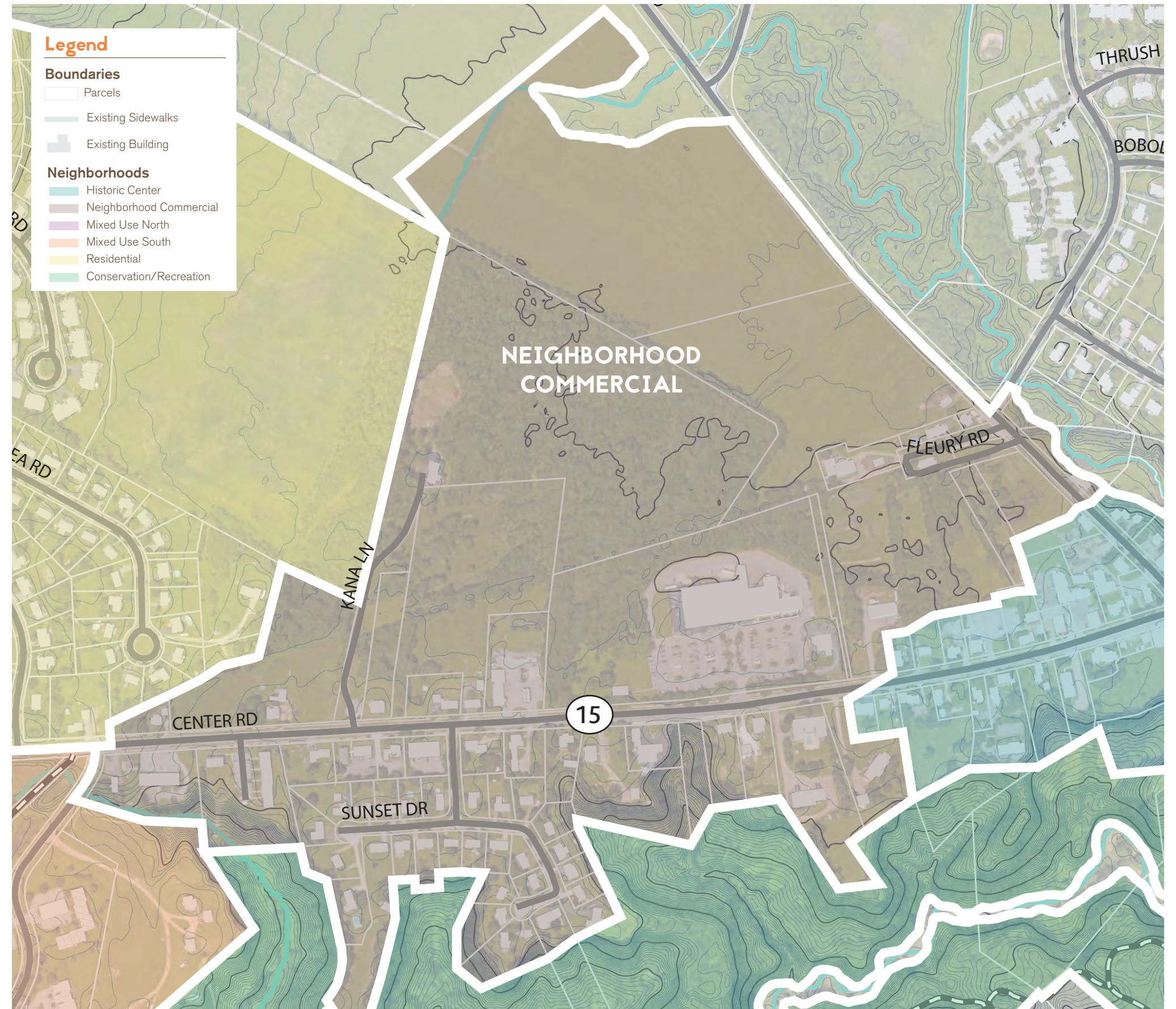


Band

NEIGHBORHOOD COMMERCIAL

VISION STATEMENT

The vision for the Neighborhood Commercial Neighborhood is to support new residential and limited mixed residential/commercial uses along Route 15 while maintaining the current setbacks. Development in this neighborhood will include infill areas set back from Route 15 and should take advantage of existing access points and/or create new linkages to established access points. Pedestrian accommodations would be improved by the completion of sidewalk segments and the establishment of a side path.

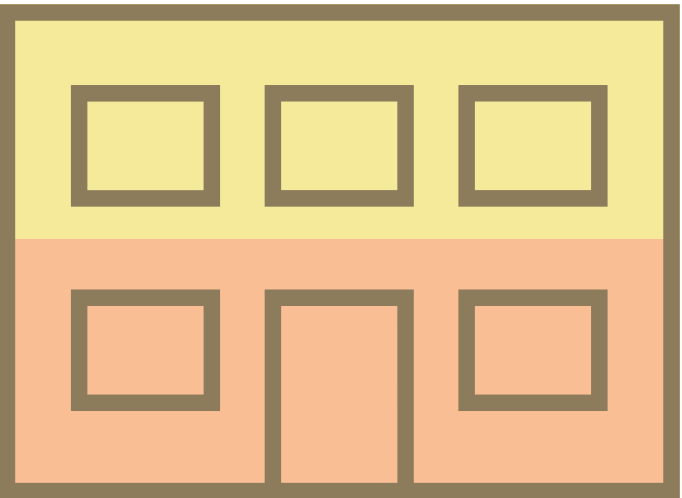


SECTION A: USE, LOTS AND DENSITY

NEIGHBORHOOD COMMERCIAL

Use Mix Recommendations

- Horizontal: mix of building area(s) allocated for residential, nonresidential, civic or open space uses
- Vertical: ground floor retail, service, hospitality or residential, upper floor residential, office, lodging
- Allow first-floor residential only if entire building is residential
- Allow civic buildings and spaces
- Allow for home occupations
- Allow infill, redevelopment to complement and add to existing mix



2nd Floor Residential,
Office, Lodging

1st Floor Neighborhood
Retail, Service, Hospitality/
or Residential

Lot Configuration Recommendations

- Vary lot area, width, and lot dimensions based on block dimensions and allowed building types
- Promote reduced front, side setbacks reflective of building types
- Promote a consistent front building line through establishment of a build-to-zone or maximum front setback
- Define rear setbacks that address building types
- Require rear or interior block parking
- Require rear or side loading docks, service areas
- Promote a moderate lot coverage (target range: 60+%)



Side Setbacks

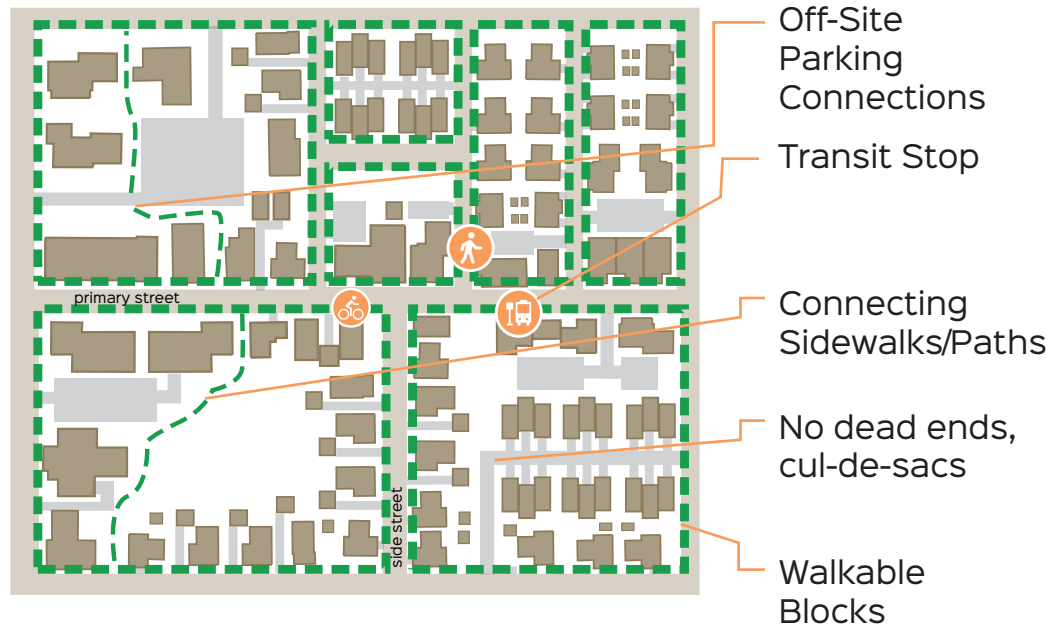
Front
Setbacks or
BTZ

Rear Setbacks

SECTION B: CONNECTIVITY AND WALKABILITY

NEIGHBORHOOD COMMERCIAL

Network Recommendations



- Walkable pedestrian/transit shed ($\frac{1}{2}$ mi from entrance or neighborhood retail/transit center)
- Sidewalks or pedestrian paths connecting all buildings, civic spaces, parking areas
- Off-site parking within easy walking distance



As neighborhood evolves provide transit stop along VT Route 15 at approximately $\frac{1}{4}$ mile distances in coordination with Green Mountain Transit. Consider potential for park-and-ride

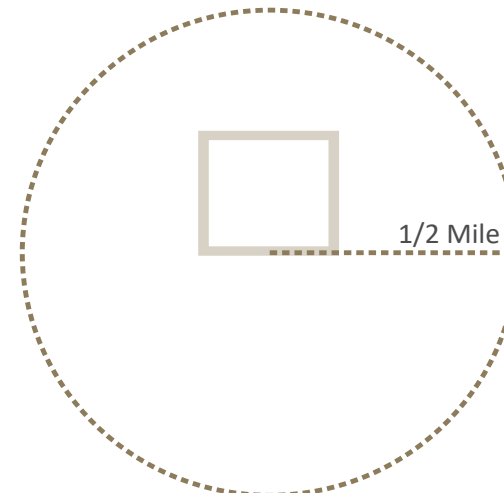


Provide sidewalks along new roads, connecting to existing sidewalks



Provide on-road bicycle accommodations along VT Route 15. Widen existing sidewalk along VT Route to 15 to 10 feet for side path. Study a potential connection to Towers Road and the elementary school

Walkability Recommendations



Target block perimeter: 1600'

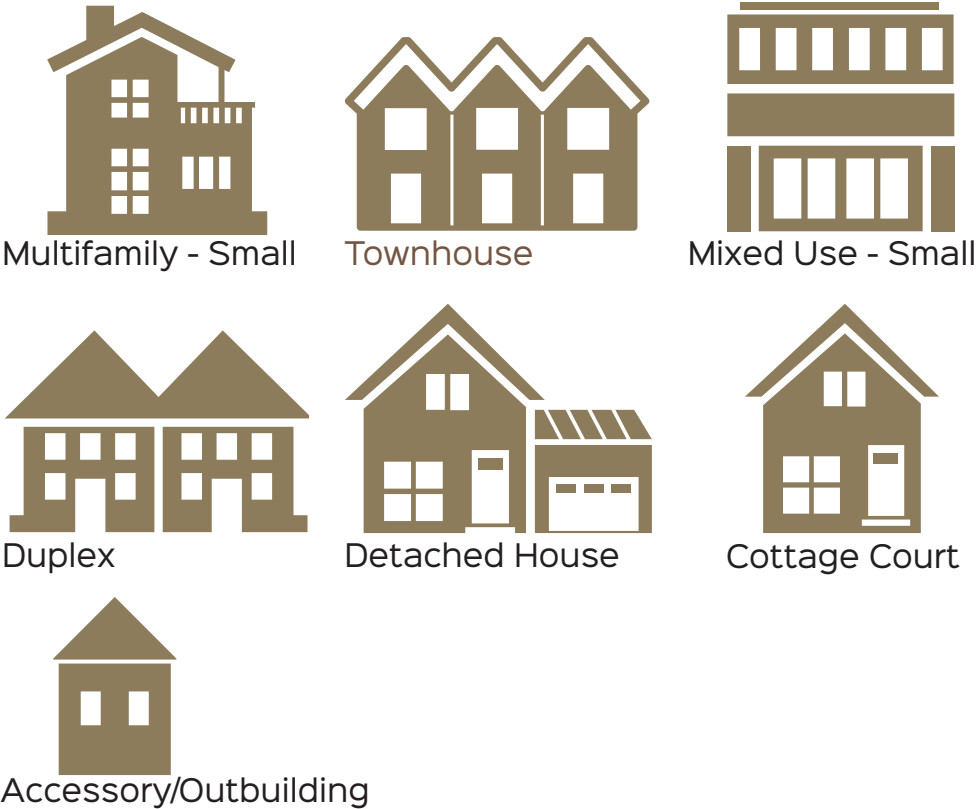
- Promote a modified street grid with limited dead end or cul-de-sacs
- Work with VTrans to limit access to VT Route 15
- Make connections to existing/ planned bike/pedestrian paths and transit networks
- Promote sidewalks, enhanced bike accommodations, and pedestrian crossings on VT Route 15
- Promote shared access and cross-connections between adjoining lots



SECTION C: ARCHITECTURAL FORM AND CHARACTER

NEIGHBORHOOD COMMERCIAL

Recommended Building Forms (See Part B)



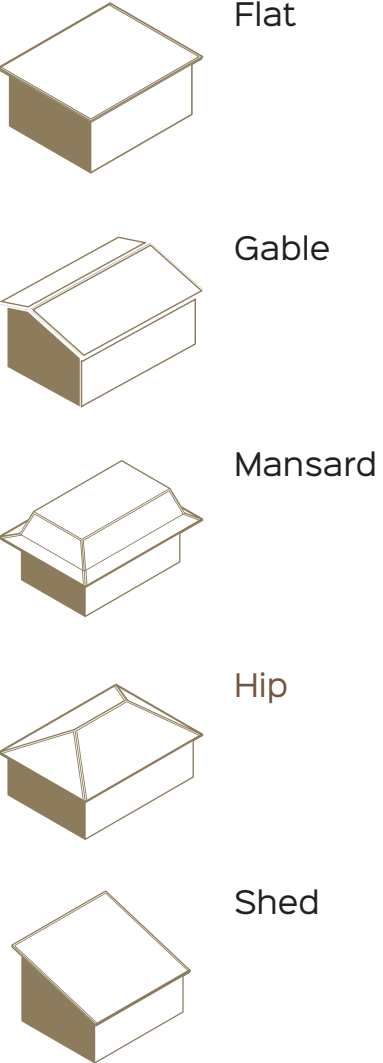
Building Heights Recommendations

Overall Neighborhood Height Range: 30-40 FEET

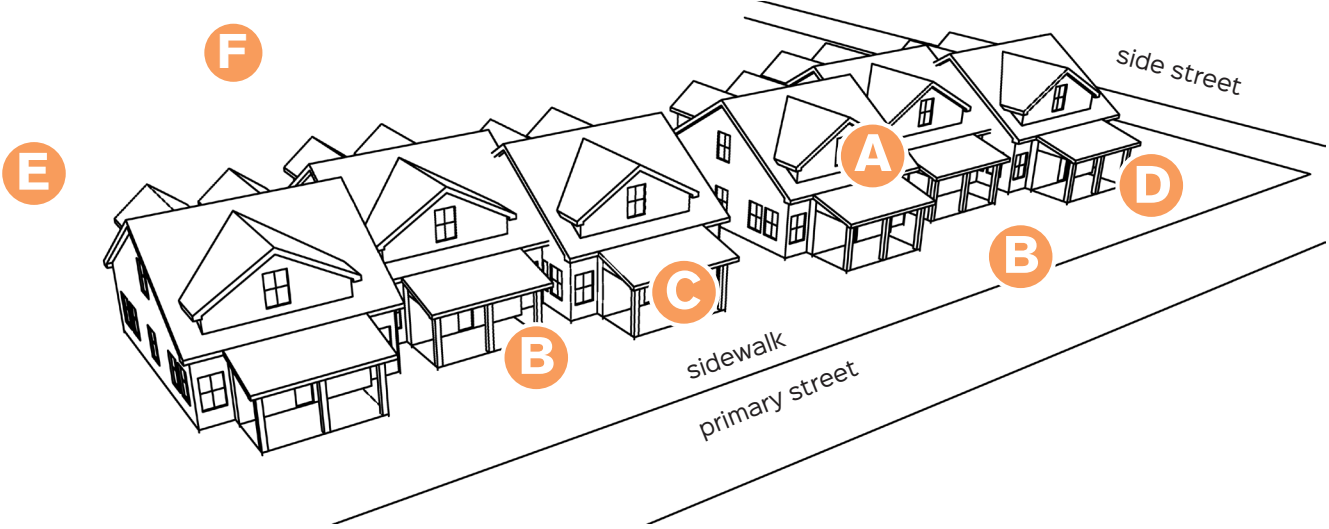


- Designate maximum height requirements, separate from building heights as measured in stories, to accommodate allowed building heights, variations in allowed roof types, and rooftop mechanical, solar arrays, terraces, etc. with certain allowed exceptions for certain architectural features (e.g. steeples) and functions (e.g. telecom facilities)
- Varied roof styles, heights, up to neighborhood height limit
- Rooftop terraces, gardens allowed
- Rooftop mechanicals, solar arrays, telecom antenna set back, screen from view
- Match height of adjoining buildings (edge, infill)

Building Roof Types



Building Facade and Frontage Character Recommendations



- A** Attached or detached units
- B** Façade(s) parallel to primary street and adjoining civic space
- C** Main entrance(s) facing street or civic space
- D** Front setbacks may vary along defined building line
- E** Accessory/outbuilding limited to rear of lot, behind principal building
- F** Garage or parking to the rear of the lot

Recommended Building Materials



Wood Clapboard



Brick



Wood and Metal



Wood Shingles

Building Colors

- Select colors that enhance the architectural form and complement building materials
- Limit trim or accent colors to between 10% to 15% of the overall primary facade and to highlight decorative architectural features
- Avoid fluorescent colors; limit the chroma and saturation of primary facade colors
- Avoid franchise colors on building facades; limit franchise colors and logos to signage, canopies or awnings

SECTION D: PARKING, LOADING AND SERVICE

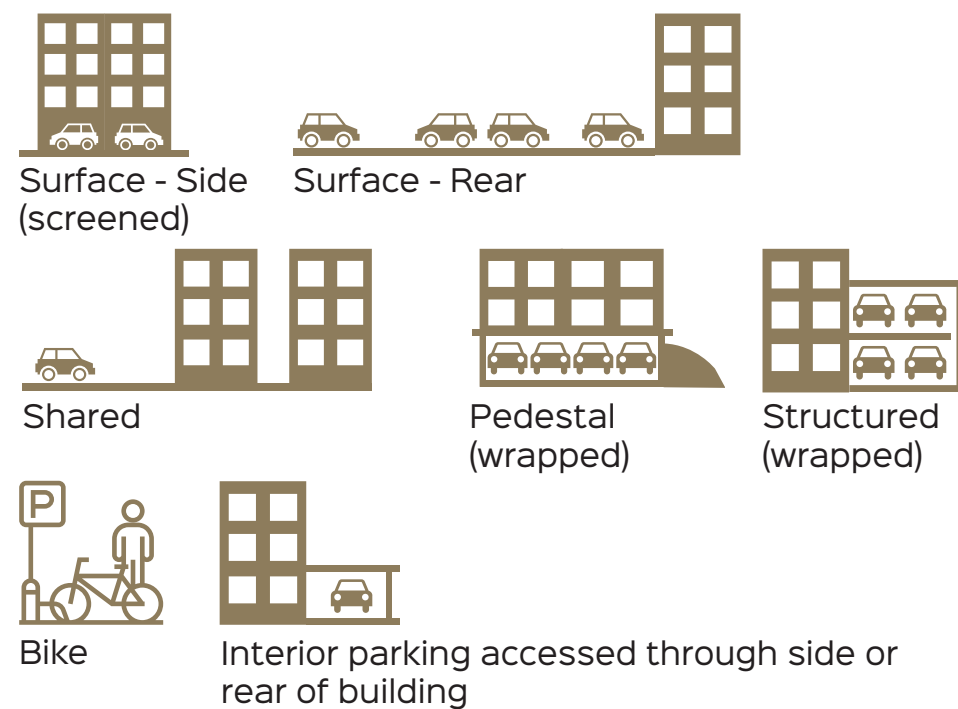
NEIGHBORHOOD COMMERCIAL

General Parking Recommendations

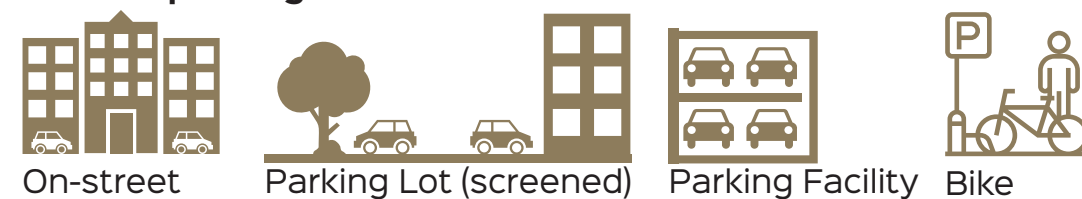
- Parking dimension within the neighborhood should conform to the Town of Essex parking standards
- Shared off-site parking as allowed under current regulations should be continued
- Allow on-street or off-site parking areas to satisfy parking requirements (lots or facility)
- Establish parking as a defined and allowable use, separable from other uses within the neighborhood
- Reduce current minimum on-site parking space requirements, or consider maximum space requirements to reduce lot coverage and allow for higher densities
- Incorporate rear alleys and service lanes to provide access to parking, loading, and emergency services consistent with adopted fire codes

Recommended Parking Types

On-site parking:



Off-site parking:



Parking and Service Placement



SECTION E: STREETScape AND PUBLIC REALM

Recommended Open/Civic Space Types



Green/Square



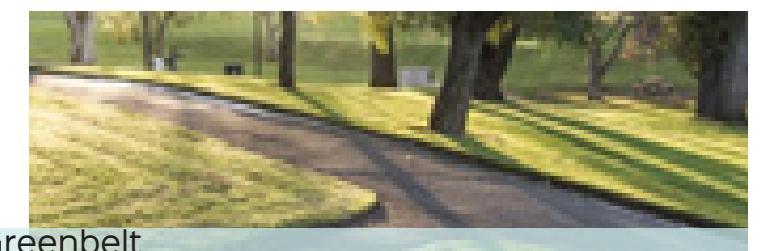
Pocket Park



Playground



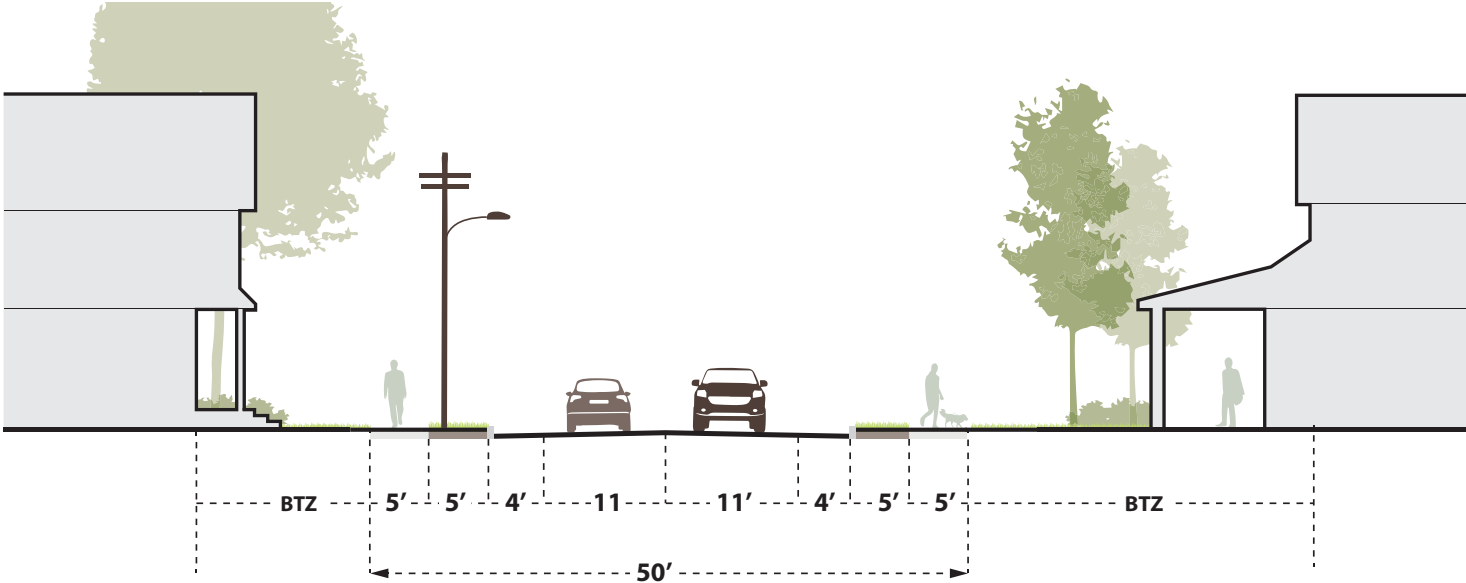
Greenway or Greenbelt



SECTION E: STREETScape AND PUBLIC REALM (CONTINUED)

NEIGHBORHOOD COMMERCIAL

Street Character and Right of Way Recommendations



1 Typical Neighborhood Commercial Primary Street
Street Character

Key Features:

- 11 or 12 foot travel lanes within a 50+ foot right-of-way
- Develop on-street parking (parallel)
- Include street trees and/or planter beds allowing stormwater infiltration
- Include pedestrian-scale ornamental street lights
- Promote wider sidewalks (5+ feet) that abut front facade along primary streets
- Promote private/public gathering space along building frontages (BTZ)
- More bike accommodations

Lighting and furniture



Bench



Street Light



Receptacle



Table



Bollard



Bike Rack

Signage



Awning



Projecting



Window



Wall



Sign Board (portable)

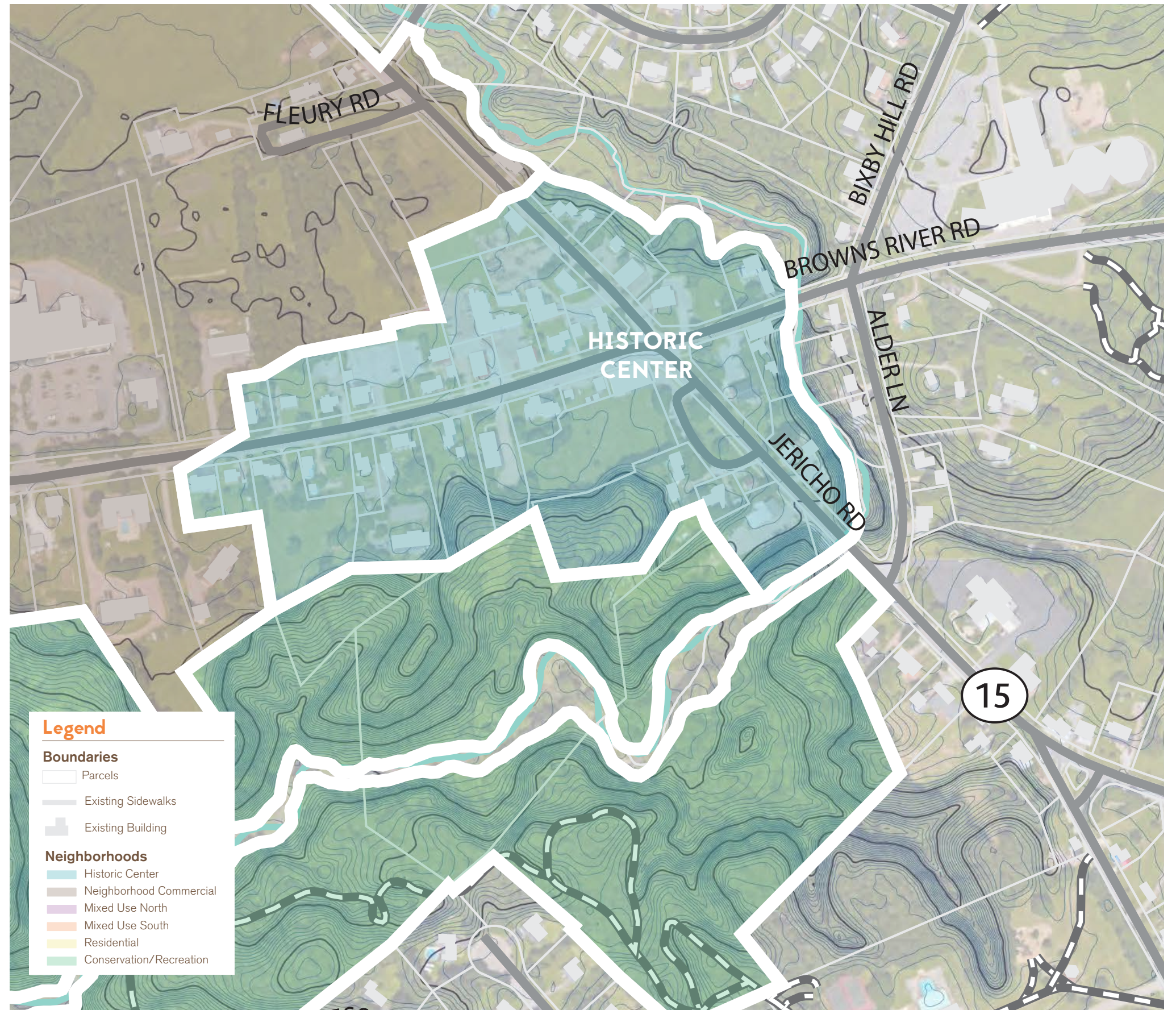


Band

HISTORIC CENTER

VISION STATEMENT

The vision for the Historic Center Neighborhood is to support the continued use of traditional and historic uses at Essex Center and allow the adaptive reuse of such structures to address contemporary needs of the community. Important civic spaces within the neighborhood will be respected and pedestrian access improved. Where infill development is possible, the scale and form of new development will respect the character of the historic setting.

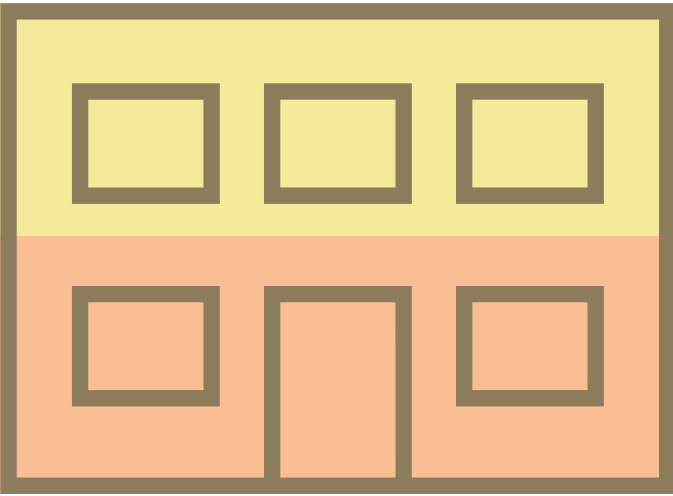


SECTION A: USE, LOTS AND DENSITY

HISTORIC CENTER

Use Mix Recommendations

- Horizontal: mix of building area(s) allocated for residential, nonresidential, civic or open space uses
- Vertical: ground floor retail, service, hospitality or residential, upper floor residential, office, lodging
- Allow civic buildings and spaces
- Allow for home occupations
- Allow infill, redevelopment to complement and add to existing mix
- Consider historic context of the area when determining appropriate uses and supportive architectural forms

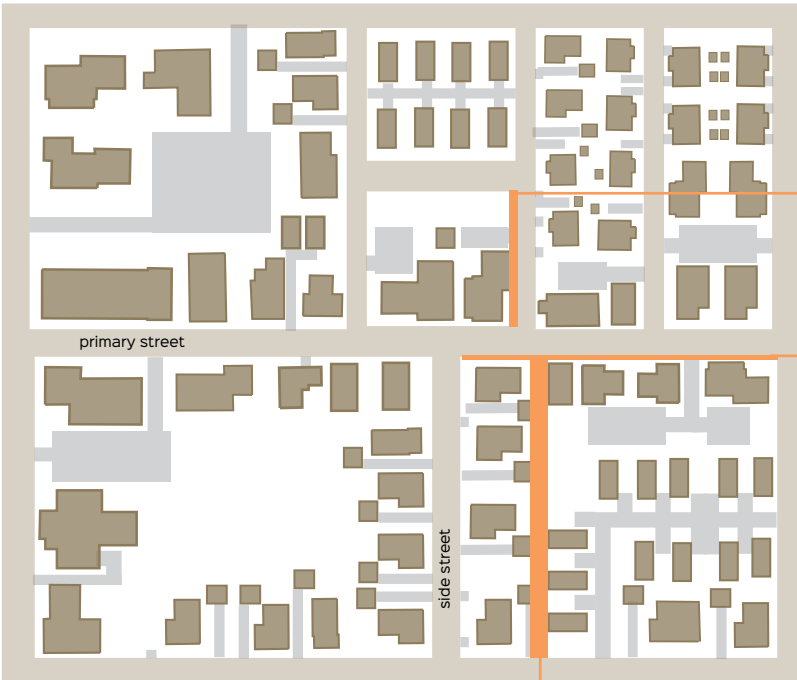


2nd Floor Residential,
Office, etc.

1st Floor Neighborhood
Retail, Service,
Hospitality/ or Residential

Lot Configuration Recommendations

- Vary lot area, width, and lot dimensions based on block dimensions and allowed building types
- Promote reduced front, side setbacks reflective of building types
- Promote a consistent front building line through establishment of a build-to-zone or maximum front setback
- Define rear setbacks that address building types
- Promote a moderate lot coverage (target range: 60+%)
- Promote consistency with existing land use patterns, with particular consideration for established historic land uses, lots sizes, and configurations



Side Setbacks

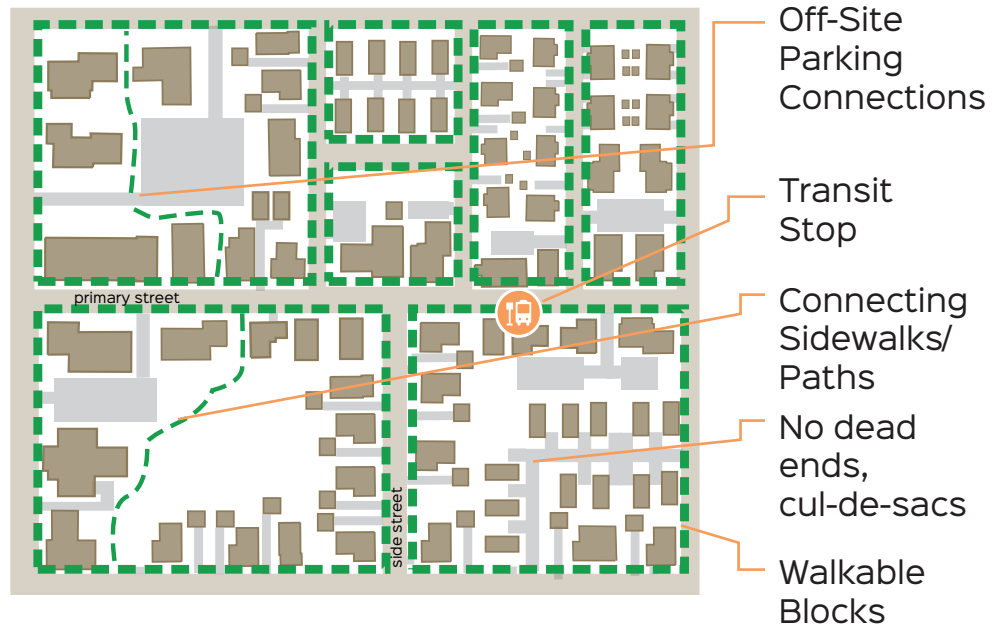
Front
Setbacks or
BTZ

Rear Setbacks

SECTION B: CONNECTIVITY AND WALKABILITY

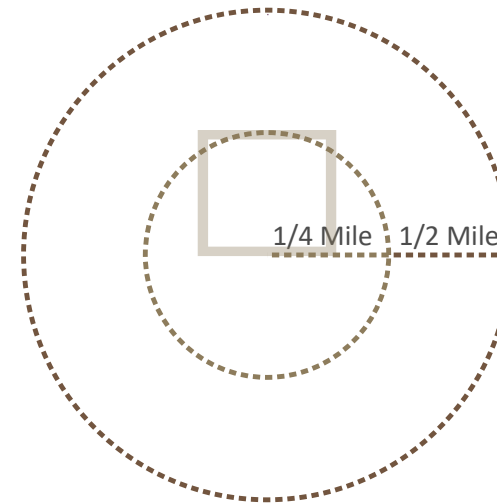
HISTORIC CENTER

Network Recommendations



- Walkable pedestrian shed ($\frac{1}{4}$ - $\frac{1}{2}$ mi from entrances within the historic center)
- Sidewalks or pedestrian paths connecting all buildings, civic spaces, and parking areas
- Off-site parking within easy walking distance

Walkability Recommendations



Target block perimeter: 1600 FT

- Promote a modified street grid with limited dead end or cul-de-sacs
- Make connections to existing/ planned bike/pedestrian paths and transit networks
- Promote sidewalks, enhanced bike accommodations, and pedestrian crossings on VT Route 15 and VT Route 128
- Promote shared access and cross-connections between adjoining lots



As neighborhood evolves, provide transit stop near Library or Green if possible



Provide sidewalk connections on both sides of VT Route 15 towards Essex Center with upgraded crossing. Address crossing of Jericho Road (VT Route 128).



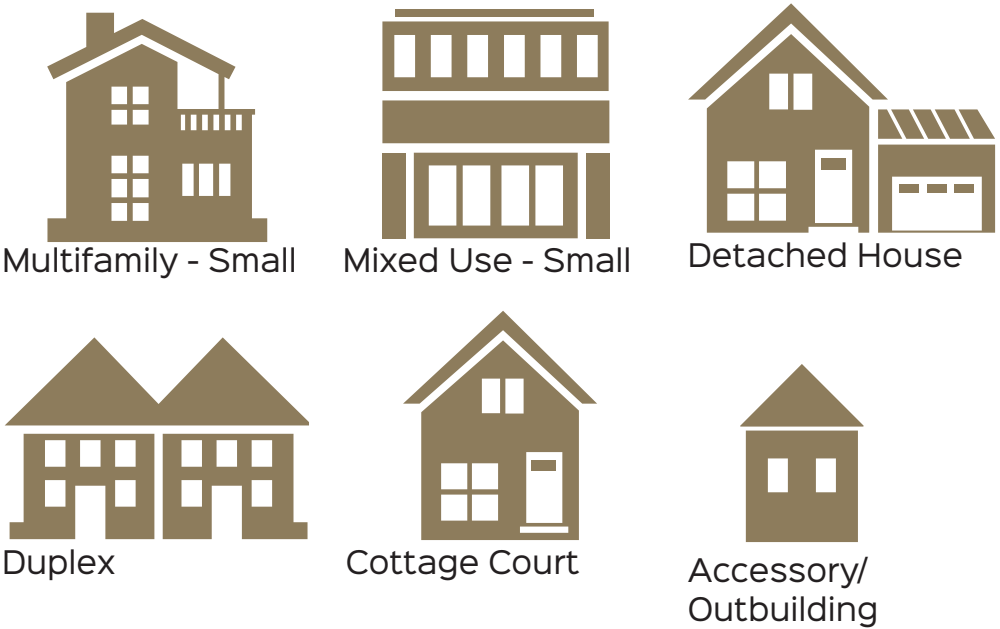
Support shared use bicycle lane along VT Route 15



SECTION C: ARCHITECTURAL FORM AND CHARACTER

HISTORIC CENTER

Recommended Building Forms (See Part B)



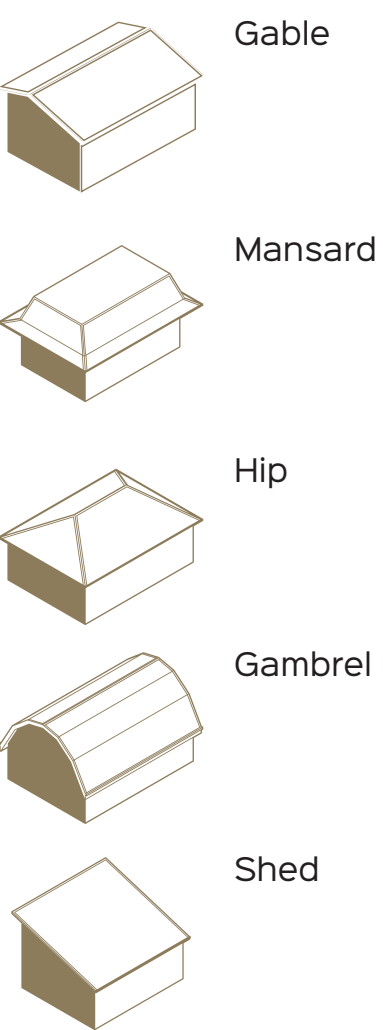
Building Height Recommendations

Overall Neighborhood Height Range: 30-40 FEET

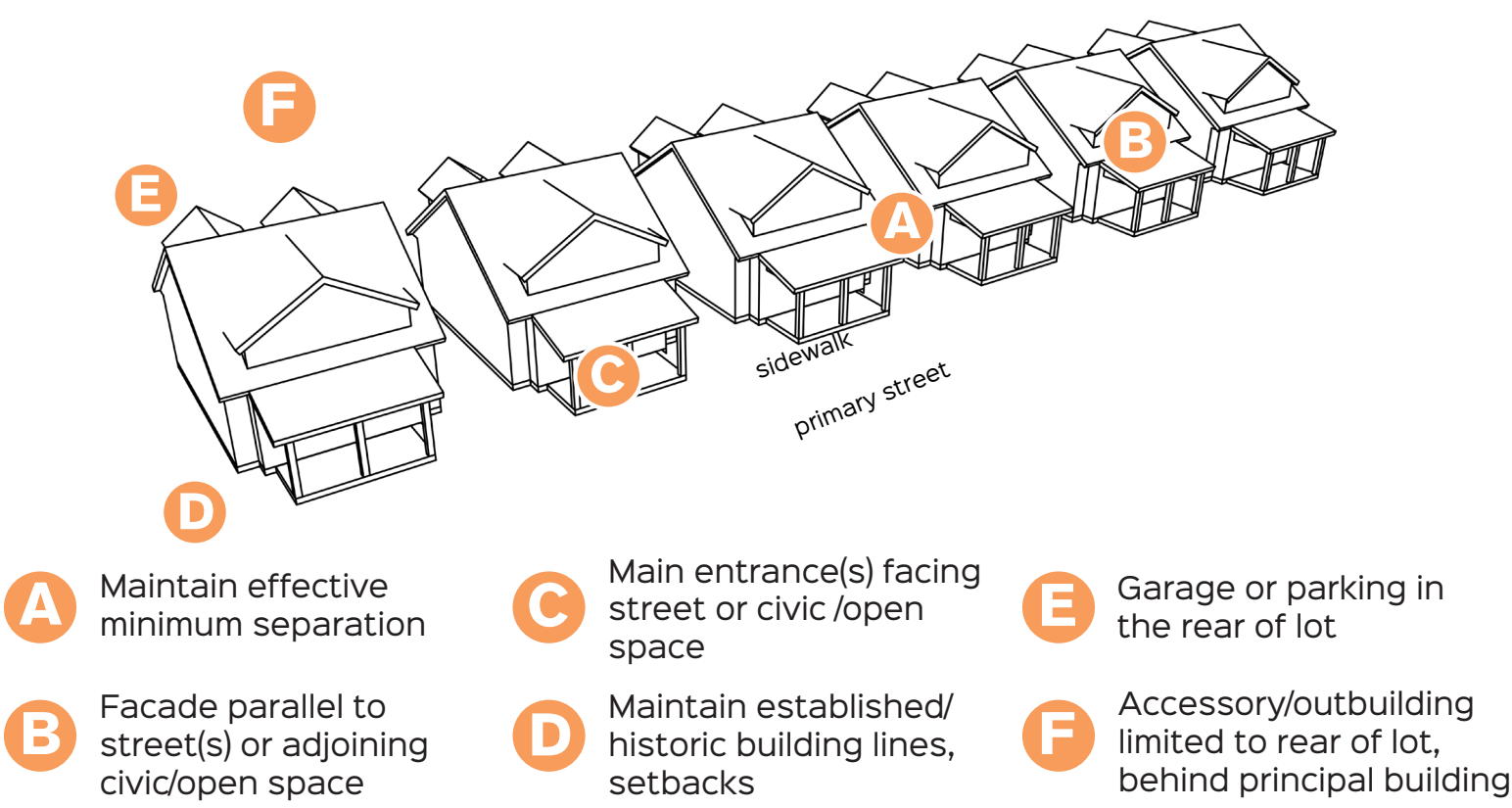


- Designate maximum height requirements, separate from building heights as measured in stories, to accommodate allowed building heights, variations in allowed roof types, and rooftop mechanical, solar arrays, terraces, etc. with certain allowed exceptions for certain architectural features (e.g. steeples) and functions (e.g. telecom facilities)
- Principal: 1.5 to 2.5 stories, accessory: 1 to 2 stories
- Varied roof styles, heights, up to neighborhood height limit
- Match height of adjoining buildings (edge, infill)

Building Roof Types



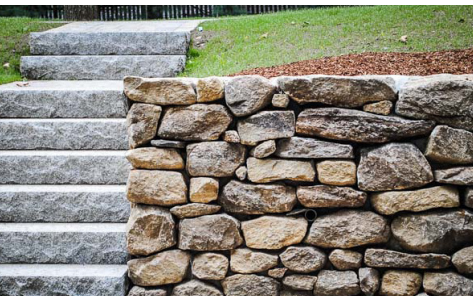
Building Facade and Frontage Character Recommendations



Recommended Building Materials



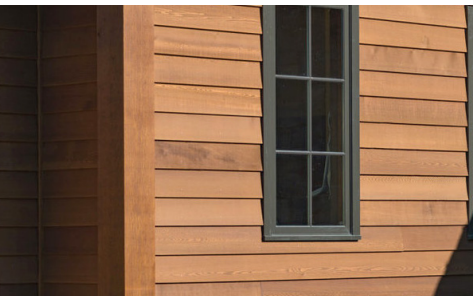
Brick and Wood



Stone



Wood



Wood

Building Colors

- Select colors that enhance the architectural form and complement building materials
- Limit trim or accent colors to between 10% to 15% of the overall primary facade and to highlight decorative architectural features
- Avoid fluorescent colors; limit the chroma and saturation of primary facade colors
- Avoid franchise colors on building facades; limit franchise colors and logos to signage, canopies or awnings

SECTION D: PARKING, LOADING AND SERVICE

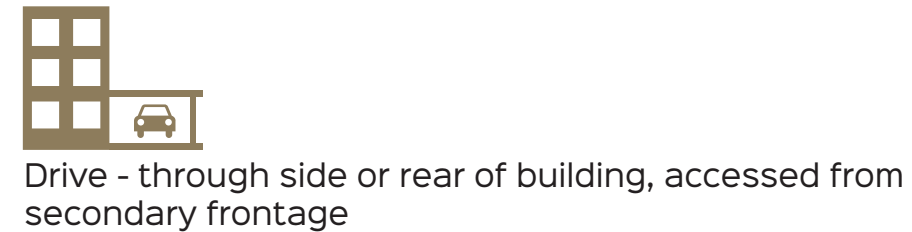
HISTORIC CENTER

General Parking Recommendations

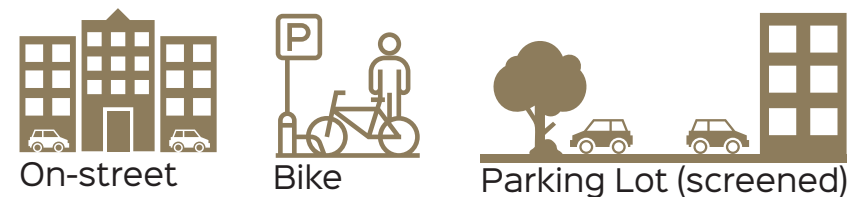
- Parking dimension within the neighborhood should conform to the Town of Essex parking standards
- Shared off-site parking as allowed under current regulations should be continued
- Allow on-street or off-site parking areas to satisfy parking requirements
- Establish parking as a defined and allowable use, separable from other uses within the neighborhood
- Reduce current minimum on-site parking space requirements, or consider maximum space requirements to reduce lot coverage and allow for higher densities
- Incorporate rear alleys and service lanes to provide access to parking, loading, and emergency services consistent with adopted fire codes

Recommended Parking Types

On-site parking:



Off-site parking:



Parking and Service Placement



SECTION E: STREETScape AND PUBLIC REALM

Recommended Open/Civic Space Types



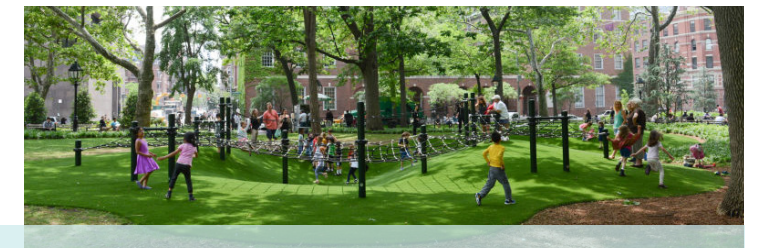
Green/Square



Pocket Park



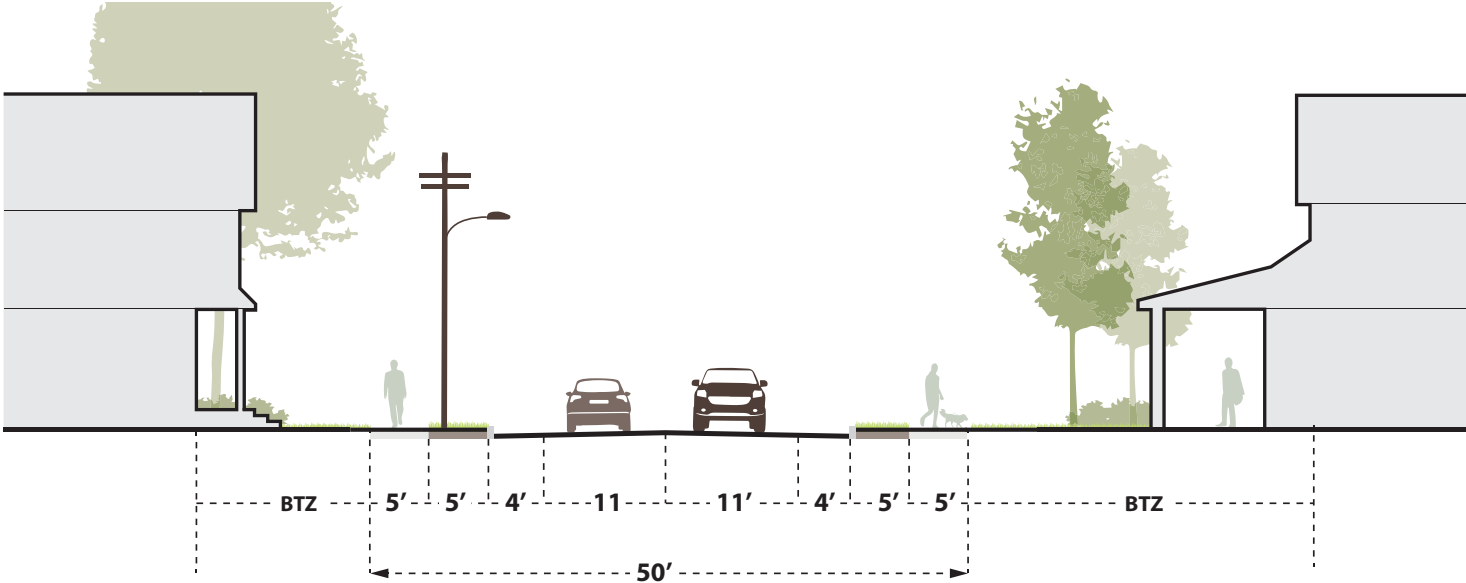
Playground



SECTION E: STREETScape AND PUBLIC REALM (CONTINUED)

HISTORIC CENTER

Street Character and Right of Way Recommendations



1 Typical Historic Center Primary Street
Street Character

Key Features:

- 11 or 12 foot travel lanes within a 50+ foot right-of-way
- Develop on-street parking (parallel)
- Include street trees and/or planter beds allowing stormwater infiltration
- Include pedestrian-scale ornamental street lights
- Promote wider sidewalks (5+ feet) that abut front facade along primary streets
- Promote private/public gathering space along building frontages (BTZ)

Lighting and furniture



Bench



Street Light



Receptacle



Table



Bollard



Bike Rack

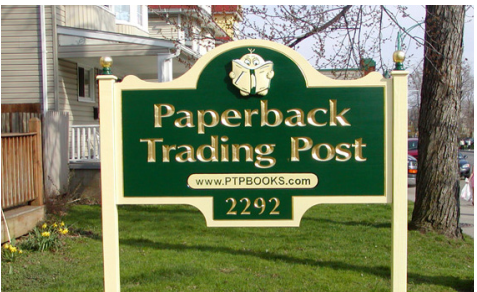
Signage



Awning



Street



Freestanding



Wall



Sign Board (portable)



Banner



PART B - BUILDING FORMS

This part of the Design Guide explores the anticipated building forms within the ETC and how they might come together to support the diversity of anticipated uses. As described in the ETC Master Plan, the community has expressed a strong desire to elevate both the architectural expression of “place” in the ETC and enhance the experience for pedestrians. This part of the Design Guide establishes a more detailed definition of the various building forms contemplated in the ETC Master Plan vision concept and is intended to establish a design basis for future form-based zoning within the ETC.

Recommended Forms

As described in Part A, each neighborhood has a variety of building forms that are considered appropriate to its planned context. As shown graphically to the right, this range of form types covers both residential and mixed residential/commercial uses, and reflects both lower and higher densities. The consideration of what uses make sense for the ETC will continue to evolve. Focusing regulations more closely on architectural forms-- and their relation to the public realm-- can help assure that no matter what uses are supported, the composition and form that they take will meet the expectations of the community.

In the following pages, these various types of building forms are explored. The purpose of this information is not to define all of the design parameters for the construction of new architecture in the ETC, but rather to provide a foundation for the establishment of standards. Additional forms and details about these forms will likely be needed as standards are developed.

Given that some of these forms are only appropriate for specific neighborhoods, a graphic key is provided that indicates which forms align with the four neighborhoods previously described. This key shows each neighborhood, represented by a color and code (See graphic to the right) and includes a black dot when the form is appropriate.

For each neighborhood a targeted residential density is anticipated that is consistent with the ETC Master Plan vision. How that density will be realized is through the supporting building forms. Specific building forms relate both to uses and densities. A key bar is placed in the lower right corner for each form that establishes the targeted minimum residential density. Some forms are not expected to have any residential density (i.e., Civic) or might have reduced residential density owing to their mixed-use character.

Defining the Build-to Zone

An important concept outlined in Part B is the “Build-To” zone or BTZ. The establishment of a BTZ helps to define what percentage of a new structure occupies the frontage area along a street. Promoting a more consistent relationship between new structures and primary or side streets is a vital tool to support a more pedestrian-friendly community.

Within the BTZ, parameters related to pedestrian improvements, landscaping, and other elements can be defined. It is expected that the depth of the BTZ will vary by neighborhood and could vary relative to primary and side streets.

Recommended Forms



Detached House



Cottage Court



Duplex



Townhouse



Multifamily - Small



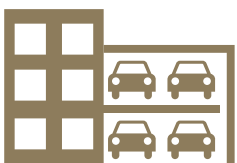
Multifamily - Large



Mixed - Use Small



Mixed - Use Large



Liner Building



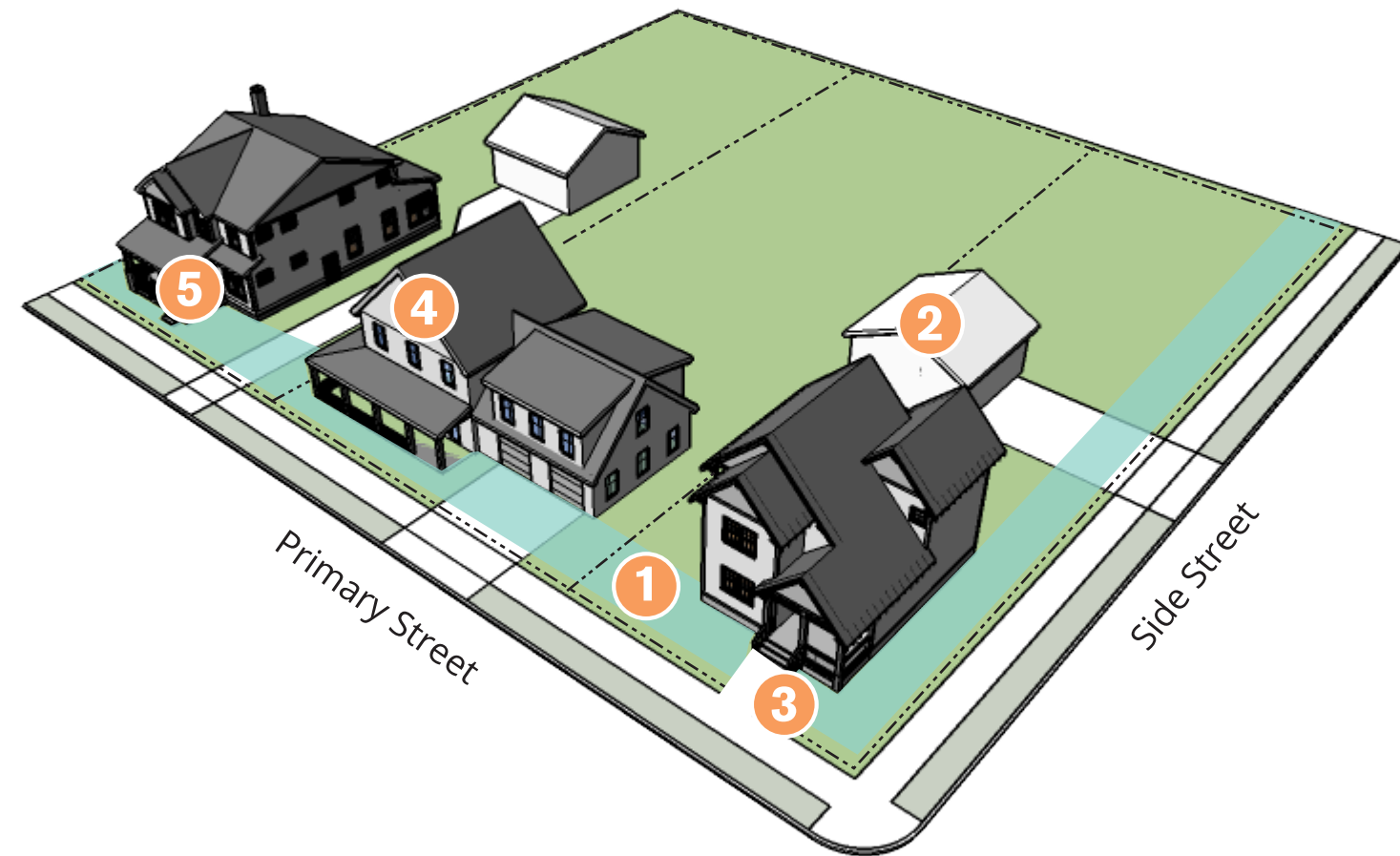
Civic

Neighborhood Key

HC	NC	MUN	MUS
●	●	●	●

HC = Historic Center
NC = Neighborhood Commercial
MUN = Mixed Use North
MUS = Mixed Use South

DETACHED HOUSE



Intent: This building type is intended to accommodate a more compact form of traditional, detached single family housing on residential streets in neighborhoods where this is a historic or predominant form of development.

Visual Precedents:

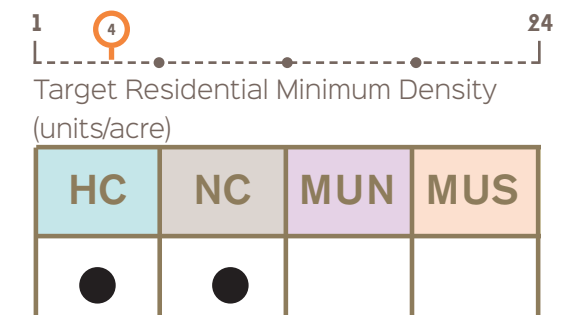


Key Recommendations

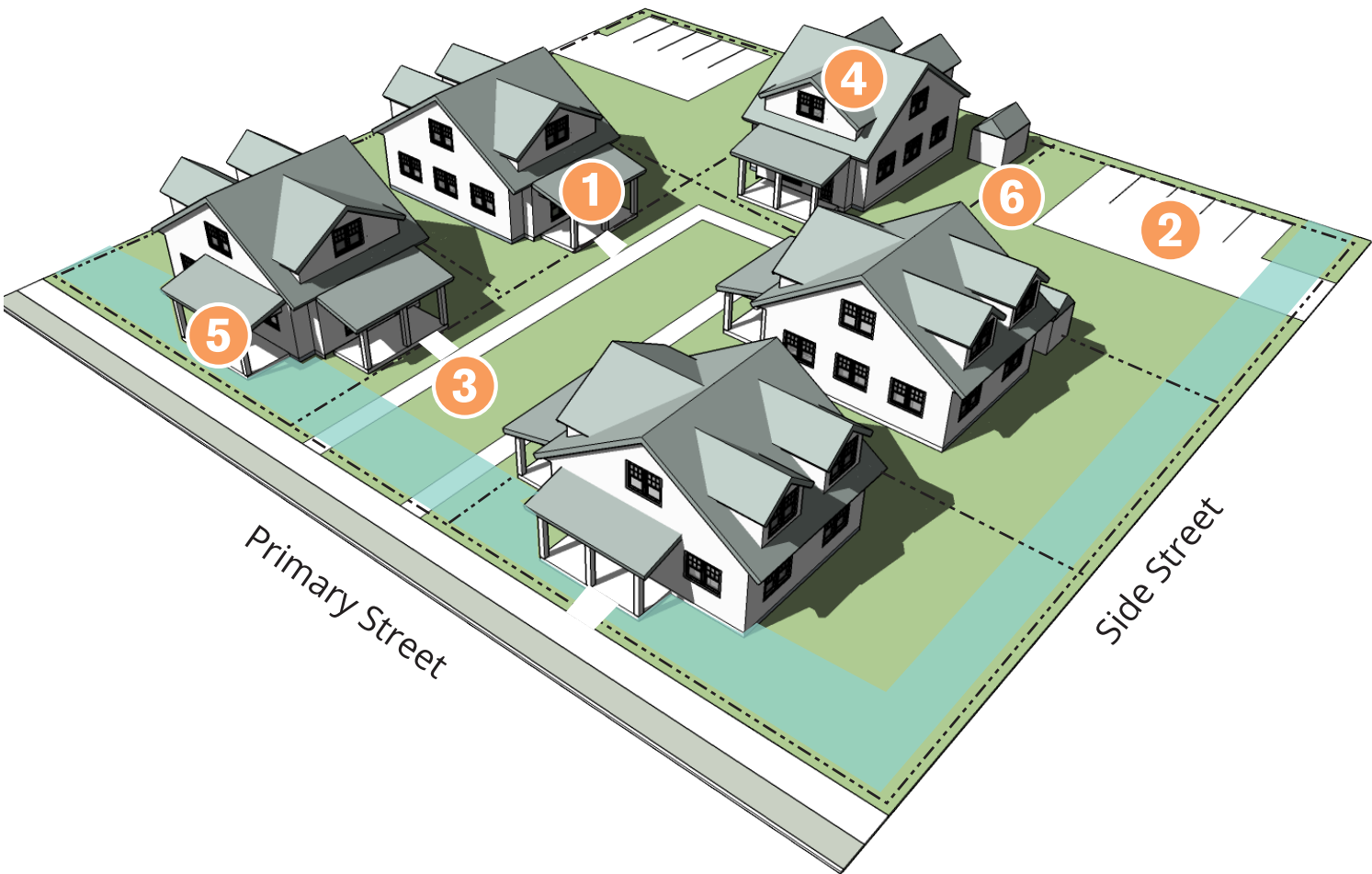
- 1 Maintain consistent orientation to primary street. Primary build-to distance of 10-25 feet, varies by neighborhood
- 2 Recess garage or building entries from primary facade or locate garages or unattached structures to rear of lot, behind principal structure
- 3 Provide pedestrian connection or walkway from public sidewalk to main entry
- 4 Depending on roof form, orient gabled roof end towards primary street and comply with appropriate neighborhood height standards; typically between 1.5 and 2 stories
- 5 Require the inclusion of porches or stoops which can be located within setbacks



DETACHED HOUSE

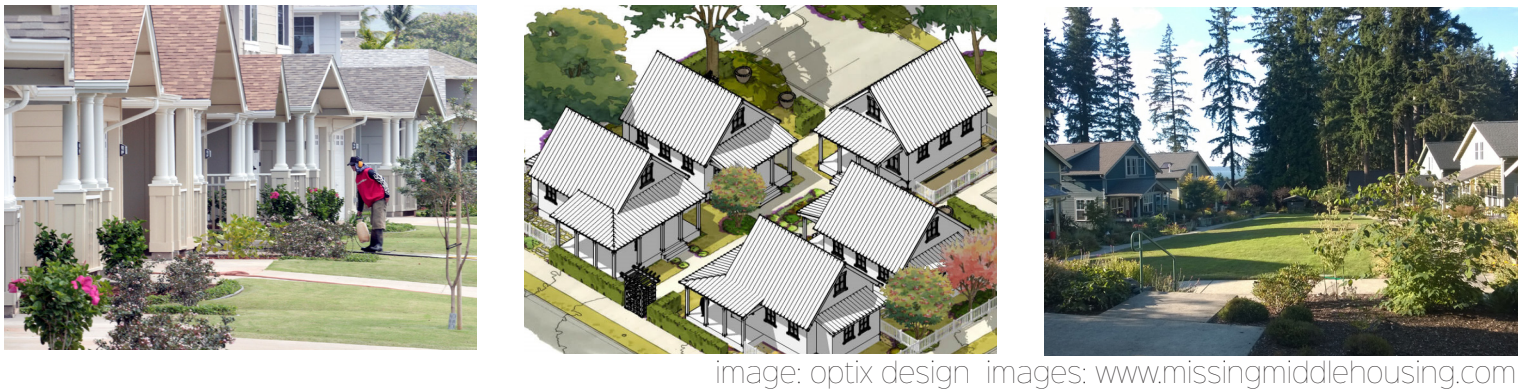


COTTAGE COURT



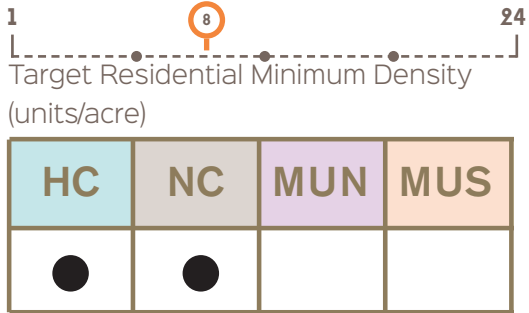
Intent: While not technically a specific building form, the cottage court is a higher-density, single-family residential development form that promotes walkability. They are often completed as an infill type and include (and often oriented around) a central green, courtyard or functional open space.

Visual Precedents:

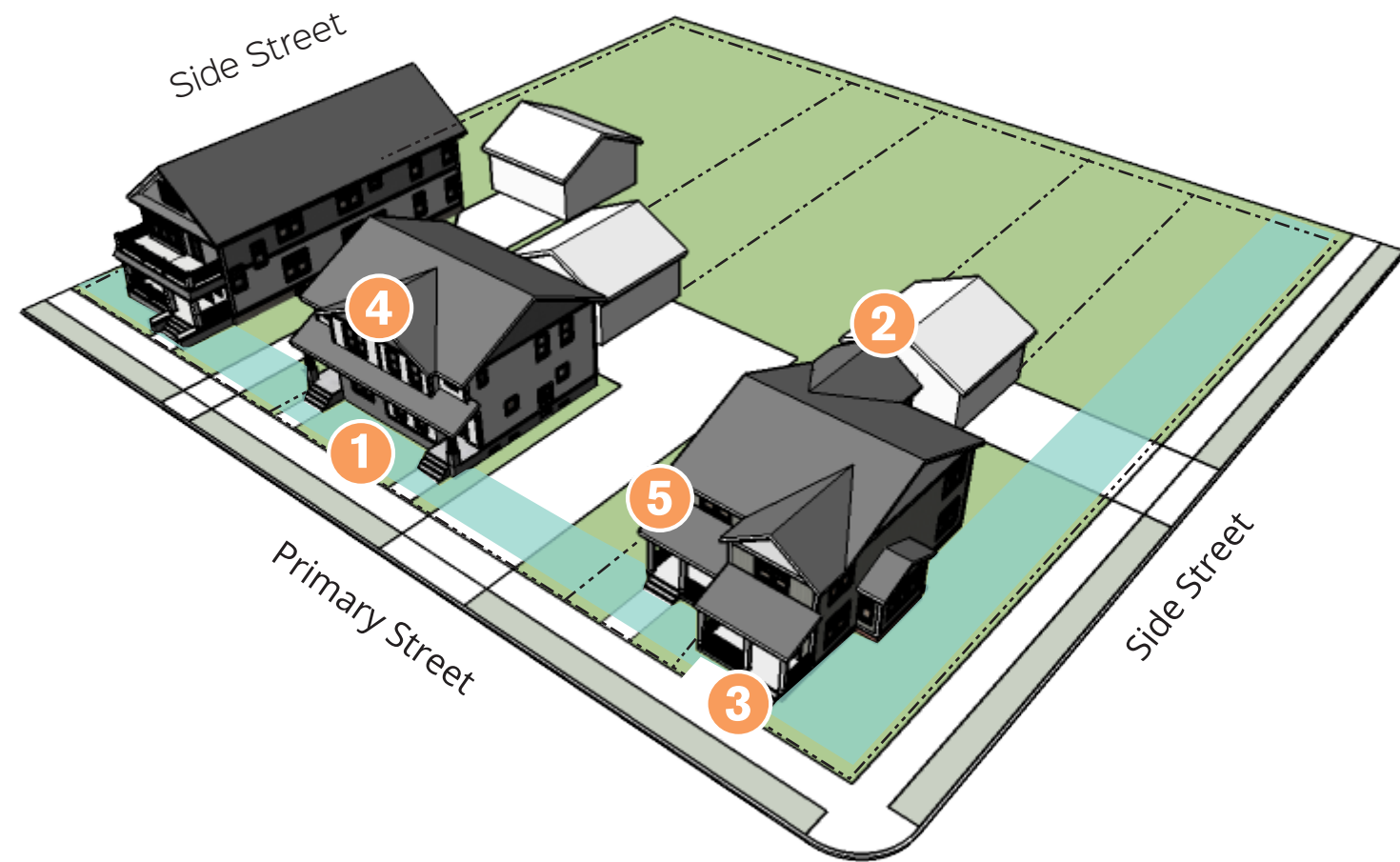


Key

- 1 Orient the front facade of cottage units towards common green and/or open space
- 2 Locate garages, surface parking and/or shared parking in rear, away from common green or open space or provide access to shared parking within walking distance
- 3 Provide pedestrian connection or walkway from public sidewalk to main entry
- 4 Depending on roof form, orient primary gabled roof end towards primary street or common green and comply with appropriate neighborhood height standards. Units are typically 1.5 stories
- 5 Require the inclusion of porches or stoops which can be located within setbacks
- 6 Allow typical accessory uses such as garages and sheds within a lot



DUPLEX



Intent: This building form consists of a small- to medium-sized detached structure that consists of two side-by-side or stacked dwelling units, both facing the street and within a single building massing. This type has the appearance of a medium sized single-family house and is appropriately scaled to fit in single family neighborhoods. This type enables well-designed higher densities.

Visual Precedents:



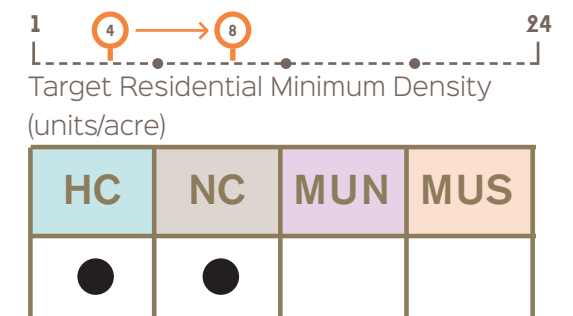
images: www.missingmiddlehousing.com

Key

- 1 Maintain consistent orientation to primary street. Primary build-to distance of 10-20 feet, varies by neighborhood
- 2 Recess garage or building entries from primary facade or locate garages or unattached structures to rear of lot, behind principal structure
- 3 Provide pedestrian connection or walkway from public sidewalk to main entry
- 4 Depending on roof form, orient gabled roof end towards primary street and comply with appropriate neighborhood height standards. Typically 1.5-2 stories
- 5 Require the inclusion of porches or stoops to relate to building frontages



DUPLEX



TOWNHOUSE



Intent: This building form consists of attached single-family homes with separated entries, often separated front and rear lawn areas, and generally higher densities typically on smaller adjoining lots. A variant for live-work with ground-level commercial uses can also be developed.

Visual Precedents:

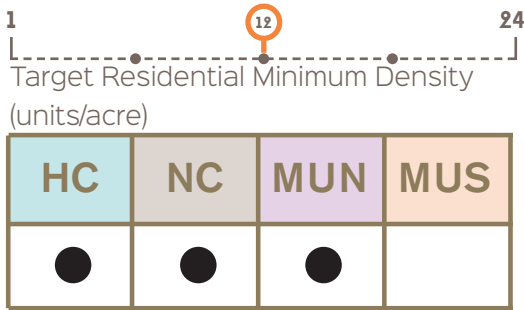


Key

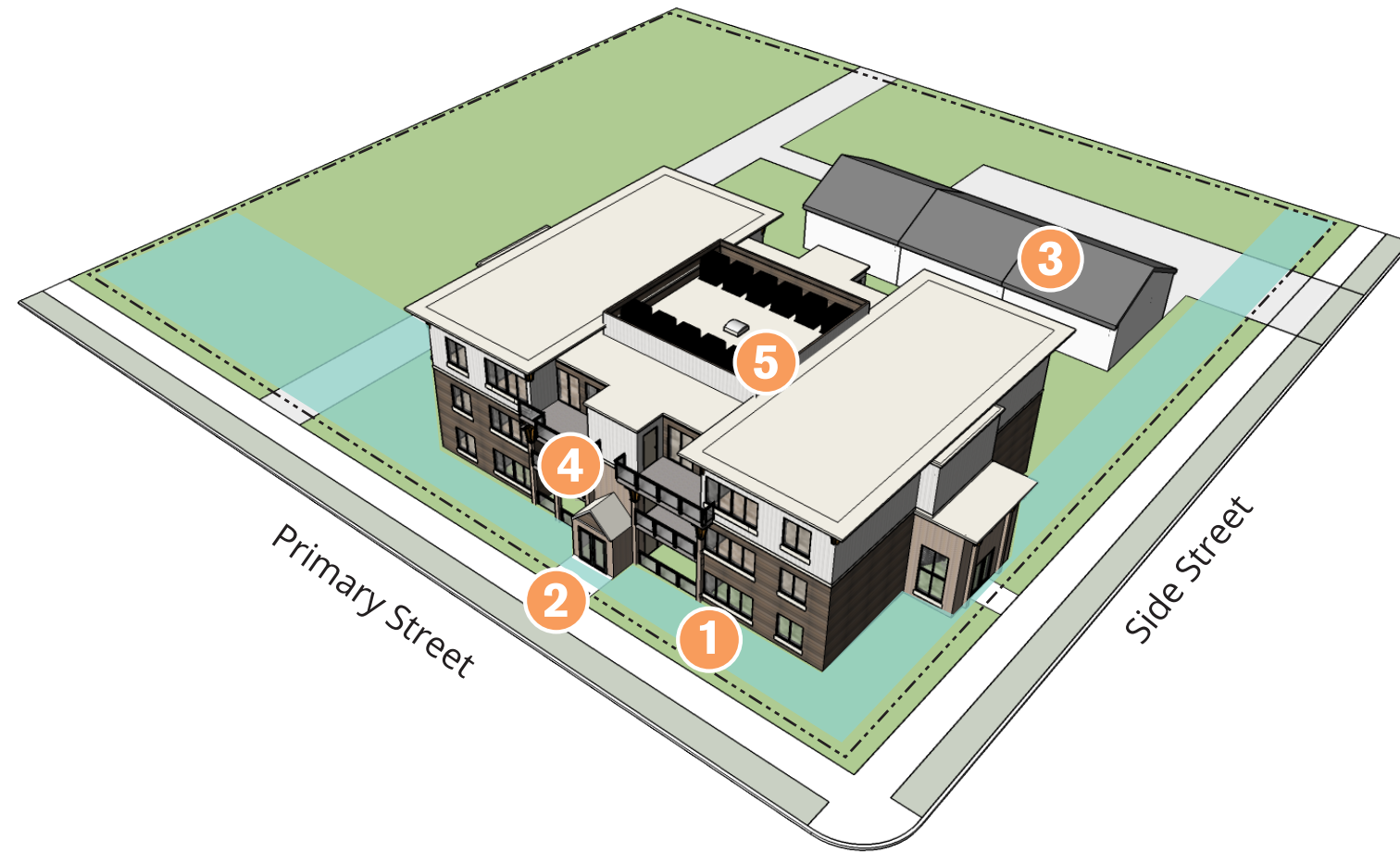
- 1 Maintain consistent orientation to primary street. Primary build-to distance of 5 - 15 feet, varies by neighborhood
- 2 Rear alley to access to parking off side street or within attached/shared garages
- 3 Provide pedestrian connection or walkway from public sidewalk to main entry
- 4 Comply with appropriate neighborhood height standards. Structures are typically 2 to 3 stories
- 5 Require the inclusion of porches or stoops to relate to building frontages. Live-work variant can introduce additional frontage types, e.g., a shopfront



TOWNHOUSE



MULTI-FAMILY (SMALL)



Intent: This building type is a medium-sized structure that consists of five to 10 side-by-side and/or stacked dwelling units, typically with one shared entry or individual entries along the front which have features clearly defining public and private spaces.

Visual Precedents:



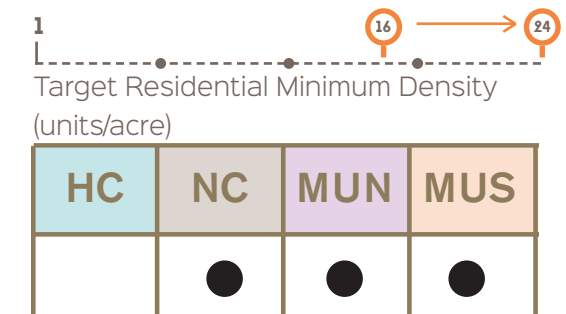
images: www.missingmiddlehousing.com

Key

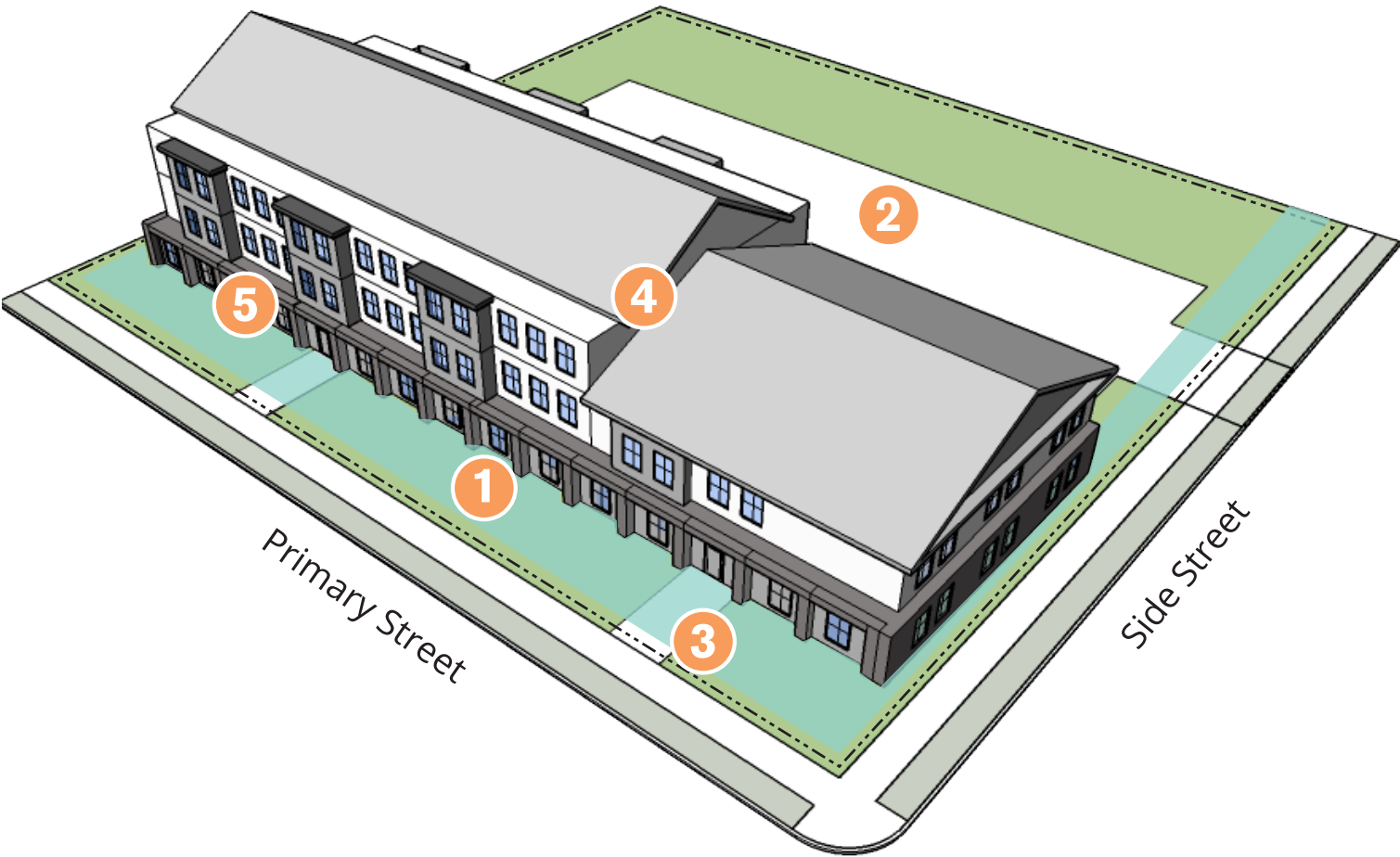
- 1 Maintain consistent orientation to primary street. Primary build-to distance of 10-20 feet, varies by neighborhood
- 2 Provide pedestrian connection or walkway from sidewalk to main entry
- 3 Locate garages, surface parking and/or shared parking in rear, away from primary street or provide access to shared parking within walking distance
- 4 Require the inclusion of porches or stoops to relate to building frontages
- 5 Depending on roof form, orient gabled roof end towards primary street and comply with appropriate neighborhood height standards. Typically 2-3 stories



MULTI-FAMILY (SMALL)



MULTI-FAMILY (LARGE)



Intent: This attached building type contains flexible units that can be used as both residences and home businesses. Units may be stacked or arranged in vertical form. Ground floor units may have direct access to the street with separation between public and private property.

Visual Precedents:

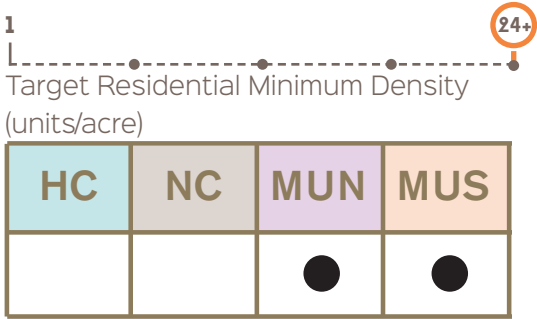


Key

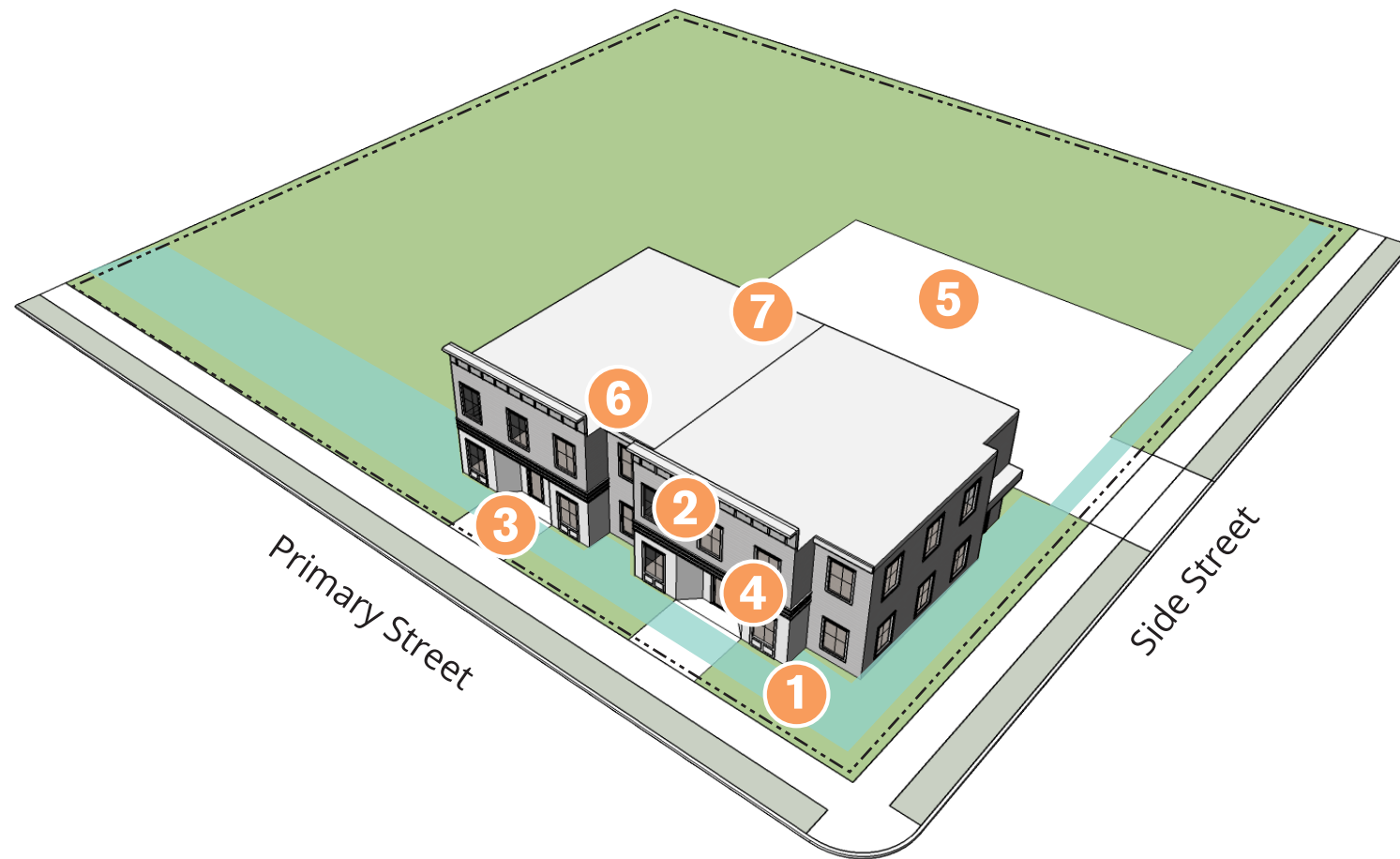
- 1 Maintain consistent orientation to primary street. Primary build-to distance of 10-20 feet, varies by neighborhood. Establish a side build-to distance between 5-25 feet
- 2 Parking located in rear relative to primary street or provide access to shared parking within walking distance
- 3 Provide pedestrian connection or walkway from sidewalk to main entry
- 4 Break up roof-lines with dormers, parapets or varied roof forms. Comply with appropriate neighborhood height standards. Typically between 3-4+ stories
- 5 Require the inclusion of porches, galleries, or stoops which can be located within setbacks



MULTI-FAMILY (LARGE)



MIXED-USE (SMALL)



Intent: This building type is intended to serve a vertically mixed set of uses at moderate densities. Ground level uses may vary by neighborhood, but should support activation of the adjacent streetscape.

Visual Precedents:



Key

- 1 Maintain consistent orientation to primary street. Primary build-to distance of 5-15 feet, varies by neighborhood
- 2 Provide breaks in horizontal plane between ground level and upper levels. Typically 2 to 3 stories
- 3 Provide pedestrian connection or walkway from public sidewalk to main entry
- 4 Require the inclusion of porches, stoops and vestibules
- 5 Locate garages, surface parking and/or shared parking in rear, away from primary street or provide access to shared parking within walking distance
- 6 Break up mass of building along primary street through variations in roof line and form
- 7 Hide or screen roof-top mechanical

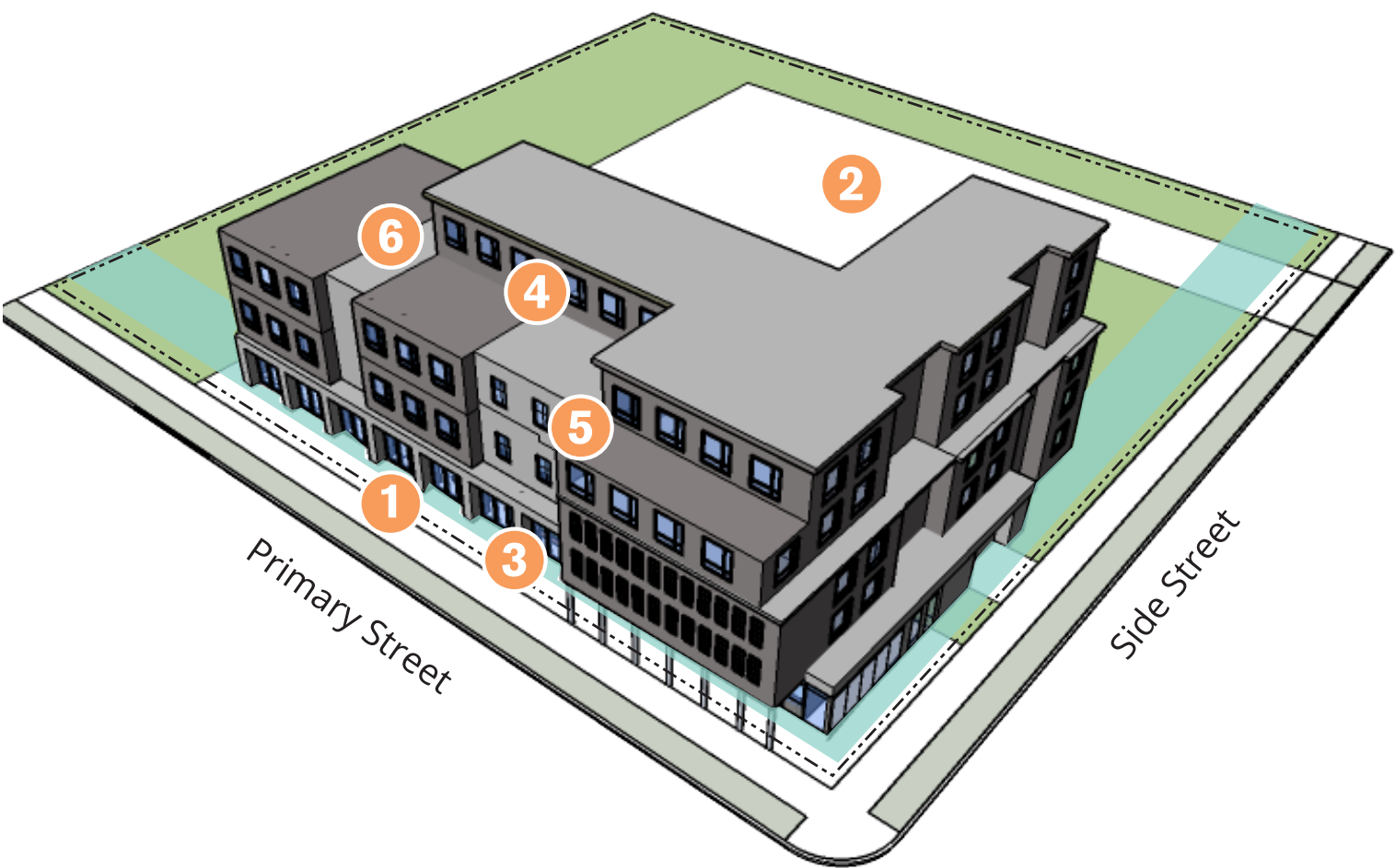
1 12 16 24
Target Residential Minimum Density
(units/acre)

HC	NC	MUN	MUS
	●	●	●



MIXED-USE (SMALL)

MIXED-USE (LARGE)



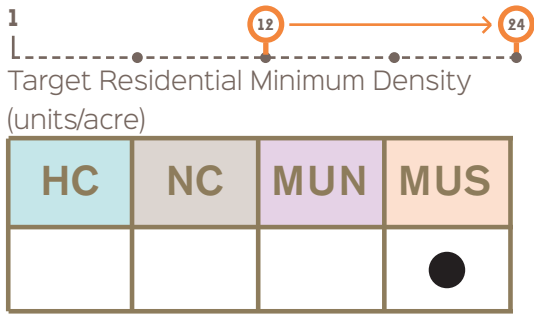
Intent: This higher density attached building type is intended to support a range of residential and non-residential uses within a vertically-mixed structure. The mix of uses may vary by neighborhood, but should be focused on enhancing activation at the street level.

Visual Precedents:

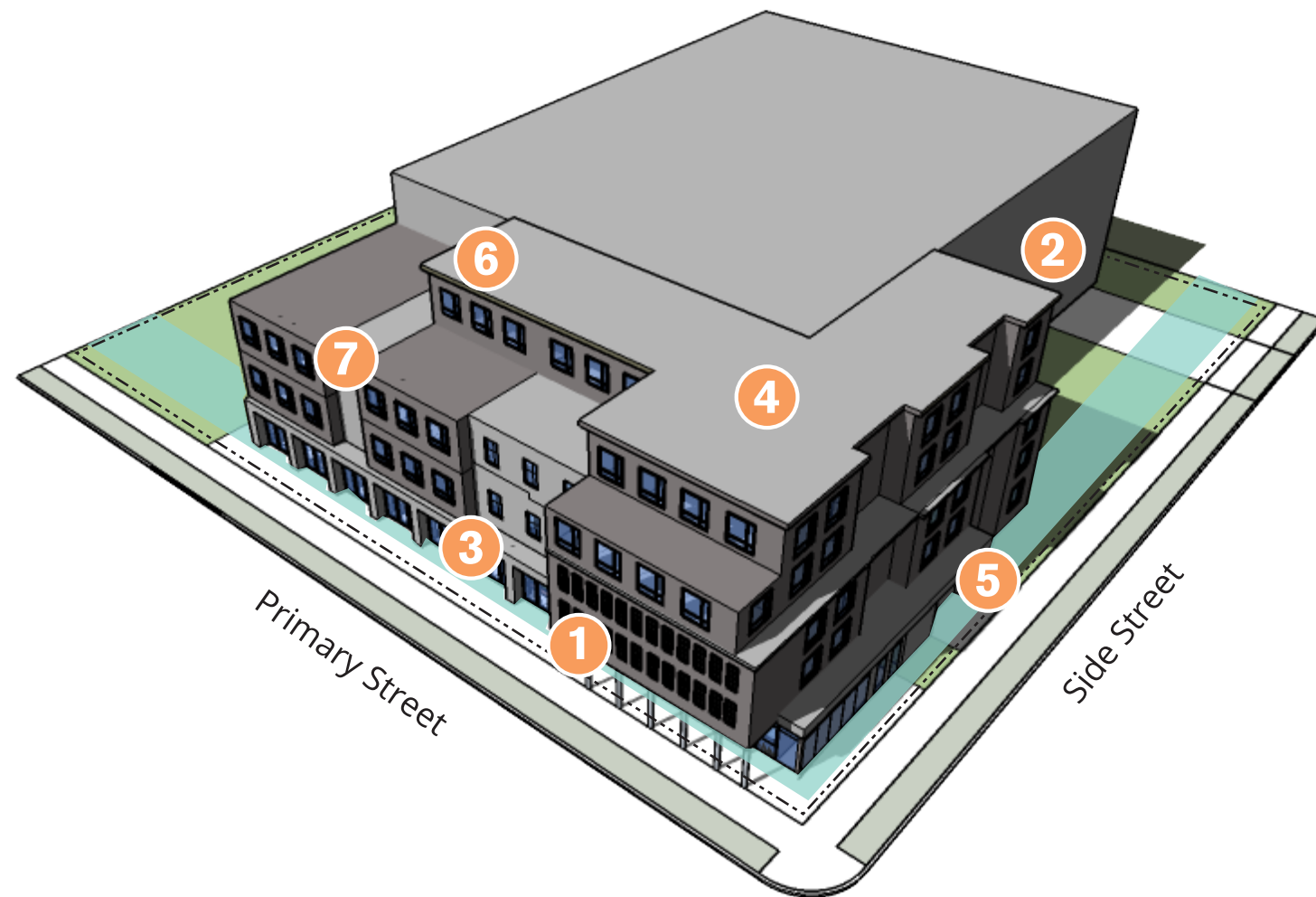


Key

- 1 Maintain consistent orientation to primary street. Primary build-to distance of 5-15 feet, varies by neighborhood. Establish a side build-to distance between 5-25 feet
- 2 Locate garages, surface parking and/or shared parking in rear, away from primary street or provide access to shared parking within walking distance
- 3 Provide pedestrian connection or walkway from sidewalk to main entry and enhance activation with outdoor pedestrian and civic spaces
- 4 Step back upper levels consistent with neighborhood standards. Typical height is 3 to 4+ stories
- 5 Step backs of 10-15 feet from primary facade are encouraged within the horizontal plane to break up mass
- 6 Provide outdoor terrace spaces and/or rooftop gardens



LINER BUILDING



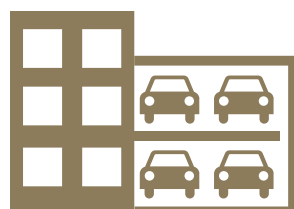
Intent: A building (or assemblage of adjacent buildings) specifically designed to mask a parking structure or parking lot from the street, containing habitable space on all levels with a mix of residential and non-residential uses.

Visual Precedents:



Key

- 1 Maintain consistent orientation to primary street. Primary build-to distance of 5-15 feet, varies by neighborhood. In corner condition, enable pedestrian access on primary side streets. Establish a side build-to distance between 5-25 feet
- 2 Place garage entries on side streets or stepped back from primary facade
- 3 Provide frontage types such as arcades and establish multiple entry points along facades
- 4 Maintain a minimum building depth of at least 15 feet
- 5 Establish multiple access points to address adjacent streets
- 6 Vary roof lines between adjacent structures. Typical height is 3 to 4+ stories
- 7 Step backs of 10-15 feet from primary facade are encouraged within the horizontal plane to break up mass

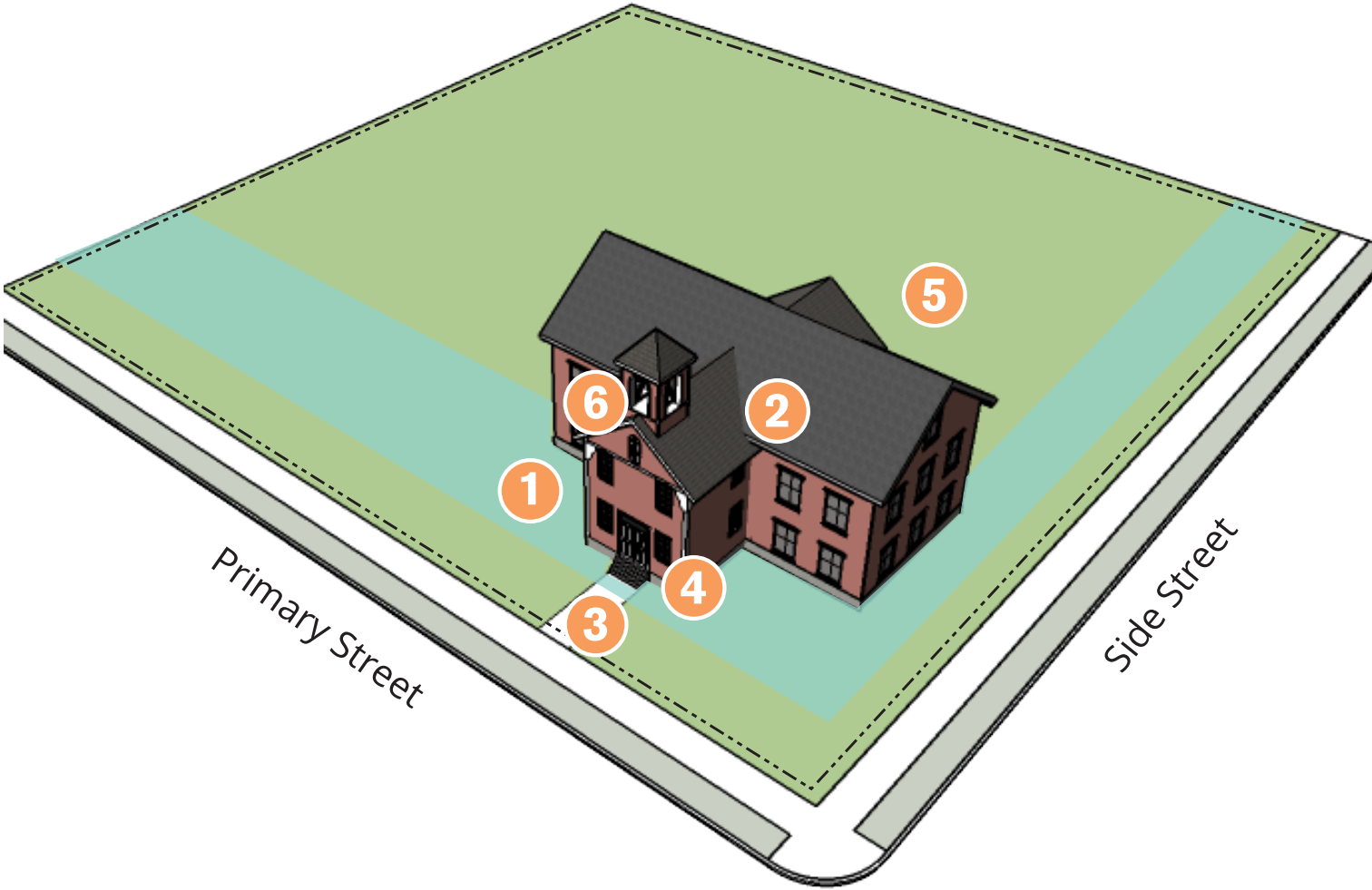


LINER BUILDING



HC	NC	MUN	MUS
		●	●

CIVIC BUILDING



Intent: A building type intending to serve public uses such as town offices, libraries and other civic structures.

Visual Precedents:



Key

- 1 Maintain consistent orientation to primary street. Primary build-to distance of between 10 and 20 feet, varies by neighborhood
- 2 Provide breaks in horizontal plane between ground level and upper levels
- 3 Provide pedestrian connection or walkway from public sidewalk to main entry
- 4 Provide a visually-prominent entry frontage feature such as porch or stoop.
- 5 Locate garages, surface parking and/or shared parking in rear, away from primary street or provide access to shared parking within walking distance.
- 6 Break up mass of building along primary street through variations in roof line and form.



CIVIC BUILDING

HC	NC	MUN	MUS
●	●	●	●



TO: Essex Planning Commission, Essex Community Development Staff
FROM: Deb Ehler Holland
DATE: March 8, 2022
SUBJECT: 74 and 76 Upper Main Street, Essex Town

With ETC NEXT returning to the PC Agenda, I would like to request to have the following items related to our parcels be given further consideration. Most of these were included in discussions with the PC and staff during the earlier ETC Next planning stages.

- Permitted Uses: Assurance that our currently permitted uses will continue to be Allowable Uses or clearly identified as grandfathered as we hold long-term multi-year leases with our current tenants.
- Water System Upgrades: The Town Center Water Line Project must happen in order to provide sufficient water availability to the properties within the ETC NEXT area.
- Sewer Core: The sewer core boundary currently divides our property. Realigning the boundary to the westerly boundary of our property should be considered to better serve the goals of ETC NEXT.
- Setbacks: Minimize setback requirements in the ETC NEXT area to help accommodate the goals of growth.
- Building Heights: Maximize Building Heights in the ETC NEXT area to help accommodate the goals of growth.
- Easement: The current location of the easement to the un-developed land to the north of our property is not in a feasible location. The ETC NEXT language should simply require a connection to the lands to the north at a location to be determined. This connection should not be the primary access for the lands to the north, rather a secondary connection, provided our parcel is afforded a secondary connection to Route 15 and/or Old Stage Road via future development of the adjoining properties.

Thank you,

Deb Ehler Holland

Dear Sharon Kelly and
all parties concerned,

I would like to request permission
to speak with the board concerning
my ability/the possibility to reside
at 123 Center Road, Essex as my place
of residence.

This would facilitate my ability
to work next door at my upholstery
shop which is 123 1/2 Center Road.

Any help you have
for me regarding
this matter is greatly
appreciated.

Sincerely, Kevin Collins
802 999 2336.

TOWN OF ESSEX
PLANNING COMMISSION
DRAFT MINUTES
MARCH 10, 2022

Note: *This meeting was in-person and virtual on Teams.

PLANNING COMMISSION (PC) PRESENT:

IN PERSON: Dustin Brusco, PC Chair ed Daly.

VIRTUAL: John Mangan, Clerk; David Raphael; Johnathan Schmacher; and Tom Furland.

OTHERS PRESENT:

IN PERSON: Sharon Kelley, Zoning Administrator; Darren Schibler, Planner; Al Senecal; Henry Hayes; Sharon Hayes; Hans Huessy; Paula Duke; Frances Huessy; Mike Wager; and Kevin Collins.

VIRTUAL: Patty Davis; Chelsea (Unknown); Kendall (Unknown); Mike Smith; Nick Martin; Sharon Irene; Steve Duett; Jennifer Churchman; Ashley Wager; and Mark Huessy.

The meeting was called to order at 6:31 p.m. Chairman Brusco called out the amendments to the Agenda and announced the meeting was in person and on Zoom. Instructions on how Zoom works was provided to the public. Chairman Brusco stated that if the public provides any testimony, they are acknowledging that it was truthful to the best of their ability.

AGENDA ITEM 1: PUBLIC COMMENTS:

Chairman Brusco informed the public that if any person wanted to discuss a topic not listed on the Agenda or comments relating to the Consent Agenda, the time to speak was during this Agenda Item.

Chairman Brusco noted that Agenda Item 8, 'Other Business' was a notification of an appeal of a previous Planning Commission approval, therefore if anyone was present to comment on the appeal, the PC would entertain comments under this Agenda Item.

Henry & Sharon Hayes, 14 Hampshire Court, Essex, VT, read the following statement into the record:

My wife Sharon and I, through our attorney Mark Hall, filed an appeal with Environmental Court once we received the Planning Commission's findings from the sketch plan meeting in December. The right to appeal is time sensitive, and we filed the appeal so that we would not relinquish our rights. After filing the appeal, our attorney then filed a stay of that appeal, which is where it stands as of this meeting. lose their right to appeal. He reported that their attorney then filed a 'Motion to Stay' on the appeal so that they do not lose their rights. They stated their intent was not to hold the process, rather to preserve their right of appeal in the future if appeals are still needed after preliminary and final review.

48 *Our intent is not to halt the process, but merely to preserve an appeal to be combined with*
49 *appeals of preliminary and final plat approval in the future, if appeals are still warranted*
50 *at that point.*

51
52 *We understand this planned development still has a number of particulars to be addressed*
53 *prior to being finalized. We also note that the original sketch plan requested a number of*
54 *waivers to current Town zoning regulations.*

55
56 *As we and many of our neighbors articulated in the public comments at the sketch plan*
57 *meeting, the sketch plan, as proposed, was intent on maximizing density at a level that is*
58 *out of character with the surrounding homes.*

59
60 *I can't speak for all of my neighbors. However, Sharon and I feel that if two of the*
61 *buildings were removed (#s 9-10 and 11-12) and if the planned private road on the sketch*
62 *were shortened accordingly, this would create a reasonable set-back from the Shillingford*
63 *Crossing neighborhood. This, along with adequate screening between the two*
64 *neighborhoods, if done right, could create a suitable buffer.*

65
66 *The Westons are currently requesting a seven-unit density bonus as part of their original*
67 *design. The removal of units 9&10 & 11-12 would allow for the construction of 27 new*
68 *units to be built, and with the existing house, a total of 28 units.*

69
70 *There is plenty of profit to be netted from 28 units.*

71
72 *28 units is still a meaningful amount of new units, in what we know is a tight housing*
73 *market.*

74
75 *We think this compromise is reasonable and would represent a win/win for the Town of*
76 *Essex, the Westons and the adjacent neighbors.*

77
78 *Thank you for your time.*
79

80 Mike Wager, 12 Hampshire Court stated that the initial plan stated that there was a capacity issue
81 to the Pinecrest sewer connection. The Town Planner, Darren Schibler, stated that the issue is
82 where the new sewer lines would be routed. Schibler stated that the lot in question did not have
83 the required capacity at the time of Sketch approval, however the Selectboard has since approved
84 such capacity for this project. The issue remains as to where the sewer lines will be routed.
85

86 Chairman Brusco stopped the conversation and cautioned that the PC needs to be careful not to get
87 into specifics of the project as there is no application before them. Mr. Wager asked if more
88 details would be provided at preliminary review. Chairman Brusco said yes, that is when a very
89 detailed review occurs.
90

91 Kevin Collins stated that the Zoning Administrator brought up his request to allow for a
92 caretaker's apartment to be allowed where the former 'Powell's Place' is located. He stated that he
93 owns and works on the premises and would like to live in the former structure. He asked if the PC
94 received his request and when the best time would be to discuss this in more detail. Sharon Kelley
95 noted that she brought this to the PC at an earlier meeting and it went on the PC worklist.

Chairman Bruso stated that the PC was working on its list at this meeting and informed Mr. Collins that the planning and planning updates is not a rapid process. Kelley stated that they will try to make the posted agenda topics as specific as possible.

Al Senecal stated that an email was sent to staff just prior to the start of the hearing which reinforced topics that he requested the PC to consider. He noted that he spoke about one of the items, uses in the RPD-I zone, at a recent PC workshop. However, he had a few other requests that he hoped the PC would consider. Acting Chair Knox stated that they would take those comments during its workshop. Darren Schibler forwarded the email to the PC.

There were no other public comments.

AGENDA ITEM 2: CONCEPTUAL DISCUSSION: Mariot G. Huessy Life Estate, c/o Hans Huessy: Request for waivers to proceed with a simple-parcel subdivision application allowing the creation of one new lot without road frontage and allowing a third lot to utilize one driveway for property located at 1070 Old Pump Road in the Conservation (C1) Zone. Tax Map 12, Parcel 28.

Sharon Kelley reported that Commissioner Raphael has recused himself from the Huessy Conceptual Discussion and therefore will not be joining the meeting.

An informal discussion took place to determine if the Planning Commission would entertain a formal subdivision application which would require waivers. Mr. Huessy explained that the waivers would allow to maintain forest blocks and allow for a better development.

Chairman Bruso asked the PC for its thoughts, reminding that Commissioner Raphael has recused himself. Commissioner Schumacher stated that he should probably recuse himself as he has known the family personally for years. He questioned if he understood that this review was not binding or under statute. Chairman Bruso stated that this was only a discussion. Commissioner Schumacher said, "If it is okay with the rest of the Commission, maybe I will just listen in or step out, whatever you want me to do." Chairman Bruso stated that would be up to him and/or Mr. Huessy. Mr. Huessy had no objections. Chairman Bruso asked the Commissioners if they had any objections to Commissioner Schumacher participating in the conceptual discussions. The Commissioners in attendance did not have objections. Chairman Bruso stated that the decision was up to Commissioner Schumacher. Commissioner Schumacher stated that he would sit in on the conceptual discussion.

Sharon Kelley read into the record the following from Commissioner David Raphael,

Commissioner Raphael has recused himself from the Conceptual Discussion: Mariot G. Huessy Life Estate c/o Hans Huessy and therefore will not be joining the meeting.

Chairman Bruso asked for staff comments. Darren Schibler stated that his comments were listed in the memo previously provided to the PC and to the applicant.

Hans Huessy stated that he understood that the PC received his memo and Darren's memo. Huessy was requesting a waiver from the contiguous road frontage requirement and a recommendation from the PC for the 3-lot requirement on a private drive so that he can put forth a waiver request

before the Select Board. Huessy believes both waivers would make sense to the Town and to him as it would allow him to put the house where he wants it located on the lot. He stated if the waivers were not granted, the house would be moved 500-feet closer to the road and would be served by a separate driveway. He noted this scenario would require significant clearing of a wooded area and would require a separate driveway and power line, that would otherwise not be there. Huessy believes this does not serve the conservation purposes of the zoning district, which is to preserve natural resources. Huessy noted that the planner noted that the existing cleared area would grow back, however he informed the PC that the area has been an open field for the last 50 years, or more, and would be unlikely that it would return to timber. Huessy stated that he understands the concern over setting a precedent, however he believes the facts of his particular situation are distinct and if the waiver was granted carefully with findings of fact, it would be difficult for other properties to match the same findings.

Schibler read a comment from the chat on Zoom, from Mark Huessy, as follows:

This is a note in support of Hans Huessy's request at 1060 Old Pump Road. We are Hans' closest neighbors. Until her death, my mother, my brother Hans, my wife and I lived off the driveway at 1070 Old Pump Road. My brother operated a bed and breakfast. Neither any of us nor the guests had trouble with other cars on the driveway. The driveway has turnouts to use in emergencies, but we have not been forced to use them. With care, two cars can pass one another on the road.

Schibler stated that he has been back and forth with the applicant on this matter and does not agree that it is a legally developable lot as it requires waivers. He noted the applicant could proceed with a 2-Lot PUD, however the driveway still remains an issue. He noted the private driveway would remain private but it would still need to be upgraded to the Public Work Specifications.

Chairman Bruso asked for the Commission's thoughts.

Commissioner Daly stated that he likes the idea of the development, however it was not up to the PC to convenience Public Works or the Fire Chief.

Commissioner Schumacher feels similar to Commissioner Daly. He stated that because he has known the family it is hard for him to be pragmatic about his thinking.

Commissioner Furland asked how likely the existing B&B operate. Huessy stated that the house will be going on the market in a couple of months and he does not know what future owners may do with the premises.

Commissioner Mangan is in favor of Staff's recommendation. He said setting a precedent is a "show stopper"; and the PC needs an answer to the driveway.

After discussions with the Planning Commission, Chairman Bruso informed Mr. Huessy that the PC cannot grant waivers that deal with the Public Work's Specifications – only Public Works can grant a waiver to its requirements. Chairman Bruso suggested that the applicant set up a meeting with staff and Public Works to discuss the waiver for a third house or lot utilizing one driveway. If the feedback was positive, then the PC would consider the second waiver regarding frontage.

Chairman Bruso stated that the issues were not yet “cooked enough” for the PC to provide a positive or negative for a formal application.

Commissioner Furland said, “Ditto” to the comments.

Chairman Bruso stated that the overall goal is positive however the applicant is looking for 3 major exceptions, including Public Works. He recommended the applicant talk with Public Works and then come back to the PC. It was decided that staff will work on setting up a meeting.

AGENDA ITEM 3: Continued From 1/27/22 & 2/24/22 – Finalizing the Planning Commission Workplan: Planning for future projects, including but not limited to developing regulations for the ETC|Next plan; updating zoning and subdivision regulations; Town Plan updates, etc.

Chairman Bruso stated the goal of this workshop was to review the finalized workplan and decide how to divide the work up between themselves and/or working with other boards and committees.

The PC packets included memos from Darren Schibler regarding Permitted and Conditional Uses; ETC|NEXT; and Bylaw Modernization Grant.

Sharon Kelley read Commissioner Knox’s email into the record, as follows:

Here are some quick comments that I have for the work-plan discussion, in no particular order:

1) For Old Historic Center Placemaking, I think the Historical Society, Essex Free Library, Essex Center United Methodist Church (where I go), and the Memorial Hall Committee would be good partners to figure out which places could/should be given signage and of what sort. The church, library, and Memorial Hall are all at least 150 years old, and the burial ground is over 200 years old. These places should be knit together.

2a) I support the Nov. '22 deadline for a Town Plan Amendment, specifically for the ability to apply for state planning designations in a timely fashion. I think this is doable if we as a PC are clear in our directives. Speaking of:

2b) I think we should create new zoning districts with specific standards within the ETC, and I like the idea of form-based code, provided it is restricted to the ETC at this stage in the process.

3) Since I took big swing for 3a) above, I support the recommendation "Addressing ETC|NEXT as a full Commission, informed by working groups specific to other projects" in terms of how we organize the work. I believe John Alden and I worked quite well together to help massage ETC|NEXT as a working group in the first instance, and that model could work again.

Naturally, I will defer to whatever the Commission as a whole determines tonight, but those are my thoughts.

Chairman Bruso reiterated the idea to invite chairs to the PC meeting and what they would like to help with on the topics. He noted that ZBA Chairman Nick Martin was in attendance and asked for this thoughts on this idea. Martin suggested having groups and/or subcommittees instead of 1 chair or 1 individual at a time. He agreed that moving forward with regulations is always important. Chairman Bruso suggested the ZBA take an active role and look at the list of performance standards or the uses in all zones. A brief discussion ensued on a timeline. letter to send to other groups.

Chairman Bruso stated that the PC received a letter from the member of the public and he felt it was inappropriate to share it in the public arena. Bruso suggested to staff that if they receive future commentary to have the person bring the issue to the PC as it is not right for staff to try to field these issues. Bruso stated that the PC is above-board and has been transparent. He noted that in the future, he will read these letters into the record.

Chairman Bruso summarized the following with going forward with the work plan:

- Reach out to other Boards and Commissions;
- Chairman Martin will vet the idea to the ZBA;
- The PC will focus on the first 2 or 3 items on the workplan, develop work groups, splinter off once there is an understanding of the tasks, and then come back to the PC;
- Attempt to include specific items on its Agendas, as much as possible; and
- Note that workshops will include a period for public comments.

Al Senecal offered his services as he felt it was important to have and be specific with their requests and opinions from the other side of the table. Chairman Bruso acknowledges Senecal's expertise but the PC must maintain proper distance. Senecal understands but stated that all viewpoints should be considered. Commissioner Daly agreed, noting that sometimes the PC gets tunnel vision. Chairman Bruso stated a forum would engage all parties.

The PC instructed staff to bring the previously developed ETC|NEXT regulations back to the next PC meeting.

Commissioner Schumacher liked the idea of a metric; likes Schibler's brief memos; likes the way the PC is going; feels it is important to get other stakeholders involved; noted that plans change as the reviews continue; and is interested in forest blocks with the 2024 Town Plan update.

Nick Martin asked Kelley to invite 1 ZBA member to the PC meeting.

Paula Duke is supportive of the aforesaid planning.

AGENDA ITEM 4: MINUTES 2/24/2022:

Commissioner Daly MOVED and Commissioner Furland SECONDED a MOTION to approve the 2/24/2022 minutes with small grammatical corrections, and the added statement on Line 83: *Chairman Bruso reiterated from the last hearing that future regulation/planning discussions should determine how other groups (such as the ZBA,*

287 *Housing, Energy, Conservation and Trails, etc. be included as port of the working groups.*
288 *The PC agreed.*

289

290 **The MOTION passed 6-0.**

291

292 **ITEM 5: OTHER BUSINESS:** None.

293

294 The meeting adjourned at 8:08 p.m.

295

296

297

PLANNING COMMISSION

By: _____
Dustin R. Brusso, Chair

Memorandum

To: Essex Planning Commission
From: Darren Schibler, Town Planner
Date: March 18, 2022
Subject: Work Plan Brief: Town Plan 2024

Summary

Prepare the Planning Commission (PC) to update the Town Plan, which expires on February 29, 2024.

Discussion

Under 24 V.S.A. §4387, municipal plans must be readopted every 8 years. As noted in statute: "Prior to readoption, the planning commission shall review and update the information on which the plan is based, and shall consider this information in evaluating the continuing applicability of the plan. In its review, the planning commission shall:

- (A) Consider the recommendations of the regional planning commission provided pursuant to subdivision 4350(c)(2) of this title;
- (B) Engage in community outreach and involvement in updating the plan;
- (C) Consider consistency with the goals established in section 4302 of this title;
- (D) Address the required plan elements under section 4382 of this title;
- (E) Evaluate the plan for internal consistency among plan elements, goals, objectives, and community standards; and
- (F) Establish a program and schedule for implementing the plan."

The Chittenden County Regional Planning Commission (CCRPC) has developed [Guidelines and Standards for Confirmation of Municipal Planning Processes, Approval, of Municipal Plans, and Determinations of Energy Compliance](#).

The main elements / updates that **must** be included in the 2024 Essex Town Plan include:

- Changes based on the pending separation of the Village of Essex Junction;
- Incorporation of the ETC|NEXT Master Plan;
- Information from the Essex / Essex Jct. Housing Needs Assessment & Action Plan;
- Incorporation of the Essex Community Enhanced Energy Plan (though approved by the PC / Selectboard, it has not been approved by Town voters);
- Compliance with [Act 171](#) (relating to forest blocks and habitat connectors) – see the separate work plan memo on this topic.

The PC also may wish to include the following elements:

- Statement of intent to apply for state planning designations;
- Intent to update flood hazard regulations to the river corridor standard (which maintain the Town's eligibility for increased federal disaster relief);
- Exploration of rezoning requests by Allen Brook Development, Inc. in both the Saxon Hill area and the southwest corner of VT-15 and VT-289;
- Other specific topics in the PC Work Plan;

- Uncompleted actions from the 2016 Town Plan (staff will work with CCRPC to prepare a review of these).

Process and Timeline

The process for plan (re)adoption is outlined in 24 V.S.A. § 4385, summarized as follows:

- The Planning Commission initiates public outreach and schedules work sessions on the plan, including preparation of reports on changes to designations of land areas.
- Once a draft plan is ready, a copy is delivered to:
 - The planning commission chairs of abutting municipalities (Essex Junction, South Burlington, Colchester, Milton, Westford, Underhill, Jericho, and Williston;
 - CCRPC's executive director;
 - The VT Department of Housing and Community Development;
 - Other groups that have requested notice in writing.
- At least 30 days after delivery of the draft plan, the Commission holds at least one public hearing.
- 30-120 days after the Commission approves the draft plan, the Selectboard holds the first of at least two public hearings; substantial changes to the plan require 15 days' notice and additional reports from the Planning Commission analyzing the consistency of the changes with state planning goals.
- With 30-40 days' notice, the plan is adopted or rejected by Australian ballot at a regular or special meeting of the voters (this procedure was adopted in 1992 following a voter petition pursuant to 24 V.S.A. §4385(c), in contrast to normal adoption by the Selectboard).

Working backwards from Town Meeting on March 5, 2024 results in these deadlines (assuming regular meeting schedules):

Date	Requirement
Prior to 11/9/2023	Work sessions and public outreach
11/9/2023	PC approves draft plan and report
12/14/2023	Final PC hearing (at latest)
1/15/2024	First Selectboard hearing (at latest)
1/29/2024	Final Selectboard hearing (at latest)
2/2/2024	Finalize warning for Town Meeting
3/5/2024	Vote by Australian ballot

Note that CCRPC has its own process for confirming municipal plans (including approval by its Planning Advisory Committee and Board of Directors). This can be done somewhat in tandem with statutory deadlines, but reviews may indicate required changes to the plan.

Costs

The robust public outreach needed could involve costs for posters and other forms of publicity, refreshments, display boards, and supplemental materials. Graphic design consulting for the 2016 Town Plan cost approximately \$5,000; labor rates are likely to be

higher in 2023, but total project costs will be lower unless substantial changes are made to the document.

If all public hearings take place at regularly scheduled meetings, there should be no additional cost for newspaper notices (which are approximately \$70-100 each). Basic printing (not including binding or special paper) of draft documents for public review would total approximately \$7 per black and white copy, or \$15 per color copy.

Recommendation

This memo is for discussion purposes only.

Memorandum

To: Essex Planning Commission
From: Darren Schibler, Town Planner
Date: March 18, 2022
Subject: Work Plan Brief: Act 171 (Forest Blocks and Habitat Connectors)

Summary

As part of the 2024 Town Plan update, Essex must begin planning for protection of forest blocks and wildlife habitat connectors.

Background

Act 171 of 2016 added a new planning goal and required element for town plans approved after January 1, 2018 to “maintain and improve forest blocks and habitat connectors.” More specifically (as noted in 24 V.S.A. § 4348a(a)(2)(F)), the town plan:

“Indicates those areas that are important as forest blocks and habitat connectors and plans for land development in those areas to minimize forest fragmentation and promote the health, viability, and ecological function of forests. A plan may include specific policies to encourage the active management of those areas for wildlife habitat, water quality, timber production, recreation, or other values or functions identified by the regional planning commission.”

Specific definitions can be found in 24 V.S.A. §4303(34-37) for forest blocks, forest fragmentation, habitat connectors, and recreational trails, and the Vermont Agency of Natural Resources has issued [detailed guidance](#) on Act 171’s planning requirements.

Analysis of Current Town Plan for Act 171 Compliance

Recreation and trails are discussed extensively on pages 41-45 and 99-106 of the 2016 Essex Town Plan, but the proposed trails maps have not been updated since 2006, and forests now under Town ownership (Saxon Hill, the Unsworth property, and the Horton property) must be added to maps as well. Also, though the 2016 Town Plan partially describes forests and wildlife on pages 67-77, it uses older language and resource maps which should be updated based on state guidance. [Vermont Conservation Design](#) and [BioFinder resource maps](#) have made it easy for towns to meet this requirement.

Given the significant community interest in these issues, it is recommended that the Conservation & Trails Committee and the public be involved in reviewing the resource and trail maps, providing local information on wildlife and habitats through citizen science, and encouraging landowners to support forest integrity through conservation, working lands, and avoiding land subdivision.

Furthermore, though the future land use plan and zoning districts generally define areas reserved for forestland and wildlife habitat, the boundaries are not necessarily based in current information for these resources, and there are few policies in the Town Plan that specifically advance the Act 11 planning goals.

One initiative that would have contributed to this, implementing Conservation Subdivision regulations, never reached final approval. The Planning Commission should revisit this project and explore other ways to ensure that pressure to subdivide and develop in rural parts of Essex does not negatively impact integrity of forest blocks and wildlife habitat. Strategies may include:

- Policies that clearly define and map resources that should be protected from development, but allow development that avoids impacts to those resources;
- Encouragement or incentives for creation of conservation easements, enrollment in the Use Value Appraisal program, or maintenance of forest management plans;
- Requirements to site development on the edges of forest blocks or away from identified travel corridors;
- Limits on the length of roads and driveways, particularly in PUDs;
- Transfer of development rights to other areas of town planned for growth;
- Continuing the Farm and Open Lands Contracts, a local tax stabilization program;
- Consideration of carbon emissions (and support for carbon credit programs) in land use decisions;

Costs

Staff at the town, regional planning commission, and state Community Wildlife Program can assist in developing resource maps at no extra cost. However, the robust public outreach needed may involve costs for posters and other forms of publicity, refreshments, display boards, and supplemental materials.

See the work plan memo on the 2024 Town Plan Update for further details on cost.

Recommendation

This memo is for discussion purposes only.