

Town of Jericho and Underhill Riverside/Underhill Flats Village

Renewal Application

Complete renewal application. All requirements met.

- Cover letters and applications received from both towns on 8/30/2023
- Authorization from Jericho's selectboard on 09/07/2023 and Underhill's selectboard on 07/27/2023
- Town planning process confirmed for Jericho on 01/20/2016 and for Underhill on 09/21/2022 by CCRPC
- Provided evidence that both Town Plans explain how the designations furthers the goals of the Town Plans
- Village is served by the public water and exploring the feasibility of a public wastewater system
- **No proposed changes to designated boundary map**

Staff Recommendation

Approve application and renew designation



Town of Jericho
P.O. Box 39
Jericho, VT 05465
802-899-2287
www.jerichovt.org

ATTN: Richard Amore

RE: Riverside Village Center Designation Renewal

Dear Mr. Amore,

The Town of Jericho would like to request a renewal of the Village Center Designation for the village of Riverside. Riverside straddles the Jericho/Underhill Town Line and is recognized as an important Village Center by each town. Previously the towns submitted a joint application for Designation, but for this renewal, the applications are separate but coordinated. Both Jericho and Underhill collectively recognize the importance of the designation and have continually supported and promoted public and private revitalization efforts in the traditional village center and the benefits of preserving historic resources and activity centers. This designation was originally granted in September 2011.

Boundaries of the Riverside Designated Village Center contain a core of buildings and properties located on Route 15, Park Street, and River Road, including the Underhill Post office, Deborah Rawson Memorial Library, Chittenden East Supervisory Union, Saxon Hill Pre-school, Browns River Middle School, several churches, Jericho Market, Union Bank and numerous other small businesses, rental properties and private residences. Centrally located to the Village Center is the former Green Mountain Lumber Mill. Long term redevelopment of this property has been a major focus of the community and the town has created a Master Plan for the property in partnership with the landowner. The Jericho Market and Union Bank are the first newly constructed buildings in what the town envisions as a dense, mixed-use area with significant growth anticipated through a combination of redevelopment and new development to include affordable housing in the Village.

This designation has proven instrumental in obtaining several grants for pedestrian and streetscape improvements in Riverside, including a VTrans Bike and Pedestrian grant for the installation of sidewalk along the western side of VT Route 15, installation of a crosswalk at both River and Dickinson Streets, and a grant currently in progress to install a sidewalk along the eastern side of VT Route 15 from Jericho Market to Park Street. Jericho is currently working on a scoping study funded by the Chittenden County Regional Planning Commission to assess the feasibility of creating a bike and pedestrian connection between Riverside and Jericho Corners (another Designated Village Center). Jericho received a Municipal Planning/ECOS grant for the

planning process that resulted in the adoption of new “character based” (AKA Form based) zoning for the Riverside Village Center in Jericho. Additionally, in 2011-2012 the towns of Underhill and Jericho received an AARP grant for the Active Living Workshop which included a walking audit and recommendations to improve walkability and livability in Riverside.

Infrastructure in the Riverside Designated Village Center includes public water from the Jericho Underhill Water District. There isn't currently any public wastewater system here, but Jericho is in the process of completing a wastewater feasibility study in all three of its' Designated Village Centers. Jericho is exploring opportunities through private partnerships, grants and loan programs in preparation of receiving recommendations of the study and a final report. Jericho solicited input from Underhill town staff on potential wastewater needs on their side of the Village Center for the engineers to estimate total wastewater demand for a system serving the area.

The designation has not been used yet for area residents and businesses to take advantage of the tax credits available within Designated Village Center. However, it is a goal in the Jericho Town Plan to better market and promote these benefits to residents and potential investors.

The Jericho Selectboard will be approving this application at its September 7, 2023 meeting. Per your email on August 11th, the minutes from that meeting will be submitted as soon as they are available. Also attached is a letter from the Chittenden County Regional Planning Commission stating that the town of Jericho's planning processes is “confirmed;” approved municipal plan maps that depict the boundaries of the Riverside Designated Village Center and relevant language from the Jericho Town Plans referencing the importance of maintaining this designation.

Linda Blasch, Town Planner, is the primary contact person for this application. I can be reached at the address above or at (802) 899-2287 ext. 103 or via email at lblasch@jerichovt.gov. We look forward to working with the Department of Housing and Community Development in implementing the shared vision we have to preserve Vermont's traditional and historic village centers.

Sincerely,

Linda Blasch

Linda Blasch, AICP

Town Planner

1 Minutes 9/7/2023
2

3 **Selectboard Meeting**
4 **September 7, 2023 at 6:30 p.m.**
5 **Hybrid Meeting**
6 **Jericho Town Hall, 67 Vermont Route 15**
7

8 **Members present via Zoom:** Catherine McMains (Chair), Wayne Howe, Erik Johnson
9

10 **In-person attendees:** John Abbott, Michael Weinberg
11

12 **Remote attendees:** Tom Astle – MMCTV, Colleen Ballard, David White, Rob Young, Sabina
13 Ernst, SJ Dube, Susan Bresee, Justin Willis
14

15 **Meeting called to order:** 6:38
16

17 **Public to Be Heard**
18

19 No members of the public wished to speak.
20

21 **Review and Consider Contract Amendment for David White for Town Plan**
22

23 John said the proposed amendment to the contract is for the consulting work David White has
24 been doing to support the Planning Commission in revising the town plan. David said he
25 currently has two contracts with the town. This item is about the town plan assistance contract.
26 There is another one for providing assistance on other topics, including helping the Planning
27 Commission make amendments to character based zoning. That one will expire at the end of
28 September. He and Susan Bresee have talked about extending it, probably as late as March.
29 He doesn't need more money, just more time, because the town plan is taking so much of his
30 time and energy. Tonight's request has more to do with funding. He and Resilience Planning
31 and Design have worked with the Planning Commission to produce two drafts. His portion of the
32 project is over budget. He has no funding left to carry him forward through the end of the year,
33 when he anticipates the town plan will finally be adopted by the Selectboard. He is requesting
34 an amendment to the contract to add up to 40 more hours of his time, which is equivalent to
35 \$10,200, so he can keep assisting the Planning Commission. Catherine asked if more money is
36 needed for Resilience Planning and Design as well. David said no; they have about \$1,000 left.
37 They feel they are in a good position to provide another draft and a final document between now
38 and the end of the year.
39

40 In answer to Wayne's question about where the money will come from, Catherine explained that
41 it can come out of the \$25,000 that was budgeted for professional consultants for the Planning
42 Commission. Erik asked where the money came from that has been used to pay David so far.
43 Catherine said from the Planning Commission professional consultants line. Wayne said the
44 same line, but the previous fiscal year.
45

46 Wayne said we have outsourced this work but it is something that a more robust planning and
47 zoning department might be able to do. That speaks to the question of staffing. Catherine
48 agreed.
49

50 **Wayne Howe moved to approve amending the budget in the Town Plan Professional**
51 **Services Agreement with Sterling Mountain Community Planning & Design, LLC to**
52 **include up to \$10,200 of additional work, Erik Johnson seconded and the motion was**
53 **passed 3-0.**

54
55 **Review and Consider Approval of Riverside Village Center Designation**

56
57 John said every 8 years our designated village centers have to be redefined. David prepared all
58 the required paperwork to support Jericho's application for renewal. Brad Holden prepared the
59 paperwork for Underhill.

60
61 Catherine said the Regional Planning Commission Executive Committee has discussed that
62 multiple studies are being connected to deal with housing and they may lead to changes to
63 village center districts in the future. In order to allow more infill there may be more areas that are
64 not subject to Act 250.

65
66 John said the village center designation is important for funding. It allows us to seek grant
67 funding for infrastructure and housing development. Catherine said private property owners are
68 also eligible for credits for historic buildings.

69
70 **Wayne Howe moved to approve the village center designation renewal application for**
71 **Riverside, Erik Johnson seconded and the motion was passed 3-0.**

72
73 **Review and Consider Approval of Non-Transport Fee – Essex Rescue**

74
75 Colleen Ballard said she is bringing to all the municipalities served by Essex Rescue the
76 question of whether Essex Rescue should ask individuals to pay for non-transport services. For
77 instance if they are called to a location and the individual does not want to go to the hospital or
78 the service requested is something an ambulance should not be called for like clipping toenails
79 or cleaning someone up after a fall. Those calls don't just affect Essex Rescue financially. They
80 are also burning out the people who provide the service. When the ambulance service is tied up
81 and unable to take another call, that puts a strain on the system. A lot of ambulance services
82 charge for non-transport services. Essex Rescue has charged for this for years but has never
83 held the patient responsible when their insurance doesn't pay. They have always written off
84 anything under \$250, which usually includes non-transports. The charge is either \$150 or \$250,
85 depending on the level of service. What doesn't get covered by the users comes back to the
86 taxpayers to pay through town subsidies.

87
88 Catherine asked what the response of the other selectboards has been. Colleen said Westford
89 is very much in support and she hasn't heard from anyone else.

90
91 Colleen clarified that the question for the board is whether the bill should be sent to the patient if
92 the patient's insurance does not cover it and then sent to collections if the patient decides not to
93 pay. She said the total amount billed out for non-transports from January 1 to August 1 of this
94 year was \$31,941. The portion of that that insurance companies would allow was \$30,347. The
95 amount that has been paid is \$7,000. A significant percentage of Essex Rescue patients are on
96 Medicare and Medicaid and those do not cover non-transports. Essex Rescue offers a
97 subscription plan that costs \$50 per year for the whole household. The plan covers non-
98 transports. If it becomes known that they will charge for non-transport services she hopes that
99 will deter people from using the ambulance improperly and if people are concerned about the

100 financial effect they can pay \$50 once a year and then it will not cost them \$150 if the
101 ambulance comes. Essex Rescue serves about 30,000 people and so far in 2023 they have had
102 1,863 subscriptions. She thinks they can do better than that.

103
104 Michael Weinberg said there are a great number of calls where Essex Rescue is busy on
105 another call and another service has to come. In that case the subscription plan is not
106 transferable. If Richmond comes and lifts a patient and does not transport them and chooses to
107 bill, it will not help if they have a subscription with Essex. He recommends that Essex Rescue
108 talk to other rescue squads that provide mutual aid about making subscription plans
109 transferable. He noted that last year all the towns served by Essex Rescue asked to have seats
110 on the Essex Rescue board. If there was a representative regularly going to Essex Rescue
111 board meetings he thinks the Selectboard would be more aware of some of these intricacies. He
112 would like to know the status of representatives from each town being on the Essex Rescue
113 board.

114
115 Colleen said they are currently in the process of rewriting their bylaws so the request could not
116 immediately be granted. They have been having issues with quorums and being able to vote.
117 That is one reason they are trying to change their bylaws. All the selectboards have been given
118 the opportunity to choose someone from their board to be part of discussions with Essex
119 Rescue. Selectboard members are welcome at any of their meetings. They have only had one
120 selectboard member attend any of their meetings.

121
122 They have communicated with other agencies about honoring their subscriptions. If they accept
123 Essex's subscription then they don't necessarily recoup all the funds they otherwise would.
124 They also have different rules about whether or not they send people to collections and whether
125 they bill for non-transport. She is willing to bring that up again but she doesn't know that the
126 answer would be different.

127
128 Erik said the taxpayers are funding this and we need to play by the same rules as others in the
129 medical business. There are other ways people can get financial assistance. He supports billing
130 patients for amounts under \$250.

131
132 Michael said if the last time someone called an ambulance for assistance getting up after a fall
133 they had to pay \$150 the next time they may decide that they will just lie there for several hours
134 and wait until someone else comes home. He thinks that is a very real concern. If there was a
135 representative from each of the selectboards on the Essex Rescue board, the nuances of these
136 proposals would be discussed at that level and representatives could tell their selectboards
137 about the discussions. Erik said he thinks the scenario Michael described might make the
138 subscription service more attractive.

139
140 John noted that there is healthy conversation between Essex Rescue and town administrators
141 and managers in the communities served. They have been working in the spirit of more
142 communication and transparency.

143
144 Catherine said it would be interesting to see if subscriptions could be transferable. That would
145 make them more useful. Colleen said they used to be. She can look into it.

146
147 Wayne asked when this would begin. Colleen said she would like to hear from the other towns.
148 She would like to put information out with the subscription notices to make residents aware.
149 Maybe the best scenario would be to have the new billing policy start January 1 when the new

150 subscriptions start. Wayne asked, so this would be mentioned in the Essex Rescue report for
151 town meeting? Colleen said it can be.

152
153 Colleen said the allowable amount billed for non-transport services so far this year could have
154 been covered by 638 subscriptions.

155
156 SJ Dube asked if it is possible to donate subscriptions. Colleen said yes. The subscription is an
157 agreement between the subscriber and Essex Rescue but she is sure a way could be found to
158 pay for someone else's subscription.

159
160 **Update on Review and Design Proposal on VTrans Bridge 15 Project**

161
162 Rob Young said the design for the earthwork part of the Bridge 15 project is done. VTrans has
163 visited property owners and started the right of way process. Some easements will be needed
164 from adjacent property owners. The next phase is design of the bridge itself. They anticipate
165 advertising in the fall of 2024. The bridge will be closed during construction. The intent is for the
166 work to be done during school break in 2025. The town has a 50% reduction in its share for
167 agreeing to have the bridge closed during construction. There is an existing utility line
168 underground at the site. The utility has asked to put a conduit on the bridge. The utility will pay
169 for it. If the town has any other plans for future conduit, now is the time to add that to the
170 structure.

171
172 Wayne asked the cost of running an extra conduit. Rob said it would probably be minimal,
173 perhaps \$5,000 to \$10,000.

174
175 Rob said the new bridge will not look that different from the existing bridge. There will be a new
176 bridge rail that meets current design standards. The new bridge will be quite a bit wider: 55 feet
177 vs. 38 feet. It will have a new deep foundation so it will be a very resilient structure.

178
179 Catherine said there will be a wider entrance to the bridge to make a smooth transition because
180 people were concerned about bike and pedestrian access to the bridge. Rob said right now the
181 bridge is 11 feet wide with 5 foot shoulders. The new bridge will be the same. Catherine said at
182 the previous presentation about the bridge project there was discussion that there would be a
183 wider apron to the bridge. Rob said yes, in addition to the bridge the project includes work on
184 117 feet of road to provide a transition.

185
186 Wayne said the report we got alluded to some rare animal species and mentioned a bat study to
187 be done in 2021. In 2021 there were four bats identified in that area. What kind of mitigation
188 might we see during construction to not disrupt the bats? Rob said the existing road is being
189 maintained so there will be very little impact, but if any trees are to be removed they will have to
190 be removed before April 1. The contract will be awarded in the fall and the contractor will do any
191 tree work in winter before the rest of the project starts.

192
193 Susan Bresee asked what the expected lifespan of the new bridge is. Rob said it is designed for
194 a 75 year life. Susan said it sounds like we will replicate the same pedestrian condition we have
195 now, so we are locking in that same condition for 75 years. Does the design make progress
196 toward a better situation or is does it just maintain what we have now?

197

198 Rob said the existing 5 foot shoulder exceeds design standards and VTrans kept it the way it
199 was. For a state route with a large volume usually there would be a 4 foot shoulder. This will
200 exceed that by a foot.

201
202 Susan said Bridge 15 is along a major route between Jericho Center and the road to Mobbs
203 Farm and it forms part of a potential route from Nashville Road to Jericho Center. Both of those
204 routes and Browns Trace were highlighted by many comments heard while working on the town
205 plan. When Rob says it exceeds specifications, are those specifications for a bike and
206 pedestrian friendly road or for a road used for commuting to work? Rob said they are
207 specifications for all users. The shoulder is shared use. Susan asked if the shoulder is on both
208 sides of the bridge going both directions. Rob said yes. Susan asked if the bridge is going to
209 become an obstacle as the town works to improve conditions for bikes and pedestrians along
210 Browns Trace. Rob said if the town widens the roadway and meets the bridge width then more
211 access would be provided. Susan said she wants to make sure the bridge design is not standing
212 in the way of improving conditions for bikes and pedestrians. Rob said other state routes have
213 shoulders that are less wide.

214
215 Sabina Ernst said she is still not convinced the bridge is the best it could be. She would love for
216 the team to investigate further and make sure we are getting due diligence. Can a shoulder
217 constitute a portion of a multimodal pathway if that is what we end up creating at some point in
218 the future? Rob said all he can say is that it is wider than the Vermont standard for size. Five
219 feet is considered adequate for a bike and pedestrian route. Sabina asked, if she was pushing a
220 baby stroller on the shoulder would she feel safe? She doesn't want it to be like the Lee River
221 bridge where we are now talking about needing to build a whole other bridge for pedestrians.
222 Catherine said a lot of sidewalks are only 5 feet wide.

223
224 Sabina asked if it is possible to put some kind of separator between the shoulder and the driving
225 lane, like freestanding slats. Wayne and Catherine said that could lead to issues with the snow
226 plow. Catherine said we could paint something.

227
228 Wayne said we have heard about speeding issues in that area. If people perceive the bridge to
229 be wider they will go faster. What traffic calming can we put in place? Catherine said fog lines
230 are one of the number one traffic calming measures. Sabina said she was told that VTrans no
231 longer paints fog lines as a matter of regular maintenance. Catherine said there are companies
232 the town contracts with for painting fog lines and we need to start putting that into the budget.
233 Wayne said the state never did paint fog lines on town roads.

234
235 Susan said the design phase is an opportunity not just to design to minimum standards. VTrans
236 standards are being revised over time for better bike and pedestrian safety. Is there a way we
237 can design it to a higher standard that we know our residents want and that we are going to
238 work to deliver on other parts of Browns Trace?

239
240 Catherine said she agrees with Wayne that the wider the road is the more speeding there will be
241 through that area. There is a significant cost, not only to VTrans but to the community, for
242 making it wider. We would have to purchase property from residents who may or may not wish
243 to sell it. The taxpayers are going to have to talk about that.

244
245 Susan said if there is upgrade potential it would be helpful to know what that upgrade would
246 look like and what it would cost. Residents seem to have an appetite for the town to invest in the
247 future. She would caution against just assuming that the bridge is good enough. Maybe it is

248 good enough. She and Sabina can do more homework on the 5-foot shoulder. There could be
249 some separation and some entrance to the bridge to calm traffic. There is more that can be
250 done than just painting the road. She and Sabina are begging the town to drive the engineers to
251 deliver an exceptional solution that would be a linchpin to bring Browns Trace to the functional
252 level where it needs to be in 75 years.

253
254 Catherine said as planned the bridge will be wider than the road. She thinks a 3D visualization
255 of what the bridge is going to look like would help with this discussion. Wayne said there is a
256 cross view in the specs.

257
258 Wayne said if there is going to be a bike lane on the same grade as the road, we can paint it but
259 it will not be truly separate. If we are talking about a path or sidewalk at a slightly different
260 elevation, that is a whole different kind of bridge from what we are talking about.

261
262 John asked what the next steps are. Rob said if the town doesn't have objections to the
263 proposal they will proceed with final plans and continue with design of the structure. The town is
264 responsible for signing the detour for the project. A public outreach coordinator will be assigned
265 to the project.

266
267 Catherine asked that they do whatever they can to assure the Planning Commission that we are
268 doing the best we can do for the project. Wayne said the actual physical structure cannot
269 change at this point. If there were to be a designated protected bike path, that would be a
270 redesign. We are not prepared to go there at this point. We did not give Rob directions to
271 pursue that.

272
273 Sabina said she was at the original meeting on this project and at that time the Planning
274 Commission reached out with a very detailed request. They are not bringing this up for the first
275 time. She feels we could have done better in the 2 years we had. The town did not
276 communicate to the engineers that we have higher expectations. She hopes we can do better in
277 the future. Catherine said the town did put exactly what the Planning Commission asked for in
278 the application. It seems that the engineers tried to do the best they could given the constraints.
279 The shoulders are wider than the current standards. It is the road that is the constriction, not the
280 bridge.

281
282 Susan said perhaps the design of the bridge could give visual cues to drivers to mark the
283 entrance. Maybe there should be a slight turn before people get to the bridge. There are
284 thousands of innovations people use all over the country to indicate to drivers that they are
285 sharing the road and need to slow down. Let's find the best thing and make our bridge look like
286 that.

287
288 Catherine said things like signage are more doable than adding a couple of feet to the bridge.

289
290 Susan asked if the Selectboard can give the engineers the directive that we would like to
291 indicate that it is a shared area and traffic needs to be safe and slow. Catherine and Wayne said
292 yes. Wayne said he thinks that could be done without adding substantial cost.

293 294 **Town Plan Update**

295
296 Susan said Jericho is fortunate to have this Planning Commission. She is inspired by everyone
297 on it. They have 100% engagement. The consultants they worked with commented that they

298 were more hands-on and involved than any other planning commission they have worked with.
299 (She doesn't think they meant it as a compliment but she took it that way.)

300

301 The plan is organized around 5 major goals:

- 302 • Stewarding a resilient community
- 303 • Creating housing choices for all
- 304 • Growing a vibrant community
- 305 • Building a connected community
- 306 • Supporting an effective community

307

308 For each goal there are additional objectives, priorities and action plans. The Planning
309 Commission identified that climate change and housing scarcity are major issues that need to
310 be addressed over the next 5 to 10 years. The plan is organized around addressing those two
311 things.

312

313 Volume 1 of the report is a summary level and Volume 2 is really detailed, with data, maps and
314 statistics. The future land use plan illustrates where certain land uses and types of development
315 should be located. There is a section with priority actions to implement the plan and who should
316 be responsible for getting them done. The Planning Commission is proposing a lead on each
317 action so there is true accountability. There is an appendix called the Outreach and
318 Engagement Report that includes hundreds of comments from people on each of the topics.
319 That was the source material that persuaded the Planning Commission that the
320 recommendations in the town plan have wide support, at least from the majority of people who
321 participated in the process. Susan encouraged the Selectboard to read the comments. She said
322 she thinks they will be surprised. They will find that people are hungry for change. There is more
323 appetite for certain types of development than there used to be. People want things to improve.

324

325 There will be an article in the paper on the revised plan on September 7. There will be a public
326 hearing on September 19. The Planning Commission will finalize a draft on October 3 and the
327 Selectboard will review it on October 5. The Selectboard has two public hearings penciled in for
328 November 16 and December 7. The idea is that the Selectboard would adopt the new town plan
329 on December 21. The existing plan expires January 4. The notice requirements for hearings are
330 very strict so there is little slack in the schedule. A special meeting could be needed in order to
331 ensure that the new plan is approved on time. Sabina said Linda Blasch suggested that on
332 December 7 if the public hearing is complete and no additional conversation is needed the
333 Selectboard could consider adopting the plan that night. Selectboard comments can be
334 incorporated if they are received before October 3. The Planning Commission expects to have
335 CCRPC edits included in the October 3 draft.

336

337 Wayne asked what changes in the town plan are likely to have the biggest effect on zoning
338 regulations. Are major revisions of some portions of the zoning regulations anticipated? Susan
339 said yes. There is a high level list of areas of zoning that the town plan directs us to work on.
340 The first thing the Planning Commission does will be simplifying the Riverside character based
341 zoning. They know the regulations are too complicated and need some tweaking. They are
342 looking at incorporating things to make it easier to build housing in Jericho, especially things like
343 clustered housing, senior housing, etc. They think Planned Unit Development can be a tool to
344 help us achieve clustered housing without sprawl. The most dramatic thing the town could do
345 would be to take a hard look at density and lot sizes and ask what the current lot size and
346 density limits are supposed to accomplish and how we could be using them better. She thinks
347 lot sizes will probably be reduced in the short term. There is frustration and impatience with the

348 lack of bike and pedestrian facilities. There could be zoning that requires better connectivity.
349 Catherine said she wants something about energy efficiency in the zoning regulations.

350

351 **Government Capacity**

352

353 SJ Dube said she wanted to have a conversation with the Selectboard in a public forum about
354 growing government capacity. She is here as a community member, not as a committee chair,
355 although government capacity comes up regularly in Affordable Housing Committee
356 discussions, especially as the committee has been looking at the town plan and giving feedback
357 to the Planning Commission. Expanding government capacity is a means of accomplishing the
358 ideas in the town plan. We know other towns like Richmond, Hinesburg and Randolph that are a
359 similar size have both a town manager and a 5 member selectboard. Our staffing has been flat
360 and our community and projects are growing. She has two concerns as a resident and a
361 committee chair. One is, if an increase needs to happen, what is the best way to do it that
362 makes sense for Jericho and will help us achieve our goals? The second is how we make sure
363 the community is informed and engaged and has the information they need to vote. A
364 government structure audit could assess the town mission, vision, goals and current capacity
365 and identify the best way to increase the capacity to meet the goals. She thinks that is an
366 important step. In tandem, she thinks there should be community engagement. She would like
367 to know why previously it was decided not to expand the Selectboard or have a town manager.
368 Is Jericho different now? Can we review the decisions and experiences of other comparable
369 towns? She would like to organize a public forum to inform people and have discussion, collect
370 comments, report out public and committee concerns and sentiment and then outline logistics
371 and procedures for next steps. The audit is a 3-month process. The community engagement
372 process could be on a similar timeline, tied to a town meeting deadline in 2024 or maybe 2025.
373 She thinks it is important to make sure there is a timeline, deadline and deliverables.

374

375 Catherine said different selectboards over the years have talked about this. NEMRC is a large
376 company that provides software for municipalities to do taxes, assessments, etc. They are now
377 getting into doing government audits. John has been trying to get information from them about
378 that but it has been difficult. When we first got a town administrator it was because there was
379 nobody in town hall at all. Staff had built silos and there was not good efficiency within the
380 building. At that point VLCT was able to help. They talked to committee chairs and staff and
381 they gave us a recommendation. We ended up with a strong town administrator, very similar to
382 a town manager. We felt that the Selectboard should be responsible to the public because the
383 Selectboard members are voted in or out. It was felt that having a town manager was not the
384 best way to be responsible to the public. When there is a town manager, the manager makes
385 big decisions and the Selectboard develops policy.

386

387 Wayne said we have to be careful not to conflate governance concerns with staffing concerns.
388 He agrees that there are very different expectations about what town government has to do than
389 there were 10 or 15 years ago. We have to figure out a sensible way of growing. There are a
390 number of people who are not enfranchised who see the possibility of a 5-person selectboard as
391 a good thing for them. That is worth paying attention to. Dawn Francis, who has worked for
392 Colchester and helped Richmond, can give a presentation on the pluses and minuses of a 5-
393 person board. He thinks we should put the idea of a 5-person selectboard before the voters. At
394 the very least we should have a couple of forums. Regarding staffing, he wants to rely on the
395 study to make decisions rather than just having a committee of townspeople think about how
396 staffing should be improved. Catherine agreed that we need the governance audit. She said we
397 can't get grants if we don't apply and we need staff to apply. We are not getting as many grants
398 as we used to.

399
400 Wayne said he thinks the assumption is that with five board members we could address issues
401 in more detail. But if we had a town manager the Selectboard would have fewer duties. They
402 would be mostly concerned with policy and finance. An issue with a 3-person board is that
403 board members cannot meet in between board meetings.

404
405 Erik said he thinks it would be helpful to talk to people in towns who have switched to a town
406 manager or a 5-person board. We don't have a town fire department or police department. Our
407 library is its own entity. He has a hard time envisioning what a town manager would manage. A
408 5-person board is an interesting concept. It is not something he personally hears interest in from
409 the people he talks to. It would be helpful to be able to talk to other board members outside of
410 meetings but it is hard for him to envision how having five people on the board would help get
411 more things done.

412
413 Sabina said there is a new trend of professional staff sharing among communities across
414 Vermont. If people can work in several towns then they can become full-time and get benefits,
415 which makes the job more attractive. That seems like a great solution to some of our staffing
416 issues. John said the idea of sharing a rec coordinator between Underhill and Jericho has been
417 discussed.

418
419 Susan said, regarding what a town manager would supervise there are roles the Planning
420 Commission sees that the town needs that we don't currently fulfill. For example Winooski
421 recently established the role of someone who works on housing initiatives. Other areas where
422 town capacity needs to be expanded have to do with recreation, well-being, children and
423 families, seniors, wastewater, complete streets, low impact development, financing, bonding,
424 long-term capital planning, and planning and zoning

425
426 Erik said he loves the idea of hiring a housing person. He could see that paying for itself in a
427 couple of years. Maybe the government structure audit will help us recommend something like
428 that. He doesn't see how having a town manager or a 5-person board will help with that. Susan
429 said a town manager would be able to supervise a person in that role.

430
431 **Review and Consider Funding for 3-Acre Stormwater Work to Complete**

432
433 John said we weren't able to get the stormwater proposal in time so this will be tabled until the
434 next meeting.

435
436 **Review and Consider Granicus Renewal**

437
438 **Wayne Howe moved to renew the contact with Granicus for management of the town**
439 **website and public engagement, Erik Johnson seconded and the motion was passed 3-0.**

440
441 **DRB and Trails Committee Appointments**

442
443 John said Bradley Malouin was not able to be here tonight so approval of his appointment to the
444 Trails Committee will have to be at the next meeting. Justin Willis was online earlier but he left,
445 so he will have to be invited back to another meeting as well. Catherine said it would not be fair
446 to appoint people without interviewing them because we have made everyone else come in for
447 interviews. Wayne said he thinks it is essential to interview the person to be appointed for the
448 DRB position since that is a quasi-judicial board.

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Review and Consider Liquor Licenses

Erik Johnson moved to approve liquor licenses for Griffin Riders, LLC for September 16 and September 30, 2023, Wayne Howe seconded and the motion was passed 3-0.

Erik Johnson moved to approve liquor licenses for Waterfront Yogurt & Sandwich Company for September 9, September 22 and September 23, Wayne Howe seconded and the motion was passed 3-0.

Selectboard Updates

John said road foreman Adam Magee is resigning to take a job with Colchester. He has done great work for the town. John and Paula have been talking to the road crew about an interim plan. Selectboard members said they thank Adam for his service and wish him the best. Catherine said he got accolades from the public on keeping up the quality of the roads.

John said Brian Dorwart was here recently to look at the interface between the Red Mill foundation and the bedrock He will be submitting a document outlining a path forward.

The wastewater feasibility study is close to the 60% mark. John and Linda have been working with CCRPC and DuBois & King. There was a productive meeting with leadership at the Mountain Warfare School to discuss the potential for sharing a wastewater treatment facility. There was also discussion with the wastewater board in Richmond. One possible alternative was to have wastewater travel to Richmond via a pipe along Browns Trace Road. Richmond was happy to know that we are interested in working collaboratively. They would have some capacity challenges.

A representative from Senator Welch's office visited Jericho last week. John and Linda gave her a tour and let her know what projects we currently have underway. They spent time at the McMillan property and discussed our affordable housing projects. She visited our new librarian at the town library, which will need improvements.

John believes the conservation easement with the Vermont Land Trust and the Hunt estate closed yesterday. There is excitement and gratitude that the farm will be returned to its agricultural history. The land along the Lee River corridor is now forever conserved and will remain open space

Wayne, John and Paula met with Matt Young, the consultant who is working with us to come up with a site plan and design for a new town garage. They talked about capacity needs, the best potential for site location and things we need to consider in getting to a final proposal. Matt indicated that he has done some operational assessments for other towns. He may be another possible contractor to help with a governance assessment.

John was approached by the fire department about doing a hose training at the 2 Railroad Circle property. They would not access the house. They would work on attaching hoses to hydrants. He has only gotten positive responses from adjacent neighbors. He hopes he can give them the green light by tomorrow afternoon. Wayne said he thinks we would want to limit where they can park. John agreed. He said he has discussed that with Andy Forsberg.

499 John said the annual audit is scheduled for October 10-12. He, Paula and Linda are meeting
500 tomorrow to discuss a proposed schedule for budget development.

501

502 John said there will be a kickoff tomorrow for the Harvest Crossing affordable housing
503 development in Underhill. It will be at 11:00 on site. Senator Sanders or a representative from
504 his office will be there as well representatives from Habitat for Humanity and the Town of
505 Underhill.

506

507 John said he thinks we will need an executive session to discuss HR concerns regarding
508 Adam's resignation and updates on legal matters

509

510 Catherine said she recently attended a commercially sponsored webinar called "Boost
511 Community Impact with Capital Improvement Plans." The company sponsoring it has a data
512 system that is far more complicated than we need, but we need to consider updating our capital
513 improvement plan. We are looking at a new garage. We will be spending at least \$170,000 for
514 Bridge 15. The Planning Commission is looking at a potential wastewater facility in Riverside.
515 She is not suggesting buying the product presented in the webinar but that we should start
516 thinking about capital improvement planning ourselves.

517

518 Catherine watched a 3-minute video from MVP and the National Fitness Campaign and then
519 she, John and Linda had a 30-minute National Fitness Campaign presentation. The goal of the
520 campaign is to have healthy, physically active communities. They give \$50,000 grants. They
521 thought Jericho might be a good fit. They have an outdoor recreation fitness pad that is a
522 concrete slab with protective cushioning and stations where people can do different physical
523 activities. There is a phone app that tells people how to use it. It is even ADA-accessible and the
524 backdrop can be used for public art. They do all the work to install it and we pay for it. Many
525 insurance and healthcare companies are behind it. Other towns have used ARPA funding for it.
526 It would cost about \$150,000, including the \$50,000 grant. It is a way for people to do gym
527 activities without having a gym. John said it would require designating a location and having a
528 contractual partnership with a park or school that would be willing to locate it. He will forward
529 information about it to Wayne and Erik. The board talked about possible locations.

530

531 Erik said he is meeting with Karina Dailey tomorrow to look at wetlands at the Railroad Circle
532 site. He will also set up a time to talk about wetlands with Chris Flinn but Karina offered to take
533 a look at the site because it is part of her expertise. He is not looking for anything official from
534 her, just to learn more about what is there. John suggested that it would also be helpful if she
535 could look at the area on Lee River Road where there are wetlands concerns for sidewalk
536 realignment.

537

538 Wayne said he has been following up on the new heating for the highway department building. It
539 sounds like it is well under control. He has been in touch with someone from the commercial
540 district. He watched a Selectboard member perform his judicial role at the pet parade.

541

542 Catherine asked if the wetlands at the Railroad Circle property are designated wetlands. Wayne
543 said he thinks they are anecdotal wetlands. John agreed. As he understands it they are Class 3.
544 Erik said Jason Garbarino mentioned in his report a possible wetland area. He thinks a wetland
545 delineation will need to be done.

546

547

548 **Approve Minutes of 8/3/23**

549

550 Catherine said the following information needs to be added to the minutes of August 3: “Erik
551 motioned and Wayne seconded to exit executive session at 10:00 p.m. The motion was passed
552 3-0. No action was taken. Wayne moved and Erik seconded to adjourn at 10:01 p.m. The
553 motion was passed 3-0.”

554

555 **Erik Johnson moved to approve the minutes of August 3, 2023 with Catherine's addition,**
556 **Wayne Howe seconded and the motion was passed 3-0.**

557

558 **Approve Warrants of 8/11/23 and 8/25/23**

559

560 Catherine said board members can sign warrants at the Town Hall when it is convenient.

561

562 **Executive Session – Personnel, Legal**

563

564 **Erik Johnson moved to go into executive session to discuss personnel and legal matters**
565 **because premature disclosure of the information to be discussed would be detrimental**
566 **to the parties involved, Wayne Howe seconded and the motion was passed 3-0 at 9:44.**

567

568 **Adjourn**

569

570

571

572 Respectfully submitted by

573

574 Donna Griffiths

References to Riverside Village Center Designation from the Town Plan:

From Section 1 – Introduction, Vision and Goals:

The following “Vision Statement” is intended to be an expression of what we hope the Town will be like a decade hence. “The Town of Jericho has a strong sense of community. Its residents participate in local events centered around its three vital traditional village centers and the Commercial District. The appearance and physical characteristics of these areas encourages pedestrians and bicyclists, and reflect the historic patterns of settlement rather than acquiescing to the dominance of the automobile. Convenient public transportation options are available within town and to connect with the surrounding communities. Municipal buildings, schools, and other public facilities such as libraries are in the Villages, drawing residents to these activity centers. In addition to businesses and services, the Village Centers also include a wide range of housing choices, allowing a diverse population to reside in Jericho.

From Section 2 – The Jericho Community:

Jericho developed three distinct Village Centers – Jericho Center, Jericho Corners, and the Riverside area of Underhill Flats. Portions of each Village Center are on the National Register of Historic Places, and each Village Center is recognized as a “Designated Village Center,” a state of Vermont program that recognizes and encourages local efforts to revitalize Vermont’s traditional villages. Once designated, the community receives priority consideration for state grants and other resources. Recently, significant gains have been made in reestablishing the traditional importance of these Centers, with the influx of a variety of new businesses, renovation of historic properties, streetscape improvements, and upgrades to pedestrian infrastructure.

From Section 3- Land Use:

This Comprehensive Town Plan envisions continued and future growth and development occurring mainly in Jericho’s three Village Centers. These areas should develop into vibrant centers of culture, community, and commerce. The Village Centers should be interspersed with open, rural countryside, working agricultural and forestland, lands containing natural resources, and rural homes.

Riverside Village Center

Riverside Village Center spans VT Route 15 from Mills Riverside Park to the Underhill town line, and extends to River Road and Park Street. Browns River Middle School and the Deborah Rawson Memorial Library are located in this Village Center, along with several residences, small businesses, and larger parcels of land which are undeveloped, or minimally used for commercial activity.

In 2015 the Town adopted additional zoning for a portion of Riverside, the Riverside Flats Character – Based District. This is considered an overlay district and discussed below in the Overlay section. Outside of the Overlay, any commercial use or residential growth should be modest in scope and should be compatible with the historic Village character and neighboring parcels. Traffic calming and pedestrian circulation is of particular importance as development occurs along VT Route 15 and River Road. A new pedestrian crossing at the intersection of VT Route 15 and River Road is planned for the summer of 2016.

Riverside Character-Based Zoning District

Over several years, Jericho officials evaluated Riverside, with assistance from public agencies, land use consultants, and public input. Jericho determined Riverside offered significant potential for development, based on several factors, including convenient VT Route 15 access, mixed-use character past and present, the relatively large amount of undeveloped or underutilized land, landowner support, and Jericho-Underhill Water District service.

As a result, in 2015, the Jericho Selectboard adopted new zoning regulations, which apply to a designated large portion of Riverside, to a) encourage development within this district and b) ensure that any development conforms to specific character-based zoning and development standards such as private frontage, building form, building placement, building type, road, parking, civic space, driveway location and architectural standards. See Map 2 at the end of the plan for these boundaries.

The Character Based Zoning Ordinance is intended to foster growth on existing large parcels in a way that preserves and expands on the traditional village center type development.

Redevelopment at a smaller scale also may take place on parcels fronting on VT Route 15 and other major roadways in this District. The new zoning will guide development to be compatible with historical patterns on nearby parcels.

A grid of streets throughout the Riverside Village Center with multiple connections to major streets will disperse traffic throughout the village and avoid congestion at any single point. On-street parking and other traffic-calming measures are intended to decrease vehicle speed and encourage pedestrian safety. Sidewalks and paths should be constructed along streets and from streets to buildings.

Development review should pay particular attention to bulk, setbacks, and relationship of buildings to parking and pedestrian amenities. Larger buildings can be successfully incorporated into the village centers through proper siting and the use of landscaping and architectural treatments to interrupt building bulk.

From Section 5 – Cultural and Historic Resources

Historic Landscape

In 2003, Jericho Corners became an official “Designated Village Center” through the Vermont Downtown Program, making it one of the first Designated Village Centers in Vermont. Since 2003, both Jericho Center and Riverside/Underhill Flats have also received Village Center Designation. Through this designation, building owners in the designated area may be eligible for certain tax credits to preserve and to make code and safety improvements to historic buildings. In addition to these benefits to land owners, Village Center Designation has also improved Jericho’s competitiveness when applying for a host of State and Federal grants.

GOALS, STRATEGIES, AND IMPLEMENTATION

Goal 5.1. Protect and preserve important historic, archeological, and architectural features of Jericho.

Strategy 5.1.1. Encourage and promote the private and public preservation, rehabilitation, and enhancement of important historic structures and areas, sites, and archeological features, through a mix of regulatory programs and voluntary and non-regulatory programs.

Implementation 5.1.1.1. Allow the Adaptive Use regulations to include a wide range of eligible historic structures.

Implementation 5.1.1.2. Pursue historic preservation grants for publicly owned buildings. Publicize historic preservation grants and tax credits that are available for the preservation of private buildings.

Implementation 5.1.1.3 Provide technical assistance to property owners seeking grants and/or tax credits for historic preservation.

Implementation 5.1.1.4. Work with the Jericho Historical Society to increase awareness of existing historic preservation grants and to raise funds for matching such grants.

Implementation 5.1.1.5. Work with property owners and developers to encourage preservation or minimal disturbance of historic landscape features such as stonewalls and hedgerows.

Implementation

5.1.1.6. Encourage the development of an inventory of archeological features deemed worthy of preservation.

Goal 5.2. Strengthen and enhance the three historic Village Centers.

Strategy 5.2.1. Ensure the economic viability of Jericho's three Village Centers.

Implementation 5.2.1.1. Encourage expanded mixed uses within Village Center areas.

Implementation 5.2.1.2. Require public uses such as schools, libraries, and town offices to be located in traditional village centers.

Implementation 5.2.1.3. Maintain Village Center Designation for each village center. Monitor and take advantage of public and private programs that could benefit Jericho's Village Centers.

From Section 6 – Economic Development

VILLAGE CENTERS

Jericho's three Village Centers have been hubs of economic activity throughout the Town's history. The villages may serve as incubators for new small businesses and former home businesses that require additional space. Larger businesses may also provide a solid "anchor" for economic activity in the Village Centers. Economic development of each Village Center will provide a local source of goods and services for Jericho's residents as well as increase employment opportunities within Town.

Jericho Corners and Riverside are strategically situated on Route 15 halfway between the Greater Burlington Area and several rapidly growing communities in Lamoille County. This location makes these Village Centers ideal for businesses that require high visibility and commuter traffic. Similarly, this

location makes these Village Centers attractive locations for businesses located in the Greater Burlington Area seeking to open branch offices closer to the growing population base to the north.

While Jericho Center is not located on a state highway, its location may provide opportunities for recreational, natural resource based, and agricultural businesses. Jericho Center is easily accessible to Interstate 89, and is located in close proximity to Mobbs Farm and numerous local trails. As development in central Chittenden County is consuming former recreational land, some residents of these towns are seeking recreational opportunities in outlying towns, including Jericho. Existing and future businesses in Jericho Center may benefit from this trend.

Lack of parking can inhibit economic development in the Village Centers. By allowing flexible parking regulations, and encouraging offsite, shared, and on-street parking, new parking can be incorporated into the existing fabric of the Village Centers.

Each of the three Village Centers has received “Village Center Designation” from the State of Vermont. This designation provides tax credits for repairs and code improvements to historic, non-residential properties located within the Village Centers. Utilization of these tax credits could create an incentive for businesses to refurbish existing structures and locate in a Village Center rather than an outlying area. Further marketing of these incentives is needed to inform area residents and businesses of their availability.

TRAVEL, TOURSIM, AND HOSPITALITY

...While tourism is often measured by the immediate impact of income for local businesses, it is worth noting that the executives of several employers in Chittenden County, notably IBM and Husky Injection Molding, were first introduced to the area while vacationing in Vermont. Many high-tech firms place a premium on quality of life when considering new locations. The same attributes that attract tourists may also serve as low cost marketing to potential employers. This is especially important, given that Jericho, and Vermont as a whole, lacks the resources to compete with larger, more populous areas in traditional economic development marketing. Marketing materials about incentives to do business in Jericho, such as the Village Center tax credits, should be provided at Town Hall as well as areas likely to draw large numbers of visitors.

Goal 6.1. Foster economic development in Jericho’s Village Centers and Commercial District.

Strategy 6.1.6. Leverage existing and new incentives for businesses to locate in the Village Centers and the Commercial District.

Implementation 6.1.6.1. Promote greater utilization of Village Center Tax Credits by existing and potential village businesses.

Implementation 6.1.6.2. Investigate the applicability of other incentive programs offered by the State of Vermont, such as the Growth Center and Vermont Neighborhoods programs.

Implementation 6.1.6.3. Research market potential for new businesses to locate in the Village Centers and the Commercial District.

Implementation 6.1.6.4. Investigate programs and incentives to promote economic development offered by similarly sized communities in Vermont and other parts of the country.

[From Section 7– Housing](#)

STRATEGIES TO ENCOURAGE HOUSING OPTIONS

One of the most direct ways Jericho can influence housing is through its Land Use and Development Regulations, which encourage housing diversity in several ways.

- The regulations allow increased residential density in the Village Center District.
- Within the Village Center District, affordable and elderly housing is governed by lot coverage rather than minimum lot size. This will allow more, small units to be located within a single structure or series of structures than would be allowed based on a traditional unit-to-lot-size basis. Jericho has also received Village Center designation from the state for its three centers, Jericho Center, Riverside and Jericho Corners. As a benefit of the program, the town and certain developments are eligible for funding benefits and tax credits which could be used to encourage affordable and elderly housing



August 4, 2023

Gary Halloway, Downtown Program Manager
Community Planning and Revitalization
Vermont Department of Housing and Community Development
1 National Life Dr.
Davis Building, 6th Floor
Montpelier, VT 05620-0501

Re: Jericho's Village Center Designation Renewal

Dear Gary,

The Chittenden County Regional Planning Commission is pleased to support the Town of Jericho's application for renewal of Village Center Designation for Riverside Village. CCRPC approved Jericho's Town Plan and confirmed its planning process on January 20, 2016; the plan is valid until January 19, 2024 (and its re-adoption is currently in progress).

Action 5.2.1.3 of the 2016 Town Plan calls for maintaining state designation for each of Jericho's three Village Centers, which have helped the Town make significant advancements in protecting its historic and cultural resources while maintaining compact settlement patterns.

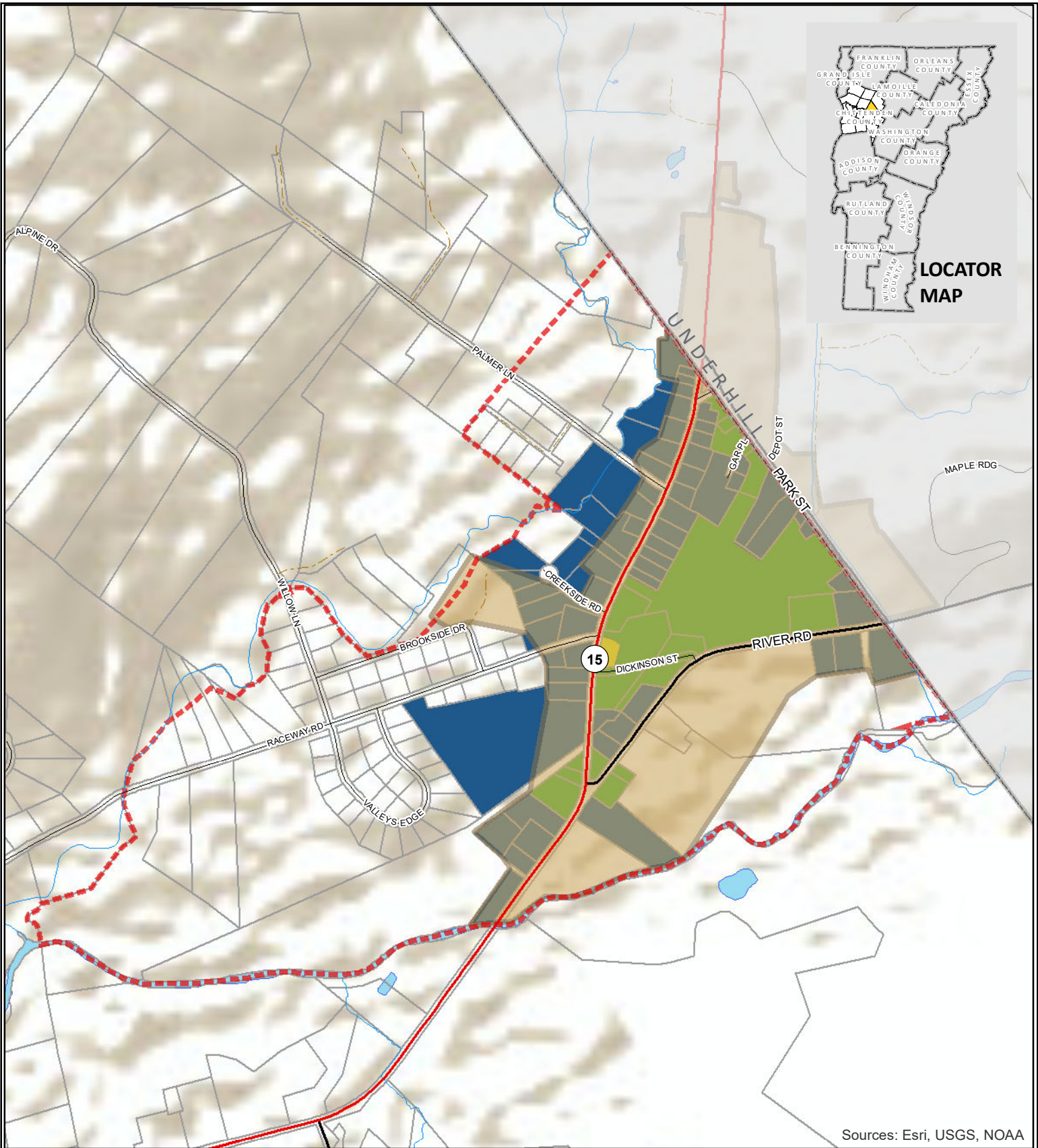
Riverside Village is also within the Village Planning Area on the Future Land Use map of the *2018 ECOS Plan* (Chittenden County's Regional Plan). Therefore, the designation will also help implement Strategy 2 of the *ECOS Plan*, which calls for 80% of new development in the areas planned for growth.

Please feel free to contact me should you have any questions.

Best regards,

A handwritten signature in blue ink that reads "Charlie L Baker".







Charlie Baker
Executive Director



Sources: Esri, USGS, NOAA

Source:
 Tax Parcel Boundary - GrassRootsGIS, 2015; Road Centerline - VTrans, July 2015; Railroad - VTrans, 2003; Surface Water - VHD, 2008 (VCGI)
 Map created by P. Brangan using ArcGIS. All data is in State Plane Coordinate System, NAD 1983.

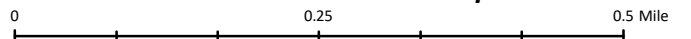
Disclaimer:
 The accuracy of information presented is determined by its sources. Errors and omissions may exist. The Chittenden County Regional Planning Commission is not responsible for these. Questions of on-the-ground location can be resolved by site inspections and/or surveys by registered surveyor. This map is not sufficient for delineation of features on-the-ground. This map identifies the presence of features, and may indicate relationships between features, but is not a replacement for surveyed information or engineering studies.

-  Riverside Designated
-  Village Center Zoning
-  Character District
-  Character District
-  Civic
-  2015 Tax Parcel



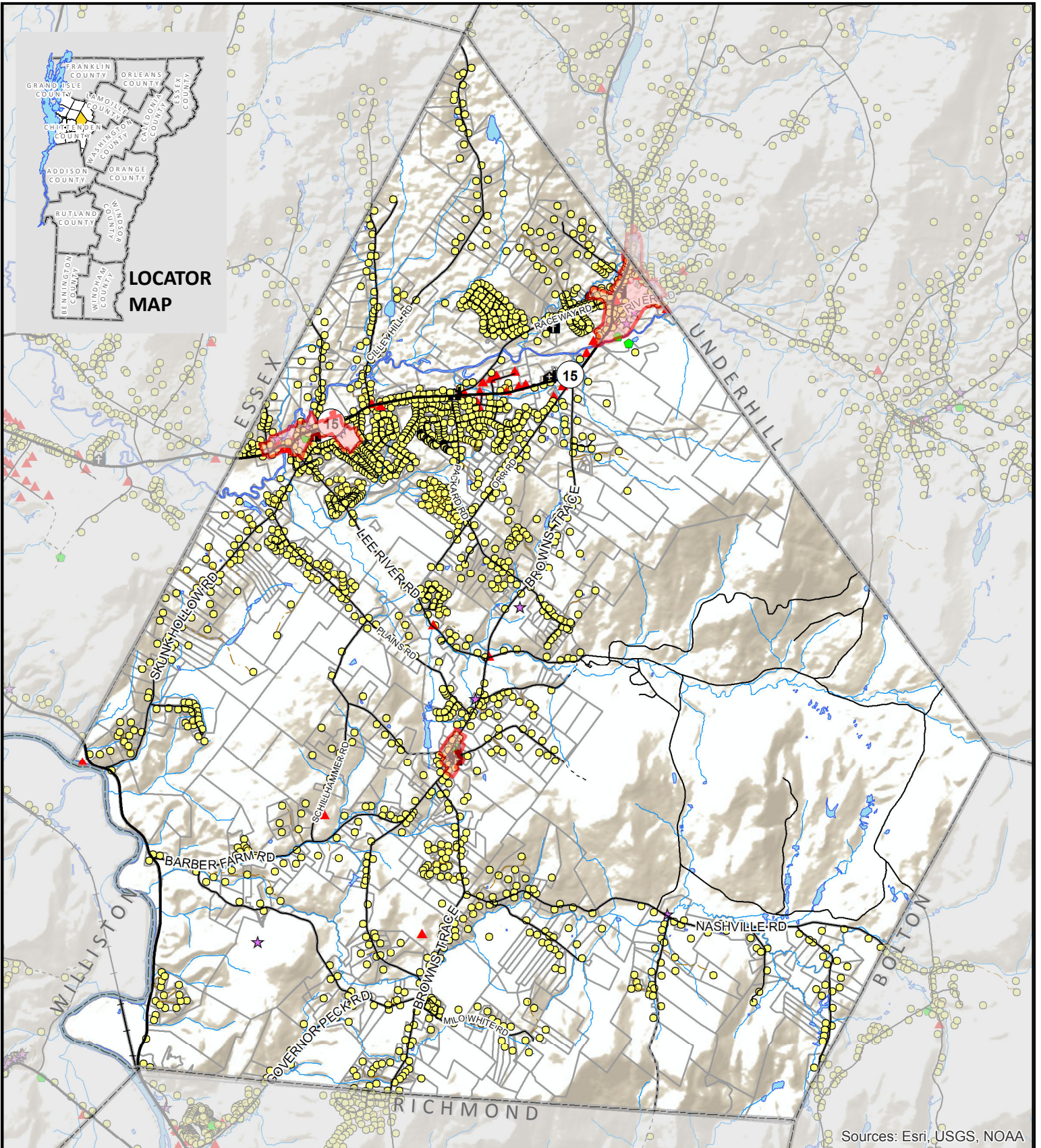
1:10,000

1 in = 833 feet



Map 14: Riverside Village Jericho, Vermont

2016 Comprehensive Plan



Sources: Esri, USGS, NOAA

Source:
 Land Use - e911 data, July 2015; Topography - developed from 2013 DEM by CCRPC; Tax Parcel Boundary - GrassRootsGIS, 2015; Road Centerline - e911 roads, July 2015; Railroad - VTrans, 2003; Surface Water - VHD, 2008 (VCGI)
 Map created by P. Brangan using ArcGIS. All data is in State Plane Coordinate System, NAD 1983.
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CHITTENDEN COUNTY RPC
 Communities Planning Together
 11/18/2015

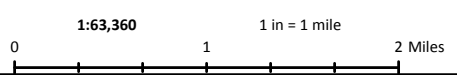
D:\Projects\15\Jericho\TownPlanMaps\ExistingLandUseMap8x11_20150924.mxd

Legend

- ▲ Commercial
- House of Worship
- ★ Government/Education
- Residential
- ◆ Public Gathering/Recreation Site
- Designated Village Center
- Tax Parcel Boundary
- Road Centerline
- US/State Highway
- Town Highway Class 2 or 3
- Town Highway Class 4
- Private/Unknown
- Railroad



**Map 1:
 Existing Land Use
 Jericho, Vermont
 2016 Comprehensive Plan**



To:

Vermont Village Center Designation Program, attn. Richard Amore
Division for Community Planning & Revitalization
Department of Housing & Community Development
One National Life Drive, 6th Floor
Montpelier, VT 05620

From:

Brian Tijan, Chair
Planning Commission
Town of Underhill
PO Box 120
Underhill, VT 05489

Dear Richard Amore,

This letter is to inform you that the Town of Underhill wishes to renew the Village Center Designation for its portion of the Flats/Riverside Village. The designation expires at the end of August, 2023, and the Town seeks to renew the designation as the earliest convenience. Below please find:

- A. Narrative summary of the request
- B. Municipal Infrastructure details
- C. Local contact information
- D. Attachment List

a) Narrative

Underhill Flats is an historic village located in the Town's southwestern corner. It is part of the larger Flats-Riverside community, which spans across the town line separating Underhill from Jericho, its neighbor to the south and west. The two towns have historically collaborated on matters of municipal governance, and the currently-held Village Center designation is the only known shared designation in the state of Vermont. Underhill town staff have been in contact with their counterparts in Jericho and expect that they will similarly request village center renewal for that town's portion of the community.

Underhill Flats is concentrated along two roads: VT Route 15 and Park Street. It features Underhill's densest and most diverse mix of housing along with many of its only publicly-facing commercial and retail enterprises. Many of the existing buildings qualify for historical designation. There has been little development within the designated Village Center since its last designation in 20__ : several existing buildings have been modified or replaced, but density has not significantly increased, and land use has not significantly changed. The Flats village is located entirely within the Underhill Flats Village Center Zoning District, though the zoning district extends beyond the state-designated village center.

While recent growth inside the designated village center has been minimal, some new residences have been built on adjacent parcels. Much of this development has occurred east of Park Street, particularly on parcels with frontage along the private roads of Jacob's Hill Road, Min's Lane, and Harvest Run (all of which all connect to Park Street). Finally, the Town has been supporting a local church group in their effort to develop a newly-created parcel of land located at 420 VT Route 15 into an affordable housing project, in partnership with Habitat for Humanity. This housing development would be located outside the village center, but adjacent to several parcels included in designated area.

b) Municipal Infrastructure

The Flats Village Center area is currently serviced by municipal potable water. Natural gas and electric lines are also available to landowners and residents. The Flats has no publicly-owned or -operated wastewater disposal system. However, Underhill town officials are aware that Jericho is currently exploring the feasibility of public wastewater infrastructure, and have provided relevant data to the consultants involved in that study for the purposes of estimating current demand.

c) Local Contact Information

Brad Holden, Town Administrator
12 Pleasant Valley Rd
Underhill, VT 05489
(802) 899-4434 x7
Bholden@underhillvt.gov

Brian Tijan, Chair, Underhill Planning Commission
12 Pleasant Valley Rd
Underhill, VT 05489
(802) 899-4434 x7
b.tijan@gmail.com

d) Attachment List

1. Minutes from July 27, 2023 Underhill Selectboard meeting authorizing village center renewal application
2. Letter from CCRPC stating confirmation of Underhill's planning process
3. Excerpts from the 2021 Underhill Town Plan
4. Map of Flats village center area (excerpted from the 2021 Underhill Town Plan)

Please contact either Brad Holden or myself with any questions or concerns regarding this application. We look forward to

Sincerely,



Brian Tijan
Chair, Underhill Planning Commission

Underhill Flats Village Center District and Underhill Center Village District

The Underhill Flats Village Center District (Underhill Flats) and Underhill Center Village District (Underhill Center) are two standalone districts that are rooted in the Town's traditional historic centers. Throughout the mid-1900s, these two areas were robust commercial centers surrounded by compact residential development. As the 20th century came to end, many of the commercial establishments in the two village centers ceased to exist.



The purpose of the Underhill Flats Village Center District is to encourage small-scale commercial use, public uses, and denser residential uses. Furthermore, the district promotes development that is consistent with the existing compact, historic development pattern. Unlike the other zoning districts, the Underhill Flats Village Center District is less restrictive, as the District contains a one-acre minimum lot size requirement, shorter setback requirements, and allows for a range of different uses. In an effort to ease the administrative and development obstacles for this district, there are less-restrictive dimensional requirements due to the historic nature of the area, as a number of lots within the district continue to be nonconforming.

The Underhill Center Village District closely resembles the Underhill Flats Village Center District in regard to intent and purpose. Specifically, the Underhill Center Village zoning district was created in 2018 to address the limitations imposed by the Water Conservation District's dimensional standards, thereby allowing landowners within the new district to proceed with ordinary development projects without having to obtain approval from the Development Review Board. The purpose of this zoning district mirrors that of the Underhill Flats Village Center District: to recapture the once vibrant village community by encouraging small-scale commercial use, public uses, and denser residential uses. Furthermore, this district promotes development that is consistent with the existing compact, historic development pattern. The Underhill Center Village District has a one and ½ acre minimum lot size requirement, shorter setback requirements, and allows for a range of different uses. Similar to the Underhill Flats Village Center District, these less-restrictive dimensional requirements are necessary due to the historic nature of the area and the number of lots that remain nonconforming, even with the implementation of the smaller acreage requirement in the new zoning district, which oftentimes result in development obstacles.

Both village center zoning districts are similar regarding development allowed, uses, their intended purposes, as well as are distinct areas from the surrounding areas. Both the Underhill Flats and Underhill Center Districts contain numerous single- and multi-family dwellings, some commercial establishments, and public facilities. Furthermore, these districts are areas where the Town encourages greater density, more development, and small-scale economic activities. These uses should be integrated into the existing community by conforming with, and being context-sensitive to, the neighborhood, as determined by the district's boundaries. With the promotion of these context-sensitive uses, the Town hopes to establish gathering places, services, workspaces, and recreational spaces in a compact, safe, walkable community, while at the same time respecting environmental constraints.

Rural Residential

The Rural Residential zoning district, previously known as the Rural Residential & Agricultural District, includes areas in Town not located in the other zoning districts. During the map's creation, this district emerged last, as it was comprised of areas where no significant environmental constraints inhibit development. With this sentiment in mind, the Rural Residential District was identified as a district where residential development on medium sized lots would be encouraged. Therefore, a three-acre lot size requirement was selected, which is notably larger than the minimum lot size in the two village centers. On the other hand, the acreage requirement of this district is notably smaller than the Mt. Mansfield Scenic Preservation District and Soil & Water Conservation District, where lower density development is encouraged due to environmental or aesthetic constraints.

strategies above, the Planning Commission intends to review the zoning map in an effort to resolve these interpretation and applicability issues.

FUTURE LAND USE

Evaluating existing land use patterns is important in order to project and facilitate future growth within the Town (future land use). Developing a future land use plan enables the coordination of public and private development decisions within the Town. Due to the interrelatedness between Underhill's existing land use and its zoning districts, the development of a traditional future land use plan has not been pursued in quite some time, ultimately resulting in the future land use map being a reflection of the Town's zoning districts. While this plan proposes a future land use map that largely reflects the zoning districts, the Planning Commission intends to re-examine this map and amend where appropriate, which may contribute to the resolution of some of the zoning-related issues discussed directly above.

The future land use maps included with past plans have largely been a reflection of the Town's zoning districts, thus not providing the guidance the map is meant to provide to the Town. The future land use plan herein (see Map 1.4) is largely a reflection of the existing land use (Map 1.1), and therefore, the Planning Commission should re-examine and amend the map where appropriate, as potential amendments may contribute to the resolution of some of the issues discussed above.

The future land use map contains the following land uses, which are strongly connected to the underlying zoning districts:

Traditional Village Centers

The Underhill Flats and Underhill Center Village Centers comprise the "traditional village center" land use category. Currently, these areas consist of dense residential development; however, mixed-use and small-scale commercial development is encouraged. To help promote mixed-use development within the centers, Underhill collaborated with the Town of Jericho and obtained a village center designation for the Underhill Flats/Riverside area from the Vermont Department of Housing & Community Development in 2010. In 2017, Underhill Center also obtained village designation status. Landowners within the boundaries of the village designation areas are eligible to apply for financial assistance from the Vermont Department of Housing & Community Development should they pursue an endeavor involving mixed-use development, commercial development or multi-family dwellings that are for rental purposes.⁷

Rural Residential

The Rural Residential land use category is comprised entirely of Rural Residential zoning district. These lands are meant to be used for residential purposes/low impact development on medium sized lots. This land use category allows the Town to maintain its rural character, while at the same time, allowing for

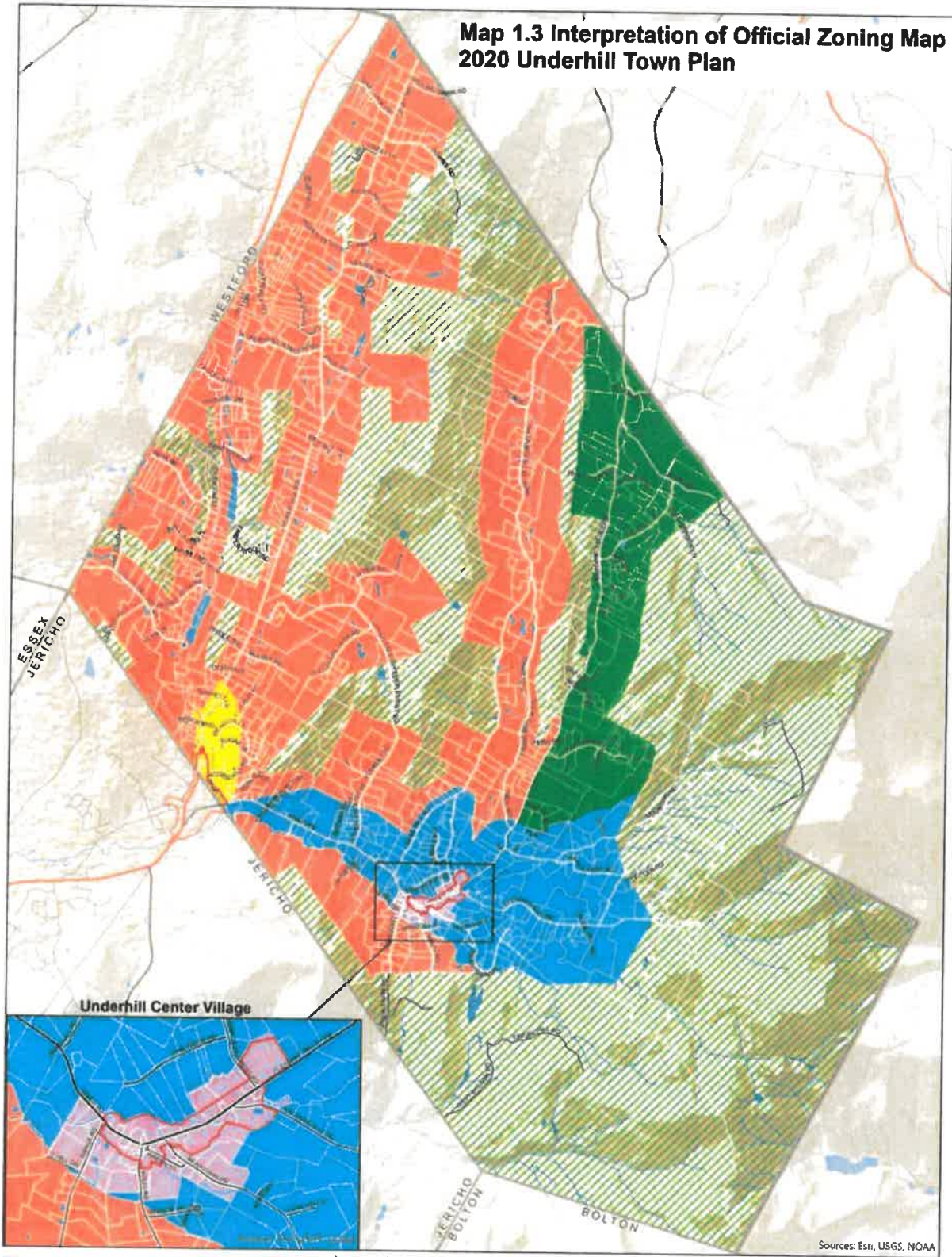


Photograph 1.2 – Green Mountain Academy

Photograph Submitted by Underhill Planning Commission

⁷ <https://accd.vermont.gov/sites/accdnew/files/documents/CD/CPR/CPR-VC-Designation-Benefits.pdf>.

Map 1.3 Interpretation of Official Zoning Map 2020 Underhill Town Plan



Sources: Esri, USGS, NOAA

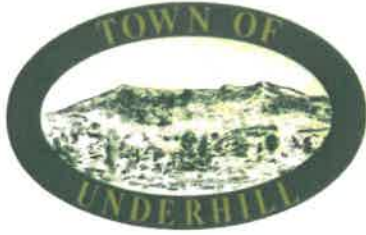


- Legend**
- | | |
|---|------------------------------|
| Zoning District | Stream Centerline |
| Mt. Mansfield Scenic Preservation (Local Possible Constraint) | Water Body |
| Rural Residential | Road Centerline |
| Soil and Water Conservation | State Highway Class 2 |
| Underhill Flats Village Center | Town Highway Class 3 |
| Underhill Center Village | Town Highway Class 4 |
| Water Conservation | VT Designated Village Center |



Source: Road Centerline - ESRI, 2020, Surface Water - VMD, Future Land Use, CCRC; Map created by M. Neville using ArcGIS Pro. All data is in State Plane Coordinate System, NAD 1982.

Disclaimer:
The accuracy of information presented is determined by its sources. Errors and omissions may exist. The Chittenden County Regional Planning Commission is not responsible for these. Discrepancies of on-the-ground location can be resolved by site inspection and/or surveys by registered surveyors. This map is not sufficient for delineation of features on-the-ground. This map identifies the presence of features, and may indicate relationships between features, but is not a replacement for survey information or engineering studies.



Town of Underhill
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SELECTBOARD MEETING MINUTES
Monday, July 27, 2023, 6:00 P.M.
Underhill Town Hall

Present:

Selectboard Members: Patricia Richards, Bob Stone

Town Staff: Brad Holden, Dave Clift, Amanda Bosley

Absent: Dan Steinbauer

Note: All votes taken are unanimous unless otherwise noted.

1. *Call Meeting to Order / Adjustments to Agenda*

Bob called the meeting to order at 6:01. No adjustments to the agenda were needed.

2. *Opening Public Comment*

No members of the public wished to comment.

3. *2023 Harvest Market – VTrans 1111 Permit (6:01)*

Dave Clift said he had several items to address along with the VTrans permit request. One thing that is done every year for Harvest Market is applying to VTrans for a permit to put “no parking” signs in Underhill from Park Street north to the fire station on the west side of Route 15 so that side of the road can be kept clear for emergency vehicles. The church asks the Jericho selectboard to approve a similar permit application for the road in Jericho.

In addition, Dave drew up a memo to be signed by the board chair that says the selectboard is fully aware that Harvest Market will take place this year on September 23 and 24.

The church is also asking permission to use the common, which is across Park Street spur, during Harvest Market hours and to restrict parking in two areas along Park Street.

Bob moved and Patty seconded to approve the application for a VTrans State Highway Access and Work Permit for Harvest Market signage as presented. Patty asked if anything about the permit application is different from the previous year. Dave said no. **The motion was passed.**

By consensus, the board authorized Brad to sign the application to VTrans. It was also agreed to amend the memorandum dated July 27, 2023 stating that the Town of Underhill is fully aware of and in support of Harvest Market to replace Dan Steinbauer’s name with Brad Holden’s and to authorize Brad to sign it on behalf of the selectboard.

Dave said the board should decide if the electricity turned on for Harvest Market should be kept on or turned off after Harvest Market.

Dave said every year state police come to Harvest Market to help with security. The Town of Jericho voted to pay 50% of the cost for law enforcement. The church is asking Underhill to contribute as well. He will contact the police and make the scheduling arrangements. Jericho will make the full payment and ask Underhill to contribute half the cost. Patty asked if the cost has always been split 50-50. Dave said yes.

Bob moved to enter into an agreement with the Town of Jericho to split the cost of law enforcement for the 2023 Harvest Market 50-50, Patty seconded and the motion was passed.

4. ***VT E911 – Consider New Road Name for Town Highway 20 (6:14)***

Amanda said she was contacted by the E911 department about Town Highway 20. They have asked us to come up with a name for it. Amanda contacted residents of the road and asked them to come up with suggestions. Based on some research, they suggest Iron Kettle Lane.

Bob moved and Patty seconded to name Underhill Town Highway 20 Iron Kettle Lane effective at the conclusion of this meeting. The motion was passed.

Brad said Town Highway 20 is incorrectly labeled on our mileage map as a Class 3 road. He is not sure whether we grade it, but we do not plow it. That classification probably needs to be changed.

5. ***Review and Consider Future Dump Truck Estimates (6:18)***

Brad said we were made aware there is going to be a significant price increase for trucks. We are planning to have voters approve purchase of a replacement for a single axle dump truck in March and then we will take out a note to pay for the truck in the next fiscal year. The thought was that since it will take the better part of a year to be delivered after it is ordered we should order it now and then hopefully it will be here before winter next year. We can purchase using the state contract so we don't have to go out to bid. We got prices on 3 options: a single axle truck for \$237,567; a more substantial single axle truck for \$259,382; and a tandem truck for \$278,884.

Bob said the three employees who weighed in recommend purchasing a tandem truck. They feel they can make modifications to some turnaround areas that cannot currently accommodate a tandem truck. He talked to the Jericho road foreman who said Jericho is going in the direction of tandems because they haul a lot of sand. If we don't order a truck before the end of the month we jeopardize being able to take delivery before plow season next year. If we order a truck and opt not to take it there is a fee of about \$5K, but that has never been an issue because there is so much demand for these trucks that the dealer has said they can work around it. Nate Sullivan has not weighed in. Bob's recommendation would be to get a tandem as recommended by the crew. Patty asked if the plan is that all our plow trucks will go to double axle. Bob said that is the recommendation. We seem to be doing more hauling ourselves. We can carry more with a tandem.

Bob moved and Patty seconded to authorize the vice chair to sign an order for a 2025 HV613 tandem dump truck from Allegiance for \$278,884.

Brad said we have more mountainous terrain than Jericho and our trucks need to turn around in some pretty rugged places, like Krug Road. Without a substantial overhaul of the turnaround he feels we would need to plow that with a pickup if we didn't have a single axle plow truck. Tupper Road has a tight turnaround. We can use FEMA reimbursement rates as an example of what it costs for us to operate a truck. FEMA reimburses us about \$78/hr for use of a truck for a FEMA event. That probably includes wear and tear on the truck. On top of that we have the cost of salary and benefits for an employee, which adds up to 30-some dollars per hour. In the past we contracted for hauling because we felt it was cheaper. Our crew could still be working on the roads and wear and tear and miles were put on the contractor's truck and not ours.

Bob said currently we have 2 single axle trucks, one reserve and one in active use. The idea is that one of them would go away with the purchase of the next truck. We would still have one single axle truck at our disposal. When it comes time for resale, tandems hold their value much more. A tandem truck costs more but it holds its value more and could be more useful for the town. He thinks that is the way to go.

Patty asked if we would be able to keep a dual axle truck longer. Bob said he thinks we will probably be going in the direction of keeping the trucks for a period matching the warranty period – 7 years. That way we can hopefully avoid large expenses for repairs.

Brad noted that this price is about \$70K more than we paid for the truck we bought last year. Bob said prices are going up – not just because of inflation but also because emissions standards are changing.

Patty said she thinks it is important that we get an order in soon. She would support trying a dual axle truck. If we run into problems we can always go back to single axle.

Brad said he thinks for the next budget season it would be worth comparing the cost of hauling sand vs. using a contractor for hauling. He thinks we would find that contracting it out is more cost effective and if we did that our trucks would last longer. Bob agreed that would be a good exercise.

6. Underhill Flats Village Center Designation Renewal (6:35)

Brad said the Underhill Flats village center designation needs to be renewed every 5 years. The Planning Commission has looked over the renewal application. We entertained possibly trying to expand the boundaries but were told that is not possible. The Planning Commission recommends that the selectboard renew the village center designation as it exists now.

Bob moved to accept the recommendation of the chair of the Underhill Planning Commission to submit an application for renewal of the Underhill Flats village center designation as presented in the meeting packet, Patty seconded and the motion was passed.

7. Email Migration Assessment Quote

Brad said currently all our email is on our server. It gets backed up daily. We use Microsoft Exchange but most municipalities and businesses are getting away from Exchange and going with Microsoft 365, which is cloud based. We got an estimate of \$750 from The Tech Group to do an assessment of what the migration to Microsoft 365 will cost. Migration to Microsoft 365 would allow the chair of each committee to have a town email address. Currently they use their personal emails. **Bob moved to accept the proposal from The Tech Group to do an assessment of email migration to Microsoft 365 for \$750.** Patty asked, if we then choose to have The Tech Group do the migration do they apply the \$750 to that cost? Brad said he can ask. **The motion was passed.**

8. Culvert Estimates for Grants in Aid Project (6:44)

Brad said we got an estimate for culverts for work that needs to be done on English Settlement Road by September 1 in order to have it paid for by grant money. All the expenses will be reimbursed by the state.

Bob moved to accept F.W. Webb's bid for replacement culverts for English Settlement Road for a price not to exceed \$5,207.81, Patty seconded and the motion was passed.

9. May 2023 Old Landfill Groundwater Monitoring Report

Brad said we received the report from the May 2023 monitoring of the old landfill. We have this done twice a year. In the fall we test the supply well to the garage. Everything remains stable. Bob said we should post the results on the town website, and make sure a copy gets to the town garage.

10. Natural Resources Phase II Contract (6:47)

Patty moved to authorize the vice chair to sign the contract with Arrowwood Environmental, LLC for Phase II of the natural resources inventory, Bob seconded and the motion was passed.

11. FY23 Town Audit

Brad said the board had previously decided that Jennifer Silpe-Katz should find out what other towns are being charged for audits. The board did not say we should go out to bid for audit services. The auditor we

used to use is terminating their contracts because they don't have enough people. Last year's audit cost \$18,750. We got a proposal this year from the same firm for \$23,500.

Bob moved to authorize Peisch to conduct an audit for Fiscal Year 23 for \$20,500 and to go out to bid for the following fiscal year's audit, Patty seconded and the motion was passed.

12. PACIF Hazard Survey Debriefing (6:52)

Brad said every year PACIF does a loss control survey. They made some recommendations based on their survey. Most of the items will not cost much to remedy.

Bob moved to charge the town administrator to work to eliminate all of the hazards identified in the PACIF hazard survey as expeditiously as possible, Patty seconded and the motion was passed.

13. Closing Public Comment Period (6:55)

Gunnar Johnson said he would like to join the Recreation Committee. The Recreation Committee recommends his appointment. He described his relevant work history and experience. He moved to Underhill last August. **Patty moved to appoint Gunnar Johnson to the Recreation Committee, Bob seconded and the motion was passed.**

14. Warrants and Minutes (7:00)

Bob moved to approve the payroll warrant dated July 17, 2023, Patty seconded and the motion was passed.

Bob moved to approve the accounts payable warrant dated July 25, 2023, Patty seconded and the motion was passed.

Bob moved to approve the minutes of June 22, 2023 with the date corrected from June 8 to June 22, Patty seconded and the motion was passed.

Bob moved to approve the minutes of June 15, 2023, Patty seconded and the motion was passed.

Bob moved to approve the minutes of June 16, 2023, Patty seconded and the motion was passed.

Bob moved to approve the minutes of June 30, 2023, Patty seconded and the motion was passed.

Approval of some minutes was postponed until Dan is present.

15. Member Items, Correspondence, Announcements, Schedule

The next meeting will be August 10.

Brad noted that the correspondence from David Demarest that was discussed at the last meeting was included in the meeting packet.

Brad said communication with MMCTV was lost during the last meeting after the building lost power.

16. Board of Liquor Control (7:07)

Bob moved to pause the selectboard meeting at 7:07, Patty seconded and the motion was passed.

Bob moved to open the Board of Liquor Control meeting at 7:08, Patty seconded and the motion was passed.

Bob moved to approve the catering permit application for an event at Squabetty on August 26, 2023 from 10:00 a.m. to 11:00 p.m., Patty seconded and the motion was passed.

Bob moved to close the Board of Liquor Control meeting at 7:09, Patty seconded and the motion was passed.

Bob moved to resume the selectboard meeting at 7:10, Patty seconded and the motion was passed.

17. Executive Session (7:10)

Bob moved to enter executive session under 1 V.S.A. Section 313(a)(3) for the appointment or employment or evaluation of a public officer or employee, Patty seconded and the motion was passed at 7:10.

Bob moved to exit executive session at 8:06, Patty seconded and the motion was passed.

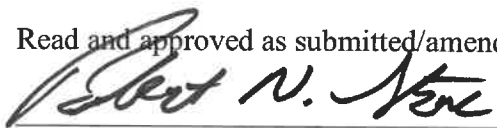
Effective 12:01 a.m. July 31 Russ Clark will be the Underhill Highway Supervisor. Jennifer is instructed to advertise an open position for Highway Worker. The selectboard had discussions regarding a personnel matter and will continue those discussions at future meetings

18. Adjourn

Patty moved to adjourn at 8:07, Bob seconded and the motion was passed.

Minutes submitted by Donna Griffiths

Read and approved as submitted/amended:


~~Dan Steinbauer, Chair~~
Robert Stone Vice Chair

 
Date Signed Date Approved



August 11, 2023

Gary Halloway, Downtown Program Manager
Community Planning and Revitalization
Vermont Department of Housing and Community Development
1 National Life Dr.
Davis Building, 6th Floor
Montpelier, VT 05620-0501

Re: Underhill Flats / Riverside Village Center Designation Renewal

Dear Gary,

The Chittenden County Regional Planning Commission is pleased to support the Town of Underhill's application for renewal of Village Center Designation for Underhill Flats / Riverside Village. CCRPC approved Underhill's 2021 Town Plan and confirmed its planning process on September 22, 2021; the plan is valid until September 21, 2029. CCRPC has also issued a letter of support on behalf of the Town of Jericho for this Village Center, which is shared between the two municipalities.

Policy 1, Strategies 1-5 of the 2019 Underhill Town Plan calls for continuing to encourage smart growth principles within both its Village Centers by exploring provision of public infrastructure and updating allowed uses and streamlining other zoning provisions. These initiatives will help the Town make significant advancements in protecting its historic and cultural resources while maintaining compact settlement patterns.

Underhill Flats / Riverside Village is also within the Village Planning Area on the Future Land Use map of the *2018 ECOS Plan* (Chittenden County's Regional Plan). Therefore, the designation will also help implement Strategy 2 of the *ECOS Plan*, which calls for 80% of new development in the areas planned for growth.

Please feel free to contact me should you have any questions.

Best regards,

A handwritten signature in blue ink that reads "Charlie L Baker".

Charlie Baker
Executive Director