



Central Vermont Regional Planning Commission

CENTRAL VERMONT REGIONAL PLANNING COMMISSION PROJECT REVIEW COMMITTEE

Central Vermont Regional Planning Commission Conference Room
29 Main Street, Suite #4, Montpelier, VT 05602
October 26, 2017
4:00pm

AGENDA

1. **CALL TO ORDER**

The Chair will call the meeting to order and ask for introductions of those individuals who are present.

2. **CHANGES OR AMENDMENTS TO THE AGENDA**

The Committee should determine if any alternations to the agenda should be made at this time.

3. **PUBLIC COMMENTS**

Members of the public are encouraged to speak on items not on the agenda.

4. **APPROVAL OF MINUTES**

Draft minutes from the September 28, 2017 Project Review Committee Meeting are included for review and consideration of approval.

5. **REVIEW OF APPLICATIONS & PETITIONS THAT MAY QUALIFY FOR SUBSTANTIAL REGIONAL IMPACT & UPDATE ON PREVIOUS APPLICATIONS**

Staff will provide the Committee with an update and overview of applications that have been received and any changes to the status of previously reviewed applications. A summary is ***included*** with the agenda packet.

6. **REVIEW OF SUBSTANTIAL REGIONAL IMPACT**

The Committee should continue its discussion regarding thresholds for Substantial Regional Impact. A draft version 3 of the Substantial Regional Impact criteria is ***included*** with the agenda packet.

7. **DISCUSSION OF FUTURE MEETING DATES**

The November and December meeting dates for the Committee may conflict with holiday scheduling. The Committee should discuss options for these meetings including cancellation, consolidation, or holding them as currently scheduled.

8. **ADJOURNMENT**

If no additional business is required the Committee should consider a motion to adjourn.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
PROJECT REVIEW COMMITTEE
SEPTEMBER 28, 2017
MINUTES**

The regular meeting of the Central Vermont Regional Planning Commission's Project Review Committee was held on Thursday, September 28, 2017 in the Conference Room of the Central Vermont Regional Planning Commission.

Committee Members Present:

Brian Fitzgerald –	Town of Duxbury, Chair
Laura Hill-Eubanks –	Town of Northfield
Janet Shatney –	Barre City
Bob Wernecke –	Town of Berlin

Committee Members Absent:

Byron Atwood –	Town of Barre Town
Gerry D'Amico –	Town of Roxbury, Alternate

Others Present:

Jamie Stewart –	Central Vermont Economic Development Corporation
Eric Vorwald, AICP –	CVRPC Senior Planner

CALL TO ORDER

With a quorum present, Mr. Fitzgerald called the regular meeting of the CVRPC Project Review Committee to order at 4:02pm.

CHANGES OR AMENDMENTS TO THE AGENDA

No changes to the agenda were offered.

PUBLIC COMMENTS

No members of the public were present.

APPROVAL OF MINUTES

Ms. Shatney made a motion to approve the August 24, 2017 minutes. The motion was seconded by Ms. Hill-Eubanks. With no further discussion, the Committee voted 4 – 0 in favor of the motion to approve the August 24, 2017 minutes.

REVIEW OF APPLICATIONS & PETITIONS THAT MAY QUALIFY FOR SUBSTANTIAL REGIONAL IMPACT & UPDATE ON PREVIOUS APPLICATIONS

Mr. Vorwald noted that a list of projects that had been received were included in the agenda packet. Specifically, he highlighted one project listed under Act 250 that had been appealed to the environmental court. Mr. Vorwald also noted that the petition to locate a telecommunications tower on Shutesville Hill in the Town of Waterbury had been denied by the Public Utility Commission.

Next Mr. Vorwald discussed three projects that had been submitted for consideration under Section 248. Two projects involved the reconstruction of existing electric generation substations and the third was for the establishment of a telecommunication tower. Mr. Vorwald provided an overview of each project and the Committee discussed specific aspects of each. In the end, the Committee concluded that none of the projects met the thresholds for Substantial Regional Impact. Mr. Vorwald also noted that draft letters to the Public Utility Commission were included in the agenda and he would forward those correspondences.

The Committee agreed and thanked Mr. Vorwald for including this information in the agenda. They also noted that in future agenda packets it would be helpful if additional information on the projects to be discussed was be included for review.

REVIEW OF SUBSTANTIAL REGIONAL IMPACT

Mr. Vorwald presented a revised draft of the Substantial Regional Impact criteria and requested the Committee focus on the specific uses and general criteria that were included. This would help determine if there were uses that should be removed because they were not relevant or uses to include that were not listed. Mr. Vorwald also noted a conversation that he had with the District Environmental Commission regarding the kind of information that would be helpful for them to receive regarding comments on Act 250 applications.

The Committee had significant discussion on various aspects of the draft criteria including the definitions, adding additional general criteria, and incorporating additional uses. The Committee directed staff to update the draft criteria based on the comments in order to continue discussions at the next meeting. Staff agreed to update the information as requested and noted that discussions would continue at the next meeting.

ADJOURNMENT

With no additional business to discuss, Mr. Fitzgerald noted the next meeting would occur on October 26, 2017 and called for a motion to adjourn which was offered by Mr. Wernecke and seconded by Ms. Hill-Eubanks. The vote was 4 – 0 in favor of the motion and the meeting was adjourned at 6:01pm.



Central Vermont Regional Planning Commission

PROJECT REVIEW COMMITTEE SUMMARY SHEET OCTOBER 26, 2017

The following is a list of projects that have been received by staff since the last Project Review Committee meeting. Staff will provide a general overview of the projects if necessary to determine if additional discussion is warranted at a future meeting.

APPLICATION		APPLICANT	MUNICIPALITY	PERMITS NEEDED/ REQUESTED	PROJECT SUMMARY
1	Act 250 – Administrative Amendment	Keugel Living Trust	Fayston	None Required	Adjust a lot line to convey .68 acres from one property to another in Fayston. No other activity is planned with this adjustment.
2	Act 250 – Administrative Amendment	Michael Lovejoy	Waterbury	Water & Wastewater permit approved September 20, 2017	Convert a three bedroom single family home to a two bedroom single family home and 1 bedroom apartment on an existing lot.
3	Act 250 – Administrative Amendment	Malone Dorset Street Properties, LLC	Barre Town	None Required	Convert an existing food distribution facility to a door distribution facility. No changes are proposed to the building footprint or site features.
4	Act 250 – Administrative Amendment	Mark & Deborah Mast	Barre Town	Water & Wastewater permit approved May 9, 2005	Subdivide one lot of 6.3 acres from approximately 60 acres to construct a 4 bedroom single family home.
5	Act 250 – Administrative Amendment	Christopher Curtis & Tari Swenson	Duxbury	Water & Wastewater permit approved August 17, 2017	Replace an existing non-conforming wastewater system to serve an existing saw mill building that will contain two work spaces for two employees each and two one bedroom apartments as well as the existing 1 bedroom apartment.
6	Act 250 – Administrative Amendment	Colin Lindberg & Misa Dikengil	Fayston	None Required	Adjust the lot line between two properties to convey approximately 5.5 acres from one lot to another in order to have an existing house be completely within the boundaries of the lot. The two properties are under the Act 250 jurisdiction of two separate permits and applications.



PROJECT REVIEW COMMITTEE
SUBSTANTIAL REGIONAL IMPACT CRITERIA

October 26, 2017

DRAFT v.3

PURPOSE: To provide a uniform, consistent, and quantifiable measure for evaluating land development projects to determine if they are regionally significant.

PROCESS: The Project Review Committee will use this criteria to evaluate the regional impacts a land development project may have in order to determine consistency with the **Central Vermont Regional Plan**. Projects that meet or exceed these thresholds will be evaluated for consistency with the **Regional Plan** and to determine if a regional impact (either positive or negative) exists. The Project Review Committee will review the proposal against the specific criteria to determine if comments regarding consistency with the **Central Vermont Regional Plan** will be provided. Comments will be sent to the District 5 Environmental Commission or the Vermont Public Utility Commission, as appropriate.

DEFINITION: In the context of the **Central Vermont Regional Plan**, Substantial Regional Impact means any development proposal that may have a sustained or lasting impact to the municipalities in the Central Vermont Region due to the scale, size, density, or uses that are proposed. To qualify as a project having Substantial Regional Impact, the following criteria will be used for evaluation.

GENERAL CRITERIA: The following general criteria will apply to all applications that are submitted to the Central Vermont Regional Planning Commission for review. If a project meets any of these criteria it will be ~~considered to have a regional impact~~ **reviewed for consistency with the **Central Vermont Regional Plan** to determine if a regional impact exists.**

1. The project is located in more than one municipality or is located on property that is directly adjacent to a municipal boundary.
2. The project will impact a natural, historic, or significant resource that is **explicitly described or** identified in the **Central Vermont Regional Plan**. Examples include but are not limited to: rare, threatened, or endangered species habitat; wetlands, floodplains, river corridors, or named waterbodies; or similar regionally significant resources.

3. The project may require on-going participation by the Regional Planning Commission for a period of at least one calendar year.
4. The project proposes development that is inconsistent with the regional future land use map regarding the location or character of development type, density, or intensity.
5. The project includes the extension, expansion, or widening of a federal or state designated roadway.

SPECIFIC CRITERIA: The following specific criteria will apply to all applications that are submitted to the Central Vermont Regional Planning Commission for review. The municipality where the project is located will determine which threshold will be used to evaluate each project.

SPECIFIC CRITERIA THRESHOLDS FOR SUBSTANTIAL REGIONAL IMPACT		
TYPE OF DEVELOPMENT	MUNICIPALITIES WITH A POPULATION GREATER THAN 2,500¹	MUNICIPALITIES WITH A POPULATION LESS THAN 2,500
Office	Greater than 30,000 gross square feet	Greater than 20,000 gross square feet
Commercial	Greater than 25,000 gross square feet	Greater than 15,000 gross square feet
Wholesale & Distribution	Greater than 50,000 gross square feet	Greater than 30,000 gross square feet
Hospitals & Health Care Facilities	Greater than 50 new beds; or generating more than 50 vehicle trips per day for new facilities or 25% increase of gross floor area for existing facilities	Greater than 10 new beds; or generating more than 25 vehicle trips per day for new facilities or 25% increase of gross floor area for existing facilities
Housing	Greater than 40 new lots or units	Greater than 20 new lots or units
Industrial	Greater than 50,000 gross square feet; or employing more than 100 workers; or covering more than 50 acres	Greater than 30,000 gross square feet; or employing more than 50 workers; or covering more than 20 acres
Hotels	Greater than 200 rooms	Greater than 75 rooms
Mixed Use	Gross square feet greater than 45,000 (with residential calculated at 1,500 square feet per unit); or covering more than 10 acres; or if any of the individual uses meets or exceeds a threshold defined herein	Gross square feet greater than 30,000 (with residential calculated at 1,500 square feet per unit); or covering more than 10 acres; or if any of the individual uses meets or exceeds a threshold defined herein
Airports	All new airports, runways, and runway extensions	

¹ Based on the 2010 U.S. Census, the municipalities with a population greater than 2,500 persons includes Barre City, Barre Town, Berlin, East Montpelier, Montpelier, Northfield, Waterbury, and Williamstown. All other municipalities have fewer than 2,500 persons.

**SPECIFIC CRITERIA THRESHOLDS
FOR SUBSTANTIAL REGIONAL IMPACT**

TYPE OF DEVELOPMENT	MUNICIPALITIES WITH A POPULATION GREATER THAN 2,500 ¹	MUNICIPALITIES WITH A POPULATION LESS THAN 2,500
Attractions & Recreation Facilities	Greater than 200 parking spaces or a seating capacity of more than 1,000	Greater than 75 parking spaces or a seating capacity of more than 500
Schools & Institutions (including post-secondary facilities)	New school with a capacity of more than 750 students; or expansion by at least 25% of capacity	New school with a capacity of more than 200 students; or expansion by at least 25% of capacity
Waste Handling Facility	New facility or expansion of an existing facility by 50% or more	
Quarries, Asphalt, & Cement Plants	New facility or expansion of an existing facility by 50% or more	
Wastewater Treatment Facility	New major conventional treatment facility or expansion of existing facility by 50% or more; or community septic treatment facilities exceeding 25,000 gallons per day or serving a development project that meets or exceeds an applicable threshold as identified herein	New major conventional treatment facility or expansion of existing facility by 50% or more; or community septic treatment facilities exceeding 10,000 gallons per day or serving a development project that meets or exceeds an applicable threshold as identified herein
Petroleum Fuel Storage & Transmission Facilities	Storage greater than 100 barrels if within 1,000 feet of any water body; otherwise storage capacity of 200 barrels; or the construction or extension of transmission lines requiring approval from the Public Utility Commission	Storage greater than 50 barrels if within 1,000 feet of any water body; otherwise storage capacity of 100 barrels; or the construction or extension of transmission lines requiring approval from the Public Utility Commission
Electrical Generation or Transmission Infrastructure	New project or expansion of an existing project that requires approval by the Public Utility Commission	
Telecommunication Facilities & Infrastructure	New project or expansion of an existing project that requires approval by the Public Utility Commission	
Public Drinking Water Supply	New facility or expansion of an existing facility by 50% or more	
Intermodal Freight Terminals	New facility or expansion of an existing facility by 50% or more	
Intermodal Passenger Terminals	New facility or expansion of an existing facility by 50% or more	
Truck Stops	A new facility with more than five diesel fuel pumps; or containing half an acre of truck parking; or 10 truck parking spaces	A new facility with more than three diesel fuel pumps; or containing half an acre of truck parking; or 5 truck parking spaces
Correctional/Detention Facilities	Greater than 100 new beds; or generating more than 150 peak hour vehicle trips per day	Greater than 50 new beds; or generating more than 100 peak hour vehicle trips per day
Any other development types not identified above	300 parking spaces; or, if applicable, more than 250 daily trips generated	100 parking spaces; or, if applicable, more than 150 daily trips generated

ADDITIONAL CONSIDERATIONS: In addition to the criteria listed above, the following situations will be considered when evaluating a project against the thresholds for substantial regional impact.

1. Speculative Developments – If the final development type is difficult to determine or unknown because a project tenant has not been identified, the thresholds for the highest intensity development type allowed under current land use regulations will be used. If local regulations do not exist, staff will consult with the municipality and the applicant to determine the possible development type.
2. Multi-Phased Developments – If a project is proposed in multiple phases, the cumulative total of the project will be reviewed against the thresholds for substantial regional impact. If the total project meets or exceeds any of the identified thresholds, the entire project will be reviewed for substantial regional impact regardless of the timing of phases. If, over the course of the project, the phasing or type of development changes, projects that have previously been reviewed for substantial regional impact will be reviewed again to determine if additional thresholds have been met.
3. Multiple Land Parcels – If parts of the project are located on separate land parcels, the decision whether the project is a single (perhaps multi-phased) development, or actually separate projects should be based on such considerations as whether the separate parcels are owned by the same entity, whether a master plan has been prepared for the overall project, or whether any approvals have been sought for the overall project as a unit.

DEFINITIONS: The following definitions will be used to further identify or describe the types of development that qualify for the thresholds listed in the table above.

1. Attractions & Recreational Facilities means an establishment or set of establishments that provide leisure time recreational or entertainment activities occurring in either an indoor or outdoor setting.
2. ~~Petroleum~~ Fuel Storage & Transmission Facilities means facilities used to store gasoline, motor fuel, propane, natural gas or other petroleum products including infrastructure for the transmission or distribution of these fuels.
3. Truck Stops means an establishment that provides fuel, parking, and related goods and services to primarily support interstate truck transportation. Such facilities do not include convenience stores that have the primary purpose of selling goods and services to support the traveling public.

4. Intermodal Freight Terminals means an area and building where the mode of transportation for cargo or freight changes and where the cargo and freight may be broken down or aggregated in smaller or larger loads for transfer to other land based vehicles. Such terminals do not include airports or seaports or facilities primarily intended for the transfer of people from passenger rail to other modes.
5. Intermodal Passenger Terminals means an area and building where people change transportation vehicles in order to complete a trip. This could include but is not limited to, rail, bus, passenger car, or taxi service.
6. Waste Handling Facilities means structures or systems designed for the collection, processing or disposal of solid waste, including hazardous wastes, and includes transfer stations, processing plants, recycling plants, universal waste, household waste, and disposal systems.
7. Wholesale and Distribution means activities within land areas that are predominantly associated with the receipt, storage, and distribution of goods, products, cargo and materials.

Adopted by the Board of Commissioners: _____ / _____ / 2017

Juliana Potter, Chair
CVRPC Board of Commissioners