



**CITY OF ESSEX JUNCTION
PLANNING COMMISSION & CITY COUNCIL
JOINT MEETING AGENDA *Revised***

Online & 145 Maple Street.
Essex Junction, VT 05452
Thursday, February 6th, 2025
6:30 PM

E-mail: cyuen@essexjunction.org

www.essexjunction.org

Phone: 802-878-6944, ext. 1607

This meeting will be in-person in the Community Room at the Essex Police Department located at 145 Maple Street and available remotely. Options to watch or join the meeting remotely:

- **WATCH:** the meeting will be live streamed on [Town Meeting TV](#)
- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 944 6429 7825; Passcode: 635787

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
4. **MINUTES**
 - a. January 14th, 2024
5. **BUSINESS ITEMS**
 - a. Update on Connect the Junction TOD Master Plan* [6:35 PM]
 - b. Discussion on the regulation on sandwich boards* [6:45 PM]
 - c. Discussion on the Comprehensive Plan topics of focus* [7:15 PM]
 - d. Discussion of Downtown Transportation Fund Grant Application* [8:00 PM]
6. **MEMBERS UPDATES** [8:10 PM]
7. **STAFF UPDATES** [8:20 PM]
8. **ADJOURN**

*attachments included in the packet

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

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

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
JANUARY 14, 2025
DRAFT**

MEMBERS PRESENT: Diane Clemens, Chair; Scott McCormick, Vice-Chair; Elena Juodisius; Elijah Massey, Kirstie Paschall

ADMINISTRATION: Chris Yuen, Community Development Director

OTHERS PRESENT: Charlie Baker, Sarah Muskin

1. CALL TO ORDER

Ms. Clemens called the meeting to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. December 5, 2024

MOTION by SCOTT MCCORMICK, seconded by ELIJAH MASSEY, to approve the minutes of December 5, 2024. Motion passed 5-0.

5. BUSINESS ITEMS

a. Discussion on Act 181 and the process to develop a new Regional Future Land Use Map and Municipal Housing Targets

Ms. Muskin and Mr. Baker, of the Chittenden County Regional Planning Commission (CCRPC) presented. Ms. Muskin discussed Vermont Act 181, which is intended to maintain Vermont's historic settlement pattern of compact village and urban centers separated by rural countryside. This act will change the types of properties that will require Act 250 approval, with the more developed areas not requiring such. Municipalities no longer need to apply for state designation areas. Much of Essex Junction is already subject to interim Act 250 exemptions, such as transit corridors and downtowns but these exemptions will be superseded by the new regulations.

The CCRPC is working on implementing a regional land use map which will frame development in the area. Ms. Clemens said that the map appears to have most of the City listed as a planned growth area. Ms. Muskin said that this is true, as Essex Junction has public sewer and water as well as zoning regulations. Mr. Yuen explained the differences in granularity between the zoning map, city future land use map and the regional future land use map. With the proposed regional land use map, most Essex Junction properties would most likely not require Act 250 review. Mr. Yuen will investigate the possibility of Essex Junction pursuing Tier 1A status, which would require taking over management of the existing Act 250 permits.

The steps required to achieve meaningful public participation were discussed, with Mr. McCormick suggesting collaborating with Essex Junction's TOD project as well as reaching out to local churches. Ms. Muskin said that the CCRPC will receive a housing target from the state, and this will be disaggregated amongst member municipalities. The targets will need to be incorporated into municipal plans and towns must mitigate barriers to meeting these targets. Mr. Baker discussed better tracking construction at the state level and potential consequences for refusing to work toward meeting such targets. Mr. McCormick discussed additional conversations needed around housing targets, including climate and environmental sustainability. The PC discussed a variety of community engagement ideas with the CCRPC, such as collaboration with the schools, Rotary Club, and holding office hours in the Brownell Library. Ms. Muskin will stay in communication as this document is further developed and will plan to be back in front of the board this spring.

b. Connect the Junction TOD Master Plan – Discussion of Next Steps

Mr. Yuen said that the consultants have provided staff with a first draft of the big ideas report and are working on the full draft plan. This should be available prior to the February 6th joint meeting of the PC and City Council.

c. Discussion on for January 25 Community Meal public engagement opportunity

All planning-related initiatives will be at a cluster of tables together. Mr. Yuen will create a poster to showcase the work that the PC has done over the past year. The report for the Connect the Junction TOD Master Plan will not yet be available by this time.

d. Animating Infrastructure Mural Grant

Mr. Massey explained the application process and different tracks available to municipalities. Essex Junction is working on developing a pitch to be invited for the full application, as this is a very competitive process. He suggested the fire station or crescent connector as potential sites for public art. He discussed collaborating with students in the district on this project. An outreach and engagement strategy should be developed with the pitch, and the grant will provide up to \$1,000 for this and administrative costs. An artist will only be engaged if awarded the grant. A conceptual design can be created to share with the public. Mr. Massey asked all PC members to consider the location and type of art desired, as well as public engagement for this process.

e. LDC amendments process update

Mr. Yuen said that the LDC amendments have been passed onto the City Council, and that he presented them last month. The City Council will be discussing the topic again on January 22, 2025 and may warn a public hearing as early as February 12. After the public hearing, the City Council may choose to adopt or change the LDC. Once it is adopted, there is a 21-day appeal period. During this period, all development applications will need to be evaluated based on both the new and old regulations, whatever is more stringent.

f. Prepare topics of discussion for City Council join meeting

Mr. Yuen said that the TOD process will be one of the major items of discussion. He said that this will be an opportunity to provide feedback or discuss any other issues that the PC feels they need direction on. Mr. McCormick suggested discussing project alignment with the City Council and reviewing the status of the projects that were discussed at their last joint meeting two years ago. Ms. Clemens brought up the height limit in Essex Junction, noting that the state allows for five stories if affordable housing is included.

Mr. Yuen said that building heights will be a major topic in Connect the Junction area. Other ideas suggested include: establishing additional committees, transportation, community engagement, economic development and housing. The PC will create an outline of the topics that they feel they will potentially discuss and share this with the City Council.

6. MEMBERS UPDATES

Mr. McCormick discussed a potential workshop on environmental topics funded by the Rotary Club. He also said that the state Climate Council is working towards increasing home weatherization and is behind their targets.

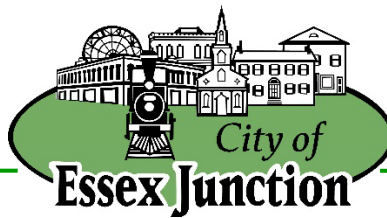
7. STAFF UPDATES

None.

8. ADJOURN

MOTION by ELANA JUODISIUS, seconded by SCOTT MCCORMICK, to adjourn the meeting at 9:53 PM. Motion passed 5-0.

Respectfully submitted,
Darby Mayville



MEMORANDUM

To: City Council and Planning Commission
From: Christopher Yuen, Community Development Director
Meeting Date: February 6, 2025
Subject: Connect the Junction Project Update

Issue: As of January 28, the Connect the Junction Transit Oriented Development (TOD) Master Plan project is on hold.

Discussion:

The February 6 joint meeting between the Planning Commission and the City Council was expected to include a presentation and discussion on the Preliminary Draft of the Connect the Junction Transit Oriented Development Master Plan.

This project is funded by the Federal Transit Administration's RAISE Grant program. On January 28, the Chittenden County Regional Planning Commission (CCRPC) directed all work related to the Northwest VT TOD Project (RAISE Grant) to be paused immediately in response to President Trump's executive orders and direction from the Office of Management and Budget.

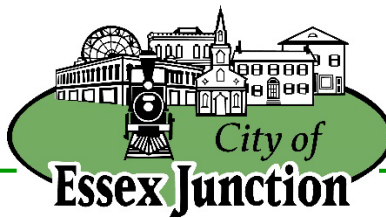
As a result, the presentation and discussion on the topic has been deferred indefinitely. When there is more clarity on the resumption of this project, City Staff will coordinate with the Planning Commission and City Council to schedule another joint meeting.

Cost:

This memo is for information only

Recommendation:

This memo is for information only



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: February 6, 2025
Subject: Regulations of Sandwich Boards

Issue: The issue is whether to make further changes to the Sandwich Board regulations in the Land Development Code (LDC)

Discussion:

The City Council made some changes to the LDC amendments on January 22, 2025 prior to warning the a Public Hearing. One of the changes made was the removal of the Planning Commission's proposed changes to regulations on Sandwich Boards, pending further discussion on the topic between the Council and the Planning Commission.

The version of the LDC Amendments currently warned for public hearing follows the re-structured format of the remainder of the sign chapter but includes text on sandwich boards which closely match the existing regulations. In summary:

1. Sandwich board signs would continue to be limited to being within 15 feet from the door of the business.
2. Sandwich boards would continue to have to be removed outside of business hours.
3. Signs authorized by the City, placed on publicly owned property would continue to be exempt.

If the City Council wishes to further change regulations on sandwich boards, there are two options:

1. Change the proposed LDC Amendments after the February 26 public hearing and then hold a second public hearing on March 26 where the Council will have the option to adopt the amendments.
2. Proceed with the February 26 public hearing and consider adoption of the draft LDC amendments as presented. Save the changes to Sandwich Board regulations for implementation through future LDC amendments. Additional LDC amendments will likely be recommended by the Connect the Junction Transit Oriented Development project.

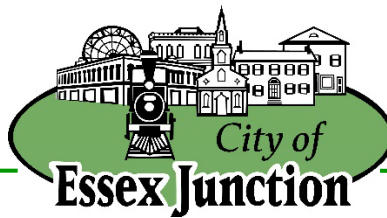
The proposed LDC text in pdf format is available at <https://www.essexjunction.org/boards/planning-commission>, under the subsection titled "Proposed Land Development Code Amendments as of January 22, 2025".

Cost:

There are no costs associated with the proposed zoning bylaw amendments.

Recommendation:

The City Council should provide direction on their preferred changes to the regulations regarding Sandwich Boards.



MEMORANDUM

To: City Council and Planning Commission
From: Christopher Yuen, Community Development Director
Meeting Date: February 6, 2025
Subject: Comprehensive Plan Update Topics of Focus

Issue: City Council and the Planning Commission should review the intended topics of focus for the upcoming Comprehensive Plan update.

Discussion:

The FY26 draft workplan includes an initiative to update the Essex Junction Comprehensive Plan. The Comprehensive Plan is a wide-reaching policy document with some required elements, but there is some flexibility as to the depth to which certain topics are addressed.

The attached slide deck summarizes the statutory basis of the planning process and provides an overview of how the following documents impact the development of the Comprehensive Plan:

- 2024 City of Essex Junction Community Vision and Strategic Action Plan
- 2025-2029 Vermont Housing Needs Assessment
- Statewide, Regional and Municipal Housing Targets
- A new Regional Future Land Use Map

The slides also summarize five overarching topics which will need to be addressed in the Comprehensive Plan update:

- Housing
- Future Land Use Map
- Energy Plan
- Economic Development
- Transportation Connectivity

The City Council and the Planning Commission should brainstorm the proposed topics of focus and provide feedback and direction as necessary.

Cost:

The draft FY26 budget includes \$10,000 for the Comprehensive Plan. This covers the expected costs of technical assistance from the CCRPC, or the local match amount for a Municipal Planning Grant, if awarded.

Recommendation:

This memo is for information only. The Planning Commission and City Council may provide further direction on the proposed topics of focus as necessary.

Attachment:

Slide deck

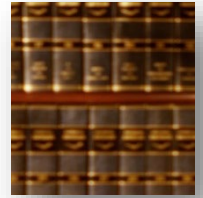
COMPREHENSIVE PLAN UPDATE- TOPICS OF FOCUS

City Council – Planning Commission
Joint Meeting

February 6, 2025



Statutory Basis for Planning and Regulation



Municipal and Regional Planning and Development Act – Chapter 117

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

1931 – The Vermont Legislature first authorized Zoning Regulations.

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

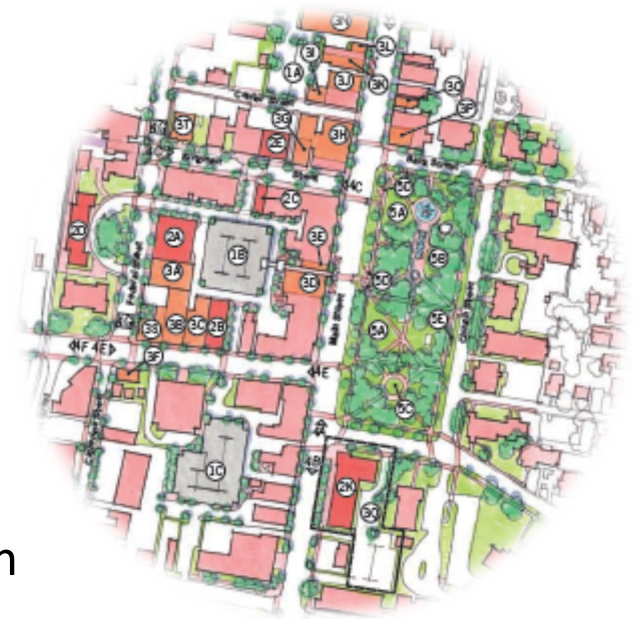
- Included purposes of planning and zoning
- Contents of municipal plans
- Adoption process for municipal plans
- Authorized zoning including specific types of review and regulations

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

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

What is a Municipal Plan? Why have one?

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



Why:

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

With a current plan you can...

- Adopt Zoning, Subdivision and Flood Hazard Regulations
- Act 250 Applications must conform to your Town Plan
- Your Town Plan will be considered in Section 248 Certificate of Public Good Applications
- More competitive grant applications



Vermont Planning Process Goals

Planning Process (§4302, §4381-§4387)

- Coordinated comprehensive process to guide decision
- Citizen participation at all levels
- Consider use of resources and consequences of growth and development locally and beyond
- Work with neighboring municipalities and region to implement plans

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

Roger Millar, AICP
National Complete Streets Coalition

VERMONT PLANNING GOALS

(§4302)



It's Your Municipal Plan (But there are requirements [§4382])

1. Objectives, Policies and Programs
2. Land Use (Map and Statement), including any state designation
3. Transportation (Map and Statement)
4. Utilities and Facilities (Map and Statement)
5. Education (Map and Statement)
6. Energy (Option for Enhanced Energy Plan)
7. Economic Development
8. Housing
9. Flood Resilience
10. Policies on Preserving Rare Natural Areas
11. Compatibility with Adjacent Municipalities and Region
12. Implementation Program

Municipal Plan Adoption

➤ **Plans expire every 8 years**

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

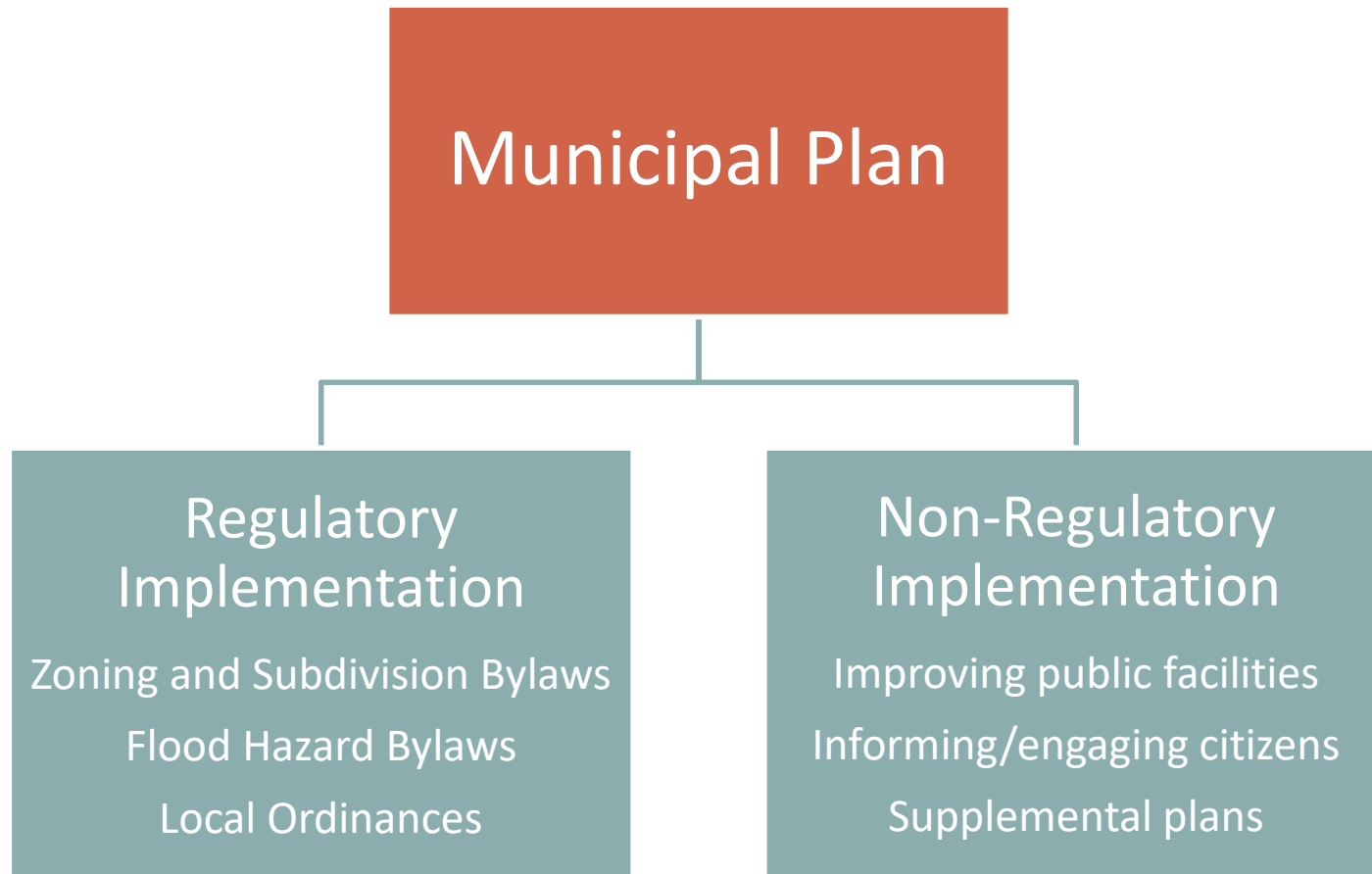
➤ **Adoption process can take several months**

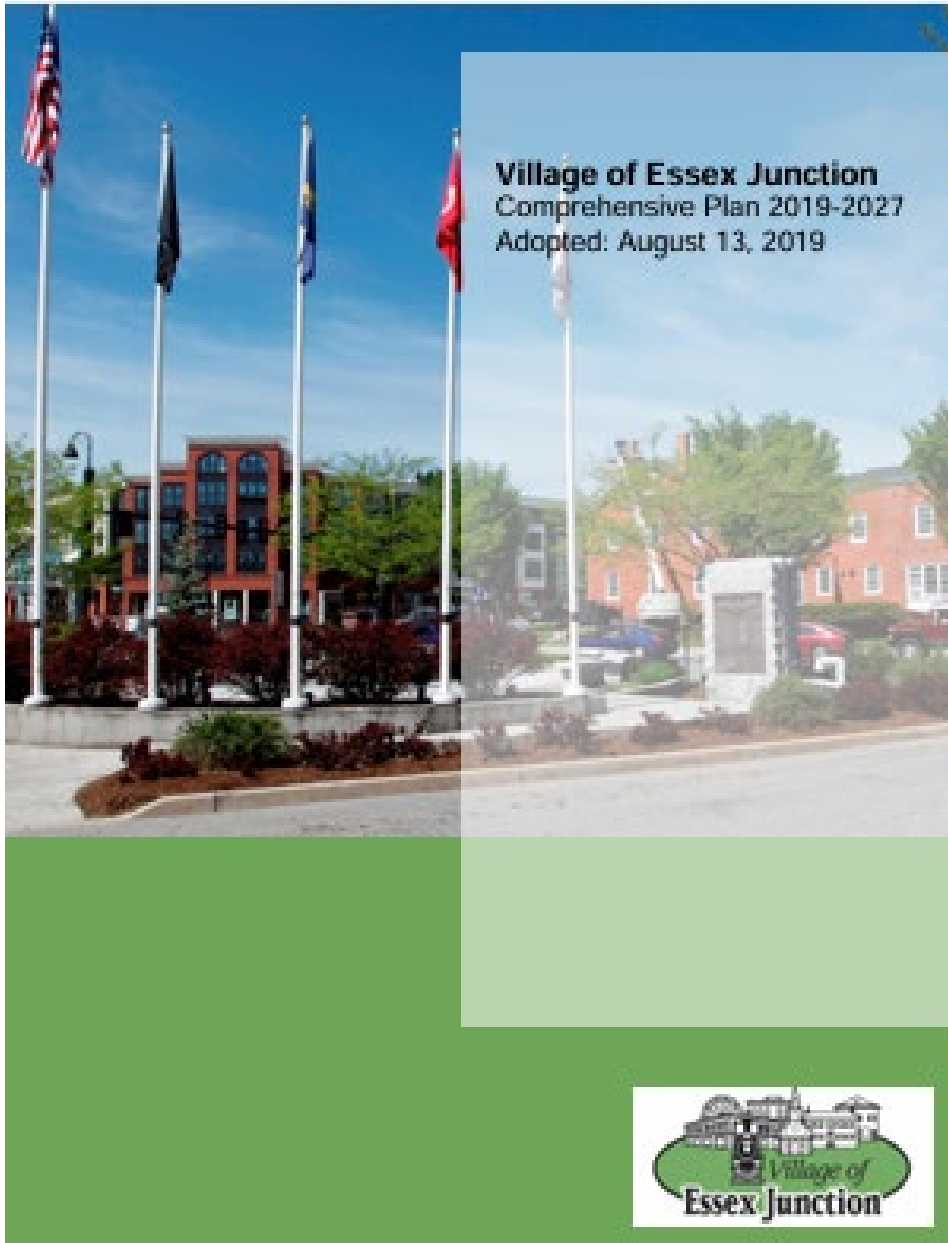
- Planning Commission hearing with notice to adjacent communities
- Minimum of Two Legislative Body Public hearings
- Decision on adoption shall be made by Legislative Body, unless the Legislative Body or voters have elected to decide by Australian Ballot
- Plans go into effect upon adoption

Vermont Planning Manual – www.vpic.info



Implementing the Plan





- EJ Comprehensive Plan expires in August 2027
- FY26 workplan includes project to update Comprehensive Plan
- The scope will depend on whether the City is awarded Municipal Planning Grant for this project.

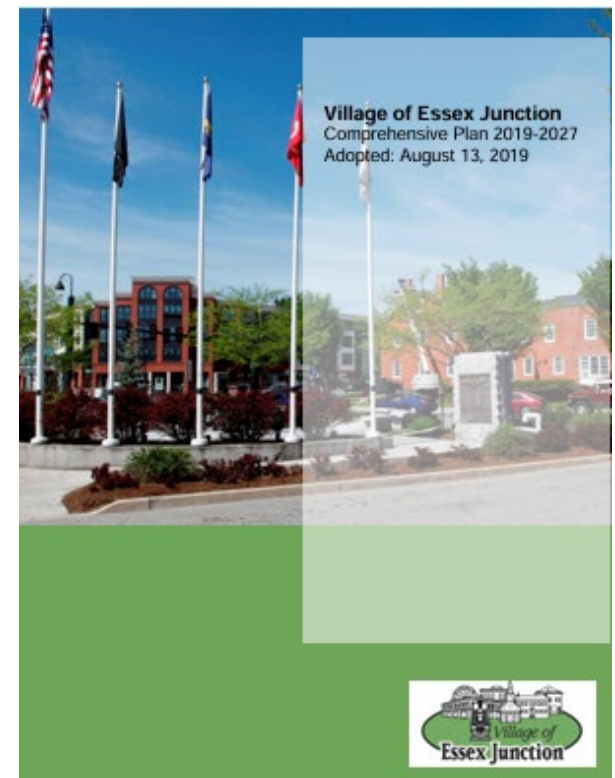
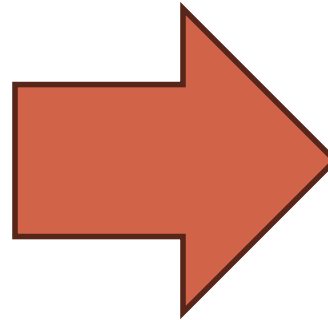
Comp Plan Update should align with 2024 Community Vision and Strategic Action Plan



CITY OF ESSEX JUNCTION
**COMMUNITY VISION &
STRATEGIC ACTION PLAN**

VERMONT, USA

JULY 2024



Village of Essex Junction
Comprehensive Plan 2019-2027
Adopted: August 13, 2019



STRATEGIC ACTION PLAN FRAMEWORK

The City of Essex Junction will be known for its inclusive and welcoming ethos. As a result, the population is both economically and ethnically diverse. The economic approach is community-led while strongly focusing on adapting and growing as a community. Community connectivity is significant in relation to amenities, activities, and engagement as well as practicality via cycle lanes, trails, and public transportation. Walkability and cycling are encouraged, and there are passive and active greenspaces within the City. Inclusivity and equity are demonstrated via affordable housing, vertical development, incentives, and new businesses. There is investment in the public good and shared amenities and resources that create desirable living conditions. There is a focus on community vitality across the City with vibrant amenities and activities. The enviable location is attractive to people wishing to move to the City due to its amenities, character, sense of community and proximity to the airport, Burlington, and the landscape of Vermont.

STRATEGIC PILLARS RANKED IN TERMS OF IMPORTANCE FOR ACTION OVER THE NEXT FIVE YEARS

- 1. Pillar 1: Housing and Urban Design**
- 2. Pillar 3: Economic and Business Development**
- 3. Pillar 2: Public Services and Facilities**
- 4. Pillar 6: Community Engagement and Decision Making**
- 5. Pillar 4: Transportation and Connectivity**
- 6. Pillar 5: Environmental Stewardship**

Comprehensive Plan Update Topics of Focus

1. Housing
2. Future Land Use Map
3. Energy Plan
4. Economic Development
5. Transportation Connectivity

Comprehensive Plan Update Topics of Focus

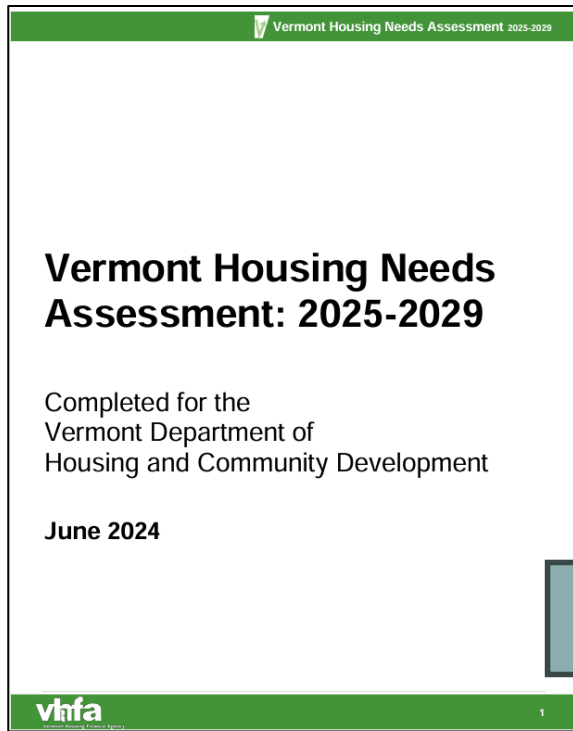
1. Housing

2. Future Land Use Map

3. Energy Plan

4. Economic Development

5. Transportation Connectivity



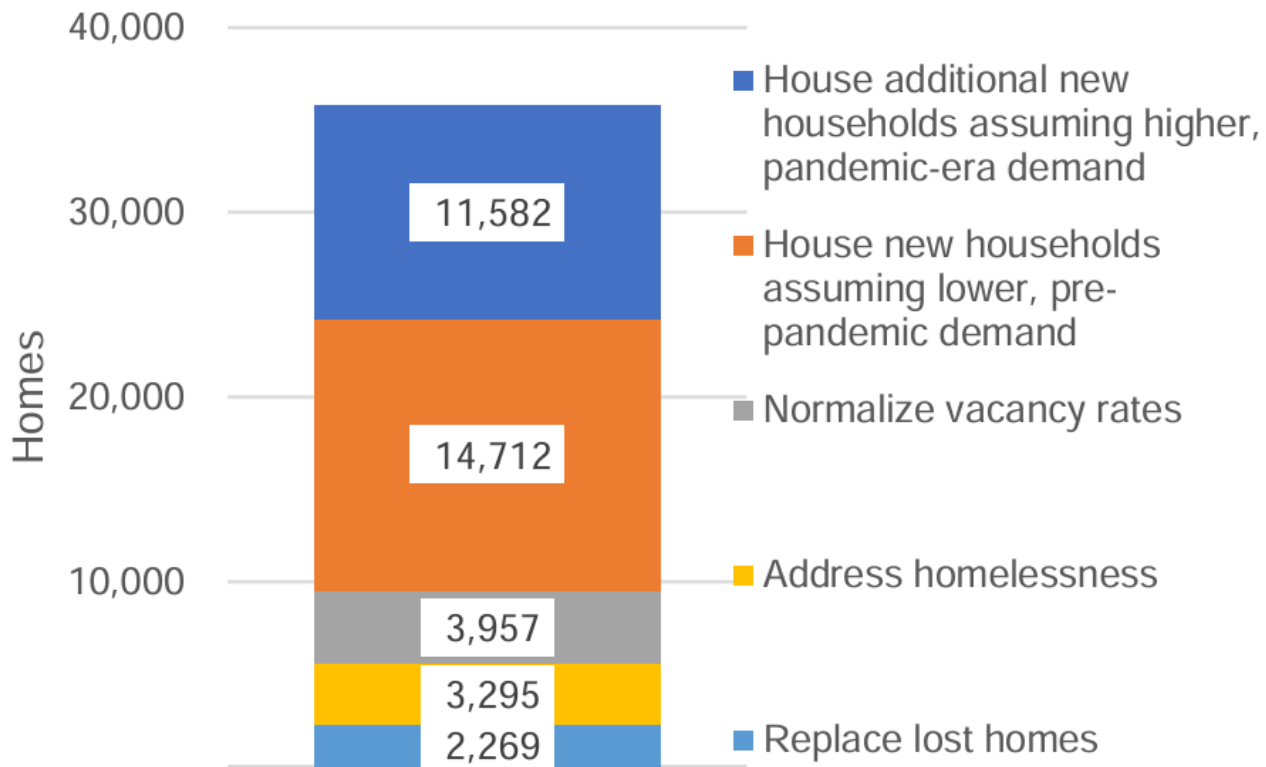
Statewide and Regional Housing Targets



Municipalized Housing Targets
(Available by mid 2025)

Comprehensive Plan should demonstrate good faith effort towards housing targets

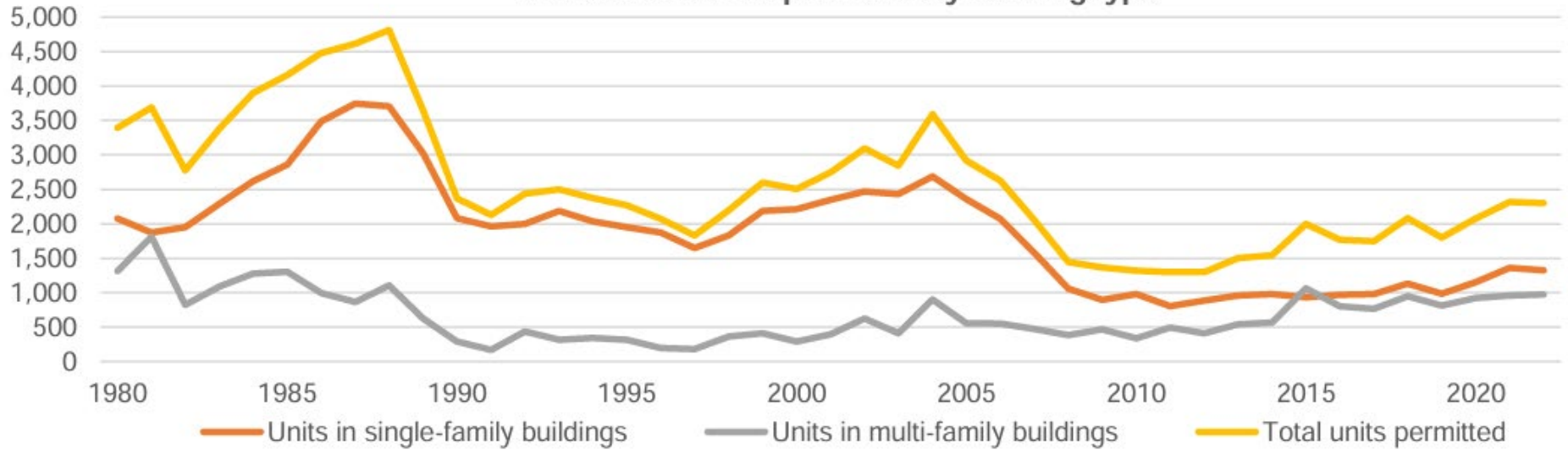
36,000 Vermont primary homes needed in 2025-2029



Source: Based on data from U.S. Census Bureau and Vermont Coalition to End Homelessness.

The current rate of housing construction in Vermont is well below the 5,000-7,000 homes per year needed to meet demand

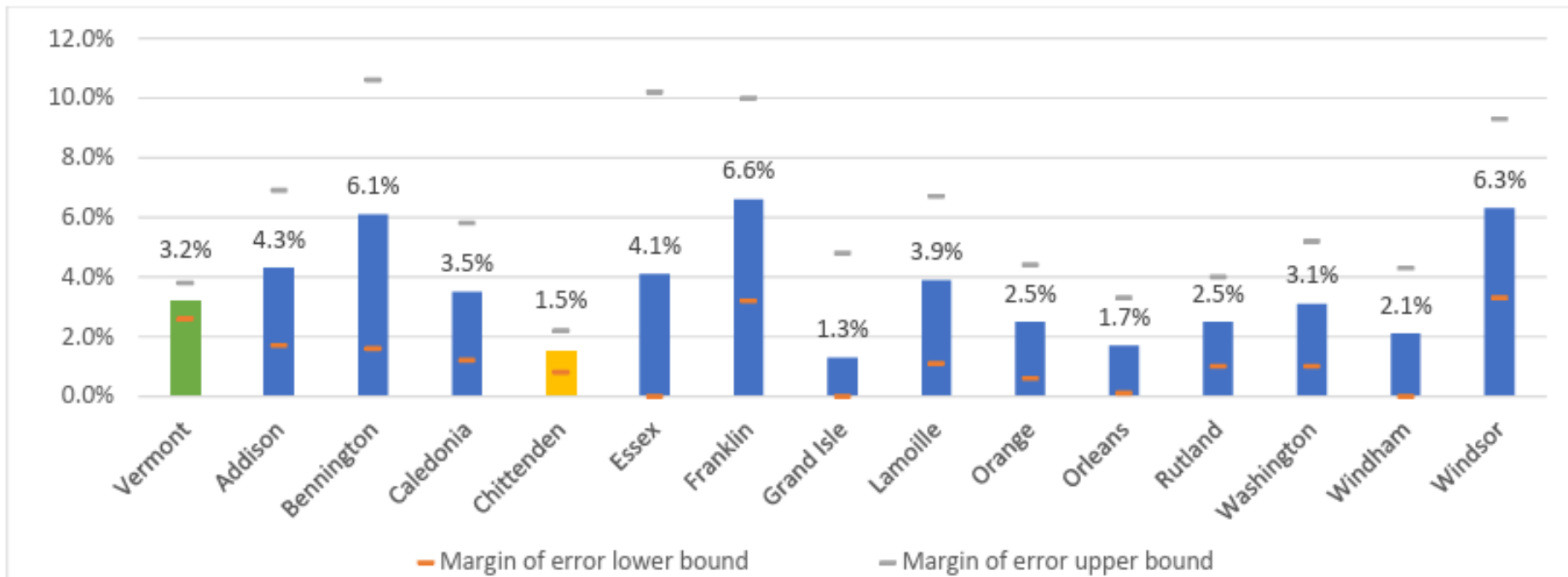
Number of homes permitted by building type



Source: U.S. Census Bureau Building Permits Survey on housingdata.org

Chittenden County had a rental vacancy rate of 1.5% in 2022 – well below the “healthy” vacancy of- 4-6%.

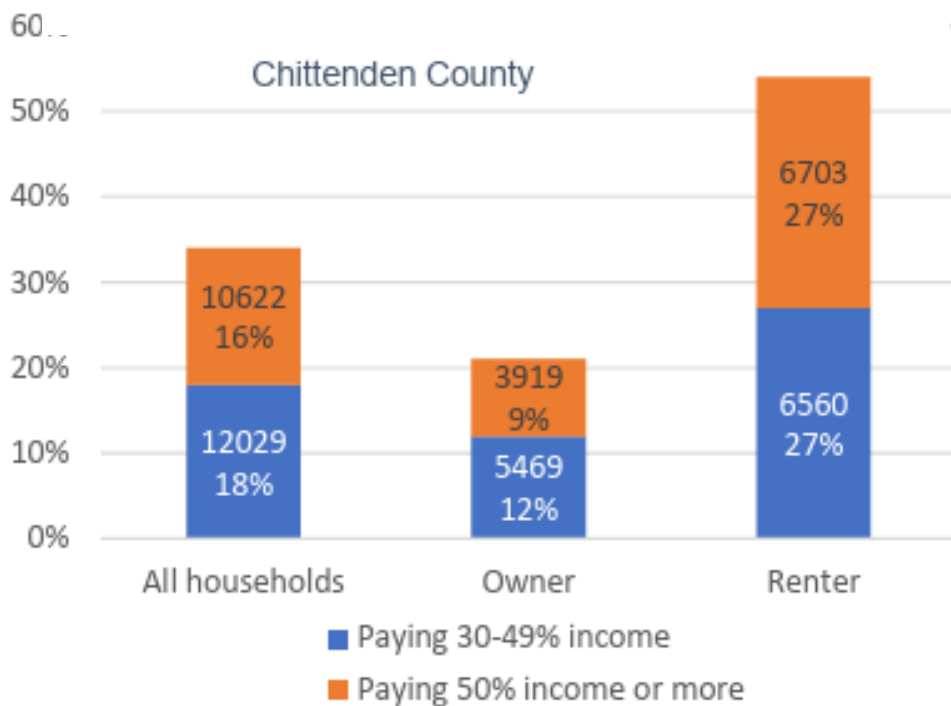
Figure 14-27: Rental vacancy rates, 2022



Source: U.S. Census Bureau, American Community Survey, 5-year estimates, 2018-2022

The majority of renters in Chittenden County are now spending over 30% of their household income on rent.

The number of people experiencing homelessness in Chittenden County is at an all-time high.



Source: Vermont Point-In-Time Count of People Experiencing Homelessness on housingdata.org

Source: U.S. Census Bureau, American Community Survey 2018-2022 estimates, housingdata.org.

Comprehensive Plan Update Topics of Focus

1. Housing

2. Future Land Use Map

3. Energy Plan

4. Economic Development

5. Transportation Connectivity

Comprehensive Plan Topic: Future Land Use Map

Regional Future Land Use Map



Municipal Future Land Use Map - Comprehensive Plan

Municipal Zoning Regulations- LDC



Comprehensive Plan Update Topics of Focus

1. Housing
2. Future Land Use Map
3. Energy Plan
4. Economic Development
5. Transportation Connectivity

Essex Community Enhanced Energy Plan



Prepared by Chittenden County Regional Planning Commission, in coordination with Town and Village Community Development staff, the Essex Energy Committee, the Village of Essex Planning Commission, and the Town of Essex Planning Commission, with support from the Vermont Department of Public Service.



- Current Enhanced Energy Plan is joint with the Town
- Town is creating a Town-specific EEP
- City will have to decide on next steps

Comprehensive Plan Update Topics of Focus

1. Housing
2. Future Land Use Map
3. Energy Plan
4. Economic Development
5. Transportation Connectivity

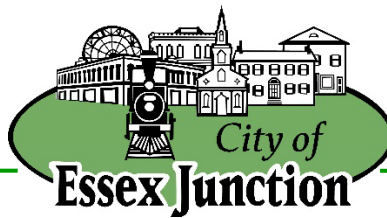
Comprehensive Plan Update Topics of Focus

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Comprehensive Plan Update Topics of Focus

1. Housing
2. Future Land Use Map
3. Energy Plan
4. Economic Development
5. Transportation Connectivity

Any other big topics to address?



MEMORANDUM

To: City Council and Planning Commission
From: Christopher Yuen, Community Development Director
Meeting Date: February 6, 2025
Subject: Downtown Transportation Fund Grant Application

Issue: Whether to apply for a Downtown Transportation Fund grant to use towards the non-federal match for the Essex Junction Multimodal Train and Bus Station Improvements project.

Discussion:

Essex Junction's Amtrak Station project was awarded \$3 Million in Leahy Congressionally Delegated Funds in 2022 to be disbursed through the Federal Railroad Administration (FRA) as a part of Consolidated Rail Infrastructure and Safety Improvements (CRISI) program. The City received Pre-Award Authority from the FRA in May 2024 to begin Preliminary (30%) Design and Engineering. This work is necessary for us to have the sufficient details to get the grant obligated. A design and engineering firm has been selected to complete this work through a competitive procurement process.

The Federal CRISI grant requires a 20% local match. To access the full \$3,000,000 in federal funds, the city, or other funding partners would have to contribute \$750,000, for a total project cost of \$3,750,000. There will be sufficient funds within the Economic Development Fund balance to cover the cost of the local match as planned; however, the City may choose to diversify the non-federal portion of the funding stack.

The Vermont Department of Housing and Community Development's Downtown Transportation Fund (DTF), designed to support revitalization efforts in Designated Downtowns and eligible Designated Village Centers, may be a good fit for this project. Since 1999, the DTF program has invested over \$16 million in public infrastructure and helped municipalities update streetscaping, parking, rail, and bus facilities, bicycle and pedestrian safety, utilities, street lighting, and wayfinding signage. The City has been awarded a DTF grant for Main Street Park but is still eligible for one more concurrent grant within the same program.

The maximum grant amount for the DTF is \$200,000 with a 20% match requirement. City Staff has confirmed with the ACCD that the Downtown Transportation Fund is eligible for use as a non-federal match for a federally funded project.

If the City chooses to pursue a DTF grant for the train station project, the Planning Commission and the Legislative Body must adopt the attached resolution. The chair of the Planning Commission and the majority of the Legislative Body must also sign the resolution form.

Cost:

The \$200,000 Downtown Transportation Fund grant requires a \$40,000 (20%) local match. However, since the \$3,750,000 project already requires \$750,000 in non-federal match, and since the City had planned on covering those costs the Economic Development Fund, the net impact of the receiving the DTF grant would be a cost reduction of \$200,000.

Recommendation:

Staff recommends that the Planning Commission recommend applying for the Downtown Transportation Fund grant to use towards the Essex Junction Multimodal Train and Bus Station Improvements Project.

Staff recommends that the City Council authorize staff to submit a Downtown Transportation Fund grant application for this project.

Recommended Motion:

Planning Commission: "I move that the Planning Commission recommend applying for the Downtown Transportation Fund grant for the Essex Junction Multimodal Train and Bus Station Improvements Project."

City Council: "I move that the City Council adopt the "Municipal Resolution for Downtown Transportation Fund" as presented."

Attachment:

Draft Project Budget

Approved Scope

Municipal Resolution for Downtown Transportation Fund

ATTACHMENT 4

APPROVED PROJECT BUDGET

City of Essex Junction, VT

Essex Junction Multimodal Train and Bus Station Redevelopment

I. APPROVED PROJECT BUDGET

Instructions: The “Approved Project Budget” section outlines the initial cost estimate for the project by task and by funding source. Both methods are required and necessary to assess project costs. The “funding source” budget should list all funding sources contributing to the project (e.g. the FRA grant subject to this SOW, other FRA or Federal grants, the grantee’s contribution, and contributions from all other project partners). Use the text and table below to develop this section.

The total estimated cost of the Project is \$3,750,000, for which the FRA grant will contribute up to 20% of the total Project cost, not to exceed \$3,000,000. The Grantee’s Non-Federal Contribution is comprised of cash in the amount of \$741,000 and staff labor in valued at \$9,000. Any additional expense required beyond that provided in this Agreement to complete the Project will be borne by the Grantee.

[In a letter to Grantee dated, [INSERT DATE], FRA authorized the incurrence of certain pre-agreement costs on or after [INSERT DATE] for Tasks X and X in the amount of \$X, of which \$X is Federal Contribution and \$X is Non-Federal Contribution, in anticipation of the execution of this Agreement. Such costs are allowable only to the extent that they are otherwise allowable under the terms of this Agreement.]

Project Budget by Task

ATTACHMENT 4

Task #	Task Name	Federal (FRA) Contribution	Non-Federal Contribution	Total Cost
1	Administration (Detailed Project Work Plan, Budget, Schedule)	\$36,000	\$9,000	\$45,000
2	Preliminary (30%) Plans and Drawings	\$88,000	\$22,000	\$110,000
3	Environmental Review and Section 106 Reporting	\$12,000	\$3,000	\$15,000
4	Final (100%) Plans and PE Cost Estimates	\$320,000	\$80,000	\$400,000
5	Construction (Work, Inspection & Project Administration)	\$2,536,000	\$634,000	\$3,170,000
6	Project Closeout and Administration	\$8,000	\$2,000	\$10,000
Total		\$3,000,000	\$750,000	\$ 3,750,000

Revisions to the Approved Project Budget shall be made in compliance with Attachment 1 of this Agreement. The Grantee will document expenditures by task, and by Federal and Non-Federal Contributions, when seeking reimbursement from FRA.

Project Budget by Source

Funding Source	Project Contribution Amount	Percentage of Total Project Cost
Federal Contribution (Amount of FRA Grant)	\$3,000,000	80%
Non-Federal Contribution	\$750,000	20%
<i>City of Essex Junction Cash Contribution</i>	<i>\$541,000</i>	<i>14.43%</i>
<i>Vermont Downtown Transportation Fund</i>	<i>\$200,000</i>	<i>5.33%</i>
<i>City of Essex Junction in-kind Contributions</i>	<i>\$9,000</i>	<i>0.24%</i>
Total Project Cost	\$3,750,000	100%

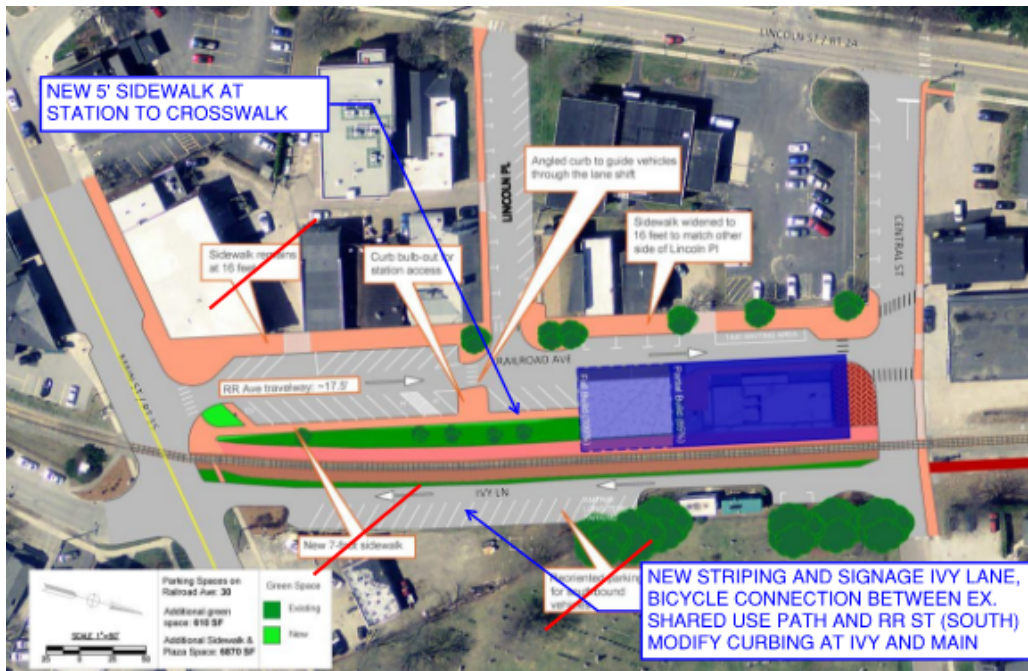
City of Essex Junction
Multimodal Train and Bus Station Improvements
Scope of Services
1/9/2025

Consultant: Michael Baker International, Inc.
Proposal Type: Lump Sum

SCOPE OF WORK

SUMMARY

The following Scope of Services is provided as requested to design multimodal train and bus station improvements (“Project”) in Essex Junction, Vermont for the City of Essex Junction (“Owner”). The work included herein will build upon the Preferred Alternative 4 of the 2012 Scoping Study, shown as Figure 2 in the Request for Qualifications (“RFQ”).



The scope of work, per the RFQ, includes Project Administration, 30% drawing set and limited permitting support. The scope of the project is detailed below:

1. New or existing/modified Site elements including:

- 1.1 Roadway Work: Modifications to Railroad Ave and Ivy Ln includes site demolition, new street drainage, grading, curbs, roadway and paving details, striping, passenger drop off areas, sidewalks and landscaping. The roadway design will meet the City standards and City standard roadway details as applicable. The roadway shall include a Bus drop-off area/lane with a bus boarding area capacity for two (2) 40' buses. Modifications to Ivy Ln includes striping and signage for bicycle connection between existing shared use path (SUP) and Railroad St and changes to intersection at Ivy Ln and Main St.
- 1.2 Station Sitework: Site demolition, ADA ramps, stairways, drainage systems, sidewalks, site furnishings, plaza and sidewalk areas pavers and/or concrete sidewalks, and landscaped areas to accommodate passenger access between the station platform and the public way. Also includes grading, drainage, and stormwater piping to accommodate station.
- 1.3 Station Parking : The existing on-street parking may be modified on Ivy Ln if needed, per the above graphic. Work includes design efforts for site demolition; grading; drainage and stormwater collection system; pavement; sidewalk; curbing and striping.
- 1.4 The stormwater drainage system will be tied into the existing City stormwater system with water quality treatment as required to meet State stormwater regulations and phosphorus loads Preliminary design to be sized approximately to achieve phosphorus removal.
- 1.5 Traffic regulatory and wayfinding signage in accordance with the MUTCD.
- 1.6 Passenger site wayfinding and station entry signage
- 1.7 Landscaping within station site limits and a landscaping plan prepared by a licensed landscape architect for municipal site plan application.
- 1.8 Bicycle parking – Standard bike racks or keyless access bike lockers, if feasible (eg. BikeLink or CycleSafe).

2. New Architectural Structure including:

- 2.1 One (1) large, open-trussed roof canopy, sized to conceal the existing flat roofed station building and the loading areas on both sides. The roof is designed to cover the existing building and provides cover for passengers accessing the two rail cars directly in front of the station. This canopy also provides cover for the bus boarding areas. The design does not have to follow the previous design from 2012 Scoping Study. The canopy aesthetic to compliment the historic area as much as possible given budget limitations.
- 2.2 Bird Deterrent System, passive or active sonic-type system

3. New Electric and Communication Systems including:

- 3.1 Building canopy lighting
- 3.2 Bus boarding area lighting, infrared heaters and electronic bus schedule display board

ASSUMPTIONS

- We assume flood plain and wetlands permitting is not required
- The CONSULTANT may use the previously developed Amtrak CAD files for this project.
- Traffic signals or other traffic devices are not included.
- Environmental Compliance documentation other than those specifically listed in this scope will be by others
- Support during bidding and construction is not included
- Traffic analysis and studies are not included
- Pavement design will be based on City LDC roadway cross section standards.
- A drainage report is not included
- The geotechnical report from the Amtrak project will be used for the 30% design. We assume additional borings will be done for the 60% design plans.
- Record drawings of the existing construction will be provided to CONSULTANT.
- Structural work within the existing building is not included.
- Available drawings of all existing building systems, including electrical panel schedules, lighting, etc. will be provided.
- Assume no road or sidewalk changes on Main St, Lincoln PL and Central St
- It is assumed that no security cameras are required for this design

DETAILED SCOPE BY DISCIPLINE

Task 1 Administration.

Detailed Project Work Plan. The CONSULTANT shall develop a Project Work Plan based on the scope of improvement presented in this proposal, initial meetings with the Owner and preliminary findings.

Project Estimate. The CONSULTANT shall develop a construction cost estimate for this project based on the plans developed for the 30% design. The cost estimate will be arranged in accordance with the CSI MASTERFORMAT.

Project Schedule. The CONSULTANT shall prepare a Construction Schedule in Microsoft Project format to be included for the 30% submission.

Community Engagement. The CONSULTANT shall prepare the following documents and participate in meetings as identified below:

- Draft Communications Plan
 - Assemble stakeholder list
 - Recommend engagement tactic
 - Determine public meeting location and date
- Plan and facilitate one public meeting (hybrid)

- Develop overview presentation
- Graphic design and publishing of meeting materials (poster and handout)
- Develop project text and graphics to be submitted for hosting on city website
- Develop public survey questions, launch survey, compile and evaluate results
- Graphic Design of material for staff to display at in-person public engagement events

FRA Grant Assistance. The CONSULTANT shall provide limited assistance with FRA grant obligation documentation.

Utility Coordination. The CONSULTANT shall coordinate with likely utilities affected by the project. This includes providing documents to utility companies identified as potentially having service within the project areas, the City, NECR and AMTRAK, and identifying service requirements. If, while coordinating with individual utilities, the Consulting Engineer is made aware of unidentified or wrongly identified existing utilities, the Consulting Engineer will inform the City.

Task 2 Preliminary (30%) Plans and Drawings

Civil Engineering. The CONSULTANT shall provide civil engineering documents including the following:

- General requirements plan, abbreviations, reference symbols
- Existing conditions plan (Based on Amtrak provided CAD file)
- Demolition plans with limits of removal, dimensions, and callouts
- Site plan(s) inclusive of all site improvements, adjacent utility infrastructure, limits of work, property lines, site improvements, adjacent urban context, etc. dimensioned, noted and referenced
- Grading and drainage plan with spot elevations, pipe routing and rim elevations, drainage structures, and elevation for platform connections and ADA-compliant slopes.
- Traffic signage and pavement markings drawing
- Utility plan
- Non-standard site specific details
- Standard City Details. VTRANS details to be used if City detail not available.
- Identification of VTRANS Standard Items,
- List of expected specification and Special Provisions sections.
- Material quantity calculations

Landscape Design. The CONSULTANT shall prepare a Preliminary Landscape Concept which depict the conceptual proposed vegetative landscaping, utilizing the VTRANS landscape standards where applicable. Landscape details and planting schedules depicting the species, size, condition, spacing, and location is not anticipated for the Preliminary Landscape Concept. Vegetation selection will account for environmental considerations (sun and wind patterns, existing landscaping, likely soil compression, salt exposure, etc.) and site considerations (safety, accessibility, maintenance, winter interest, etc.).

Construction Staging Plans. The CONSULTANT shall develop Staging Plans to describe a feasible construction sequence which limits bus and railroad disruption, railroad foul time and outages and identifies CONTRACTOR work and lay-down areas. The CONSULTANT will meet with GMT and NECR to review the Staging Plans to receive preliminary approval for the sequence and lay-down areas.

Architectural Design. The CONSULTANT shall develop architectural elements conforming to the Vermont State Building Code including the following documents:

- Project cover sheet and sub-set sheets: dated with project identification, team index, drawing list
 - Reference sheet: Abbreviations, architectural symbols and other reference tags utilized throughout
 - Canopy floor plan
 - Canopy roof plan
 - Canopy reflected ceiling plan
 - Canopy cross section
- Architectural Rendering – One rendering with two views, digital files to be provided. (color 3D, 300 dpi minimum rendering of the proposed building canopy, existing station with current Amtrak project and surrounding site for context.)

Signage and Wayfinding Design. The CONSULTANT shall prepare static wayfinding signage drawings for the area surrounding the site on the civil drawings and coordinated with the platform and railroad related signage is being provided by Amtrak. All signage elements shall conform to the existing Amtrak signage program to the greatest extent possible. Material quantities shall be tabulated for use in the station cost estimate.

Structural. Construction of the Station Canopy. The CONSULTANT shall provide structural design according to applicable codes, including the following documents:

- Structural notes and design criteria.
- Preliminary Station Canopy foundation plan depicting general foundation layout and intended foundation system
- Preliminary Station Canopy framing plan depicting general framing layout and intended framing system
- Geotechnical recommendations will be assumed based on Amtrak geotechnical report and platform design.

Electrical Engineering, Lighting, and Communications Design. Documents shall include:

- Design criteria, reference symbols, abbreviations, performance requirements, and general notes
- Electrical utility coordination is required to reroute existing overhead service to accommodate new building canopy.
- Provide power to serve real time arrival displays and infrared heaters from existing electrical panel in the building.
- Light fixture schedule referencing, product description, manufacturer, catalog number, physical dimensions, mounting, lamping, power requirements. The plans will indicate the maximum light levels allowed under local code.
- Building canopy lighting and lighting controls design
- Building canopy railroad grounding system designed to comply with railroad standards
- Schematic telecom design for real time arrival displays

Task 3 Environmental Permitting

Environmental Permits. The CONSULTANT shall prepare applications and compile required documentation for the following approvals. It is expected that the Owner will assist and provide requested information as needed to complete this task.

Anticipated Efforts and Permits:

- a. Environmental Review (NEPA) – Assumed to be a Categorical Exclusion
 - Agency and local official scoping letters, maps, and packets
 - Data gathering
 - Additional coordination with agencies about anticipated impacts (e.g., 106 coordination, USFWS self-certification)
 - Public involvement
 - Documentation (i.e., CE)
- b. Section 106 (Historic Preservation) Reporting – Specific fieldwork and documentation to be determined

Michael Baker International, Inc. (Michael Baker) will prepare a Project Review Form in order to initiate Section 106 consultation with the Vermont Division for Historic Preservation (VDHP), which serves as the Vermont State Historic Preservation Office (VT SHPO). To the greatest extent possible, Michael Baker will utilize pertinent information contained in the report: *Historic Resources Review for the Essex Junction Train Station Access and Circulation Study, Essex Junction, Chittenden County, Vermont* (Quinn 2015) in order to avoid a duplication of effort.

Approach

All work will be performed by professionals meeting the Secretary of the Interior's (SOI) Standards and Guidelines for Archaeology and Historic Preservation (formerly Professional Qualification Standards for History, Architectural History, and Archaeology Professionals (see 62 Fed. Reg. 33,708 (June 20, 1997); 36 CFR Part 61 (Appendix A) and will comply with

Section 106 of the Historic Preservation Act of 1966 (54 U.S.C. § 306108) and the implementing regulations (36 C.F.R. Part 800) of the Advisory Council on Historic Preservation and the Vermont Historic Preservation Act (22 V.S.A. Chapter 14). The work will be performed in accordance with the Guidelines for Conducting Archaeology in Vermont Archaeological Investigations (2017), Historic Resource Documentation Package Requirements (2023), and other guidance promulgated by the VDHP/VT SHPO.

Initiate the Section 106 Consultation Process

VDHP/VT SHPO Consultation—Project Review Form

Michael Baker will delineate an area of potential effects (APE) for archaeological resources and historic-age (50 years of age or older) aboveground properties for the proposed undertaking. The Vermont Predictive Model for Locating Precontact Archaeological Sites, Archaeological Site Survey files, National Register of Historic Places (NRHP) forms, Vermont Sites and Structures Survey Forms, and pertinent cultural resources management reports curated at the VDHP/VT SHPO will be examined using the Online Resource Center (ORC) and the Vermont Archaeological Sensitivity Model (VTASM) to identify previously recorded archaeological sites and aboveground historic resources in or adjacent to the APE. The review also will assess the level of archaeological work and aboveground properties surveys previously done in the general area. Historical mapping, aerial photography, and other available environmental information will also be examined to identify potential site locations and assess possible disturbances or other issues that may affect the potential to encounter archaeological resources within the APE.

Information obtained from the background research effort will be summarized in a VDHP Project Review Form to be submitted to the VDHP/VT SHPO to initiate Section 106 consultation. The form will include a description of the proposed undertaking, locational information, agency name, agency funding or permitting, a location map, a site plan, project plans, a description and visual representation of the APE for archaeological resources and aboveground properties, a review of previously recorded aboveground properties and archaeological sites, photo-documentation of the project's visual limits, a summary of historic properties present in the APE, and a discussion of the project's potential to affect historic properties. For the purposes of this scope of work, it is assumed that no newly identified historic properties and archaeological sites are present or would be affected by the proposed undertaking. It is also assumed that the project will have no effect on previously recorded NRHP-listed or NRHP-eligible historic properties. Therefore, the remaining three steps of the Section 106 compliance process will not be required, and consultation will end with the submission of the VDHP Project Review Form.

Identification of Historic Properties

Aboveground Properties

A review of online sources identified three previously recorded aboveground properties within the project area. Of those, one is an NRHP-listed historic district and the remaining two are State Register-listed historic districts (Table 1). Additional historic-age aboveground properties exist within or adjacent to the proposed undertaking.

TALE 1: PREVIOUSLY RECORDED ABOVEGROUND PROPERTIES IN THE ESSEX JUNCTION MULTIMODAL TRAIN AND BUS STATION IMPROVEMENTS PROJECT				
ID/SURVEY NUMBER	NAME	ADDRESS	STATE REGISTER STATUS	NRHP STATUS
04001216	Downtown Essex Junction Commercial Historic District	Roughly bounded by Railroad Street, Railroad Avenue, Main Street, and Maple Street	N/A	Listed 11/01/2004
0405-43	Commercial Center Historic District	Roughly bounded by Railroad Avenue and Main Street	04/09/1980	N/A
0405-44	Central Street Historic District	Roughly bounded by Central Street, Ivy Lane, and Grove Street	Listed 04/06/1980	N/A

Assessment of Adverse Effects

For the purposes of this scope of work, it is assumed that the project activities will not result in an adverse effect on historic properties and that a Determination of Effects Report will not be required.

Resolution of Adverse Effects

For the purposes of this scope of work, it is assumed that the project will result in a finding of No Historic Properties Affected or No Adverse Effect and that a Memorandum of Agreement will not be required.

Scope Assumptions:

- It is assumed that an intensive-level aboveground properties survey will not be required
- It is assumed that the project will result in a finding of No Historic Properties Affected or No Adverse Effect
- It is assumed that a Determination of Effects Report will not be required
- It is assumed that a Memorandum of Agreement will not be required
- No subsurface archaeological or geomorphological investigations will be performed as part of this preliminary assessment
- If necessary, Section 106 consultation with Indian tribes, as outlined in 36 CFR § 800.2, will be performed by the federal agency
- The corresponding budget includes time to address up to one round of comments on project deliverables from the City of Essex Junction and VDHP/VT SHPO
- It is assumed that consulting party consultation, if required, will be conducted via email
- VDHP/VT SHPO requests for additional work beyond the deliverables included above are not included in this scope of work

- c. Conceptual Site Plan Review - The Consultant shall prepare application material for and attend one conceptual site plan public hearing with the Community Development Board. Remote attendance is acceptable.

DELIVERABLES

1.01 Utility Coordination

1.02 Preliminary Engineering (30%) This submission will include the following sub tasks:

- a) Demolition Plans
- b) Civil Plans
- c) Architecture Plans including Cover Sheet, Sub-Set Covers, Code Compliance Plans
- d) Station Rendering, Colored Plan, and presentation of Design at Public Involvement Meeting
- e) Structural Plans
- f) Electrical Plans
- g) Communications
- h) Conceptual Project Estimate
- i) Overall Project Management

1.03 Environmental Permitting

- a) Technical support and documents for submission of Environmental Review (NEPA) – Categorical Exclusion
- b) Section 106 (Historic Preservation) Reporting
 - (1) VDHP Project Review Form (draft and final)
 - (2) List of Potential Consulting Parties
 - (3) Consulting Parties Cover Letter (draft and final)
- c) Local Permitting

The Consultant shall prepare application material for and attend one conceptual site plan public hearing with the Community Development Board. Remote attendance is acceptable.

TASK 2 Meetings

The CONSULTANT shall attend meetings and provide meeting notations, lists of issues to discuss at meetings, and digital or paper copies of plans. Meeting agendas and minutes will be by others. It is assumed that the CONSULTANT’S Project Manager, Discipline Manager(s), and/or key technical staff, up to three (3) persons total shall attend meetings. The following meetings are anticipated:

- 1 meeting Project Kickoff on Teams
- 1 meeting Field meeting with all City Agencies
- 1 meeting Stakeholder Coordination on Teams
- 1 meeting Public Engagement Event in person
- 1 meetings Station Concept Presentation in person
- 2 meetings Railroad Company Coordination meetings on Teams
- 1 meeting 30% submittal review

3 meetings City coordination meetings on Teams
(Total 11 meetings)

END OF SCOPE

Attachment D:

Municipal Resolution for Downtown Transportation Fund

WHEREAS, the Municipality of Essex Junction is applying for funding as provided for in the State of Vermont FY 2025 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality has agreed to provide local funds for a downtown transportation grant.

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds of 20% of total project cost;
2. That the Municipal Planning Commission recommends applying for said Grant;

(Name of Planning Commission Chair)

(Signature)

Passed this _____ day of _____, _____.

LEGISLATIVE BODY*	
<i>(name)</i>	<i>(signature)</i>

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality and the Legislative Body (e.g., Board of Selectmen).
- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be included in the grant application e-mailed to accd.cpr@vermont.gov.