

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

Online & 6 Lincoln St.
Essex Junction, VT 05452
Thursday, December 5th 2024,
6:30 PM

E-mail: cyuen@essexjunction.org

www.essexjunction.org

Phone: 802-878-6944, ext. 1607

This meeting will be held in-person at 6 Lincoln Street in the Kolvoord Room at Brownell Library and remotely. Options to join the meeting remotely:

- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 953 1240 7791; Passcode: 040339

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
4. **MINUTES**
 - a. November 7th, 2024
5. **BUSINESS ITEMS**
 - a. Traffic calming policy presentation* [6:35 PM]
 - b. Land Development Code Amendments progress update and additional items* [7:25 PM]
 - c. Discussion about Connect the Junction Transit Oriented Development Master Plan [7:35 PM]
 - d. Mural Application* [7:55 PM]
 - e. Future Initiatives for the Planning Commission* [8:15 PM]
6. **MEMBERS UPDATES** [8:25 PM]
7. **STAFF UPDATES** [8:27 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.

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**CITY OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
NOVEMBER 7, 2024
DRAFT**

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

ADMINISTRATION: Chris Yuen, Community Development Director

OTHERS PRESENT: Jeff Arango, Hope Freije, Sarah Lukins, Erica Lumsden, Matt Lumsden, John O'Brien, Bayla Steinke, Tam Tran, Lexi, Sian

1. CALL TO ORDER

Ms. Clemens called the meeting to order at 6:31 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Mr. Lumsden said that he and his wife are realtors in Essex Junction. His real estate firm operates 24/7, and he would like to be able to keep his sandwich board sign up during all hours as well. Ms. Clemens said that the sign can always be out if the business operates 24/7.

4. MINUTES

a. October 10, 2024

MOTION by SCOTT MCCORMICK, seconded by ELIJAH MASSEY, to approve the minutes of October 10, 2024. Motion passed 5-0.

5. BUSINESS ITEMS

a. Connect the Junction Transit Oriented Development Master Plan presentation on Public and Stakeholder Feedback

Mr. Arango, Managing Principal of Framework, presented the outcomes of the recent design charette. This project is federally funded and ten communities in northwestern Vermont are participating. During the charette, the consultants held site tours and communicated with residents in a variety of locations. One specific example was tabling at the high school Homecoming game to ask children to detail their favorite place in the community. Remote options were available for some of the presentations. At the charette, participants were able to answer live polling questions via their cell phones. Mr. Arango discussed public input on the most valued things about the area, the biggest challenges, and ideas for improvement. The assets, challenges and opportunities in Essex Junction were mapped.

Mr. Arango said that major themes include prioritizing pedestrians/cyclists, mitigating sound, incorporating green space, increasing housing supply, and connectivity. Other major ideas include prioritizing people, adding amenities to development, and eliminating the idea of Essex Junction as a commuter "pass through". Ms. Freije, also of Framework, discussed the feedback that biking and walking on Pearl Street is unsafe and reviewed potential options for improvement. Ms. Lukins, also of Framework,

discussed capitalizing on the Crescent Connector by creating interconnected greenspaces. She said that many of these ideas are pilot interventions, which will allow the City to determine if they are successful before committing to a long-term investment. The existing angled parking on Main Street was discussed, with Mr. McCormick stating that it is difficult and makes the road less walkable. Testing the possibility of pedestrianizing Main Street and Railroad Avenue was discussed, although Mr. Arango reconfiguring Main Street to two lanes, routing traffic from Main Street to Park Street through the Crescent Connector.

Post Office Square was discussed, with Mr. Arango noting the possibility of adding temporary street-facing commercial structures or for mixed-use redevelopment in the long-term. He said that there may be opportunities to increase building height to six stories, especially in the back of buildings. This would also provide opportunities to include housing and address the affordability crisis. Mr. McCormick suggested a bike path along the rail tracks and asked if modular homes had been used in other communities to increase housing access. Mr. Arango presented a revised version of Post Office Square, with six stories in the back, a plaza space, mixed-use units, and an access road. Ms. Clemens expressed concern about displacing businesses, and Mr. Arango said that he had been in touch with the property owner and that the project could take many forms and will likely take many years. During the charette, feedback on the six-story potential was mixed, but it was acknowledged that additional height may increase the financial viability of the redevelopment of these parcels, because the per-unit construction costs are lower the more floors you add. Mr. McCormick asked about whether there is sufficient housing demand to justify this scale of redevelopment. Mr. Yuen stated that regional data continues to show a severe housing shortage, and that these housing units would likely be filled if they were built. Mr. Yuen also discussed how the forthcoming municipalized housing targets stemming from the most recent Statewide Housing Needs Assessment may require that municipal plans be further adjusted. Ms. Freije discussed efforts to improve public spaces and make them more reflective of the community. Mr. Arango discussed a focus on Essex Junction for the local community, rather than a space for commuters to pass through. A written charette summary will be made public soon. Framework will take feedback from the community and develop a master plan, subsequent code updates and implementation strategy and schedule. Mr. McCormick asked about public input and engagement in the process and Mr. Yuen said that online commenting would be available on the draft. Mr. McCormick suggested attending existing meetings and events to gain additional feedback.

Ms. Clemens said that it would be difficult to include additional code updates at this point, as public hearings would need to occur. She also questioned the level of cooperation that private landowners would have with this project. Mr. McCormick said that there would be significant public feedback on the reduction in lanes on Pearl Street. Ms. Clemens expressed concern about the changes to the Veteran's Memorial Park. Mr. McCormick said that additional conversation needs to be had on how to publicize this plan, which will be discussed at the next meeting. In public comment, Mr. Tran expressed support for the plan in general but questioned having a six-story building in front of the fairgrounds. Mr. O'Brien, a member of the Bike/Walk Advisory Committee, offered help with outreach and engagement.

b. Land Development Code Amendments Proposal Public Hearing

Mr. Yuen said that the Transit-Oriented Development Master Plan will result in changes to the Land Development Code (LDC) and Comprehensive Plan over the next two years; however, there is a separate initiative currently underway to make amendments to the Land Development Code in the short-term. This public hearing is for the latter initiative. There are six themes in proposed amendments to the LDC: sign regulation changes, residential density, site/dimensional standards, stormwater regulations, food trucks,

and technical corrections. A US Supreme Court case stated that sign regulations must be content neutral. Signs can be regulated based only on time, place and manner. Sandwich boards are still allowed with restrictions. Residential density limits in the MF3 and R-O districts are proposed to be increased to allow for additional housing and to allow for a smooth density gradient between the city center and the outer residential districts, where density limits have already raised in 2023. Mr. Yuen discussed the impact on individual zoning districts and showed many examples of existing structures that do not meet setback the existing density and setback requirements but blend in with the neighborhood. The front setbacks for in several zoning districts would be reduced to fifteen-feet to match existing development patterns. He reviewed the special design standards in R1/R2, breaking up the property into three zones for the purpose of parking and having a twenty-foot driveway width maximum. In current standards, a duplex cannot have an accessory unit and would need to be considered a second principal structure, which is not permitted. A second principal structure, and up to four units total, is proposed in the new regulations.

Food trucks are currently permitted as temporary uses, in place for fewer than 6 months in every year, although the enforcement of this restriction has been lax since Covid. An amendment would officially allow for year-round operation. Administrative review will be allowed for triplexes and fourplexes. A fifty-foot setback would be necessary for cannabis cultivation. In public comment, Mr. Tran discussed sandwich board regulations, stating that he has been cited at his business in the past. The sign is very heavy and difficult to be brought in every night, especially in the winter. He suggested seasonal regulations for allowing sandwich boards signs out at night.

c. Land Development Code Amendments Planning Commission Discussion

Ms. Clemens will send grammatical corrections to Mr. Yuen. Mr. Yuen brought up the definition of hard surface, and the recommended update not to consider gravel hard surface for accessibility purposes. There are currently no landscaping requirements for duplexes and single-family homes, but there are strict landscaping requirements for developments undergoing site plan approval, which would no longer apply to triplexes and fourplexes if those are to be administratively approvable. He said that the Tree Advisory Committee has proposed requiring street trees for triplexes and fourplexes. He discussed footprint lots, which are allowable for ownership and finance purposes but not for zoning. Mr. Massey requested additional discussion on parking requirements. He said that he is concerned that the new triplex and fourplex driveway requirements may prevent sidewalks and other pedestrian safety features. Ms. Clemens said that this holds residential units to the same standard as businesses, where parking is required in the side or back. Ms. Juodisius said that she would prioritize limiting disruption to the lot. Mr. McCormick said that he does not see a solution to people parking in front of a lot. Mr. Yuen said that the LDC currently requires triplexes and above to be treated as multi-family properties in terms of curb cuts. Limiting curb cuts to 27 feet maximum is still an improvement from the previous maximum of 30 feet. The PC decided on a 27-foot limit for the width of curb cuts for triplexes and fourplexes without additional curbing or landscaping requirements.

The PC discussed public comments on the signage requirements. Ms. Clemens questioned how to determine if a business is truly open 24/7, and how to determine how many at-home businesses are present in Essex Junction. Mr. Yuen said that there are no changes proposed to the freestanding regulations, and said that Mr. Lumsden is currently maxed out on the size of his freestanding sign. The PC discussed a variety of options including increasing the size of freestanding signs. Ms. Clemens said that she would like to hear from businesses to see if this would meet their needs. All agreed to leave it as is. Street trees were discussed, with street trees in the right of way seen as a positive element. Ms. Clemens asked how

many permit extensions were allowable. Mr. Yuen explained some reasons why projects may slow down and need additional time to go through. He said that if additional permitting and review requirements were added it may further delay housing projects that are already hindered by factors such as the financing or construction contractor availability.

SCOTT MCCORMICK made a motion, seconded by ELIJAH MASSEY that the Planning Commission submit the Land Development Code Amendments as discussed to the City Council for consideration. No vote, motion failed.

Discussion on motion: Ms. Paschall discussed tapering of development between high-density areas and the outer residential districts (R1 and R2). Ms. Clemens said that the DRB can make waivers for this. After some discussion, the PC decided to increase properties in the RO and MF3 districts to a maximum of six units per lot.

SCOTT MCCORMICK made a motion, seconded by ELIJAH MASSEY that the Planning Commission submit the LDC amendments as discussed, including the amendments to RO and MF3 of up to six units to the City Council for consideration. Motion passed 5-0.

d. Global Foundries Battery Project letter of support

Mr. Yuen said that this is a similar letter that was presented for the solar panel project. All were in favor.

ELIJAH MASSEY made a motion, seconded by SCOTT MCCORMICK, to have the Planning Commission direct or support Chair Clemens in signing the letter for support for the Global Foundries Battery Project. Motion passed 5-0.

6. MEMBERS UPDATES

Ms. Clemens said that she and Mr. McCormick attended the Agency of Natural Resources Municipal Day. They will also attend the statewide housing conference. Mr. McCormick discussed how to blend smart housing with affordable housing. The PC will discuss future plans at the next meeting. Mr. Massey asked about the status of the mural grant project.

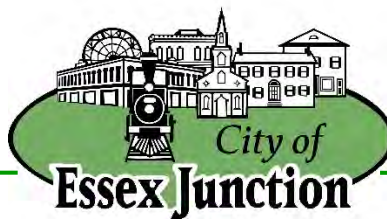
7. STAFF UPDATES

Mr. Yuen discussed updates on the progress of home creation in Chittenden County. He will be attending the statewide Housing Conference and the Vermont Developers Conference in the coming weeks.

8. ADJOURN

MOTION by SCOTT MCCORMICK, seconded by ELIJAH MASSEY, to adjourn the meeting at 10:10 PM. Motion passed 5-0.

Respectfully submitted,
Darby Mayville



MEMORANDUM

To: Planning Commission; Bike/Walk Advisory Committee
From: Michael Giguere, City Planner
Date: November 21st, 2024
Subject: City Traffic Calming Policy

Issue:

Draft updates to the City's Traffic Calming Policy are available for review and commenting.

Discussion:

Essex Junction has a Traffic Calming Policy that was adopted by the trustees in 2004 and revised in 2014. This policy outlines the process through which residents can request the installation of a specific type of traffic cone ("Keep Kids Alive Drive 25" cones) or a speed enforcement table. In several ways, this policy is quite limited in scope, and there has been recent support from City council for exploring updates for exploring potential updates to the policy.

To complete this project, Community Development staff worked with a student intern from the University of Vermont (Alia Liebowitz), who is enrolled in a course on Sustainable Urban Planning. She was tasked with understanding modern approaches to traffic calming policies by conducting research and interviewing other municipalities to understand the effectiveness of their policies. She has also compiled local case studies of traffic calming projects that were installed because of a municipal policy to better understand the implementation and community engagement processes.

The result of her work is a draft version of a new traffic calming policy for the City. She is currently receiving technical and feasibility assistance from staff and will attend the Planning Commission on 12/5 and Bike/Walk Advisory Committee on 12/12 to solicit feedback. If feasible, a final draft may be brought to City Council in 2025.

Cost:

There are no costs associated with this memo.

Recommendation:

Planning Commission and Bike/Walk Advisory Committee members should review the drafted policy and provide input.

Attachments:

1. Existing 2014 traffic calming policy
2. Draft Proposed "Traffic Calming Manual"

TRUSTEES' POLICY REGARDING TRAFFIC CALMING

Preamble: The intent of traffic calming is to raise awareness and slow down traffic. However, any traffic calming measures must allow motorists to drive the posted speed limit in a safe manner. Traffic calming measures must also take into consideration road maintenance (i.e., snow removal, etc.), emergency management services and the potential impact on other residential streets (i.e., significant traffic diversion onto other Class 3 roads, etc.). Traffic cones and speed tables have been found to satisfy these criteria.

Purpose: To establish guidelines for the prioritization and installation of traffic cones and speed tables to help protect the public health, safety, and welfare.

Section 1. "Keep Kids Alive Drive 25" Cones

By calling the Village Manager's office at 878-6944, any citizen on a Class 3 road may request a set of "Keep Kids Alive Drive 25" cones with the following conditions:

1. Cones must be placed adjacent to the edge of pavement.
2. Cones shall not be placed within 250 feet of a signalized intersection.
3. Cones shall not be placed within designated municipal parking spaces.
4. Cones must not be placed in front of a driveway or otherwise interfere with entering or exiting.
5. Cones shall not be allowed within the public right-of-way from December 1st through April 1st.

The Village of Essex Junction and Essex Police Department reserves the right to remove any traffic cones that are not in compliance with this policy, interferes with the maintenance of public infrastructure, or creates a safety hazard.

Section 2. Speed Table Approval Process

Any resident can request speed enforcement by contacting the Essex Police Department at 878-8331.

Any resident can request a speed study by calling the Village Manager's office at 878-6944. If the speed study indicates the 85th percentile speed is 5 mph or above the speed limit in either direction, residents of a street can request a speed table(s) if 70% of the households sign a petition and submit it to the Village Manager.

Speed studies will be conducted from May 1st through September 30th. All petitions must be received by October 15, in order to be considered in the prioritization process for the upcoming budget year.

The Trustees reserve the right to order the installation of a speed table(s) without resident approval.

Section 3. Priority Ranking

It is anticipated that there will be more requests for funding of speed tables than the annual budget could support. Therefore, the following criteria will be used to establish a base formula from which to rank projects for funding during budget development. Sites shall be ranked based on the cumulative total points. A site with the greatest number of total points shall be considered to have the highest priority. A list shall be established with descending order of total cumulative points, with earliest date of application having a higher priority when sites have the same number of cumulative points.

The following criteria will be used to rank the sites:

- Traffic volume (24 hour)
- Traffic volume (peak hour)
- Speed
- Accident data
- Activity generators

Traffic Volume (24 hour)

Traffic volumes will be measured for a 24 hour period on the streets in the traffic calming area. Points will be allocated based on the following table.

24 hour volume	Points
0-250	1
250-500	2
500-750	3
750-1000	4
1000+	5

Traffic Volume (Peak Hour)

Traffic volumes will be measured during the peak hour for both directions on the streets in the traffic calming area. Points will be allocated based on the following table.

Peak Hour Volume (vehicles per hour in both directions)	Points
0-50	1
50-75	2
75-100	3
100-125	4
125+	5

Traffic Speed

The site specific existing 85th percentile speed will be used in the evaluation process, and not the posted speed limit. [All Class 3 roads in the Village of Essex Junction are posted at 25 mph.] Points will be allocated based on the following table.

Site specific 85th percentile speed	Points
Within speed limit	0
5-10 mph above speed limit	5
10-15 mph above speed limit	10
15+ mph above speed limit	15

Accident Data

Site specific evaluation shall be limited to accidents in the traffic calming area. The analysis shall be limited to the total number of reported accidents over a period of the recent past three years. One point shall be assigned for each reported accident that is susceptible to correction by a traffic calming measure.

Activity Generators

Points for features will be assigned based on the type of activities on that street. Generators will be considered in terms of likely pedestrian and bicycle activity. The following table will act as a guide.

Activity Generators	Points
A street with a mid-block crosswalk or school crossing guard	5
A street with a public school	5
A street with a public park	5

Section 4. Appeal

If person(s) think that there are unique circumstances that require a higher prioritization, they may write a letter to the Village Trustees, c/o Village Manager, 2 Lincoln Street, Essex Junction, VT 05452.

Section 5. Funding

Budget: Requests for speed tables shall be prioritized in the Fall of each year for consideration as part of the proposed General Fund Budget or the General Fund Capital Budget in a subsequent fiscal year.

Special Assessment: If traffic calming is determined to be warranted, but money is not readily available for implementation, all affected parties may agree to pay for the improvements in accordance with 24 V.S.A., Chapter 87.

Section 6. Removal or Suspension

The Village Trustees reserve the right to direct the immediate removal and/or suspension of any traffic calming measure(s).

Adopted by the Village Trustees on 1/27/04. Revised 7/13/04, 8/10/04 and 8/26/14.

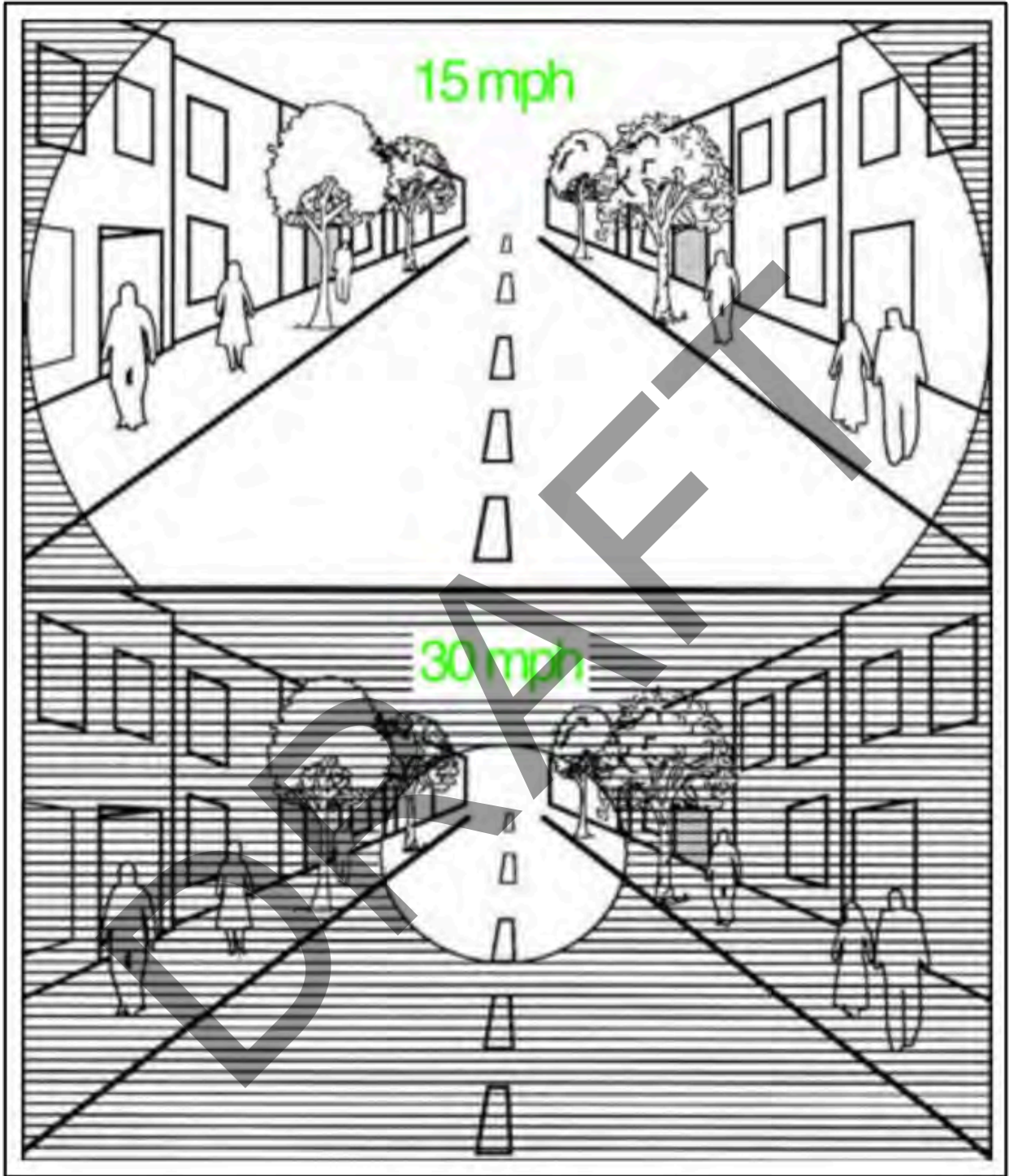
City of Essex Junction Traffic Calming Manual

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INTRO

In 2016, Vermont's share of speeding-related traffic fatalities was among the highest in the U.S., at 47%, trailing only Washington D.C. and New Hampshire (NHTSA, 2021). In pursuit of Vision Zero—an initiative to eliminate traffic-related deaths and serious injuries—this guide is designed to inform and empower community members about the importance of traffic calming. It contains Essex Junction's traffic calming policy, detailing how the community and Department of Public Works work to make streets safer, reduce speeds, lower traffic volumes, and create more comfortable environments for pedestrians, cyclists, and drivers. By understanding these efforts and getting involved, residents can play an active role in shaping safer, more livable streets for everyone.





Source: *PlanPhilly & streets.mn*

What Traffic Calming Is

Traffic calming refers to strategies or measures designed to reduce traffic speed, volume, and accidents on roadways, particularly in residential or pedestrian-friendly areas. Traffic calming enhances the safety, livability, and environmental sustainability of urban and suburban areas.

The primary goals of traffic calming are:

1. Reduce Vehicle Speeds

- One of the main objectives of traffic calming is to slow down vehicles to safer speeds. Particularly important in areas with high pedestrian or cyclist activity, such as residential neighborhoods, school zones, and near parks.

2. Increase Pedestrian and Cyclist Safety

- By slowing traffic and making the streets less accessible to speeding, traffic calming measures improve safety for people walking and biking. Encourages more active transportation and makes streets feel safer for non-motorized users.

3. Reduce Traffic Accidents and Injuries

- Traffic calming can help prevent accidents by reducing speed, improving visibility, and reducing conflicts between vehicles, pedestrians, and cyclists.

4. Manage Traffic Flow and Reduce Cut-Through Traffic

- In residential or urban areas, traffic calming can help prevent cut-through traffic—drivers using smaller streets as shortcuts to avoid congestion on main roads.

5. Encourage Alternative Transportation

- By making streets safer and more attractive for walking, biking, or using public transit, traffic calming can encourage residents to opt for these alternatives to driving. Helps reduce overall vehicle traffic and its negative environmental impact.

6. Reduce Noise and Air Pollution

- Lower vehicle speeds and reduced traffic volumes can help decrease noise and air pollution in neighborhoods, improving environmental conditions for residents.

7. Enhance Community Interaction and Social Cohesion

- Slower, calmer streets can foster more social interaction. When streets feel safer and less dominated by fast-moving traffic, residents are more likely to spend time outside, interact with neighbors, and engage in community activities. Makes public spaces more inviting and people-oriented.

8. Support Sustainable Urban Design

- Traffic calming can be part of broader urban planning efforts to promote sustainable cities, with an emphasis on creating environments that prioritize people over cars. Aligns with smart growth, transit-oriented development, and creation of more pedestrian-oriented spaces.

What Traffic Calming Isn't

Traffic calming focuses on physical changes to the road environment that naturally slow traffic and improve safety without relying on external enforcement or driver compliance. Some common measures are often mistaken for traffic calming but don't meet this criterion. Here are a few examples of what traffic calming isn't:

1. Speed Radar Equipment Installation

- Speed radar signs or similar technology can alert drivers to their speed but are not self-enforcing. Drivers may slow down momentarily but are not required to change their behavior long-term. These devices depend on driver attention and are not permanent physical changes to the road design.

2. Driver Safety Education

- Although education is an essential tool for raising awareness about safe driving, it does not physically slow down traffic or automatically alter driver behavior.

3. Speed Limit Enforcement by Police

- Speed enforcement, whether through patrols or cameras, requires active monitoring by law enforcement. It is not a self-enforcing measure.

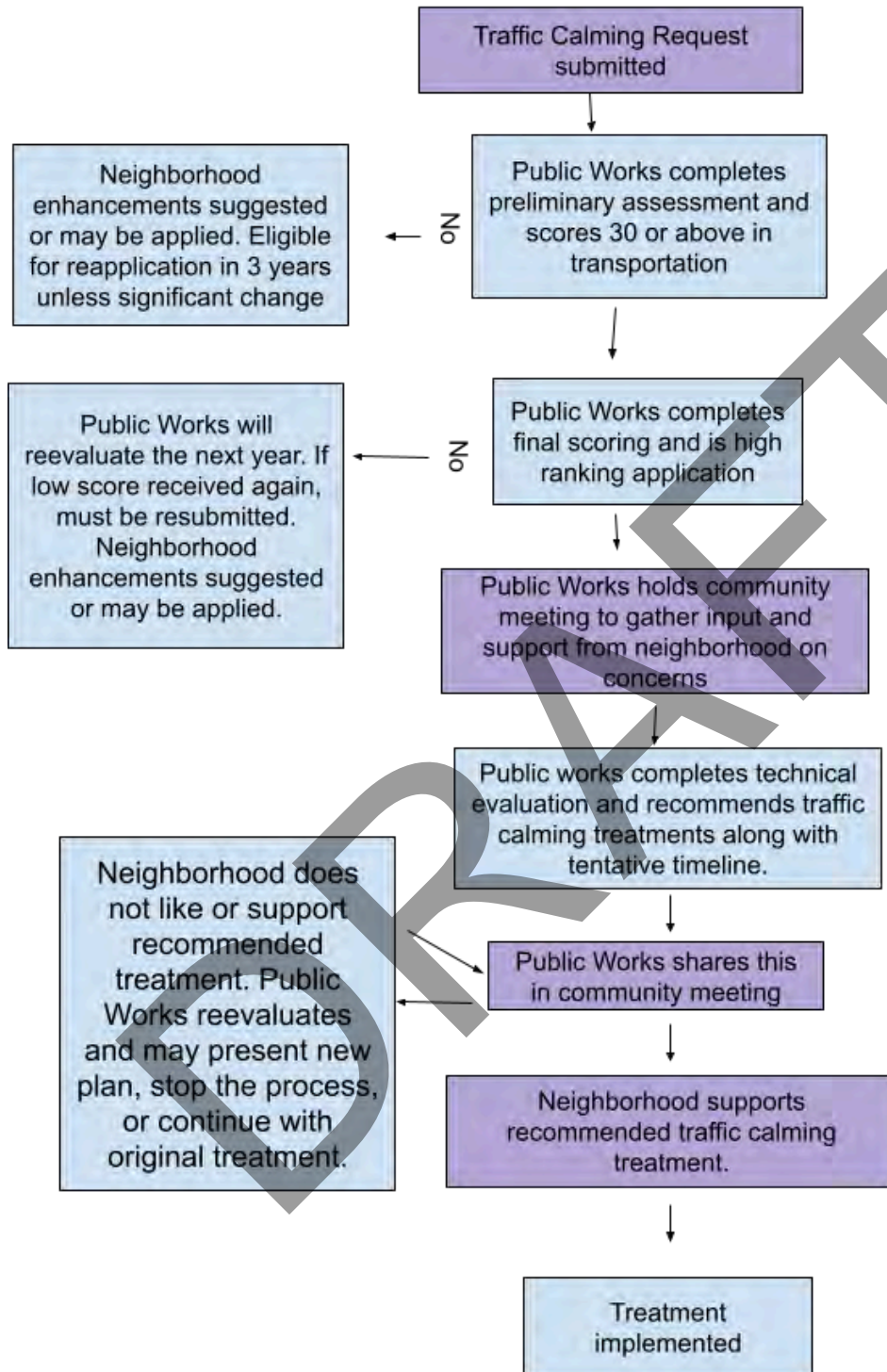
4. Stop Signs

- While stop signs are widely used to control intersections, studies show they can encourage speeding between stops, as drivers often accelerate after passing a stop sign. Not self-enforcing.

Neighborhood Enhancements

Issues or desired improvements at locations that do not meet the specific quantitative warrants for speed or crashes (e.g., maintenance, street trees, sidewalks, lighting, education, enforcement).

EVALUATION PROCESS



Purple = community action
 Blue = DPW action

Street Typologies

Class 1/Arterial Street: Locally controlled connecting links of state highways as they pass through downtowns or village centers. They are marked with a state route number but are maintained by the municipality. They are typically limited to downtowns or village centers, where land use and economic activity is most intense.

Class 2/Collector Street: A street that is or will be used primarily for connecting local street traffic to the arterial system.

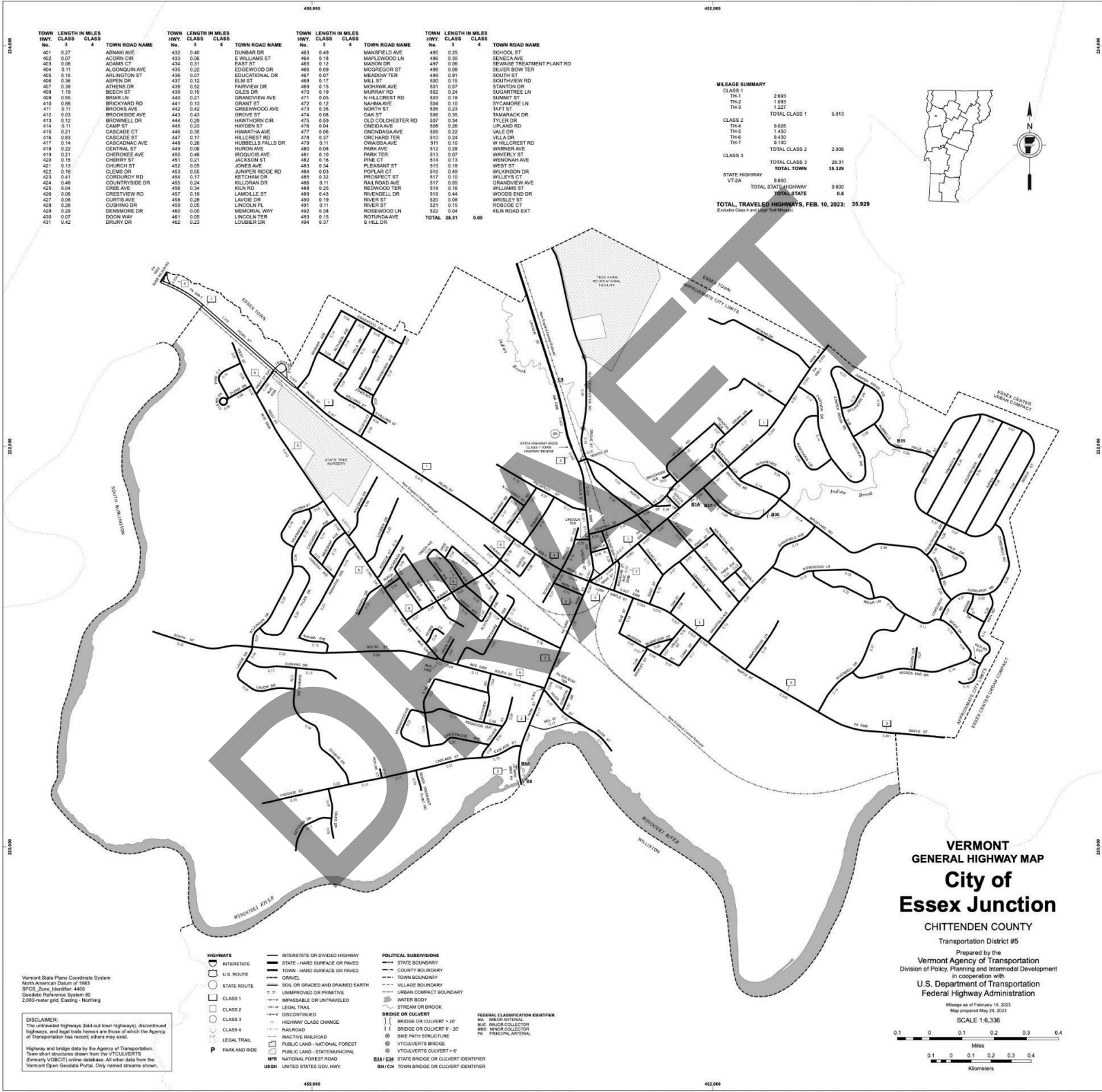
Class 3/Local Street: A street used primarily for direct access to property and not for through traffic flow.

Class 4: The municipality's responsibility, including pent roads (public roads that may be gated by permission of the governing body). Some former highways, through legal proceedings, may have been designated as legal trails and are not Class 4 town highways.

Map of Essex Junction with labeled street typologies:

https://vtransmaps.vermont.gov/Maps/TownMapSeries/Chittenden_Co/ESSEX_JUNCTION_CI/ESSEX_JUNCTION_CI_MILEAGE_2023.pdf

DRAFT



How to Submit a Request

Anyone can submit a request regarding one or more traffic concerns at a street, intersection, or neighborhood. Please include the street or intersection names and the concern in your application. This can be done by:

1. SeeClickFix report
2. Phone number
3. Email

Additional Notes:

- Only class 1, 2, or 3 roads are eligible for traffic calming.
- Please refer to the “What Traffic Calming Isn’t” section to ensure the request meets the traffic calming guidelines.
- The applicant will not be asked to suggest a treatment. The Department of Public Works will determine the best solution.
- The applicant will not be required to fund the project.
- The applicant is not responsible for collecting data. DPW or a hired consultant will collect data, and if appropriate, any previous data will be used.

Data Collection

If a preliminary transportation score of 30 or above is received, pre-existing data will be reviewed, and additional data will be collected. This may involve conducting traffic counts for speed, volume, and heavy truck activity, with up to six two-hour counts during peak hours. If needed, data from nearby streets with similar characteristics may be used as a substitute. Crash data will be evaluated by the frequency, severity, and cause of crash. Pedestrian and cyclist counts will be taken to understand the demand for active transportation and better assess existing facilities.

If request meets the necessary threshold, pre-existing data will be reviewed, and additional data will be collected. This may involve conducting traffic counts for speed, volume, and heavy truck activity, with up to six two-hour counts during peak hours. If needed, data from nearby streets with similar characteristics may be used as a substitute. Crash data will be evaluated by the frequency, severity, and cause of crash. Pedestrian and cyclist counts will be taken to understand the demand for active transportation and better assess existing facilities.

Additional considerations may include the speed and volume of traffic on neighboring streets, as well as any upcoming planned construction or modifications. Other streets may be modified to divert volumes off of requested street.

Point System

To proceed with the process, a preliminary score of 30 in transportation must be attained. Preliminary scores will be evaluated compared to other requests. The data will be based on the last five years.

An assessment that does not satisfy these warrants will not advance for traffic calming treatments. New requests for traffic calming will not be advanced for 3 years unless there is a substantial change in traffic or development nearby. Neighborhood enhancements may still be applied. DPW will provide results of all assessments at www.essexjunction.org/departments/public-works

Only Class 1, 2, or 3 city-owned streets are eligible for this process. Class 4 streets are NOT eligible.

Category	Sub-Category	Street Type	Criteria	Points	Maximum Points
Transportation	Speed	All streets	Per MPH 85th percentile speed is over speed limit	1	5
	Volume	Local	Per 100 vehicles over 400 per hour	2	20
		Collector	Per 100 vehicles over 1,000 per hour	1	
	Safety	All Streets	Per crash that could be corrected my traffic calming	3	15
			Crash involving biker or pedestrian	1	5
Maximum Transportation Score					45

Category	Sub-Category	Street Type	Criteria	Points	Maximum Points
Community	Proximity to People Generators (park, library, large employer, bus, school, downtown, etc.)	All	On-street	10	20
			Within 300-foot diameter	5	
			Within 600-foot diameter	2	
			School within .5 miles	5	
	Bike/Ped Facilities	All	No sidewalk on road	12	12
			Sidewalk on one side of road	8	
			Sidewalk on both sides of road	3	
			Sidewalk and bike lanes	0	
			Shared use path	0	
			No crosswalk on road	5	
Existing crosswalk on road	0				
Equity	All	≥30% of residents are persons of color	11	11	

			≥15% to >30% of residents are persons of color	8	
			<15% of residents are persons of color	0	
		All	≥40% of residents have household income <295% of the federal poverty threshold	12	12
			≥30% to <40% of residents having family income <295% of the federal poverty threshold	8	
			<30% of residents having family income <295% of the federal poverty threshold	0	
Maximum Community Score					60

OR

Threshold

Speed

85th percentile is over the posted speed limit by at least 5 mph, OR

Safety

Exceeds Vermont State Crash Rate

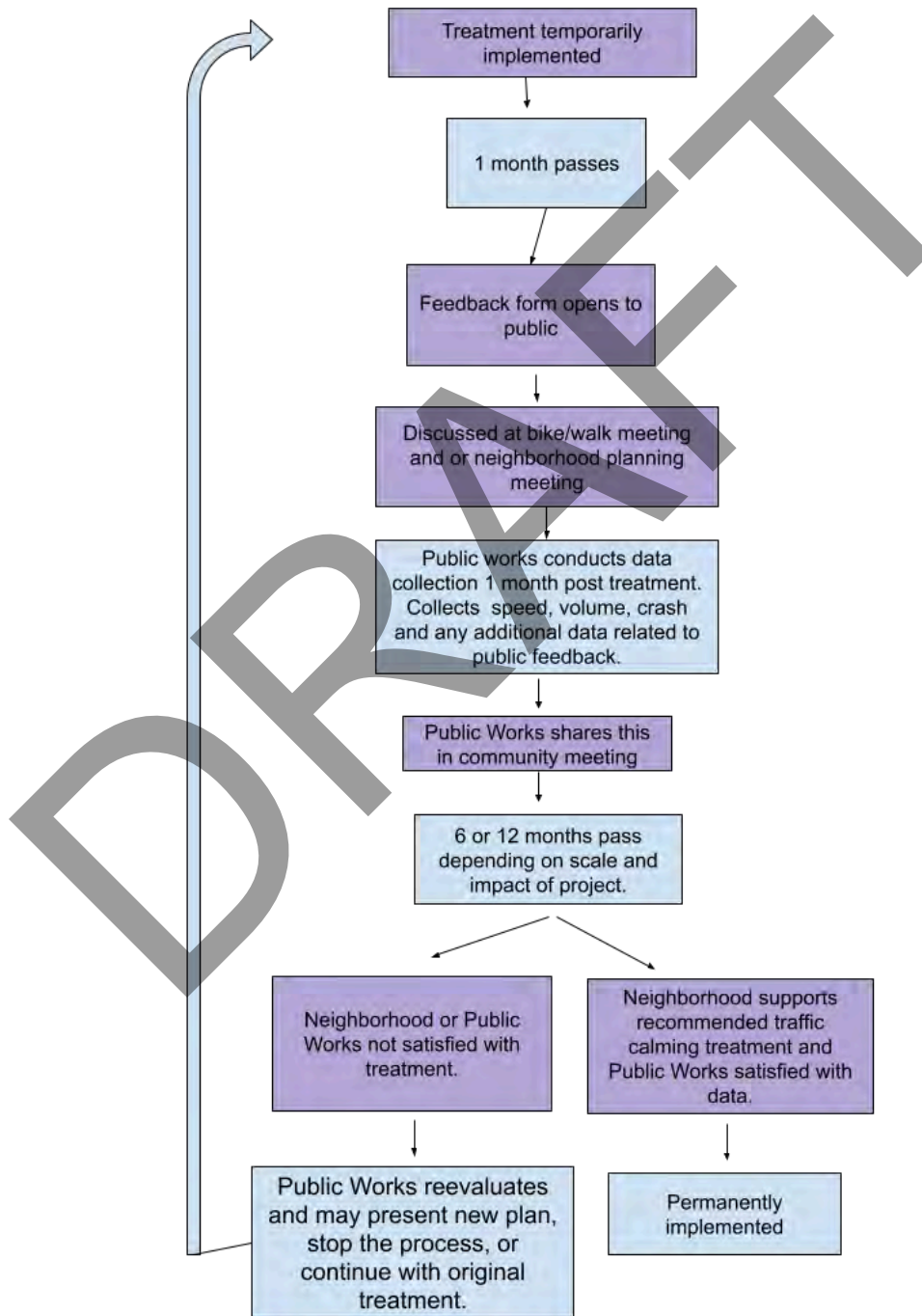
- In the last 5 years exceeds:
 - Ten (10) or more crashes involving property damage OR
 - Two (2) or more crashes involving injury OR
 - One (1) or more crashes resulting in fatality.
- In the last year exceeds:
 - One (1) or more crashes involving pedestrians or bicycles resulting in injury OR
 - One (1) or more crashes involving pedestrians or bicycles resulting in fatality OR

Truck Volume

• 24-hour traffic volume must exceed 4% for heavy trucks-three or more axels OR engineering judgment- considering surrounding land use context

Pilot Program

A temporary traffic calming installation may be tested as part of a pilot program lasting 6 to 12 months. Pilot programs may be used if the results are difficult to predict, part of a complex area-wide plan, or a new or unfamiliar traffic calming measure is implemented. One month into the program, a feedback form will be made available for residents to share their experiences with the new design. The Department of Public Works will review this feedback, gather additional data if needed, and decide whether the installation will be made permanent, modified, or removed.







PRIMARY STRATEGIES

Primary Strategies Chart

	Vehicle Volume	Vehicle Speed	Noise	Crashes	Pedestrian Safety	Cyclist Safety	Emergency Vehicle Access	Estimated Costs	Timeline	Street Usage
Chicane	↓	↓	↓	↓	–	↓	↓	high	short	local
Curb Extension	–	↓	–	–	↑	–	–	high	long	both
Choker	↓	↓	↓	–	↑	↑	–	low	short	local
Raised Crosswalk	–	↓	↑	↓	↑	↑	↓	high	long	both
Speed Hump	↓	↓	↑	↓	↑	–	↓	low	long	local
Rumble Strips	–	↓	↑	↓	–	–	↓	low	short	arterial
Raised Intersection	–	↓	↑	↓	↑	↑	↓	high	long	both
Pedestrian Refuge Island	–	↓	↓	↓	↑	↑	–	high	long	arterial
Neighborhood Traffic Circle	–	↓	↓	↓	↑	↑	–	high	long	both
Road Diet		↓	↓	↓	↑	↑	–	low	short	arterial
Median Island	–	↓	↓	↓	↑	↑	↓	high	long	arterial
Partial Street Closure	↓	–	↓	↓	↑	↑	–	low	short	local
Full Street Closure	↓	–	↓	↓	↑	–	–	low	short	local

Speed Bump vs. Hump vs. Table vs. Cushion Chart

	Description	Image	Application
Speed Bump	Typically 1–2 ft long and 4–6 in high, speed bumps are designed to slow vehicles to 2–5 mph.		Parking lots only.
Speed Hump	Vertical traffic calming devices intended to slow traffic speeds on low-volume, low-speed roads. 3–4 inches high and 12–14 feet wide, with a ramp length of 3–6 feet, depending on target speed. Reduce speeds to 15–20 mph. Works best in series. Should be spaced no more than 500 feet apart to achieve an 85th percentile speed of 25–35 mph. To achieve greater speed reductions, space speed humps close together. May add 5-10 seconds to emergency vehicle’s response time.		Local roads with speed limits up to 25 mph. Not used on streets that provide access to commercial businesses or emergency vehicle response routes. Must be at least 100 feet away from intersection.
Speed Table	Midblock traffic calming devices that raise the entire wheelbase of a vehicle to reduce its traffic speed. Speed tables are longer than speed humps and flat-topped, with a height of 3–3.5 inches and a length of 22 feet. Vehicle operating speeds for streets with speed tables range from 25–45 mph, depending on the spacing.		Collector streets and/or arterial and emergency response routes.
Speed Cushion	Speed humps or speed tables that include wheel cutouts to allow large vehicles to pass unaffected while reducing passenger car speeds. Can be offset to allow unimpeded passage by emergency vehicles and is typically used on key emergency response routes.		Collector streets and/or arterial and emergency response routes.

Chicane

Alternating curves or lane shifts that force a motorist to steer back and forth. Created with alternating curb extensions, can also be achieved by alternating on-street parking. Increases the amount of public space available on a corridor and can be activated using benches, bicycle parking, and other amenities.



Advantages	Disadvantages
Appropriate in both urban and suburban settings	Cyclists and motor vehicles share the lane
Landscaping the areas of deflection can create green space	Drivers may cut straight paths across the center line (striping, without median)
Slows traffic by encouraging motorists to moderate vehicle speed through the horizontal deflection	

Curb Extension/ Bulb Out

Curb extensions, also known as bump outs, are horizontal extensions of the sidewalk zone or curb line into the street at intersections or mid-block locations. Curb extensions reduce vehicle speeds, make pedestrians and bicycles more visible at an intersection, and reduce the crossing distance. Typically curb extensions are used on streets that have on-street parking or a shoulder.

Curb extensions can be used on all types of streets. They are typically installed with bollards but may be installed in concrete as part of street reconstruction, intersection improvement, or other capital projects.



Advantages	Disadvantages
Slows automobile turning speeds and increases sight triangles for motorists, increasing pedestrian visibility	May require relocation of above- and below-ground utilities, drainage features
Shortens pedestrian crossing distance and improves pedestrian visibility	May require some parking removal adjacent to intersections
Thermoplastic markings and flex post bollards may be used as alternatives to concrete curbs (preferred)	Potential for higher costs due to drainage considerations
Creates beautification opportunities for landscaping and amenities at extensions	Potential to cause vehicle damage to larger-class vehicles

Choker

Narrowing of a roadway through the use of curb extensions or roadside islands. It can be created by a pair of curb extensions at a midblock location that narrows the street by widening the sidewalk or planting a strip. A choker can also be created through the use of roadside islands or a curb extension with parking on the opposite side. Pinchpoints can facilitate midblock pedestrian crossings of low-volume streets.



Advantages	Disadvantages
Reduces vehicle speeds in the vicinity of the pinch point	Restricts passing for emergency vehicles
Opportunities for landscaping and amenities can significantly increase neighborhood and streetscape beautification	May result in increased volumes on surrounding streets
Provides opportunity for a mid-block crosswalk	May require relocation of drainage features and utilities
Provides protection for on-street parking	Potential for higher costs due to drainage considerations
Applicable with or without dedicated bicycle facilities	May require some parking removal

Raised Crosswalk

Raised area perpendicular to roadway with pedestrian crosswalk atop, using vertical deflection to reduce vehicle speeds. Height varies based on roadway type. Appropriate at midblocks & intersections.



Advantages	Disadvantages
Increased pedestrian connectivity creates a more walkable community	Should not be located within 50' to 75' of bus stops
Reduces speeds to between 25 to 35mph at the crosswalk	Potential for snow plow damage to raised crosswalk during winter
Bicycle safety relatively unaffected	Potential increase in noise and traffic on adjacent streets
When used in a series, traffic volume reductions of up to 20% observed	

Speed Hump

Elongated mound in roadway, perpendicular to traffic flow that uses vertical deflection to slow traffic speeds on low volume, low-speed roads. Speed humps are 3–4 inches high and 12–14 feet wide, with a ramp length of 3–6 feet, depending on target speed. Warning signs and pavement markings are installed in advance and at the speed humps. **Speed humps can not be placed in front of driveways or other significant access areas.**



Advantages	Disadvantages
Cyclist safety is relatively unaffected	Increased noise levels from vehicle impacts to hump
Typical traffic volume reductions of 20% (series of humps)	Little to no speed or volume reductions when applied as a singular treatment
Crash rate reductions of approximately 40% are typical	Adequate stopping sight distance or warning signs needed
“Cushion” variation can accommodate emergency and transit routes.	Snow plows may damage the humps
	Not appropriate for primary emergency vehicle routes or streets providing access to a hospital or emergency medical services

Rumble Strips

Rumble strips are patterned sections of rough pavement or topical applications of raised material perpendicular to the direction of travel that cause vibration and noise when driven over by the operator of a motor vehicle. Noise and vibration direct the motorist's attention back to the roadway. FHWA-approved treatments include white and black painted stripes. Avoid conflicts with driveways. Typical spacing is 50-100 feet apart, depending on the speed limit.



Advantages	Disadvantages
FHWA studies show a 34% reduction in crashes on urban and suburban roads	Generates high noise levels
Low cost	Not effective on roadways with lower posted speeds
Quick installation	Plowing during the winter may damage the rumble strips.

Raised Intersection

Flat, raised area covering an entire intersection, including crosswalks, with ramps at all approaches. May be accompanied by brick or other decorative materials and textures. A raised intersection typically rises no more than three (3) inches.



Advantages	Disadvantages
Versatile in both residential and commercial settings, and can enhance intersection aesthetics	Reduction in mid-block speeds typically less than 10 percent
Improves accessibility	May require bollards to define edge of roadway
Works well with curb extensions and textured crosswalks	Maintenance of materials (brick, striping)

Pedestrian Refuge Island

Protected and oftentimes raised refuge island located in center for pedestrians to rest while crossing. Islands narrow lane width and reduce pedestrian crossing distance.



Advantages	Disadvantages
Shortens crossing distance and improves visibility of pedestrians	Can conflict with on-street bike lanes
Can slow down vehicles at the intersection	Minor reduction in on-street parking
Reduce vehicle conflict points	Turning radius may be impacted for larger vehicles
Low cost for bollard installations	High to very high cost for concrete installations
Concrete installations may provide space for additional greening	Concrete installations may impact drainage

Neighborhood Traffic Circle

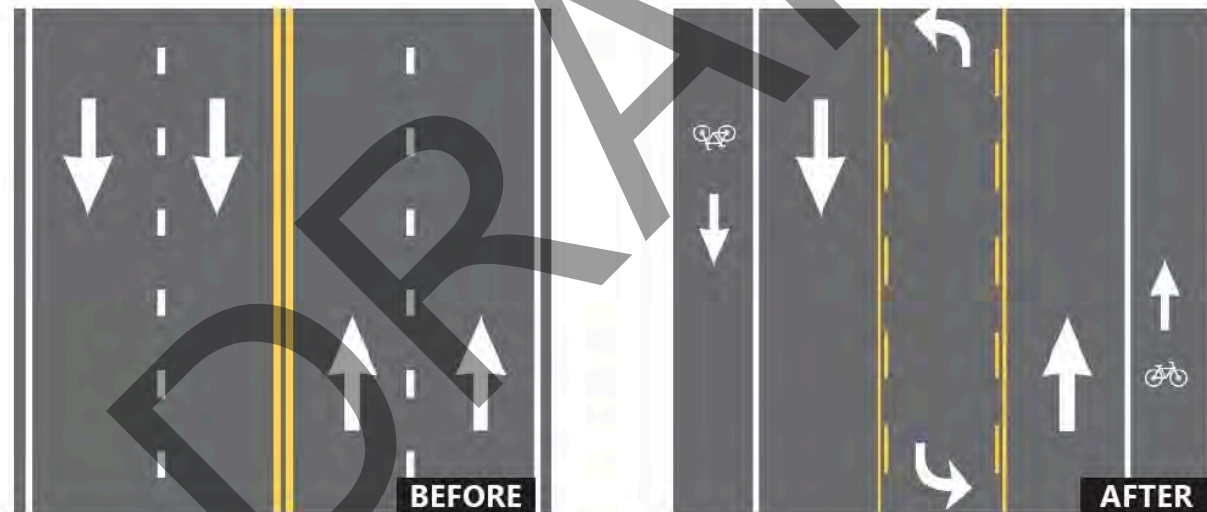
A traffic circle is a raised island placed within an unsignalized intersection around which traffic circulates. The circle may have Stop or Yield signs on the intersection approaches. The island forces a motorist to use reduced speed when entering and passing through an intersection. Though similar to a roundabout, traffic circles do not follow modern design roundabout principles, as the approach has no horizontal deflection.



Advantages	Disadvantages
Reduces speed at intersections	May be difficult to navigate for larger vehicles
Low cost for bollard installation	May impact emergency vehicle response time
Concrete installations may provide space for additional greening	Emergency vehicles and large trucks typically may turn left in front of the circle to navigate the intersection
Greater speed reductions achieved with installation of splitter islands	Concrete installations may impact drainage
	High cost for concrete installations

Road Diet

Road diets involve reducing the width or number of vehicular travel lanes and reallocating that space for other uses such as bicycle lanes, pedestrian crossing islands, left turn lanes, or parking. A typical road diet converts a four-lane road into a five-lane road with two through lanes, a center left-turn lane, and two bike lanes.



Safety and operational benefits for roadway users from road diets include:

- Decreasing the number and width of vehicle travel lanes for pedestrians to cross
- Turning lane can become emergency vehicle lane if needed
- Providing room for a pedestrian crossing median
- Improving safety for cyclists when bicycle lanes are added
- Providing an opportunity for on-street parking (which also serves as a buffer between pedestrians and vehicles)
- Reducing rear-end and side-swipe crashes
- Improving speed limit compliance
- Decreasing crash severity when crashes do occur

Median Island

Raised island along a street centerline that narrows the travel lane width at midblock locations. May be a raised curb (preferred) or painted area, with or without landscaping.



Advantages	Disadvantages
Can function as a midblock pedestrian refuge island which reduces pedestrian crossing distance and increases visibility	Cyclists and motor vehicles share the lane
With a variety of materials, medians can greatly enhance neighborhood aesthetics	Potential for higher costs depending upon drainage and utility considerations
Reduces vehicle conflict points	Turning radius may be impacted for larger vehicles

Partial Street Closure

A partial closure is a physical barrier that blocks vehicle travel in one direction for a short distance on an otherwise two-way street. A partial closure can block either traffic entering the side or exiting the side street, depending on its placement. The traffic movement that is obstructed is rerouted along an alternative path.



Advantages	Disadvantages
Speed and volume reductions for the closed travel lane	Not appropriate for emergency vehicle response routes
Increased pedestrian and bicyclist safety	Reduces overall network connectivity
	Diverts traffic to other streets and may increase volume elsewhere

Full Street Closure

Physical barrier, whether at an intersection or midblock, that is placed across a street to close the street completely to through vehicle traffic. A full closure can be designed to allow bicyclists and pedestrians to pass through. An operational analysis shall be completed prior to considering this treatment.



Advantages	Disadvantages
Highest degree of traffic volume reduction	Not appropriate for emergency vehicle response routes
Increased pedestrian and bicyclist safety	Reduces overall network connectivity
Eliminates vehicle conflict points	Diverts traffic to other streets and may increase volume elsewhere

NEIGHBORHOOD ENHANCEMENT / OTHER STRATEGIES

Bike Lanes

Travel lane for use by cyclists, marked by pavement markings and/or signage. Includes on-street and separated lanes. May be physically separated from vehicle traffic by buffer or barrier.



Advantages	Disadvantages
Increased motorist comfort as vehicles are offset from the curb	Congestion may increase when lanes are removed to accommodate bicycle lanes
Reduces motorist-cyclist conflict	May increase bicycle-vehicle conflicts at intersections
Where existing corridors are retrofitted with bicycle lanes, reduces pedestrian crossing distance and reduces vehicle speeds	

Bike Boxes

Designated area at the head of a traffic lane at a signalized intersection that provides cyclists with a safe and visible way to get ahead of queuing traffic during the red signal phase.

At red lights, motorists must stop and wait behind the stop bar. Cyclists can then ride into the bike box while waiting for a green light.



Advantages	Disadvantages
Increased visibility for bikers	Paint may fade
Helps prevent ‘right-hook’ conflicts with turning vehicles at the start of the green indication	May not be utilized by cyclists
Pedestrians benefit from reduced vehicle encroachment into the crosswalk	
Groups cyclists together to clear an intersection quickly, minimizing impediments to transit or other traffic	
Remind motorists to be aware of cyclists	

On-Street Parking

Parking spaces in the roadway located next to travel lanes that increase side friction to traffic flow. May be angled, parallel, or reverse-angled. Alternate along a corridor to mimic a chicane.



Advantages	Disadvantages
Typical speed reductions of 1 to 5 mph, most significant on narrow two-way streets with parking on both sides	Negligible effect if demand for parking is insufficient
Improves accessibility to adjacent properties and can increase business traffic	Little effect on actual pedestrian/vehicle and bicycle/vehicle conflicts
Bicycle and pedestrian safety improved when parking provides/acts as buffer from travel lane	Extra space may be needed to protect cyclists from opening car doors

Marked Crosswalk

Pedestrians have the right of way at all legal crossings (all legs of an intersection) unless signs or signals say otherwise. A painted crosswalk at a legal crossing, often with signage placed in advance and next to the crosswalk, can provide more visibility to the crossing.



Pedestrian Crossing Sign

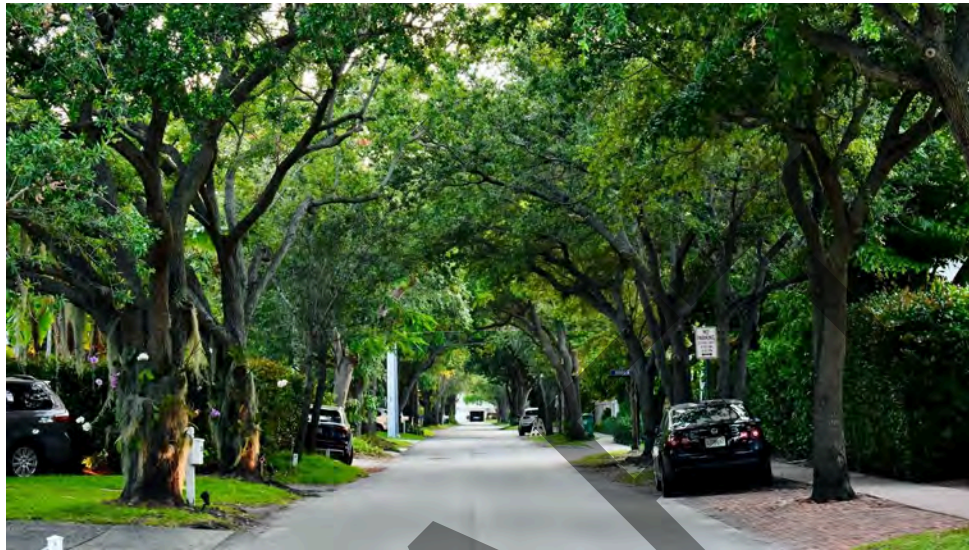
May be used within a crosswalk during specific days and times. Reminds drivers that it is required by law to stop for pedestrians in the crosswalk. Typically used at a public facility that generates significant pedestrian traffic, such as a school. Primarily used at mid-block crossings but can also be used at crossings where pedestrians express some discomfort when crossing street. The device is provided upon request and does not imply the provision of any greater or lesser degree of personal safety for an individual crossing the street.

Anyone can request on SeeClickFix. It is the resident's responsibility to maintain and remove the sign in winter. Essex Junction will replace up to once per calendar year if stolen or damaged.



Street Trees

Street trees may be requested for neighborhood enhancement. Trees placed between the street and sidewalk can beautify the area and protect pedestrians along the sidewalk.



Allows for:

- Neighborhood beautification
- Potential traffic calming effects
- Enhanced pedestrian experience
- Protection from heat/elements
- Lowered pavement temperatures

Street Events

Local street events, often occurring on weekends or holidays, temporarily redirect traffic for the duration of the event and induce traffic calming by increasing the amount of non-motor vehicle traffic in the roadway. Street events may be in-street, where they are accompanied by temporary road closures, or in the pedestrian zones immediately adjacent to the roadway.



Asphalt Art

By converting parts of streets into public art installations, street murals showcase the creativity and input of local artists and residents. They provide visual interest and may serve to calm traffic. They take advantage of our most extensive public spaces—streets—to bring more art into daily life, fostering inclusive and vibrant communities.



Gateway Signs

“Gateways” are sign installations that may include landscaping at the border of a town center or village that identify the community for motorists. Gateway signs indicate to motorists that they are entering a denser region of land use, pedestrian, and motor vehicle activities where lower speeds prevail.



“Keep Kids Alive Drive 25” Signs

Can be placed on any class 3 road to encourage drivers to drive slower. Anyone may request a set of “Keep Kids Alive Drive 25” signs through SeeClickFix with the following conditions:

1. Signs must be placed adjacent to edge of pavement.
2. Signs shall not be placed within 250 feet of a signalized intersection.
3. Signs shall not be placed within designated municipal parking spaces.
4. Signs must not be placed in front of a driveway or interfere with entering or exiting.
5. Signs shall not be allowed within the public right-of-way from December 1st through April 1st.

The Village of Essex Junction and Essex Police Department reserves the right to remove any signs that do not comply with this policy, interfere with the maintenance of public infrastructure, or create a safety hazard.



Law Enforcement

Strategic use of law enforcement personnel reduces vehicle speeds; the perceived threat of receiving a citation may be sufficient to change motor vehicle behaviors. Parking law enforcement vehicles in key locations may also accomplish this result without using personnel. Other means of enforcement may not require personnel and include deploying radar trailers or traffic cameras.



Radar Speed Feedback Signs

Radar speed signs act as a proactive measure to slow down speeding vehicles, especially in areas like school zones, residential neighborhoods, and high-risk areas where safety is a concern.



CONTACTS

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RESOURCES

VTrans Traffic Safety Toolbox:

<https://vtrans.vermont.gov/sites/aot/files/documents/20230606%20Toolbox.pdf>

VTrans Speeding Countermeasures for Vermont

<https://vtrans.vermont.gov/sites/aot/files/Research/20230606%20Speeding%20Countermeasures%20for%20Vermont%20Final%20Report.pdf>

National Association of City Transportation Officials Urban Street Design Guide:

<https://nacto.org/publication/urban-street-design-guide/design-controls/design-speed/speed-reduction-mechanisms/>

US DOT Federal Highway Administration Traffic Calming ePrimer:

<https://highways.dot.gov/safety/speed-management/traffic-calming-eprimer>

Speed Hump Frequently Asked Questions

<https://www.muni.org/departments/traffic/documents/humps%20vs%20bumps%20faqs.pdf>

Neighboring Municipality's Traffic Calming Manuals:

Burlington:

<https://www.burlingtonvt.gov/DocumentCenter/View/3111/View-the-2020-Traffic-Calming-Manual-PDF?bidId=>

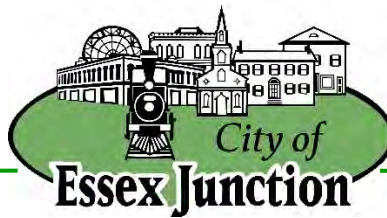
Winooski:

<https://www.winooskivt.gov/DocumentCenter/View/6208/Winooski-Traffic-Calming-Manual>

South Burlington:

https://cms6.revize.com/revize/southburlington/SB%20Traffic%20Evaluation%20Guidance_FINAL_05-04-2023.pdf





MEMORANDUM

To: Planning Commission

From: Christopher Yuen, Community Development Director

Meeting Date: December 5th, 2024

Subject: Land Development Code (LDC) Amendments –Additional Considerations

Issue: There are additional minor adjustments to the LDC amendments that should be considered for a revised submittal to the City Council.

Discussion:

On November 7, the Planning Commission submitted a set of draft LDC amendments to the City Council. However, the City Council is not scheduled to see a presentation on these changes until their December 18, 2024 meeting. Recent development applications have brought to light the need to consider some additional adjustments to the LDC amendments. The Planning Commission can re-submit an amended draft to the City Council prior to their December 18 meeting if desired.

Draft Summary of LDC amendments

I have attached a revised version of the LDC amendment text and Summary incorporating the recommended changes outlined below. This is dated 20241205.

Additional Issues to Consider:

The following additional items modifications should be considered by the Planning Commission:

1. Definition of “Multi-Family Dwelling”

Section 201 currently defines “Multi-Family Dwelling as follows:

“Dwelling, Multi-Family” shall mean a building or structure designed to contain three or more dwelling units.

However, this definition triggers various parking, driveway and buffering requirements designed for large scale development and applies those requirements towards triplexes and fourplexes. One of these requirements is the Buffering requirements of Section 708.B.3:

“Any multi-family use located adjacent to a single-family use shall provide a buffer zone of not less than fifteen (15) feet. The buffer zone shall be landscaped in such a manner as to minimize impact on the adjoining single-family use. The Development Review Board may require the placement of an opaque fence and/or hedge to screen the multi-family structure from adjoining single family dwellings. Any multi-family development in the Village Center District that is adjacent to a single family use that is also in the Village Center District shall not be required to provide a fifteen (15) feet buffer zone.”

When combined with the existing definition of “single-family dwelling”, the buffering requirements prevent a triplex which otherwise meets the side setback requirements from

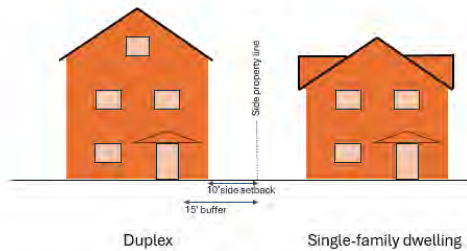
being built on a lot that’s adjacent to a single-family use. For example, a duplex is allowed as long as it is more than 8 feet from the side property line in the R-2 district yet a triplex on the same footprint, of the same height and dimensions would not be allowed unless it meets at 15-foot buffer requirement.

For the purposes of enabling triplexes and fourplexes, I recommend that the definition of “multi-family” to adjusted mean five or more dwelling units. This would be consistent with the structure of the use chart in Section 622, which added “three-family dwelling” and “four-family dwelling” as standalone uses in 2023.

2. Waiver option for screening and buffering requirements

The screening and buffering requirements discussed above were likely intended to minimize shadow and massing impacts or larger apartment buildings adjacent to single family homes but as written, they have no regard for site-specific context or the design of the multi-family apartments. This is described in the diagrams below.

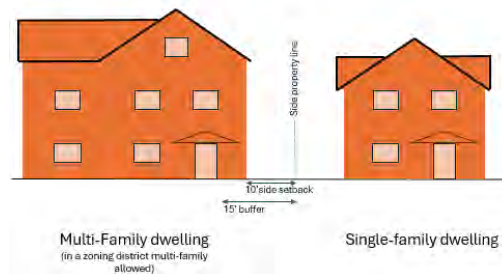
OK



OK



Not allowed – building is within buffer zone



In the future, the Planning Commission should reconsider the buffering policy as a whole, balancing the desires of the residents of existing single-family homes, with the needs of future residents in the context of housing shortage. If the Planning Commission wishes to continue to protect the residents of single-family homes from the impacts of larger or taller structures near their lot lines, those impacts should be defined clearly and the regulations re-written to mitigate them.

For the short-term, I recommend the following adjustment to Section 608.B.5 to open the possibility for the DRB to waive this requirement citywide in cases where there is clearly no undue adverse impact on the adjacent properties.

“5. Waivers. The Development Review Board may waive the screening and buffering requirement ~~in the Village Center District~~ if it determines that the encroachment will not have an undue adverse impact on adjacent properties.”

3. Residential parking requirements and HOME Act (Act 47 of 2023)

Section 703.C requires 1.1 spaces per dwelling unit for multi-family residential uses when considering the requirement for guest parking. Since the passage of the HOME Act, municipalities are not allowed to require more than 1 space per dwelling unit in areas served by water and sewer.

4. Curb cut width limits – Retrofit vs New Build

The DRB received a presentation on the draft LDC amendments and commented that it may be beneficial to consider retrofits differently than new builds when regulating the maximum width of curb cuts for triplexes and fourplexes. This seems to be in line with the Planning Commission’s intent to require narrow curb cuts, where possible, but to offer flexibility to enable the retrofit of existing structures.

I recommend adding language in Section 705.B requiring triplexes and fourplexes to adhere to the 20’ curb cut width limit if they are new builds, but to allow for 27’ feet if they involve the retrofit or addition upon an existing single-family dwelling or duplex. The option for an expanded curb cut would still only be available if it doesn’t cross a sidewalk and if there is sufficient lot frontage for the curb cut to remain below 30% of the width of the frontage.

5. Legal Review

The City Attorney has now reviewed recent edits and recommends minor changes to the following:

- Section 201.C Footprint Lots
- Section 502.A Zoning Permit Requirement (land survey)
- Section 503.B [Subdivision] Classification – Footprint lots
- Section 502.F Final Site Plan Application Requirements (land survey)
- Section 716 Fire Access
- Section 719.D Shade Trees

The above recommendations have been integrated into the draft dated 20241205.

Cost:

There are no costs associated with proposed zoning bylaw amendments.

Recommendation:

The Planning Commission should consider the changes outlined in this memo. If the Commission is satisfied with the drafts [as amended], it is recommended that the Planning Commission:

- Approve the summary report [as amended]
- Re-submit the Land Development Code Amendments [as amended] to the City Council for consideration.

Recommended Motions:

- I move that the Planning Commission approve the summary report [as amended].
- I move that the Planning Commission re-submit the Land Development Code Amendments as discussed to the City Council for consideration.

Attachments:

1. 2024 Draft LDC Amendments PC Summary Report 20241205
2. 2024 Draft LDC Amendment Text 20241205

Essex Junction Planning Commission Reporting Form for Land Development Code Amendments

This report is in accordance with 24 V.S.A. §4441(c) which states:

“When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. A single report may be prepared so as to satisfy the requirements of this subsection concerning bylaw amendments and subsection 4384(c) of this title concerning plan amendments..... The report shall provide:(.)

(A) brief explanation of the proposed bylaw, amendment, or repeal andinclude a statement of purpose as required for notice under §4444 of this title,

Overall purpose of the proposed Land Development Code (LDC) amendments:

1. Replacement and reorganization of sign regulations to be content-neutral, based on 2015 and 2022 Supreme Court caselaw specifying that local governments may only regulate signage based on content neutral criteria such as size, materials, lighting, moving parts, and portability. The text and formatting of the amended sign regulations have been adapted from the zoning text of a nearby municipality (Burlington VT), with specific regulations adjusted based on local context.
2. Adjustment of density limits in residential and Residential-office districts to meet the requirements of the Vermont HOME Act of 2023 (Act 47) and to help meet statewide housing production goals.
3. Adjustment of site layout and dimensional standards to allow and encourage the replication of historic development patterns for duplexes, triplexes, and four-plexes.
4. Removal of certain stormwater regulations from the LDC which fall within the scope of a future City Stormwater Ordinance.
5. Addition of standards for the year-round operation of food carts in areas where similar uses are currently permitted.
6. Adjustment of language and grammar throughout the document to improve consistency and for demographic and cultural inclusivity.
7. Incorporation of recent State Statute changes.
8. Correction of technical inconsistencies, clarification and adjustment of certain design standards and review procedures.

(A)nd shall include findings regarding how the proposal:

1. *Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing:*

The proposed amendments conform with the goals and policies of the City’s Comprehensive Plan by enabling increased housing stock, encouraging economic development, and reducing

environmental impact as called for in the Comprehensive Plan. This is achieved through various technical requirements and procedural adjustments in the zoning bylaw.

2. *Is compatible with the proposed future land uses and densities of the municipal plan:*

The proposed amendments are compatible with the proposed future land uses and densities of the municipal plan, except where superseded by new requirements of state statute.

3. *Carries out, as applicable, any specific proposals for any planned community facilities.”*

The proposed amendments do not carry out any specific proposals for planned community facilities and it would not impact any plans for community facilities.

General amendments throughout the LDC include:

- Zoning district acronyms have been standardized for consistency.
- References to “Use Table”, “Table of Uses” and “Use Chart” have been standardized to “Use Chart”.
- References to “Church” have been changed to “Place of Worship” for more cultural inclusivity.

Chapter 2: Definitions

Specific amendments in this chapter include:

- Removed most sign definitions which were integrated within Sign Standards in Section 714. [Section 201.G]
- Clarified the definition of “Temporary Structure” [Section 201.C]
- Definition of “Family” has been modified to remove limits on unrelated persons living together. This change is intended to enable a diverse spectrum of living arrangements outside of the traditional nuclear family. Since the passage of H.687 (Act 181 of 2024), by the State Legislature, 24 V.S.A. § 4412 now prohibits municipalities from prohibiting unrelated occupants from residing in the same dwelling unit. [Section 201.C]
- Definition of “footprint lot”, used for the purposes of ownership and financing, has been added. [Section 201.C]
- Definition of “Hard Surfaced” has been modified to exclude gravel, to match the intent of existing regulations in Section 703 [Section 201.C]
- Definition of “impervious surface” “Illicit connection” and “illicit discharge” have been changed or removed to align with the City’s future storm water ordinance. [Section 201.C and Section 201.H]
- Definition of “lot coverage” has been clarified to include swimming pools and decks, while excluding stormwater permeable driveways [Section 201.C]
- Definition of “multi-family dwelling” has been modified to exclude triplexes and fourplexes. [Section 201.C]
- Definition of “subdivision” has been clarified to exclude... [Section 201.C]

Chapter 5: Development Review Procedures

Specific amendments in this chapter include:

- Limitations on municipal powers to regulate certain uses such as Schools, Hospitals, and Emergency Shelters have been clarified in accordance with 24 V.S.A. § 4413. [Section 502.C]
- Clarified how development applications that do not fall under a defined category in the Use Chart [Section 622] are to be reviewed. [Sections 502.B - 502.D]
- Extended the option for administrative review of single-family dwellings and duplexes to developments with up to four housing units within one lot to reduce barriers for small-scale development. (Section 502.F)
- Added a requirement for the submission of floor plans for the developments except for applications only involving a single-family dwelling. (Sections 502.A and 502.F)
- Moved approval procedure for sign permits to Section 714 for clarity. [Section 502.H]
- Approval procedures for “footprint lot”, used for the purposes of ownership and financing, has been added. [Section 503.B]

Chapter 6: Zoning Districts Regulations

General amendments in this section include:

- Grammar corrections and minor formatting changes.

Specific amendments in this chapter include:

- Corner lots in all districts are deemed to have two front yards (one on each street), two side yards, and no rear yards. (Section 600.C)
- Increased the number of permissible principal buildings on each lot in the MF1, MF2, R-O, R1, R2 districts from 1 to 2, to allow for the flexibility for building multiple smaller structures, instead of a single, larger structure. Building size and placement would continue to be regulated by lot coverage limits, height limits, and minimum setback requirements. [Sections 601.B, 602.B, 618.B and 619.B]
- Clarified minimum and maximum front yard setback requirements in the MF1, MF2, MF3, VC, R-O, PA, R1, and R2 Districts. [Sections 601.C.1, 602.C.1, 603.C.1, 604.C, 609.C.1, 613.C.1, 618.C.1, and 619.C.A]
- Reduced minimum front yard setback requirements to 15 feet in the MF1, MF3, R-O, and MCU districts. This is intended to more closely matches historic development patterns and would allow for more predictable development outcomes while encouraging duplexes, triplexes, and fourplexes to place parking at the side or rear the house. [Sections 601, 603, 603.C.1, 609.C.1, and 615.C.1]
- The Multi-Family-3 (MF-3) and Residential-Office (R-O) zoning districts’ density limits have been raised to 6 units per lot to enable a smooth density gradient between the city center and the outlying Residential 1 and Residential 2 (R1 and R2) zoning districts, where four-plexes have been permitted since the passage the HOME Act (Act 47) of 2023. [Section 603.D]
- Simplified the structure of density limits for the Multi-Family 3 (MF3) and Residential Office (RO) districts by removing incremental lot-size requirements for additional units within the same structure. [Sections 603.B and 609.B]

- These districts serve as transition zones between the denser, mixed-use districts near the City Center and the smaller-scale residential neighborhood districts. Ever since the 2023 HOME Act- related zoning changes allowing up to four (4) total units per lot, the MF3 and RO districts’ density caps have been lower than the R1 and R2 Residential districts.
- There is no planning justification for this unusual density pattern, and thus MF3 and RO districts were adjusted to match surrounding districts’ density limits.
- Reinstated rear setback minimum for Residential Office (RO) district that was erroneously removed from the from the LDC in 2011. [Section 609.C]
- Added Parking spaces as a use subject to the 15-foot minimum rear setback requirement in the R1 District instead of the 25-foot general rear setback requirement. This is to match the 15-foot minimum rear setback requirement currently in effect for accessory structures, including detached garages. [Section 619.C3]
- For the R1 and R2 Districts, clarified design standard by replacing the requirement for “traditional detached frontage style home” with a requirement that at least one dwelling unit must have a primary pedestrian entrance facing the street. [Sections 618.H.1 and 619.H.1]
- For residential lots with up to four dwelling units, clarified design standard by adjusting regulations on maximum curb cut, driveway, and parking widths. This change is intended to better accommodate small-scale development while maintaining a pedestrian-friendly environment and minimizing visual impact. [Sections 618.H.2, 619.H.2 and 705.B]
- Added requirements for Professional Land Survey for certain development when not otherwise required through a site plan application [Section 502.A.2]
- Added subsection clarifying review process for Uses not Specified in Use Chart outlined in Sections 502.B and 502.C [Section 622.E]
- Added Day Care and Family Care homes and facilities as permitted and conditional uses in the Planned Agriculture (PA) and Highway-Arterial (HA) districts to support existing and future residential development in these districts. [Section 622]
- Added “Aerodrome” as a prohibited use in all zoning districts. Aerodrome includes airstrips and aircraft landing pads (Section 622)

Chapter 7: General Development Standards

General amendments in this chapter include:

- Grammar corrections and minor formatting changes.

Specific amendments in this chapter include:

- Added standards for the review and approval of the year-round siting of food trucks on private properties in zoning districts where “eating and drinking establishment” is a permitted use [Sections 201.C; 502.F; and 727]
- Removed the requirement for one guest parking space per 10 residential units to comply with the requirements of the HOME Act (Act 47) of 2023. [Section 703.C]
- Added language to allow for tandem parking spaces assigned to individual households to allow for more spatially efficient parking lot layouts. [Section 703.K.15]

- Moved regulations regarding holiday lights, and lighting directed at sign surfaces from the Sign Standards Section to the Lighting Section, for clarity and consistency. [Section 704.B and Section 704.E.3]
- Adjusted lighting regulations to allow for use of string lights within certain hours. [Section 704.B.10]
- Adjusted lighting regulations to extend the exemption for the requirement for a zoning permit prior to the installation and replacement of lighting fixtures on single family homes and duplexes, to cover housing developments with five or fewer housing units. [Section 704.C]
- Adjusted technical specifications for lighting on residential and commercial properties. (Sections 704.B, and 704.F)
- Added parking within two feet of the side property line as a set-back exception, as long as they are screened from view from the adjacent property with a fence or hedges. [Section 706.C.1]
- Consolidated regulations on the placement of flagpoles and the display of flags to Section 714 Sign Standards chapter. [Section 706.C.6.d]
- Added Electric Vehicle Supply Equipment to the list of structures exempt from setback requirements [Section 706.C.9]
- Extended the option for the Development Review Board to waive screening and buffering requirements to all districts if the proposed development is not found to cause “undue adverse impact” on adjacent properties [Section 708.B]
- Added a 50-foot minimum setback requirement for outdoor cannabis cultivations, as enabled by Act 166 of 2024 (H.612), starting on January 1, 2025. [Section 726]
- To align with the City’s future storm water ordinance, a reference to the Town of Essex’s Storm Water Ordinance was removed. Requirements to minimize erosion and control sediment from construction sites have been added [Section 713]
- Section 714’s Sign standards have been fully replaced and reorganized to be content-neutral, based on 2015 and 2022 supreme court caselaw specifying that local governments may only regulate signage based on content neutral criteria such as size, materials, lighting, moving parts, and portability. The text and formatting of the amended sign regulations have been adapted from the zoning text of a nearby municipality (Burlington VT), with specific regulations adjusted based on local context. [Section 714]
 - Added new permit requirements for neon Window Signs. [714.L]
 - On large lots where a second freestanding sign is permitted, the allowable size for this second sign has been increased from 20 to 30 sq ft to offer a viable pathway to compliance for businesses that currently rely on the permanent display of temporary signs for visibility. [Section 714.L]
 - Wall Signs within 50’ of the nearest public road have been increased to be capped at 80 sq ft. This was a compromise to ensure that signs located at auto-oriented commercial developments can be sufficiently viewed from the road while ensuring that future, human-scale redevelopment with shorter setbacks can limit signs to more reasonable sizes. [Section 714.L]
 - Added flexibility for the placement of sandwich board -either within 15’ of the front door of a business or within 15’ from a vehicular or pedestrian entrance to the property on which the business is located. This change is intended to extend the applicability of the regulation to more types of business properties. Sandwich Boards would still be

required to be removed outside of business hours and would not be allowed to be located near other sandwich boards. [Section 714.L]

- Allowed for the use of Marquee Signs in more zoning districts with the added requirement that Marquee Signs located within the Design Review Overlay District (DRO) go through approval by the Development Review Board [Sections 714.L and 714.M]
- Created a table listing permissible sign types by zoning district [Section 714.M.2]
- Added requirements for fire access for developments requiring site plan review and for developments involving two or more principal structures on a single lot. [Section 716]
- Added requirement for shade trees for triplexes and fourplexes [Section 719.D]
- Modified the language of Planned Unit Development (PUD) open space requirements to allow for balconies in multi-story, multi-unit buildings in lieu of traditional private yard space. [Section 723]

Chapter 8: Non-conformities

Specific amendments in this chapter include:

- Removed Sections 804 and 805 on Non-Conforming Signs, now located in Sign Standards.

Zoning Map

A correction to the zoning map has been made to restore zoning changes made in 2004, which were removed from subsequent versions of the zoning map from 2005 onwards due to an administrative error. The following zoning changes from 2004 have been restored:

1. From Residential/Office (R-O) to Mixed Commercial Use (MCU) at 47 and 48 Park Street.
2. From Multi-Family 3 (MF3) to Residential-2 (R2) for all the properties along Oak Street.
3. From Residential/Office (R-O) to Residential-2 (R2) on the property at 43 Pearl Street
4. From Multi-Family-1 (MF1) to Multi-Family-2 (MF2) at the Green Meadows and Amber Lantern Apartments off Thasha Lane (later renamed called Autumn Pond)
5. From Multi-Family-1 (MF1) to Multi-Family-2 (MF2) at 61-69 Maple Street, the Mapleton Apartments
6. From Residential/Office (R-O) to Residential-2 (R2) on the east side of Park Street between Silver Bow Terrace and River Street.

Appendix A: Public Works Details

Public Works Details have been amended.



Animating Infrastructure Grant | FY2025 Guidelines

Introduction

The Vermont Arts Council is offering a funding opportunity to communities poised to integrate works of public art into upcoming infrastructure projects. The Council seeks proposals for projects that provide opportunities for artists to engage with the community in the design and/or fabrication of permanent or temporary public art for an interior or exterior site that is accessible and open to the public.

The Animating Infrastructure program is designed to foster partnerships between communities and artists. The intent is to enhance a sense of community pride and identity, foster social connections, and improve the livability and vibrancy of Vermont communities, downtowns, villages, and neighborhoods. Through the development and installation of site-specific works of public art, Vermont communities can reflect their vision, values, and creative spirit.

For this program's purpose, the Arts Council's definition of infrastructure is broad and includes community facilities and services such as buildings, trails, water or sewer systems, roads, power systems, parks, and more. Functional components of infrastructure such as sidewalks, railings, benches, walls, signs, stairs, tree grates, fences, water fountains, and more in the built and/or natural environment have the potential for artistic enhancement that creates unique places where people want to live, work, visit, and play.

A panel will review the project pitches and select a small number of applicants to invite to submit full proposals. The Arts Council will award funds to four to six projects that demonstrate a collaborative process that sparks a creative, lively integration of public art into existing or proposed community infrastructure projects. For the funded projects, the Council will provide guidance to the grantee in the artist selection process and assist in outreach to Vermont artists. The community will be responsible for implementation. Grantees will be asked to document their process and product through stories, photos, videos, models, etc.

Who May Apply or Receive Funding

Vermont 501(c)(3) nonprofit organizations, educational institutions, and municipalities are eligible to apply. Community groups without tax-exempt status may apply using a fiscal agent. A fiscal agent must be a charitable nonprofit 501(c)(3) organization incorporated in Vermont. All applicants (or the fiscal agent) must have a [Unique Entity ID \(UEI\)](#) from the federal government. Proposals from Vermont designated downtowns, village centers, or neighborhood development areas are encouraged. Applicants should have strong, supportive community leadership in place to give the project high potential for being completed successfully.

Who May Not Apply

- organizations that have received any other Arts Council grant in the same fiscal year to support the same project
- organizations with outstanding or incomplete reporting for any Vermont Arts Council grant
- individual artists

Eligible Activities

Animating Infrastructure provides communities with funds to engage and work with an artist. Funds will be awarded for:

- **Public Art Design** (\$5,000 maximum): Grant funds may be used to conduct a process to select an artist(s) or to work with an already identified artist for your public art project. The grant should support the artist(s) fees to design the artwork and to engage the community.
At the end of the grant period, the grantee will submit a final report that includes a final design with a budget, drawings or models, and details about specific materials. It should also include a timeline and information on fundraising, fabrication, installation, site preparations, and maintenance requirements for the proposed artwork. Final designs may then be used by the community to raise the necessary funds to compensate the artist(s) for fabrication and installation of the designed artwork. This could include future Animating Infrastructure implementation grants, crowdfunding opportunities, and/or other funding sources. (Successful completion of a final design grant does not guarantee that the project will be funded through a future Animating Infrastructure grant.)
- **Public Arts Implementation** (\$15,000 maximum): Grant funds may be used to support an artist in the fabrication and installation of public art for a previously designed project.
Applicants to this category will be asked to submit the design concept and provide a specific timeline for the fabrication, installation, and completion of the art project if invited to submit a full proposal. This should include information about the durability and safety of the proposed artwork, its resistance to theft and vandalism, and how it will respond to exposure to weather, etc. The timelines should include information about when and where the work will be fabricated, when it will be installed, and when the project will be completed.

All eligible project proposals are welcome. The Council is especially interested in:

- projects where art is integrated into functional components of the infrastructure
- projects in their early planning
- projects that foster connections among people with diverse financial, educational, health, employment, or social resources; people from diverse abilities, race, cultures, genders, and/or ages
- projects in communities that were impacted by recent flooding

What We Do Not Fund

- the purchase, lease, or exhibition of pre-existing artwork or editions
- any ongoing operational expenses of the applicant organization or partner
- capital improvements not directly related to the public artwork
- the purchase of land or property
- design of artwork that will not be publicly accessible or visible

Grant Amounts and Matching Requirements

Grants will range from \$1,000 to \$15,000. Up to \$5,000 will be awarded for design grants and up to \$15,000 will be awarded for implementation grants.

Grants will not require a match, but grantees will be responsible for any additional expenses above the grant amount. At least 80% of grant funds must be used to support artist honorariums/fees related to the design, and/or artist expenses for fabrication and/or installation of artwork. The remaining 20% of the funds may be used to support project management, community engagement activities, online application/software fees, space rentals, and/or community outreach.

Selection Criteria

A successful application will demonstrate a unique opportunity for the integration of public art into infrastructure and will relate the community to the place. The following represents specific criteria for different phases and funding categories.

Project Pitches

Competitive proposals will demonstrate project potential with:

A clearly defined public art project that helps meet community goals through (weighted at 50% of review):

- detailed description of the community, site, and public art project
- clearly defined vision with specific community goals and outcomes
- compelling reasons why the project is important now

Strong leadership with potential cross-sector partnerships (weighted at 40% of review)

- clear description of the organization and leadership with relevant experience
- potential or committed cross-sector partners are identified

Clear and inclusive community engagement through (weighted at 10% of review):

- community input into artist selection, design, and/or making of the art

If an applicant is invited to submit a full proposal, the following criteria will be used to assess applications.

For Implementation Grants

Competitive proposals offer a unique project and have a high potential for success by *demonstrating*:

A clearly defined public art project that helps meet community goals through (weighted at 25% of review):

- a detailed description of the community, site, and public art project
- clearly defined vision with specific community goals and outcomes
- compelling reasons why the project is important now

Strong leadership with cross-sector partnerships through (weighted at 25% of review):

- clear organization description and leadership with relevant experience
- cross-sector partners with clearly defined roles and responsibilities
- community support with permits and permissions in place

- clear identification of the entity responsible for maintenance of the artwork
- specific and doable timeline with a reasonable budget and fundraising plan

Proposed artwork has high artistic merit in the context of the project through (weighted at 25% of review):

- quality of past work of the selected artist(s)
- artist’s experience and skills align with the proposed artwork
- artwork that is durable, safe, and appropriate to the site

Clear and inclusive community engagement through (weighted at 25% of review):

- community participation in the project in an inclusive process
- artwork potential to inspire attraction to or engagement with the space, structure, or community
- meaningful access to the artwork and activities for people with various disabilities

For Design Grants

Competitive proposals offer a unique project and have a high potential for success by *demonstrating*:

A clearly defined public art project that helps meet community goals through (weighted at 25% of review):

- detailed description of the community, site, and public art project
- clearly defined vision with specific community goals and outcomes
- compelling reasons why the project is important now

Strong leadership with cross-sector partnerships through (weighted at 25% of review):

- clear organization description and leadership with relevant experience
- cross-sector partners with clearly defined roles and responsibilities
- consideration of community support such as permits and permissions
- specific and doable timeline with a reasonable budget and fundraising plan

Clearly defined artist selection and design process through (weighted at 25% of review):

- a clear description of the artist selection/design process
- artistic merit included in the selection process

Clear and inclusive community engagement through (weighted at 25% of review):

- community participation in artist selection, design, and/or artmaking in an inclusive process
- artwork potential to inspire attraction to or engagement with the space, structure, or community
- meaningful access to the artwork and/or activities for people with various disabilities

Grantee Requirements

Grantees will be expected to sign a contract agreeing to specific funding requirements. The Council shares success stories with other communities and continues to support creative placemaking efforts. Therefore, a final report with a narrative, final budget, visual documentation (e.g., photos, drawings, and/or video) of the process and final product will be required at the end of your project. The report will be due no later than 30 days after the completion of the funded activities.

Application Submission and Deadlines

- **March 18, 2024: project pitches due**
- April 19, 2024: finalists invited to develop full proposal
- June 3, 2024: full proposals due
- July 24, 2024: applicants notified of grant award
- September 1, 2024: projects begin
- August 31, 2025: projects completed
- September 30, 2025: final reports submitted

Applications will be submitted through the Council's [online granting system](#). The Council welcomes conversations well in advance of your application. Our role is to help you prepare the strongest possible application and support your process.

Access and Nondiscrimination Policy

The Vermont Arts Council is committed to supporting entities that maintain an environment free from discrimination on the basis of race, religion, color, creed, national origin, age, sex, marital status, sexual orientation, gender identity or expression, genetic bias, disability, citizenship, veteran status, or any other category protected by applicable state or federal law. Arts Council grant recipients who receive federal or state funds must be in compliance with the requirements of Section 504 of Rehabilitation Act of 1973 (504), the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendment Act of 2008 (P.L. 110-325) which became effective on January 1, 2009.

If the public is engaged in the creation of the artwork during the grant period, reasonable accommodations must be made to participants with disabilities (e.g., physically accessible locations with consideration for parking, the path of travel, ramps, and bathrooms; materials in large print or braille; qualified sign language interpreters; assistive listening devices; flexible times for participation, etc.).

Questions?

Inquiries about the Animating Infrastructure program should be made by [sending an email to Michele Bailey](#) or by calling 802.402.4614 (voice and relay calls welcome).

For technical issues relating to the online grant application, [send an email to Meredith Bell](#) or call 802.402.4478 (voice and relay calls welcome).



Animating Infrastructure | FY2025 Project Pitch Preview

The following are the questions and materials for applicants to prepare. Character limits, listed in parentheses, include spaces, individual characters, and punctuation. Applicants may submit one project idea. A budget is not required. Project pitches must be submitted through the Council's [online granting system](#).

Organizational Information

1. Organization name
2. Address
3. City
4. State *Just enter the two-letter abbreviation (VT).*
5. ZIP code
6. County

7. Unique Entity ID (UEI) [Learn how to get the free UEI here](#).

8. Applicant institution

9. Applicant status

10. Does the organization have 501(c)(3) status?
 - 10a. If not, list a potential fiscal agent for your organization or group. *You will be asked to upload a completed fiscal agent form if invited to develop and submit a full proposal.*

11. Organization website (optional)

12. Social media (optional) *If your organization has any social media channels to share, provide the link or handle (e.g., @vtartscouncil) in the respective field.*
 - Instagram handle**
 - X handle**
 - Facebook link**
 - TikTok handle**

Grant Contact

This person will receive email notifications about this project pitch. Be sure the contact information is correct.

13. Grant contact's first name
14. Grant contact's last name
15. Grant contact's email address
16. Grant contact's phone number

Type of Grant

1. Indicate the type of support you are seeking. *Select one.*
 - Design Grant: Artist Design Fees (\$5,000 maximum)
 - Implementation Grant: Artistic Fabrication and Installation of Art (\$15,000 maximum)
2. Enter the estimated amount of the grant request

Project Information

1. Summarize your public art in infrastructure project idea in one sentence. (150 characters maximum)
2. Provide the physical address of the project site. (250 characters maximum)
3. Who owns the property where the project will take place? (250 characters maximum)
Include the name, address, and contact information if different from the applicant.

[Design Grants – for artwork that has not yet been designed]

4. We do not require the name of the artist to be included with your project pitch. Artist selection can be completed as part of the design process. If you have an artist you plan to work with, include the name(s) and website(s) of the proposed artist(s). (500 characters maximum)

[Implementation Grants]

5. Implementation grants are for public art that has been designed and is ready to be fabricated and installed. Provide the name(s) and website(s) of the artist(s) being commissioned. (500 characters maximum)

Narrative Questions

Public Art Project and Community Goals (weighted at 50% of review)

1. Describe your community, the place, the site, and the public art project for which you are seeking the grant. (3,000 characters maximum)

When describing your community, say if the place is in a historic district, designated downtown, village center, neighborhood development, rural community, etc. The physical place can be a village/town, a town green, a city block, a vacant building, a main street, two square miles, etc. Include other relevant details such as building or site names, and important landscape or architectural features.

Infrastructure includes but is not limited to community facilities and services such as buildings, trails, water or sewer systems, roads, bridges, power systems, parks, etc. The site is a specific component of the infrastructure project such as the public lobby, plaza, park, gazebo, pedestrian walkways, empty lot, etc. State if the infrastructure is existing or proposed.

What makes your community unique? Is it known for people, events, geography, or activities? What are some unique qualities, characteristics, attributes, or historical facts about the community, the people, or the site that might be celebrated in the final artistic process or product?

Opportunities for functional public art may include bike racks, sidewalks, walls, railings, signs, bridges, lighting, tree grates, fire pits, water fountains, etc. Other public art that provides an aesthetic or experiential element at the site, either permanent or temporary, is also eligible.

Narrative Questions (continued)

2. Describe the vision, specific goals, and desired outcomes in the community as a result of this art and/or infrastructure project. (1,500 characters maximum)

What is the long-term picture of what your community will be like in the future? What are the projected end results for this project (e.g., safer, more pedestrian-friendly streets; enhanced community connections or pride; bringing more people into local businesses; improving community livability and vibrancy, etc.)? How will this project help to meet your community goals and outcomes?

3. Explain why this project is important to your community now. (1,500 characters maximum)

This might include the timing of infrastructure projects (for example, the town is about to undergo a reconstruction of the main street and now is the time to integrate functional artistic components). Are there challenges like business loss or declining populations? Is there an opportunity to foster social connections among people with diverse perspectives, differences, and backgrounds to improve community connections?

Leadership and Potential Cross-Sector Partnerships (weighted at 40% of review)

4. Describe your organization, its programs and services, and the population it serves. (1,500 characters maximum)

What is your organization's mission or purpose? Briefly summarize its programs, services, activities, etc. Is your organization led by and/or does it serve underrepresented groups? This may include people of diverse abilities, cultures, genders, and/or ages, people with diverse financial, educational, health, employment, social resources, or people from rural communities.

5. Describe the leadership of your organization and any relevant experience to carry out the project. (1,500 characters maximum)

Does your organization have experience with project management, fundraising, and/or other skills relevant to this project?

6. List and describe any committed or potential cross-sector partners or collaborating organizations. (1,500 characters maximum)

State the partner organization(s) name and potential role in the project. Indicate if any planning has taken place to date.

Clear and Inclusive Community Engagement (weighted at 10% of review)

7. Describe the potential opportunities for community input into the selection of the artist, the design of the art, and/or making of the art. (1,500 characters maximum)

Consider opportunities that foster connections among people of diverse socioeconomic groups, abilities, cultures, genders, and/or ages. Are there relationships you could develop, existing events where design or fabrication of the art could be integrated in, or communication avenues that you could utilize to broaden your reach? How will you intentionally work to break down barriers and inequities and provide more opportunities for participation by underserved and/or under-represented populations in the community? Be specific in describing or listing potential populations and activities. (Sample activities: surveys, parties, events, potluck dinners, interviews, conversations, meetings, art activities, etc.)

Media

Required Images:

Include up to seven (7) images or links to other media samples such as videos. Be sure to include:

- images of the community, potential site(s)/location, maps, or designs of the infrastructure
- images or other visuals that help to identify potential opportunities for artist involvement
- images of potential ideas for the public art at the site *(Does not have to be the actual design, unless you are applying for an implementation grant, and you have some concepts in mind. Images could include concepts from other communities or other artists that excite you and that help to demonstrate your vision/ideas for the art.)*

Optional Video:

Applicants may submit a link to a 3-minute video with narration that shows and speaks to the proposed site, the vision for the public art, and how it might help meet community goals. *This may be done informally by walking and speaking into a camera phone or other device. It does not need to be a highly polished or edited video. Be sure that the audio and visuals are clear.*

Allowed media types and sizes:

- Images as .jpg or .pdf (up to 5MB each)
- Documents as .pdf (up to 5MB each)
- Links to media from YouTube, Vimeo, SoundCloud, etc. *Note that linked media items must be public (not password protected).*

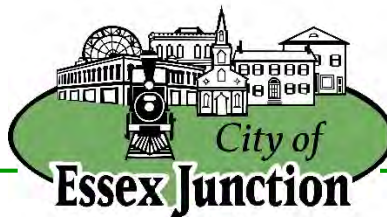
Additional Information

1. How did you hear about this grant opportunity?

- Other
- Vermont Arts Council e-newsletter
- Vermont Arts Council social media
- Vermont Arts Council website
- Word of mouth

Questions?

Send an [email to Michele Bailey](#) or call her at 802.402.4614.



MEMORANDUM

To: Planning Commission; Bike/Walk Advisory Committee
From: Christopher Yuen, Community Development Director
Meeting Date: December 5th, 2024
Subject: Future initiatives for the Planning Commission

Issue:

There are various initiatives that the Planning Commission may wish to focus on in 2025.

Discussion:

The Planning Commission has discussed a desire to discuss the potential topics of focus for 2025 and to discuss ways to better coordinate with the City Council. The Planning Commission chair is scheduled to speak with the City Council on December 18 for an annual committee update.

As the Commission discusses priorities, it should be noted that the following initiatives are likely to have to be addressed in 2025 and throughout the first half of 2026:

- Transit Oriented Development Master Plan
- Comprehensive Plan update
- Land Development Code amendments resulting from the Transit Oriented Development Master Plan and Comprehensive Plan update
- Public mural initiative
- Traffic calming policy update
- Regional Future Land Use Map
- Policies to address upcoming municipalized Housing Production Targets
- Implementation of changes required by statutory changes
- Proposals for various changes to the roadway on Pearl Street and Park Street
- Essex Junction train station renovation stakeholder engagement activities.

The Commission should feel free to consider other potential initiatives but should also note that there may be limited capacity for staff to support additional projects. It is also possible that some of the initiatives listed above may not require heavy involvement by the Planning Commission.

Cost:

This is for information only

Recommendation:

This is for information and discussion only

1. Draft Proposed "Traffic Calming Manual"