



2023 Officers

Alex Weinhausen
President
802-777-3995
aweinhausen@hinesburg.org

Catherine (Cat) Bryars, AICP
Vice President

Ravi Venkataraman, AICP
Treasurer

David W. Rugh, Esq.
Secretary

Meagan Tuttle, AICP
Past President

Sarah Wraight, AICP
NNECAPA Conference
Representative

E. Vorwald, AICP
NNECAPA Section
Representative

At-Large Members

Matt Boulanger

Greta Brunswick

Jennifer Murray

Chip Sawyer
VT Downtown Board Rep.

Sue Westa, AICP

Executive Committee Meeting Minutes

Friday, January 13, 2023
Conference Call

Executive Committee members present: A. Weinhausen, R. Venkataraman, D. Rugh, S. Wraight, E. Vorwald, J. Murray, C. Sawyer, and S. Westa

VPA Members present: S. Lotspeich, J. Roberts

Meeting began at 10:04 a.m.

1. Agenda Modifications & Announcements

None.

2. Minutes of November 22, 2022 Executive Committee Meeting

Action: Motion to approve the minutes of November 22, 2022 Executive Committee meeting: 1) E. Vorwald; 2) A. Weinhausen. *Motion passes unanimously.*

3. Organization and Appointments

a. 2023 Meeting Dates/Times

Meetings are traditionally held on the second Friday of the month at 10:00 a.m. At least three EC members have a conflict with the Friday morning meeting time. The EC may decide to move meetings to the second Thursday of the month at 10:00 a.m. A. Weinhausen will check with other EC members via email to confirm whether the proposed new meeting time will work for all.

b. Reappointment NNECAPA Section Representative, Downtown Board Representative and Downtown Board Alternate.

A. Weinhausen discussed need for annual appointments.

Action: Motion to approve appointment of E. Vorwald as NNECAPA Section Representative, C. Sawyer as Downtown Board Representative and S. Hadd as Downtown Board Alternate: 1) D. Rugh; 2) S. Wraight. *Motion passes unanimously; C. Sawyer abstains.*



A section of the
**Northern New England Chapter
American Planning Association**
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

4. Legislative Position Papers

A. Weinhagen described the Legislative Committee's work on four position papers. E. Vorwald suggested re-formatting all position papers so that the recommendations in the papers are moved from the last page to the first page after the "Overview" section of each paper.

a. Funding For Planning

A. Weinhagen described the Legislative Committee's position paper on bolstering funds for planning. The paper expresses support for a slow growth in funding of the Municipal and Regional Planning Fund, which supports regional planning commissions, Municipal Planning Grants, as well as funding for VT Center for Geographic Information (VCGI).

b. Climate Action

A. Weinhagen described the Legislative Committee's position paper on Vermont's Climate Action Plan. S. Wright proposed adding language about equity to the position paper's Coordination section, and R. Venkataraman asked that environmental justice be addressed under Enabling Statutes section of this position paper. A. Weinhagen will make these revisions.

c. State Planning Goals

A. Weinhagen discussed position paper on Planning to Meet 21st Century Challenges and the need to better coordinate planning and update planning statutes. S. Hadd has been working with a group of planners on this, and there is a bill out there that may be amended to accommodate these requests.

d. Housing – General & Bongartz Bill

The position paper is quite general and does not address pending legislation to address housing that is currently being developed by Reps. Bongartz and Ram-Hinsdale. S. Lotspeich described the position paper and the way it was organized. S. Westa and C. Sawyer asked to include language in the position paper to advocate for funding for housing and especially diverse housing types (inclusive of small, single- and multi-family units, accessory units, work force, senior, income-restricted, and non-income restricted housing). There is a large gap in funding for building new housing. Many municipalities' regulations contain provision allowing for housing construction, but the high cost of building creates a barrier to actually building the housing units. The EC also engaged in a lengthy discussion about housing data and funding.

Action: Motion to approve the Legislative Position Papers for: Bolstering Funding For Planning, Vermont's Climate Action Plan, Planning to Meet 21st Century Challenges, and Addressing the Housing Crisis with revisions that were discussed by the EC: 1) A. Weinhagen; 2) E. Vorwald.
Motion passes unanimously.

5. Committee Reports & Officer Round Table

A. Treasurer's Report for November and December

R. Venkataraman and S. Lotspeich discussed the transition to R. Venkataraman being Treasurer. The two have been meeting to make the transition go more smoothly with A. Weinhagen's oversight. S. Lotspeich described the reports for the last two months of 2022. There was no activity in VPA's account for November. December had more activity – reimbursement for refreshments for the Annual Meeting, C. Sawyer's stipend as the Downtown Board Representative and sponsoring the VECAN Conference at a level of \$250. There was also a \$2.00 fee assessed by M&T Bank for receiving paper statements, which was a one-time fee because VPA has now moved to all-electronic statements going forward, which are fee-free.

VPA continues to be financially stable with a large reserve balance of over \$13,000. A new CD was purchased in late-December with a new, higher interest rate of approximately 1.33% APR.

Also, VPA just received its share of the profit from the 2022 NNECAPA Conference, which was very successful. VPA's share of this profit was over \$3,000. Note that VPA will not receive a share of the revenue from the 2023 NNECAPA Conference because all sections waived receiving this payment for the upcoming year. In light of the large checking account balance, R. Venkataraman will be looking into getting a money market account to earn more interest from VPA's operating funds, as opposed to just earning interest on the reserve funds. A. Weinhagen asked that S. Lotspeich or R. Venkataraman will provide an updated budget with the 2022 year-end actuals.

Action: Motion to approve the Treasurer's Reports for November and December, 2022: 1) A. Weinhagen; 2) D. Rugh. *Motion passes unanimously.*

B. Downtown Board Report

C. Sawyer gave Downtown Board report. There was no meeting in December, so there was nothing new to report. There will be a January meeting that is expected to be in-person.

C. Professional Development Committee – Spring Workshop

R. Venkataraman gave Committee's report. The Committee is looking to organize an event in the Spring. Possible topics include transportation and/or downtown revitalization. EC members also suggested a workshop on housing, but the Committee was also cognizant of the fact that there were lots of workshops on that topic such that VPA might want to do something a little different. If housing was to be a topic of discussion, then there's also the issue of what angle to take, including barriers to building housing, data gaps, whether to continue to plan or simply enact regulations without as much planning, and/or focusing on the solutions to the problem, which are lacking in most other conferences on the topic of the housing crisis.

D. Communications Committee

S. Westa said that the website will be updated with recent minutes and awards information since the awards process is just getting underway.

E. Nominating Committee

C. Bryars recently emailed the EC inquiring as to whether she should step down as Vice President due to her unavailability this summer. C. Bryars will also be quite busy in light of her new position as Interim Executive Director of Shires Housing, Inc. The EC discussed C. Bryars' request to step down, and it determined that it would first see if an alternative meeting time worked better for her before considering her request in more detail.

F. NNECAPA

E. Vorwald and S. Wraight presented the NNECAPA update. A call for submissions for the 2023 NNECAPA Conference at Wentworth-By-The-Sea in New Hampshire just went out a day or so prior to the EC meeting. The Conference doesn't have a theme, so there will likely be a wide variety of different sessions. E. Vorwald and other NNECAPA Sections are going to work on developing a new member outreach packet for those who just join the organization. The goal being to better coordinate outreach, education and get new members involved.

G. Legislative Committee

A. Weinhagen provided the Committee report. D. Schibler is the Chair of the Committee, and it meets every two weeks. The next meeting is Monday the 20th. The Legislative Intern Kerry Brosnan has started work. She will have a tracking spreadsheet so the Committee can more easily track legislation.

H. Awards Committee

The Awards Committee got a late start and has a new committee chair: Scott Grimm-Lyon from the Bennington County Regional Commission. The Committee set a deadline for nominations at the end of February. NHPA will meet to recommend award winners on March 15th, then there will be a special EC meeting later to review and confirm. The Awards ceremony is currently planned to be on April 20th at Cedar Creek Room at Statehouse at 4:00 p.m.

6. Other Business

Membership total is now 160 members for VPA, which is a little lower than it was before we lost organizational members. Overall, however, 160 members isn't a bad number. There may be roughly 40 people who have not renewed since the elimination of organizational memberships. APA is now also helping to manage Chapter membership and Section membership. It's a little tough to get information on new members and non-renewing members, but NNECAPA should be able to track that soon. C. Sawyer may reach out to contact those individuals who have not renewed in last two years.

Also, J. Donovan reached out as member of VT ALSA and its Public Places Awards process, which are given out every other year. VT ALSA wanted to put a VPA member on the jury to review award nominations. Typically, a VPA EC member sits on the jury, and E. Vorwald has done it in the past. S. Lotspeich volunteered to be on the jury.

Motion to approve S. Lotspeich to be VPA's representative on jury for the public places awards:
1) C. Sawyer; 2) A. Weinhagen. *Motion passes unanimously.*

Operations & Procedures Manual will be reviewed in February EC meeting, so EC members should review draft and update it for February meeting.

7. Adjourn

The meeting was adjourned at 11:31 a.m. The next meeting is likely Thursday, February 9th at 10:00 a.m.



2023 Officers

Alex Weinhausen
President
802-777-3995
aweinhausen@hinesburg.org

Catherine (Cat) Bryars, AICP
Vice President

Ravi Venkataraman, AICP
Treasurer

David W. Rugh, Esq.
Secretary

Meagan Tuttle, AICP
Past President

Sarah Wraight, AICP
NNECAPA Conference
Representative

E. Vorwald, AICP
NNECAPA Section
Representative

At-Large Members

Matt Boulanger

Greta Brunswick

Jennifer Murray

Chip Sawyer
VT Downtown Board Rep.

Sue Westa, AICP

Executive Committee Meeting Minutes

Monday, January 30, 2023
Conference Call

Executive Committee members present: A. Weinhausen, C. Bryars, D. Rugh, S. Wraight, E. Vorwald, G. Brunswick, J. Murray, C. Sawyer, and S. Westa

Meeting began at 10:04 a.m.

1. Agenda Modifications & Announcements

D. Rugh discussed potentially adding an item to discuss the awards ceremony location if there was time.

2. Legislative Committee Position Paper on Housing Reform

Legislative Committee felt that the proposed bill – H.68 and the Omnibus Senate Bill (DR 23-0091, draft 5.1)– have a lot of good provisions, but there were a few provisions of concern related to mandatory maximum parking of one space per dwelling unit, density, mandating duplex units where single dwelling units are allowed and mandating a building height “bonus.” In general, the draft position paper, from which A. Weinhausen will testify in the Senate Economic Development, Housing and General Affairs Committee on Thursday, encourages further study for a number of recommendations that are more complex. The EC felt that there are many positives in the bill that should be supported, but the position paper doesn’t mention those parts of the bill. As a result, the position paper will be modified to highlight a few areas of the proposed bill that VPA supports, as opposed to just focusing on the “negatives.”

There was a fair amount of discussion and some disagreement among EC members about imposing housing targets, allowing duplexes to have ADUs by right and the parking space provisions that propose to limit municipalities to only require a maximum of one parking space per dwelling unit in designated urban centers. The EC also discussed whether plans should establish targets for a certain number of housing units in communities, including affordable housing units. Many communities will balk at housing targets, but they’re especially problematic to the extent that the targets are mandatory. Also, in some communities, market factors drive where housing gets built, and the towns or cities cannot require developers to build new housing.



A section of the
Northern New England Chapter
American Planning Association
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

The EC also discussed energy code provisions in the new bill, and whether EC supports the limit on municipalities adopting new energy code standards, while at the same time providing flexibility for municipalities to adopt code or bylaw provisions that address energy that are not covered by the RBES/CBES or stretch codes.

Lastly the portion of the position paper that addressed both bills' proposed limitations on appropriate municipal panel decisions in Section 9 is slated for removal.

A. Weinhagen is going to make revisions to Position Paper highlighted by EC then circulate the proposed paper and testimony for approval by EC members in next twelve hours before his 11:00 a.m. deadline on Tuesday, January 31st to submit the testimony to the Senate Economic Development, Housing and General Affairs Committee before his testimony on Thursday.

3. VPA Awards Ceremony Location

D. Rugh discussed proposed change in location of awards ceremony. The proposed awards ceremony location will be taken up at the February EC meeting.

4. Adjourn

The meeting was adjourned at 11:14 a.m. The next meeting is the regular EC meeting likely on Friday, February 10th at 10:00 a.m.



Executive Committee Meeting Minutes

Friday, February 10, 2023
Conference Call

Executive Committee members present: A. Weinhausen, C. Bryars, D. Rugh, S. Wraight, E. Vorwald, C. Sawyer, and S. Westa

VPA Members present: S. Lotspeich, J. Roberts

Meeting began at 10:06 a.m.

1. Agenda Modifications & Announcements

None.

2. Minutes of January 13th Regular Executive Committee Meeting and January 30th Special Executive Committee Meeting

Action: Motion to approve the minutes of the January 13th and January 30th Executive Committee meetings: 1) E. Vorwald; 2) A. Weinhausen.
Motion passes unanimously.

3. Draft Policies & Operations Manual – Changes to Draft 2

A. Weinhausen went through edits with the EC to the Policies & Operations Manual made by E. Vorwald, D. Rugh and others. There were a number of grammatical edits, and the EC attempted to clarify positions and responsibilities of various directors, committees and committee chairs and other positions. Another focus of the review was whether to keep in specific items that are subject to change, such as, organizational dues that may change from year-to-year in Section 9.

4. Annual Work Plan

A. Weinhausen described the Work Plan and amendments, which mainly consisted of updating the Policy and Advocacy section of the Work Plan to describe recent pending legislation that are priority areas. Other edits were to update conference location for 2023 from Maine to New Hampshire.

2023 Officers

Alex Weinhausen
President
802-777-3995
aweinhausen@hinesburg.org

Catherine (Cat) Bryars, AICP
Vice President

Ravi Venkataraman, AICP
Treasurer

David W. Rugh, Esq.
Secretary

Meagan Tuttle, AICP
Past President

Sarah Wraight, AICP
NNECAPA Conference
Representative

E. Vorwald, AICP
NNECAPA Section
Representative

At-Large Members

Matt Boulanger

Greta Brunswick

Jennifer Murray

Chip Sawyer
VT Downtown Board Rep.

Sue Westa, AICP



A section of the
Northern New England Chapter
American Planning Association
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

Action: Motion to approve 2023 Work Plan: 1) D. Rugh; 2) G. Brunswick. *Motion passes unanimously.*

5. VT ALSA – Sponsorship Offer

J. Donovan reached out on behalf of VT ALSA and asked whether VPA was willing to share VPA's weekly legislative updates to ALSA members. The legislative updates are posted publicly on the website regularly, but this would allow J. Donovan to directly forward on the legislative updates as they are distributed by the Legislative Committee Chair weekly, instead of waiting for them to be posted to the website. The EC had an in-depth discussion of the value of this arrangement and whether we should consider VT ALSA is a sponsor or if this is simply a transactional situation with an allied organization. The EC discussed the need for a Memorandum of Understanding (MOU) or policy statement to ensure it's clear that views in the legislative reports are VPA's alone and may not be 100% accurate as snapshots of where legislation is at the time. Also, these reports are the result of a lot of work, both volunteer work by VPA members and by the legislative intern VPA shares with VNRC.

Action: Motion to approve granting VT ALSA access to VPA's weekly legislative updates in exchange for a contribution of \$250 provided a MOU is prepared in advance reflective of the EC's conversation: 1) C. Bryars; 2) A. Weinhagen. *Motion passes unanimously.*

6. Committee Reports & Officer Round Table

A. Treasurer's Report for January

R. Venkataraman could not attend the February meeting, so the Treasurer's Report was tabled to March meeting.

B. Downtown Board Report

C. Sawyer gave Downtown Board report. At the Board's January meeting, a Village Center was converted to a designated downtown in Hardwick, and a Neighborhood Development Area was approved for Middlebury around the Town's designated downtown. Colchester is still working on renewing its New Town Center designation, so the Board granted an extension in exchange for a suspension of benefits. There were some supplemental tax credit awards since not all the money was awarded, and this will be taken up at the Board's meeting in February. C. Sawyer and A. Weinhagen will be working with C. Cochran on the RFP for the study for the review of state designated areas. The EC also discussed whether Downtown Board has reviewed the pending housing legislation, especially since certain provisions of the legislation tie exemptions to certain designated areas.

C. Professional Development Committee – Spring Workshop

R. Venkataraman was not able to participate, and he and J. Murray are meeting with the Committee next week to discuss what might be a workshop on community revitalization or other re-development projects.

D. Communications Committee

S. Westa had little to report, other than that she was helping in gathering articles for the Yankee Planner.

E. Nominating Committee

No report.

F. NNECAPA

E. Vorwald and S. Wraight presented the NNECAPA update. S. Wraight provided an update on planning for the 2023 NNECAPA Conference at Wentworth-By-The-Sea in New Hampshire. Sponsorship solicitations went out, and the deadline for the call for sessions is March 3rd. NNECAPA is looking for a keynote speaker on Diversity, Equity and Inclusion. E. Vorwald said that he would be working with N. Killbride on some membership outreach. NNECAPA wants to do some new member outreach and keep an eye out for former members who have not renewed and to figure out why. Also, this work will look into individuals who should become new members, like newly hired planners within the region.

G. Legislative Committee

A. Weinhagen provided the Committee report. The Committee is meeting every two weeks, though the meeting on President's Day will be postponed or canceled. There is a public hearing on the new housing bill next week being held by the Senate Economic Development, Housing and General Affairs Committee along with the House Committee on General and Housing. These legislative committees are soliciting public input, though speakers only have three minutes to speak. Latest update on the housing bill is that C. Dimitruk is working on some language to address areas of the bill that were problematic and needed further study, such as requiring five dwelling units per acre in areas served by municipal/public water and sewer.

H. Awards Committee

Discussion regarding relocating ceremony. It was suggested that the ceremony be held with the Spring Workshop. If VPA wants legislators to be involved, it could hold a press conference or issue a press release that's directed to the legislators. If held at the Spring Workshop, then there will be a lot more planners in attendance. Consensus was that this was the best option, and it's likely to be approved by the Awards Committee.

7. Other Business

D. Rugh said he couldn't make the March meeting if it is held on March 10th. A. Weinhausen will reach out to EC members to choose an alternative meeting day and/or time.

8. Adjourn

The meeting was adjourned at 11:55 a.m. The next meeting is TBD likely Thursday, February 9th at 10:00 a.m.



Executive Committee Meeting Minutes

Friday, April 13, 2023
Conference Call

Executive Committee members present: A. Weinhausen, D. Rugh, S. Wraight, E. Vorwald, C. Sawyer, M. Boulanger and S. Westa

2023 Officers

Alex Weinhausen
President
802-777-3995
aweinhausen@hinesburg.org

Catherine (Cat) Bryars, AICP
Vice President

Ravi Venkataraman, AICP
Treasurer

David W. Rugh, Esq.
Secretary

Meagan Tuttle, AICP
Past President

Sarah Wraight, AICP
NNECAPA Conference
Representative

E. Vorwald, AICP
NNECAPA Section
Representative

At-Large Members

Matt Boulanger

Greta Brunswick

Jennifer Murray

Chip Sawyer
VT Downtown Board Rep.

Sue Westa, AICP

VPA Members present: D. Schibler

Meeting began at 10:06 a.m.

1. Agenda Modifications & Announcements

None.

2. Minutes of February 10th Regular Executive Committee Meeting

Once a quorum of EC members made it to the meeting, the EC reviewed the minutes of its February meeting.

Action: Motion to approve the minutes of the February 10th Executive Committee meetings: 1) E. Vorwald; 2) A. Weinhausen. *Motion passes unanimously.*

3. Draft Policies & Operations Manual – Review Final Draft

A. Weinhausen went through edits with the EC to the Policies & Operations Manual. E. Vorwald provided language describing the FAICP application process, which is now going to be led by VPA as a State Section where it was formerly spear-headed by NNECAPA and the state sections.

D. Schibler and A. Weinhausen added new language regarding VPA's legislative activities and program, including a discussion of lobbying, VPA's legislative program and the Legislative Committee's typical calendar and activities throughout the year. The Manual will also be updated to reference the new Legislative Protocols.

Since there was no quorum for action, the Manual will be placed on the meeting agenda for May for final consideration and approval.



A section of the
**Northern New England Chapter
American Planning Association**
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

1. Housing Legislation Update – S.100 & H.68

A. Weinhagen and D. Schibler described the status of the current pending bills in the Legislature regarding housing – S.100 and H.68. H.68 is a municipal zoning reform bill that didn't make cross-over, and S.100 included the provisions of H.68, as well as Act 250 reform and funding for housing. S.100 was winnowed by the Senate and then passed. The House Environment and Energy and House General and Housing Committees are now going through S.100. Apparently, the House General and Housing Committee voted the bill out of Committee. The Energy and Environment Committee is currently taking testimony on the bill, and VPA's Legislative Committee is trying to work with the House on changing a few provisions in the current bill.

Last week, VLCT tried to organize stakeholders and has taken a position inline with the Governor's office in that any housing bill will need both municipal permit reform and state permitting reform (Act 250), the latter of which is objectionable to at least a few significant parties, including VNRC. VLCT has prepared a letter taking the position that Act 250 reform is needed along with municipal permit reform. Currently, the bill's Act 250 reform provisions sunset in 2026 in most cases. The Legislature is also waiting on the NRB to complete a key reports on place-based planning and on ACCD to complete a report on state designation programs. There's also a possibility that S.100 will include some Act 250 reform, but it's not in the bill as it currently stands. It appears that most of the Act 250 reform provisions are consistent with VPA's previous position papers on Act 250 reform.

The EC discussed reinforcing its previous objections to the municipal zoning exemptions, as compared to taking a position in opposition to the entire bill. It's unclear whether the Governor will veto the bill, though there is a veto-proof Democratic majority in the Legislature. Because there was no quorum on the EC and some provisions in VLCT's letter that VPA hasn't discussed yet, namely the revisions to Act 250's 5/5/5 rule to make it a 25/5/5 rule, the EC wasn't able to approve signing on to the letter.

2. Membership Roll – Update and Protocols

A. Weinhagen and E. Vorwald met with N. Kilbride about other state sections and how they update their membership lists. As a result of this call, there's a better understanding of how the current membership list works and is organized. The focus is on reaching out to members who have recently dropped off or who have not renewed, as well as reaching out to new members who just joined so they know what VPA is and how to get involved. There is a need to make sure new members get on VPA's email listserv. E. Vorwald will be working on creating a "welcome packet" to send to new members.

NNECAPA is sending out letters to the potential new members that EC members identified a few months ago. VPA currently has about 160 members, but this is pretty close to where the organization's membership has been historically.

3. Committee Reports & Officer Round Table

A. Treasurer's Report – Tabled Until May

R. Venkataraman could not attend, so the Treasurer's Report was tabled to the EC's May meeting when January through April financials will be reviewed.

B. Downtown Board Report

C. Sawyer gave Downtown Board report. The Board made some awards for downtown transportation funding. There is a \$200,000 cap on awards and a match requirement reduced to 10%. There were only seven applicants for the extra funding, and \$1.1 million was awarded. There is roughly \$2 million remaining in the next round of awards, which will likely occur in 2024. There are 230 Village Centers, losing Hardwick as designated downtown but gaining Ferrisburgh village. The Board also discussed S.100 and bringing back some provisions that require municipalities to prove that they have community wastewater available prior to receiving a NDA designation. This was formerly a requirement, but it was removed. This is a "chicken and egg" problem because many communities want to use NDAs as a planning device by establishing the NDA then getting into a study of community wastewater planning and capacity.

C. Professional Development Committee – Spring Workshop Update

R. Venkataraman was not able to participate, but the Spring Workshop is scheduled for Friday, June 2nd at the Chandler Center for the Arts in Randolph.

D. Communications Committee

No report.

E. Nominating Committee

No report.

F. NNECAPA

E. Vorwald and S. Wright presented the NNECAPA update. The Chapter is starting the officer nomination process for the next year. There are six officers, and NNECAPA tries to balance officers so there are two officers from each section. They start the process early, even though elections are not until November. Specifically, NNECAPA will need a new Secretary and possibly a PIO.

For NNECAPA 2024, S. Wright said they received 40 session proposals, and they're working on a keynote speaker. N. Kilbride is getting sponsorship organized, and NNECAPA is getting close to selecting a venue in Maine for 2025

G. Legislative Committee

A. Weinhagen provided the Committee report. The Committee is meeting every two weeks. See above for an update on the housing bills in the Legislature.

H. Awards Committee

We will need a special EC meeting later this month to approve the award winners. There were nominees in three categories, but none in the Professional Planner of the Year or for Citizen Board of the Year. The Awards Committee will contact the winners and get the materials ready for the ceremony to be held in conjunction with the spring workshop at Chandler Center for the Arts in Randolph on June 2nd.

4. Other Business

None.

5. Adjourn

The meeting was adjourned at 11:55 a.m. The next meeting is Wednesday, May 24th at 10:00 a.m.



Executive Committee Meeting Minutes

Friday, May 24, 2023
Conference Call

Executive Committee members present: A. Weinhausen, R. Venkataraman, D. Rugh, S. Wraight, M. Boulanger, G. Brunswick, J. Murray, C. Sawyer and S. Westa

VPA Members present: None.

Meeting began at 10:06 a.m.

1. Agenda Changes & Announcements

None.

2. Minutes of April 14th Regular Executive Committee Meeting

Action: Motion to approve the minutes of the April 14th Executive Committee meetings: 1) A. Weinhausen; 2) G. Brunswick. *Motion passes unanimously.*

3. Draft Policies & Operations Manual – Approve Final Draft

No further changes to the Manual were suggested, and the EC was reminded that it can be revised and re-approved at any time.

Action: Motion to approve the final Policies & Procedures Manual: 1) D. Rugh; 2) S. Westa. *Motion passes unanimously.*

4. Committee Reports & Officer Round Table

A. Treasurer's Report – January Through April

R. Venkataraman gave the Treasurer's Reports for January through April. There was no activity in January, February, March and April, other than the deposit of roughly \$3,300 from NNECAPA for VPA's share of the 2022 NNECAPA Conference revenue. This was more revenue than anticipated, although it should have been paid in 2022. VPA's checking account balance is good.

2023 Officers

Alex Weinhausen
President
802-777-3995
aweinhausen@hinesburg.org

Catherine (Cat) Bryars, AICP
Vice President

Ravi Venkataraman, AICP
Treasurer

David W. Rugh, Esq.
Secretary

Meagan Tuttle, AICP
Past President

Sarah Wraight, AICP
NNECAPA Conference
Representative

E. Vorwald, AICP
NNECAPA Section
Representative

At-Large Members

Matt Boulanger

Greta Brunswick

Jennifer Murray

Chip Sawyer
VT Downtown Board Rep.

Sue Westa, AICP



A section of the
Northern New England Chapter
American Planning Association
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

There will be more movement in VPA accounts in May and June due to the need to pay VPA's Legislative Intern and for the June Workshop. The VPA's CD had a deduction of \$54, and R. Venkataraman is looking into whether that was for fees or for something else. A. Weinhausen also asked that the Treasurer reconcile our accounts so that the budget's balance forward matches the checking account and the amount NNECAPA has on record for VPA's accounts.

Action: Motion to approve the Treasurer's Reports from January through the end of April: 1) A. Weinhausen; 2) C. Sawyer. *Motion passes unanimously.*

B. Downtown Board Report

C. Sawyer gave Downtown Board report. The Board's previous meeting was on Monday, May 20th. They approved six village centers, so now there are 231 village centers. The Board also approved St. Johnsbury's designated downtown and a designated downtown boundary adjustment for St. Albans. There are three new NDAs in Rutland, St. Johnsbury and Vergennes. The Board also renewed Colchester's New Town Center at Severance Corners. Housing continues to be built in Colchester's New Town Center, and VTrans has approved additional accesses for commercial uses. Colchester also used the Severance Corners' gazebo and green for civic events to meet that requirement of New Town Center. Also, the Board heard a brief legislative update. If the State's 2023-24 budget is approved, all Downtown Board members will get a stipend, so VPA may want to reconsider providing a stipend to C. Sawyer in the near future. The next Downtown Board meeting is in-person and on-site in Poultney and Rutland. DHCD is holding a conference on various designation program reforms and the pending study prior to the VPA Spring Workshop at the Chandler Center for the Arts in Randolph on June 2nd.

Also, S. Hadd has asked to resign as VPA's Downtown Board alternate because she is becoming VLCT's representative on the Downtown Board. C. Sawyer said he would try and find a new alternate, and if no one is interested, A. Weinhausen will likely serve. The alternate isn't needed often because C. Sawyer can attend almost all meetings, and C. Sawyer will provide a list of candidates to the EC at its June meeting.

C. Professional Development Committee – Spring Workshop Update

R. Venkataraman and J. Murray discussed the upcoming Spring Workshop. The Spring Workshop is scheduled for Friday, June 2nd at the Chandler Center for the Arts in Randolph, beginning at noon. VPA's awards presentation is from 12:00-1:00 p.m., then there are two sessions with speakers focused on how to revitalize downtowns and village centers, including regulatory reform. There are at least 5-6 speakers planned, and S. Westa has secured a number of good sponsors. Currently there are 27 registrants, but that number is expected to grow as the date of the workshop gets closer.

D. Communications Committee

S. Westa posted the conference advertisement on the website, but otherwise there was nothing else to report.

E. Nominating Committee

No report.

F. NNECAPA

S. Wraight presented the NNECAPA update. The next Chapter meeting is June 16th, which is the same day as the annual Sections meeting. The Chapter strategic plan and budget will be discussed at that meeting. The 2023 NNECAPA Conference is shaping up nightly, and they're working on the schedule for the conference. Monday night will be low on content, and most content will be Tuesday and Wednesday. NNECAPA is encouraging members to book their hotel rooms soon because they're filling up.

G. Legislative Committee

A. Weinhagen provided the Committee report. The Committee has not met since the adjournment of the Legislature on May 12th. It's not clear whether the Governor will sign S. 100, but it's anticipated. The Committee is waiting for the Governor to sign a number of bills, which should be forthcoming in the next week or so. C. Sawyer advocated that VPA should take a more regular or proactive stance on two issues in the Legislature: promoting good planning practices in the Legislature and advocating for incorporating planning into the legislative process. It was suggested that VPA actually have some legislative language "in the can" when the Legislature starts discussing a particular planning topic. The fact is, however, that legislators are usually going to pick and choose who they want to talk to and who they don't want in the room, which often puts some stakeholders on the sidelines.

Going forward, D. Schibler expressed that he cannot be as committed in next year's Legislative Committee as he was this year. If the Committee is as active next year as it is this year, then he will need help. Without a Legislative Liaison, the Committee may have capacity issues in the next year. VPA will reach out to the listserv to see if there is anyone willing to commit to the time responsibility needed for the Legislative Liaison. It was suggested to reach out to some retired planners to see if they're interested, though some of the retired planners have already served in this Liaison position previously, so they may be wary of the time commitment.

H. Awards Committee

D. Rugh gave the Awards Committee Report. The awards presentation is going to be at approximately 12:30 p.m. during the Spring Workshop. S. Grimm-Lyon will present the awards with A. Weinhagen. The Awards Committee is almost done with its work; it is just waiting for a couple tasks to be completed, including mailing out letters and certificates and finalizing the press release.

5. Other Business

The EC is planning an in-person meeting in either June, July or August during our regular meeting slot.

6. Adjourn

The meeting was adjourned at 11:05 a.m. The next meeting is Wednesday, June 28th at 10:00 a.m.



Executive Committee Meeting Minutes

Wednesday, July 26, 2023
Conference Call

Executive Committee members present: A. Weinhausen, R. Venkataraman, D. Rugh, S. Wraight, M. Boulanger, G. Brunswick, J. Murray, C. Sawyer, S. Westa and E. Vorwald,

VPA Members present: R. Sanborn Stone

Meeting began at approximately 10:00 a.m.

2023 Officers

Alex Weinhausen
President
802-777-3995
aweinhausen@hinesburg.org

Catherine (Cat) Bryars, AICP
Vice President

Ravi Venkataraman, AICP
Treasurer

David W. Rugh, Esq.
Secretary

Meagan Tuttle, AICP
Past President

Sarah Wraight, AICP
NNECAPA Conference Representative

E. Vorwald, AICP
NNECAPA Section Representative

At-Large Members

Matt Boulanger

Greta Brunswick

Jennifer Murray

Chip Sawyer
VT Downtown Board Rep.

Sue Westa, AICP

1. Agenda Changes & Announcements

Discussion of Vermont's designation programs will be added to the agenda immediately after the minutes are approved. Normally there's a Downtown Board report, but the recent meeting was cancelled due to the floods.

2. Minutes of June 28, 2023 Regular Executive Committee Meeting

Action: Motion to approve the minutes of the June 28th Executive Committee meeting: 1) D. Rugh; 2) E. Vorwald. *Motion passes unanimously.*

3. Vermont State Designation Programs Reform & Studies

R. Sanborn Stone gave overview of the study of Vermont's existing land use designation programs, which reviews whether they are workable and usable for communities, and what might make them stronger, more effective, more equitable and more useful. There is a consulting team reviewing these programs and conducting community engagement. The consultants are talking to municipalities, developers, organizations, planners, citizens with interest, and others, but they only have about 6 months to complete their work. The goal is legislative action in 2024, though this study is a key first step.

The recent flooding provides both an opportunity and a challenge to conduct the studies because it brings climate change, resiliency and related issues to the forefront. F. Ingulrsrud, S. Murray and consultants from



A section of the
Northern New England Chapter
American Planning Association
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

Smart Growth America are conducting a brain-storming exercise to shape surveys, interviews and discussions with stakeholders. The website has recently launched: www.vtdesignation2050.org.

The study group is planning to hold a number of events, including a September 12th design workshop at VTC's Randolph campus. There will also be focus groups on Zoom of various stakeholder groups, including developers, downtown groups, etc., and these will give an opportunity to dig into various topics like climate resiliency and others. It also provides an opportunity for VPA and other similar organizations to co-host a 90-minute briefing. These smaller sessions are easier to run for the co-host because the co-host just needs to speak briefly about how the organization is tied to a particular designation program or something else, and the consultants will take it from there. The consultants are also asking VPA to help spread the word and to give feedback and input once initial reports, recommendation and studies are available for comment.

One question is whether VPA as an organization wants to comment on this study as an organization and how it sees the various designation programs working. The feeling on the EC is that VPA should be involved in the sense that it host a workshop or similar, and that VPA has existing positions on these issues, such as the organization promoting and advocating for development in existing centers. It was also noted that the Vermont Downtown Board will be involved in the sense that it will receive updates, but it won't be directly involved as a board in initial surveys and meetings on specific topics and with stakeholder groups.

R. Sanborn Stone asked that VPA comment early and often so the consultants hear VPA's position on these issues long before a draft report is ready. VPA will put the concept of coming up with a position statement on its agenda for its September or October EC meeting. In the meantime, the consultants are happy to work with the organization to host or schedule a workshop or meeting with VPA's support. The EC decided to set up a focus group of EC members to take the lead on hosting a workshop on where VPA stands since it has existing positions on many issues related to this. A focus group of C. Sawyer, M. Boulanger and S. Westa are going to work with R. Sanborn Stone to coordinate an initial review of VPA's position on issues related to this.

4. Legislative Program – Ways to Improve Effectiveness

At the last Legislative Committee meeting, D. Schibler stepped down as Chair, so a new Chair is needed. The EC then discussed briefly the effectiveness of the legislative program, and whether VPA's voice in the legislative process is evident and valued. Legislative Committee members want to focus on designation programs in the fall, and then let the EC discuss the effectiveness of the program afterwards. One thing that the Committee does really well is inform membership of happenings in Montpelier; it's more a question of the effectiveness of VPA's advocacy and legislative strategy. Some VPA members' concerns in this area result from the process in developing S.100 – the HOME Act. Some key legislators in that process did not reach out to VPA, and some thought VPA's position on issues like zoning exemptions, etc., were contrary to what the legislators wanted to do in the bill.

In the past, VPA had a Legislative Liaison, and they were a key figurehead and representative of the organization in Montpelier. It was suggested that VPA bring what it does to the forefront more, continue its lobbyist registration and be clear that it represents all types of planners – local, regional and private consulting planners. For example, VAPDA takes time at the beginning of each session takes the time to introduce itself to key committees and legislators and tell them what VAPDA’s priorities are for a particular session. Doing this introduction and getting facetime has proven important, though VAPDA also has a lobbyist and VPA doesn’t retain one.

It was recommended that VPA do this introduction at the start of the 2024 legislative session and tell legislators how the organization and its legislative program works. The issue of whether VPA wants to be proactive and reactive is an interesting one, and it’s a difficult question when viewed from the perspective of VPA’s diverse membership and the varying positions that the membership has. At the same time, the organization does provide a platform or opportunity for legislators to discuss various issues with all planners in light of the diverse nature of VPA’s membership.

Being present in Montpelier and making face-to-face contact is the primary way to stay relevant, to move with the speed needed to respond to legislators’ inquiries, and to remain flexible so the organization can take positions through testimony in committee meetings as bills move through the process. There was also the existential question of whether VPA really should take positions on specific bills at all, and instead, just promote better planning and consistency with Vermont’s planning goals. The organization needs to think about what the “goalpost” is for the legislative program since the legislative process often moves more quickly than VPA’s process, which the EC acknowledges does not move as quickly. It was asked whether VPA should inform the legislation’s creation or instead inform the legislators during the process. The former may be more important than the latter. This item will be added to our next meeting agenda.

5. Possible AICP Scholarship – Per NH Example

A. Weinhausen asked whether VPA should start a scholarship program to assist students or young planners to take the AICP exam. NHPA gives a fixed amount every year to someone to cover the cost of taking the test and obtaining the certification. It wasn’t clear whether NHPA helps one person or multiple people through the year, but they have an application process.

Consensus on the EC is that VPA shouldn’t just provide study materials to those interested taking the test, but it should also help those whose employers don’t cover the cost of the test. EC members all supported providing financial assistance since many of them had to pay out of their own pockets to take the test. The test costs \$225 right now. The Professional Development Committee will discuss this as part of VPA developing its budget for 2024.

6. Committee Reports & Officer Round Table

A. Treasurer’s Report – June

R. Venkataraman gave the Treasurer’s Reports for June. Revenues and expenses are all related to the spring workshop, including income from sponsors and registrations and expenses like the

food and awards plaques. It appears that VPA took in about \$2,000 for spring workshop and only spent about \$700, so the income from the workshop was pretty good. Sponsorship assistance was key to the financial success of the workshop. The CD is still all good, and R. Venkataraman is trying to schedule a meeting with Bruce Walbridge to discuss it.

Action: Motion to approve the Treasurer's Reports from June: 1) A. Weinhausen; 2) J. Murray.
Motion passes unanimously.

B. Downtown Board Report

C. Sawyer did not have Downtown Board report because its July meeting was cancelled due to flooding.

C. Professional Development Committee –

R. Venkataraman didn't have a report for this meeting. There was a brief discussion of starting the planning for our Annual Meeting in December, and at that point, the results of the designation studies should be close to ready by then. We could ask legislators and/or study committee consultants to do a legislative session preview and describe what they expect to come in the 2024 legislative session. Focus will still be on holiday celebration, but VPA will just add a legislative preview.

D. Communications Committee

S. Westa had no report. E. Vorwald has started to reach out to members who haven't renewed their membership and to cull the listserv with the assistance of Dean Pierce. Once people were removed, they received a follow-up communication as to why they were removed from the listserv and whether they want to renew so as to continue accessing and using the listserv. E. Vorwald is also working with N. Killbride on a new member letter, and some who didn't renew said it was a problem with the APA database and others weren't aware that their membership lapsed. Kudos to E. Vorwald for taking care of the membership tracking, and to D. Pierce who's receiving correspondence on the listserv as members get added and non-members get removed.

E. Nominating Committee

S. Westa will solicit existing EC members to see if they wish to continue on the EC in the next few weeks.

F. NNECAPA

S. Wraight discussed the status of the upcoming NNECAPA Conference at Wentworth by the Sea in New Castle, NH in November. The conference program is pretty much set, so there's a bit of a lull in planning before things get ramped up again soon. Conference planners are planning on setting aside some time for planners to do small meet-ups on the first day of the Conference, for example, to have a VT planner meet-and-greet at the Conference. For Vermont's next NNECAPA conference at StoweFlake in 2024, there will be a kick-off meeting at

the NNECAPA Conference. E. Vorwald reported that there was no meeting of the Chapter in July.

G. Legislative Committee

A. Weinhagen provided a limited Committee report and noted that the Committee is in need of a Chair, though he said he'd volunteer to schedule the next meeting.

H. Awards Committee

No report.

7. Other Business

The EC discussed whether to hold a meeting in August on the 23rd, and decided to cancel the meeting.

8. Adjourn

The meeting was adjourned at 11:54 a.m. The next meeting is Wednesday, September 28th at 10:00 a.m.



Executive Committee Meeting Minutes

Wednesday, September 27, 2023
Conference Call

Executive Committee members present: A. Weinhausen, R. Venkataraman, D. Rugh, M. Boulanger, G. Brunswick, J. Murray, C. Sawyer, and E. Vorwald,

VPA Members present: None

Meeting began at approximately 10:15 a.m.

1. Agenda Changes & Announcements

None

2. Minutes of July 26, 2023 Regular Executive Committee Meeting

Action: Motion to approve the minutes of the July 26th Executive Committee meeting: 1) E. Vorwald; 2) G. Brunswick. *Motion passes unanimously.*

3. Bylaw Update – Changing EC Terms – Draft Language

E. Vorwald and D. Rugh proposed an amendment to VPA's Bylaws that alters the term length for EC members so their terms are proposed to be two years instead of one, with some terms ending in odd-numbered years and the others in even-numbered years. It was also discussed that the terms of all officers should run on a calendar year basis like with NNECAPA, instead of terms starting after the Annual Meeting. Final language will be proposed for approval at the October EC meeting.

1. Study Updates: Designation Program, Act 250 NRB, Act 250 & Planning Coordination with VAPDA

There are currently three large studies underway led by various entities and consultants – the NRB Act 250 study, the Designation Program Study and the Planning Coordination Study with VAPDA. In the NRB Act 250 study, there has been some consensus that certain communities should be exempt based on professional planning capacity, existence of water and

2023 Officers

Alex Weinhausen
President
802-777-3995
aweinhausen@hinesburg.org

Catherine (Cat) Bryars, AICP
Vice President

Ravi Venkataraman, AICP
Treasurer

David W. Rugh, Esq.
Secretary

Meagan Tuttle, AICP
Past President

Sarah Wraight, AICP
NNECAPA Conference Representative

E. Vorwald, AICP
NNECAPA Section Representative

At-Large Members

Matt Boulanger

Greta Brunswick

Jennifer Murray

Chip Sawyer
VT Downtown Board Rep.

Sue Westa, AICP



A section of the
**Northern New England Chapter
American Planning Association**
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

sewer infrastructure, designations, etc. The Study Committee is looking at a variety of different tiers for communities to obtain exemptions based on these factors. One tier would be completely exempt, and Tier 2 would be a mix of current Act 250 applicability and some exemptions; Tier 3 would be completely subject to Act 250, perhaps with special rules for forest blocks. VNRC wants forest fragmentation addressed in exchange for agreeing to incorporate certain exemptions into Act 250. This is a political trade-off that is recognized by a few key legislators involved in considering draft legislation. Location-based jurisdiction is the key discussion, and Act 250 staff keeps trying to bring in changes to governance, though some of the governance changes are not as controversial as the discussion on the route for permit appeals. The consensus on governance changes relates to reducing the NRB to a five-member board, with a full-time chair and part time members. There would be dual appointments to the NRB and part-time, paid professional District Commission Chairs. The consensus is the NRB needs to take a more proactive role in rulemaking and policy directives so there's consistent decisions coming from District Commissions state-wide. The appeals issue is sticky and is somewhat separate from the other discussions on revamping governance. It was suggested that the study also look at which criteria are not applicable to certain communities. For example, in an urban community like Winooski, Criteria 9B pertaining to prime agricultural soils is irrelevant because there are no such soils in the municipality. Hopefully circumstances like these will be addressed as well.

The Designation Study is quite technical, though it will be driven by the consultants with some assistance from ACCD. There are focus groups and some public input, but the consultants are leading the preparation of the study report. July flood events are a theme throughout the studies, and the consultants are looking at whether traditional village centers near rivers and floodplains are really where the state should be focusing its growth efforts. There is talk that it should be easier to get designations, but the easier it becomes, then the question becomes whether the benefits should be as significant. That said, the EC acknowledged the difficult task that the consultants have in taking all the various viewpoints under consideration and synthesizing them in to a comprehensive report. There are efforts to coordinate this study with the VAPDA Planning Coordination study.

VAPDA is running a Planning Coordination study, and C. Dimitruk is leading it as Chair of VAPDA. The study is looking at enabling consistent regional planning coordination that would create specific planned growth areas and would lead to eligibility for exemptions under Act 250 and other laws for development within planned regional growth areas. There would be specific criteria and a board or other administrative agency will need to review and approve these areas.

2. Legislative Program (continued from July 26th meeting)

A. Weinhagen picked this discussion back up from July. One topic for discussion was whether VPA had a clear contact person that can take the lead on legislative matters if VPA distributes a document at the start of the session to inform legislators about VPA. There is hope that this year will run a little more smoothly because different people on the Legislative Committee will handle different topics. It's also unknown how VPA will get to participate in, and respond to, the results of the legislative studies that are currently underway. One issue to be considered is the different "hats" VPA representatives have to wear. A concern is whether people are clearly identifying themselves as being a VPA representatives, or not, when they are asked to testify or

work with a legislative committee through their work for a municipality and/or their personal perspective. One key role of the Legislative Committee that will be highlighted this year is to inform members and encourage them to speak with their legislators to discuss pending legislation and provide opportunities for members to speak on important issues under consideration. Often legislators just contact A. Weinhausen and ask for VPA's perspective with only 2-3 days advanced notice, which doesn't give much time for Committee members to mobilize and provide their perspectives.

3. Annual Meeting Planning

a. Business Meeting, Overview of Studies, Legislative Preview

There would be a legislative and study report preview prior to the business meeting. The EC discussed having a member of a committee chair from the Legislature to speak and hear from VPA, including Sen. Amy Sheldon, Sen. Kesha Ram-Hinsdale or Rep. Bongartz. Another option could be C. Cochran. EC members will reach out to various folds and see if anyone is willing to come and talk to members for a portion of the meeting.

b. Location and Venue

The EC discussed holding the Annual Meeting in Montpelier or Barre, maybe at the City Hall. The goal is to assist a local, Central Vermont business affected by the flooding.

c. Date and Time

The EC discussed hosting on a Thursday afternoon, likely December 14th, depending on space availability.

4. Committee Reports & Officer Round Table

A. Treasurer's Report – July & August

R. Venkataraman gave the Treasurer's Reports for July and August. In July VPA received the membership base payment from NNECAPA, and there was no activity in August. The checking account balance is healthy and sits at +/- \$13,000. VPA's CD is with Edward Jones. The bank statements are a little hard to interpret, but the values reported are snapshots as of the statement date, which is why they sometimes show a loss. It was noted that VPA has yet to receive its membership pro-rata payment for 2023. A. Weinhausen and R. Venkataraman discussed whether it was worth renewing the CD in December because savings accounts at times provide comparable interest rates to CDs, especially for on-line banks that would pay higher interest rates. Savings accounts' interest rates fluctuate on a daily basis, unlike CDs, but the funds are more liquid if they are in a savings account. R. Venkataraman will take a look at various banks and see what's available as far as VPA's options are concerned.

Action: Motion to approve the Treasurer's Reports from July and August: 1) D. Rugh; 2) E. Vorwald. *Motion passes unanimously.*

B. Downtown Board Report

C. Sawyer provided Downtown Board report for August and September. The Board met in-person in Poultney and Rutland last week. The Board had \$5.6 million in requests for tax credit awards and \$4.4 million available. The Board made partial tax credit awards to 31 applicants, including all four applications for sales tax reallocations along with historic tax credit applications. Many of the applications were from NDAs. A new Village Center was approved in Cornwall, so there are now 234 Village Centers. South Burlington's expanded NDA was also approved, which includes the north side of Williston Road where the Holiday Inn, Windjammer, Higher Ground, etc., are located. There was also an update on the Designation Study provided to the Board without many details.

C. Professional Development Committee –

R. Venkataraman discussed meeting with A. Holland to obtain CM credits for participation in the roadway resiliency trainings under VTrans' TPRT program. There are CM credits available. J. Murray is going to assist R. Venkataraman in co-chairing the committee for next year given his workload. The biggest lift will be on the Spring Conference.

D. Communications Committee

S. Westa had no report.

E. Nominating Committee

A. Weinhagen gave the report. S. Westa has put out a call for nominations, and the EC is one person short of having all 6 At-Large members on the current draft Slate of Officers. VPA would also like a current At-Large member to step up as the Vice President. E. Vorwald volunteered with the understanding that he does not want to be President. If someone else is interested in becoming President after A. Weinhagen, then they are encouraged to volunteer as Vice President. A. Weinhagen does plan to step down as President in the next few years, so if someone who was considering that position, then they should consider becoming the Vice President.

F. NNECAPA

E. Vorwald gave the Committee report. The NNECAPA Conference at Wentworth by the Sea in New Castle, NH on November 6 – 8. There are about 200 people registered with the majority from New Hampshire and Maine. Hotel rooms are filling up quickly. The 2024 NNECAPA Conference Committee will be having a kick-off meeting at the 2023 NNECAPA Conference. The 2024 NNECAPA Conference will be held in Stowe. It was requested that each EC member provide an item for a Vermont gift basket. Also, NNECAPA's awards nomination process is underway, and nominations are due soon.

G. Legislative Committee

A. Weinhagen said there was no report following the discussion, above.

H. Awards Committee

No report from VPA, but it was noted that the NNECAPA awards deadline is on Friday. VPA's award winners were forwarded on to NNECAPA already for consideration, but there is time to nominate others.

5. Other Business

None

6. Adjourn

The meeting was adjourned at 12:03 p.m. The next meeting is Wednesday, October 25th at 10:00 a.m.



Executive Committee Meeting Minutes

Wednesday, October 25, 2023
Conference Call

Executive Committee members present: A. Weinhausen, R. Venkataraman, D. Rugh, S. Wraight, E. Vorwald, M. Boulanger, G. Brunswick, J. Murray, C. Sawyer, and S. Westa.

2023 Officers

Alex Weinhausen
President
802-777-3995
aweinhausen@hinesburg.org

Catherine (Cat) Bryars, AICP
Vice President

Ravi Venkataraman, AICP
Treasurer

David W. Rugh, Esq.
Secretary

Meagan Tuttle, AICP
Past President

Sarah Wraight, AICP
NNECAPA Conference
Representative

E. Vorwald, AICP
NNECAPA Section
Representative

At-Large Members

Matt Boulanger

Greta Brunswick

Jennifer Murray

Chip Sawyer
VT Downtown Board Rep.

Sue Westa, AICP

VPA Members present: None

Meeting began at approximately 10:15 a.m.

1. Agenda Changes & Announcements

None

2. Minutes of September 27, 2023 Regular Executive Committee Meeting

Action: Motion to approve the minutes of the September 27th Executive Committee meeting with a number of revisions: 1) E. Vorwald; 2) A. Weinhausen. *Motion passes unanimously.*

3. Bylaw Update – Changing EC Terms – Draft Language

E. Vorwald and D. Rugh proposed an amendment to VPA's Bylaws that alters the term length for EC members so their terms are proposed to be two years instead of one, with some terms ending in odd-numbered years and the others in even-numbered years. It was also discussed that the terms of all officers should run on a calendar year basis similar to NNECAPA, instead of terms starting after the Annual Meeting. The President, Secretary and three At-Large Directors will be elected for 2-year terms starting in 2024.

Of the At-Large EC members, C. Sawyer, G. Brunswick and the newest EC At-Large member will serve a one-year term. S. Westa will put this on the proposed Slate of Officers.

D. Rugh will send out an email to the entire membership with the proposed Bylaw amendments and will send a follow-up email to the VPA



A section of the
**Northern New England Chapter
American Planning Association**
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

listserv reminding members of the need to vote on the amendments and to get ballots in three days before the Annual Meeting.

Action: Motion to approve sending proposed VPA Bylaw amendments to the membership: 1) C. Sawyer; 2) G. Brunswick. *Motion passes unanimously.*

4. Study Updates: Designation Program, Act 250 NRB, Act 250 & Planning Coordination with VAPDA

Interested parties are waiting for the results of the three above-referenced studies. C. Sawyer said the Designation Program study report should be finished in the next few weeks, with drafts likely available in November, but the discussion will continue into December. The final deadlines for completion of the studies are December 31st. It is expected that the studies will recommend fewer designated areas.

Also, there is a fourth study – the municipal delegation study – that is being worked on by CCRPC and needs to be approved by VAPDA. C. Sawyer, E. Vorwald, P. Conner, M. Tuttle and C. Baker took the lead on the study. For larger communities, this study provides information on different areas that will be recommended to be exempt from certain aspects of, or criteria under, Act 250. At a minimum, there are at least three tiers of different exemptions that would be available. This study also looks at NRB governance, but there is no consensus on the size of the NRB or on how appeals should be handled, either through the court process or through a separate administrative appeals board. This study needs to be reviewed and considered by each RPC before it is finalized, so a draft should be available soon.

5. Annual Meeting Planning

a. Possible Speakers

The Annual Meeting will start with a legislative preview and review of the four legislative studies discussed under #4, above. Sen. Bongartz said that he will likely attend the meeting to discuss legislation. The EC is still waiting to hear back from Sen. Ram-Hinsdale to see if she can attend as well. The EC will ask C. Baker to attend because he has a good understanding of all four pending studies since CCRPC has participated regularly in the development of all four. J. Hemmerick may also be asked to be a panelist as staff at the Agency of Commerce and Community Development, who can discuss what legislation the Agency sees this coming session.

b. Business Meeting, Overview of Studies, Legislative Preview

The Annual Meeting would start with a panel discussion on upcoming legislation and the four studies, and the EC needs to develop a draft agenda. Also, S. Wraight requested that a call for volunteers go out for assistance with the 2024 NNECAPA Conference, which will be in Stowe. A. Weinhausen said he would put out a call for conference assistance and volunteers for all committees at the Annual Meeting, as well as provide a Year-in-Review. The panel discussion on the various studies would be first, then VPA would have its business meeting. R.

Venkataraman will seek CM credits for the panel discussion, and D. Rugh and A. Weinhausen will moderate so attendees can earn an AICP Law credit.

c. Location and Venue – Barre City Hall

The EC discussed holding the Annual Meeting at Barre City Hall. We will need to find a reception location. S. Westa will send out a save-the-date email.

d. Date and Time

The Annual Meeting will be from 2:00-4:00 on December 14th.

6. Committee Reports & Officer Round Table

A. Treasurer's Report – July & August

R. Venkataraman had little to report. N. Kilbride couldn't send out the Treasurer's Reports for September in advance. There were no transactions in September, and the report will be provided at next month's meeting. In November, the EC will also consider whether to renew the CD or move the reserve funds to a savings account instead.

Action: Motion to approve the Treasurer's Reports from July and August: 1) D. Rugh; 2) E. Vorwald. *Motion passes unanimously.*

B. Downtown Board Report

C. Sawyer provided Downtown Board report for September. The Downtown Board met on Monday, October 23rd. There was a new Village designation – Wells Village. There was a boundary expansion of Brattleboro's Neighborhood Development Area to include West Brattleboro.

C. Professional Development Committee –

R. Venkataraman and J. Murray gave the report. R. Venkataraman will seek CM credits for the Annual Meeting panel discussion on the upcoming legislative session. There is one more VTrans TPRT training at which CM credits are available. Some ideas for a spring workshop being kicked around including implementation of the Home Act and planning for flood recovery. The RPCs are doing a number of hazard mitigation trainings and planning, so it might be redundant if the EC held a workshop on that topic.

D. Communications Coordinator

S. Westa had no report. D. Rugh will send her final minutes from July and September to post to the website.

E. Nominating Committee

S. Westa has found a full Slate of Officers. C. Bedford from Milton has volunteered to join the as an At-Large EC member;, E. Vorwald will be Vice President with the understanding that he has neither desire, intent, nor plan to ascend to VPA President when A. Weinhagen steps down.

F. NNECAPA

E. Vorwald and S. Wraight gave the Committee report. S. Wraight gave an overview of the 2023 NNECAPA Conference. The Conference at Wentworth-by-the-Sea is sold out and at capacity. A few people missed out on registration, but the capacity at future NNECAPA meetings will be larger, closer to 400 instead of 200. There will be a couple mobile tours of Dover and Newmarket as part of the Conference. There will also be a workshop on early career pathways. S. Wraight put out a call for volunteers for the 2024 Conference. There will be a kick-off meeting on Tuesday at the 2024 NNECAPA Conference. The first organizing meeting will be in January, likely over Zoom. E. Vorwald said that NNECAPA has been getting ready for its annual business meeting, including renewal of N. Kilbride's contract as Chapter Administrator.

G. Legislative Committee

A. Weinhagen gave the report. The Legislative Committee is planning on holding the Committee's first meeting for the upcoming legislative session on October 30th, though it may be delayed. VNRC, VPA and League of Conservation Voters will be interviewing candidates for the legislative intern in November. They are shooting to interview six candidates and hope to have the intern in place by mid-December. VPA will contribute \$2,500 to support the intern, assuming the 2023 budget amount is level-funded in 2024.

H. Awards Committee

There was no report on VPA awards, but NNECAPA's awards will be announced at the NNECAPA Conference. S. Grimm-Lyon as Chair will participate in the NNECAPA Awards process.

7. Other Business

None,

8. Adjourn

The meeting was adjourned at 11:05 p.m. The next meeting date was moved a week earlier to Wednesday, November 15th at 10:00 a.m.



Executive Committee Meeting Minutes

Wednesday, November 15, 2023
Conference Call

Executive Committee members present: A. Weinhausen, R. Venkataraman, D. Rugh, S. Wraight, E. Vorwald, G. Brunswick, J. Murray, C. Sawyer, and S. Westa.

2023 Officers

Alex Weinhausen
President
802-777-3995
aweinhausen@hinesburg.org

Vacant
Vice President

Ravi Venkataraman, AICP
Treasurer

David W. Rugh, Esq.
Secretary

Meagan Tuttle, AICP
Past President

Sarah Wraight, AICP
NNECAPA Conference
Representative

E. Vorwald, AICP
NNECAPA Section
Representative

At-Large Members

Matt Boulanger, AICP

Greta Brunswick

Jennifer Murray, AICP

Chip Sawyer
VT Downtown Board Rep.

Eric Vorwald, AICP

Sue Westa, AICP

VPA Members present: None

Meeting began at approximately 10:15 a.m.

1. Agenda Changes & Announcements

None

2. Minutes of October 25, 2023 Regular Executive Committee Meeting

Action: Motion to approve the minutes of the October 25th Executive Committee meeting with a number of revisions: 1) E. Vorwald; 2) D. Rugh. *Motion passes unanimously.*

3. Review/Comments on Regional Planning Report by VAPDA

VAPDA's draft report was issued the other day, and C. Baker asked for VPA's comments by December 1st. The EC discussed how this report would be used in the Legislature. The report outlines statutory recommendations to better integrate municipal, regional and Statewide plans and policies by focusing on regional future land use maps. It proposes seven different types of future land use areas. The EC discussed whether the maps that will be produced as a result are a precursor to the capability and development plan and future land use areas that are ready to host future development. The maps don't show everything required in a capability and development plan, but it's a good start. The report also discussed planning for transition areas where growth can occur outside existing centers. There was a desire for flexibility between whether the siting of these areas is controlled by the RPC or the municipality. Other comments were to alter the tables describing the future land use areas so they are more readable and that the report does quite address all the criteria the Legislature asked the report to address.



A section of the
**Northern New England Chapter
American Planning Association**
nne.planning.org/sections/Vermont

The Vermont Planners Association (VPA) is a non-profit advocacy and educational organization of planners and related professionals. We are dedicated to advancing community planning in Vermont at the local, regional, and state levels, to foster vibrant communities and a healthy environment.

One of the benefits of the report is that the RPCs coordinated in developing it, and the RPCs have rarely done that in the past. Just getting every RPC on the same page to agree on mapping is significant, even though some RPCs support it more strongly than others. The EC also discussed whether there would be confirmation of regional plans, either by a State entity or RPC peer review, and if so, whether and how such decision could be appealed.

Also, the EC briefly discussed the draft regional planning commission's delegation study report that was issued yesterday.

4. Annual Meeting Preparation

a. Business Meeting Items – Budget 2024, 2024 Work Plan, 2022 Minutes, Bylaw Update Vote, 2023 Year in Review

Drafts of all documents were circulated. A Slate of Officers is also ready for distribution. R. Venkataraman prepared a draft budget. The EC discussed moving funds from our checking account to a savings account, which will also hold VPA's investment. The organization would have a smaller checking account balance and keep more in its savings account to earn interest. The biggest difference is that VPA won't be using a CD any more since savings accounts now earn reasonable rates of return, unlike in past years. It was suggested that sponsorship revenue may be ambitious, especially only for the spring workshop. This is especially true when Vermont hosts the NNECAPA Conference later in the year because VPA would be asking the same entities and organizations to sponsor the spring event and NNECAPA. Also, it was expected VPA will get a membership pro-rata payment of \$500, which will off-set a drop in sponsorship revenue.

The EC discussed the bylaw amendment, and A. Weinhausen is working on the Year in Review PowerPoint.

Action: Motion to approve the draft 2024 Budget: 1) A. Weinhausen; 2) G. Brunswick. *Motion passes unanimously.*

b. Discussion Panel Questions

There will be a panel discussion at the Annual Meeting with S. Bongartz, K. Ram-Hinsdale, C. Dimitruk, S. Haskell, C. Cochran and J. Hemmerick as panelists and with D. Rugh and A. Weinhausen moderating. The EC discussed developing some prepared questions for the speakers. Some questions will relate to the studies, some will relate to what the Administration's position is on the results of the delegation study, the legislative priorities, housing reform, etc. The moderators will present the prepared questions to the panel, and then the crowd can ask any questions they have at the end.

c. Any Special Recognitions?

The EC wasn't aware of anyone, but if members think of anyone who recently retired, please let A. Weinhausen know.

5. Committee Reports & Officer Round Table

A. Treasurer's Report – September & October

R. Venkataraman doesn't have a report, but there was almost no activity.

B. Downtown Board Report

C. Sawyer had no report for this month.

C. Professional Development Committee –

R. Venkataraman and J. Murray gave the report in that they're brainstorming workshop ideas for the spring.

D. Communications Coordinator

S. Westa had no report.

E. Nominating Committee

S. Westa had no report.

F. NNECAPA

A. Weinhagen gave a conference summary. There were more attendees than space in some instances, but that wasn't too big of a problem, except in a couple instances. Two VPA award winners – Sandy Gregg and the Kingdom Trails Capacity Study – won the NNECAPA Citizen Planner and Project of the Year awards, respectively.

G. Legislative Committee

A. Weinhagen gave the report. The Committee is focused on the legislative studies that are being circulated.

H. Awards Committee

There was no report on VPA awards,

6. Other Business

None.

7. Adjourn

The meeting was adjourned at 11:05 a.m. The next meeting date is the Annual Meeting on Thursday, December 14th at Barre City Hall at 2:00 p.m. There will be no separate EC meeting in December.