

Memorandum

To: Selectboard, Greg Duggan
Cc: Karen Adams, Deputy Manager
From: Katherine Sonnick, Community Development Director
Re: Consider acceptance of Stantec's Upper Main Street Planning Project Report for new municipal complex
Date: 2/24/2025

Issue

The issue is whether the Selectboard will accept the Final Upper Main Street Planning Project Report for the municipal site.

Discussion

Stantec has completed the Upper Main Street Planning Project. The final deliverable is a project report, which is attached. The report was completed through a six-month public planning process. Per the project scope of work, the report includes a preferred master plan for the entire 32-acre site, concept designs for the fire station, municipal building, library, and community center, suggested zoning changes for the ETC Next planning area, phasing recommendations, costing estimates, and funding options. It is important to note that the municipal building concepts are intended to be considered a preliminary 'test fit' for the master plan, to be further refined through a more detailed architectural design process.

The next steps for moving forward the future site development include:

- Continue to engage with the public on the master plan, phasing and timing of the site development.
- Infrastructure planning.
- Request VTrans place the roundabout on their infrastructure list.
- Amending the zoning regulations related to both the ETC Next Master Plan and the specific recommendations of the Upper Main Street Project Report.
- Exploring site development funding options for the site infrastructure and municipal buildings.
- Develop detailed architectural designs and programming for the municipal buildings.

A Selectboard approved Upper Main Street Project Report will serve to direct staff to further develop a sequencing timeline for the development of the Upper Main Street site.

Cost

There is no cost in accepting the Upper Main Street project report. The next steps for the project will include expenditure by the Town, which has been estimated in the report. Potential funding sources have been identified but have yet to be decided upon. Project phasing and the specific development timeline have also yet to be determined.

Recommendation

Staff recommends that the Selectboard accept the final Upper Main Street Project Report, which will allow the Town to move forward with further site planning, project phasing, and development.

Attachments:

1. Essex_Report_FINALDRAFT_250311_lowres
2. Essex_Report_DRAFT_Appendices_250312