

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
TOWN PLAN REVIEW COMMITTEE
September 26, 2017
MINUTES**

The regular meeting of the Central Vermont Regional Planning Commission's Town Plan Review Committee was held on Tuesday, September 26, 2017 in the Conference area of the Central Vermont Regional Planning Commission, 29 Main Street, Suite #4, Montpelier, Vermont 05602.

Committee Members Present:

Bill Arrand – Town of Worcester
Jerry D'Amico – Town of Roxbury
Ron Krauth – Town of Middlesex
Janet Shatney – Barre City

Others Present:

Rich Aronson – Town of Cabot Planning Commission
Eric Vorwald, AICP – CVRPC Senior Planner

CALL TO ORDER

The meeting was called to order by Ms. Shatney at 4:02pm.

CHANGES TO THE AGENDA

No changes were suggested.

ELECTION OF OFFICERS

Ms. Shatney asked for nominations of a chair to conduct the meetings. Mr. D'Amico made a motion to nominate Ms. Shatney as chair, which was seconded by Mr. Krauth. Next, Ms. Shatney asked for a nomination of vice-chair. Mr. D'Amico made a motion to nominate Mr. Arrand as vice-chair, which was seconded by Mr. Krauth. Ms. Shatney asked for any additional nominations. With none offered, the nominations were closed. Mr. D'Amico made a motion that was seconded by Mr. Krauth to consider the nominations on one ballot. The vote was 4 -0 in favor of the motion. With that, Ms. Shatney resumed the role of the chair.

PUBLIC COMMENTS

No members of the public were present for comments.

APPROVAL OF MINUTES

Ms. Shatney clarified two items on the minutes and asked for any other corrections or changes. With none offered, Mr. Krauth made a motion to approve the minutes of the May 9, 2017 meeting as corrected, which was seconded by Mr. Arrand. With no other discussion, the vote was 4 – 0 in favor of the motion.

DISCUSSION OF THE CABOT MUNICIPAL DEVELOPMENT PLAN

Mr. Vorwald provided an introduction to the Cabot Municipal Development Plan update and noted several items in the staff report. These items specifically related to maps, data, housing allocations, substantial deference for energy planning, and implementation of the plan. Mr. Vorwald noted that the information in the plan was statutorily complete and that a full report was included in the agenda.

Mr. Krauth encouraged the Town to consider including references to data sources that were used in the mapping or to reference how the mapping requirements were being met. This would help in future efforts to ensure the statutory requirements are being completed.

Next, Mr. Aronson provided a brief overview of the plan and noted the only public input that was offered was related to housing affordability, which was updated based on the comments. Following Mr. Aronson's discussion, Ms. Shatney inquired about several specific topics including where the Town of Cabot is with possible updates to zoning, clarification on wastewater capacity allocations, information on scenic road designations, and school consolidation efforts related to facility improvements. Mr. Aronson and Mr. Vorwald both provided clarification as some of the questions were related to staff comments and some related to specific plan content. With all of Ms. Shatney's questions answered, she asked for other questions or comments.

With no additional comments or questions, Mr. Krauth made a motion to recommend regional approval of the Cabot Municipal Development Plan and confirmation of their planning process. This motion was seconded by Mr. Arrand. With no further discussion, the vote was 4 – 0 in favor of the motion.

DISCUSSION OF RULES OF PROCEDURE AND ORGANIZATIONAL STRUCTURE

Mr. Vorwald presented the Committee with a draft of the rules of procedure for their consideration. He noted that the draft followed a similar format to other rules of procedure that have recently been adopted by the Commission and generally provide standard content including purpose, quorums, conflicts of interest, communications, and similar operational components of the Committee. He then noted that something for future consideration is whether or not there should be thresholds for regional consideration such as plan amendments versus full plan adoptions. Mr. Krauth noted that it may be worth identifying updates that include critical importance versus updates that include non-substantive changes. The Committee agreed that this would be a topic for a future meeting and directed staff to prepare information for a discussion. The Committee completed an initial review of the draft rules of procedure but refrained from taking action to provide additional time to compare the document to that of other committees.

ADJOURNMENT

With no additional business to discuss, Mr. Krauth made a motion to adjourn the meeting that was seconded by Mr. Arrand. All were in favor and the meeting was adjourned at 5:00pm.