

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Town Plan Review Committee**  
**Approved Minutes**

Central Vermont Chamber of Commerce (Lower Level Conference Room),  
963 Paine Turnpike N., Berlin, Vermont 05602  
October 4, 2018 at 7:00pm

**Committee Members:**

<input checked="" type="checkbox"/>	Bill Arrand, Worcester
<input checked="" type="checkbox"/>	Lee Cattaneo, Orange Commissioner
<input checked="" type="checkbox"/>	Ron Krauth, Middlesex Commissioner
<input checked="" type="checkbox"/>	Joyce Manchester, Moretown Alternate Commissioner
<input checked="" type="checkbox"/>	Jan Ohlsson, Calais Alternate Commissioner
<input checked="" type="checkbox"/>	Karla Nuissl, Berlin Alternate Commissioner (Alternate Seat)

1

1 Staff: Clare Rock, Bonnie Waninger

2 Town representatives: Karla Nuissl, participated in the meeting as the Berlin PC Chair; Thomas Badowski  
3 Assistant Town Administrator; Dana Hadley, Town Administrator; Bob Wernecke, CVRPC Berlin Rep.

4

5 **CALL TO ORDER**

6 The meeting was called to order by Bill Arrand, Vice Chair at 7:05 pm.

7

8 **CHANGES TO THE AGENDA**

9 It was noted that the original agenda item #5 referenced confirmation and approval of the Orange Town  
10 Plan, this should be Berlin.

11

12 Introductions were made.

13

14 **PUBLIC COMMENTS**

15 None.

16

17 **PUBLIC HEARING: APPROVAL OF THE TOWN OF BERLIN MUNICIPAL PLAN AND CONFIRMATION OF THE**  
18 **LOCAL PLANNING PROCESS**

19

20 *R Krauth made a motion to open the hearing, seconded by J Ohlsson, all in favor. Motion carried.*

21

22 Rock provided an overview of the Town Plan approval timeline which was included in the materials  
23 packet for the meeting, which included when staff informed the town the Plan didn't address all the  
24 state goals.

25

26 Dana Hanley thanked CVRPC and expressed the unfortunate series of events which have resulted in an  
27 adopted Town Plan which was found not to meet all the requirements (by CVRPC staff). The Town had  
28 taken much time and effort in the development of the plan and hired a planning consultant to write the  
29 plan. The Town was surprised to receive the letter from staff which outlines areas which it was found to  
30 not meet state requirements. It is the town goal to have an approved plan, as an unapproved plan is not  
31 acceptable. The town Selectboard did write a letter to CVRPC outlining changes it proposed to make to

1 the plan; they included some non-substantial changes now and some more changes in 2022. The town  
2 does not want to have go back to the voters to ask for them to approve the plan a second time in the  
3 near future.

4  
5 Karla Nuisl, Chair of the Berlin PC stated that the town doesn't want to be in this position. Nuisl is  
6 requesting approval of the plan and stated that the plan was written using the State Planning Manual as  
7 a guide. Nuisl handed out Page 20 of the planning manual, which directs town's to "strive to make  
8 plans as clear and concise..." and she re-iterated the 4 bullet points:

- 9 • Focus on achieving the vision – the town's vision is for development and redevelopment of the  
10 mall area and the town center area
- 11 • Structure your plan around big ideas
- 12 • Utilize maps and graphics – Committee members agreed the maps were great.
- 13 • Take out unnecessary information – this was potentially a short coming of plan in respect to  
14 state planning goal 3 and 13

15 Nuisl indicated that the town used this approach and believes the plan does meet the requirements as  
16 it incorporates the state planning goals by reference, while acknowledging they are not explicit. The  
17 town has made progress toward the goals as the zoning actually implements the goals and the proposed  
18 zoning make it easier to permit childcare facilities and educational facilities in more areas of town. The  
19 proposed zoning will make these facilities permitted and allowable in more zoning districts than the  
20 current zoning. (The town plans to adopt new zoning at town meeting)

21  
22 Krauth indicated that the referenced manual presents some conflicting info as it wants plans to be  
23 shorter, but as outlined in Step 1 (from page 20) plans should use inventories of existing conditions in  
24 which to make future goals. There was no inventory (or mention) of childcare facilities or vocational  
25 education in the plan.

26  
27 Discussion followed about making substantial progress toward the goals. Staff said that one way to  
28 measure this is by looking at the previous plan, Berlin's previous plan include more discussion about  
29 childcare. Discussion indicated that "substantial progress" is an undefined term and is hard to measure.  
30 Committee discussed how CVRPC has, should and could measure this. One way is to ask towns to report  
31 out on their progress – this is actually part of recent statutory changes and CVRPC should be asking  
32 towns to present this information along with the request to approve the plan. Krauth indicated that  
33 CVRPC should track the various ways which towns can demonstrate progress toward the goals and this  
34 could also help other towns.

35  
36 Discussion continued about CVRPC process of reviewing plans, Wernecke cannot recall any plan which  
37 has not been approved since he has participated on the Commission.

38  
39 Cattaneo voiced concern about measuring progress and the need to do so. Manchester suggested the  
40 Town should be looking at number of facilities and the number of open slots for childcare facilities and  
41 raised the question of vocational education. Nuisl responded that the education was lumped together  
42 and that the proposed zoning does make allowances for both regular educational facilities and  
43 vocational facilities.

44  
45 Participant's agreed that CVRPC should use stronger language when giving towns comments on PC draft  
46 Town Plans to ensure the town understand the plan requirements and what is need to approval by the  
47 RPC.

1 *L Cattaneo, made a motion to close the hearing, seconded by J Manchester, all in favor. Motion carried.*  
2

3 **a. CONFIRMATION OF THE TOWN OF BERLIN MUNICIPAL PLANNING PROCESS**

4 **b. APPROVAL OF THE TOWN OF BERLIN MUNICIPAL PLAN**

5 At the close of the public hearing, the Town Plan Review Committee will consider a two  
6 recommendations to the Board of Commissioners: a) confirmation of the planning process under 24 VSA  
7 §4350(a); and b) recommendation of approval per 24 V.S.A. § 4350(b)  
8

9 *Manchester made a motion to provisionally recommend approval of the Berlin Town Plan provided the*  
10 *Town submit base line data on Goal 3 (vocational facilities) and Goal 13 (childcare) to CVRPC by the close*  
11 *of business on October 9, 2018, seconded by L Cattaneo, all in favor. Motion carried.*  
12

13 The committee recognizes the town paid a consultant and provided meeting space to the PC.  
14

15 *J Ohlsson made a motion to recommend confirmation of Berlin’s planning process, seconded by*  
16 *Cattaneo, all in favor. Motion carried.*  
17

18 The committee suggests the town should demonstrate progress before the end of the plan cycle (8  
19 years).  
20

21 *Manchester made a motion to recommend a letter be sent to the town asking the town to document its*  
22 *progress toward the goals prior to 2022, seconded by Krauth, all in favor. Motion carried.*  
23  
24

25 **RULES OF PROCEDURE & COMMITTEE PROCESS**

26 Rock provided an update on the status of the Rule of Procedure, they will need to be formally adopted  
27 by the Commission. Wanager added that there is no longer an energy committee as Cattaneo had asked  
28 if an energy committee could review the energy plans for certification. Wanager also added that the  
29 energy plans have a separate checklist that staff will have to fill out in order to determine is an energy  
30 plan meets the new requirements. Staff will modify new wording for a new bullet which states “make a  
31 recommendation regarding certification of an energy plan...” and shall present it to the committee for  
32 review.  
33

34 **APPROVAL OF MINUTES**

35 *L Cattaneo made a motion to approve the September 10, 2018 minutes, seconded by J Ohlsson, all in*  
36 *favor. Motion carried.*  
37

38 **ADJOURNMENT**

39 *L Cattaneo made a motion to adjourn at 6:50 pm, seconded by J Ohlsson, all in favor. Motion carried.*