

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

**Draft Minutes**

January 17, 2019

4:00pm

CVRPC Offices, 29 Main Street, Suite 4, Montpelier

**Committee Members:**

<input 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 type="checkbox"/>	Karla Nuissl, Berlin Alternate Commissioner (Alternate Seat)

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Staff: Clare Rock, Jonathan DeLaBruerer

**CALL TO ORDER**

The meeting was called to order by Jan Ohlsson, Vice Chair at 4:00 pm.

**CHANGES TO THE AGENDA**

None.

**PUBLIC COMMENTS**

None.

**RULES OF PROCEDURE & COMMITTEE PROCESS**

**COMMITTEE PROCESS**

- a) Review and approve the Draft Rules of Procedure, dated January 14, 2019
- b) Discuss the RPC's review and consultation regarding a municipal planning efforts:
  - i. Confirmation of the municipal planning process
  - ii. Review and approval of the municipal plan

Discussion of the draft Rules and review of the statutory references. Staff gave an overview of the consultation process and timeline. RPC's are required to confirm a town planning process twice within 8 years. We currently formally confirm the process at the board-level once along with a town plan approval. They want to focus their charge to reviewing town plans which have requested approval. The Town Plan Review Committee felt their charge is to review town plans not to review the towns planning process.

Discussion also included at which point should the RPC provide the approval, statute specifies this to take place after final town adoption. Members discussed to benefit of review prior to final municipal approval and referenced the Berlin approval. Staff indicated the practice of reviewing and commenting upon the PC draft and how the RPC should be making these comments focused on clearly stating whether the draft plan does or does not meet the statutory requirements.

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2 Committee agreed they do not need to need to receive the entire Municipal Plan Review Tool checklist  
3 for town plan reviews, they requested a memo outlining the highlights and areas of deficiency.  
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5 Krauth made a motion to revise the draft Rule of Procedure as presented to state that the role of the  
6 Committee is to approve town plans based upon Section 4350(b)(2) [not the entire Section 4350] and to  
7 confirm a towns planning process once every 8 years based upon a staff report, seconded by Cattaneo,  
8 all in favor. Motion carried.  
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10 Discussion about the location and purpose of the Town Plan Hearings and whether the purpose of the  
11 hearings was for the residents of the town to weigh in or if is for others in the region to weigh in.  
12 Committee members agreed that the PC and SB Hearings are the appropriate place for residents to  
13 weigh in as their comments are most appropriate to be addressed at the local level – not at the regional  
14 level.  
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16 Ohlsson made a motion to hold TPRC hearings at a central location (vs in subject municipality),  
17 preferably 2 weeks prior to an upcoming CVRPC Board meeting with subject municipalities PC members  
18 and CVRPC staff, seconded by Manchester, all in favor. Motion carried.  
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21 iii. Determination of optional municipal energy plan compliance – this will be discussed at a later  
22 meeting. The Committee requested another meeting be scheduled to discuss this before the  
23 next town plan review hearing. Rock will send out a Doodle Poll.  
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## 26 **APPROVAL OF MINUTES**

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28 Cattaneo made a motion to approve the October 9, 2018 minutes, seconded by Krauth, all in favor.  
29 Motion carried.  
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## 31 **ADJOURNMENT**

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33 Krauth made a motion to adjourn at 5:45pm, seconded by Cattaneo, all in favor. Motion carried.  
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