



## MEMO

Date: October 5, 2018  
To: CVRPC Board of Commissioners  
From: Town Plan Review Committee  
Re: Marshfield Town Plan Approval & Planning Process Confirmation

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**ACTION REQUESTED:** Two actions may be requested:

- 1) Approve the *2018 Marshfield Town Plan*.
- 2) Confirm the planning process for the Town of Marshfield.

### Town Plan Review Committee Recommendation

The Town Plan Review Committee will be holding a public hearing regarding approval of the *2018 Marshfield Town Plan* and reviewing the Plan for approval immediately prior to the Commission meeting. A summary of public comments received and recommendations regarding actions requested from the Commission will be presented verbally at the Commission meeting.

### Staff Review

Senior Planner Clare Rock reviewed the Municipal Plan as required by 24 V.S.A. § 4350(b)(1):

- consistency with the State goals established in section 4302
  - Staff Finding: The Plan does address all the goals in section 4302.
- compatibly with its regional plan
  - Staff Finding: Staff does concur with the Compatibility Statement included within the Marshfield Plan on Pages 15
- compatibly with approved plans of other municipalities in the region
  - Staff Finding: Staff does concur with the Compatibility Statement included within the Marshfield Plan on Pages 14-15
- containing all the elements included in section § 4382
  - Staff Finding: The Plan contains all the elements. Staff noted that inventories, studies and analysis are based upon outdated trends.

Rock reviewed the planning process of the Town of Marshfield as required by 24 V.S.A. § 4350:

- is engaged in a continuing planning process that, within a reasonable time, will result in a plan that is consistent with the goals contained in section 4302 of this title.
  - Staff Finding: The Plan adopted in 2018 is consistent with section 4302 goals.

- ☑ is engaged in a process to implement its municipal plan, consistent with the program for implementation required under section 4382 of this title.
  - Staff Finding: The Town of Marshfield is working on an enhanced energy plan and on updates to its 2016 zoning regulations.
- ☑ is maintaining its efforts to provide local funds for municipal and regional planning purposes.
  - Staff Finding: The Town of Marshfield budgeted funds for a Planning Commission Clerk in 2018. The Town paid dues to CVRPC for regional planning purposes in 2018.



## MEMO

Date: October 5, 2018  
To: CVRPC Board of Commissioners  
From: Town Plan Review Committee  
Re: Berlin Town Plan Approval & Planning Process Confirmation

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**ACTION REQUESTED:** The Committee requests the Commission take three actions:

- 1) Approve the 2018 Berlin Town Plan, *A Plan for Berlin, VT*.
- 2) Confirm the planning process of the Town of Berlin.
- 3) Direct staff to write a letter to the Town of Berlin stating that the Town will need to document progress on meeting education and childcare goals in the Town Plan for the Commission to confirm the Town's planning process in 2022.

### Town Plan Review Committee Review & Recommendation

The Town Plan Review Committee held a public hearing regarding approval of *A Plan for Berlin, VT* on October 4, 2018 and reviewed the Plan for approval. No members of the public attended. The Town Administrator, Assistant to the Administrator/Zoning, Planning Commission Chair, and Regional Commission participated on behalf of the Town. They provided information regarding the Town's approach to the Plan, its effort to develop a clear, concise, modern municipal plan, and its progress since 2012 on childcare.

The Committee found that the Town provided compelling evidence that it had made progress towards the childcare goals but had not documented that progress in the Plan. The Committee also found that the Town had included a goal regarding education in the Plan, although it had not

The Committee recommends the Commission approve the 2018 Berlin Town Plan, *A Plan for Berlin, VT* and confirm the Town's planning process. It also recommends the Commission direct staff to write a letter to the Town stating that the Town will need to document progress on meeting education and childcare goals in the Town Plan for the Commission to confirm the Town's planning process in 2022.

### Staff Review

Senior Planner Clare Rock reviewed the Municipal Plan as required by 24 V.S.A. § 4350(b)(1):

- consistency with the State goals established in section §4302

Staff Finding: Not consistent.

Rationale:

- State Planning Goal 3: *To broaden access to educational and vocational training opportunities sufficient to ensure the full realization of the abilities of all Vermonters.*

Chapter 4 *Utilities & Facilities* includes limited discussion on Elementary and High School Facilities. Accompanying Policy 4 (page 21) states “Support provision of quality childcare, education, and recreation services so Berlin will be an attractive community for families.” There is no mention of broadening access to educational or vocational training opportunities. In the absence of any narrative, analysis or specific reference of broadening access to educational and vocational training opportunities, the plan cannot be found consistent. If the goal is not relevant or attainable, the plan should address why.

- State Planning Goal 13: *To ensure the availability of safe and affordable child care and to integrate child care issues into the planning process, including child care financing, infrastructure, business assistance for child care providers, and child care work force development.*

The Berlin Plan contains no discussion on childcare, integration of the issue into the planning process, or recognition that the availability of childcare supports the workforce. Chapter 4 *Utilities & Facilities* includes broad Policy 4 (page 21) which simply states “Support provision of quality childcare, education and recreation services so Berlin will be an attractive community for families.” In the absence of specific information, the plan cannot be found consistent. If the goal is not relevant or attainable, the plan should address why.

- compatibly with its regional plan
  - Staff Finding: Staff concurs with the Compatibility Statement included within the Berlin Plan on Pages 15
- compatibly with approved plans of other municipalities in the region
  - Staff Finding: Staff concurs with the Compatibility Statement included within the Berlin Plan on Pages 14-15
- containing all the elements included in section § 4382
  - Staff Finding: The Plan contains all the elements.

Rock reviewed the planning process of the Town of Berlin as required by 24 V.S.A. § 4350:

- is engaged in a continuing planning process that, within a reasonable time, will result in a plan that is consistent with the goals contained in section 4302 of this title.
  - Staff Finding: The Plan adopted in 2018 is not consistent with section 4302 goals.
- is engaged in a process to implement its municipal plan, consistent with the program for implementation required under section 4382 of this title.
  - Staff Finding: The Town of Berlin is working on a Comprehensive Revision and Unification of the Town’s Zoning and Subdivision Regulations, which is a plan implementation action.

- ☑ is maintaining its efforts to provide local funds for municipal and regional planning purposes.
  - Staff Finding: The Town of Berlin budgeted funds for its Planning Commission in 2018. The Town paid dues to CVRPC for regional planning purposes in 2018.