



## Central Vermont Regional Planning Commission

### CENTRAL VERMONT REGIONAL PLANNING COMMISSION TOWN PLAN REVIEW COMMITTEE

Central Vermont Regional Planning Commission Conference Room  
29 Main Street, Suite #4, Montpelier, VT 05602

September 26, 2017

4:00pm

## AGENDA

### 1. **CALL TO ORDER**

The meeting will be called to order and may include introductions of those individuals who are present.

### 2. **CHANGES TO THE AGENDA**

The Committee should identify and discuss any changes to the agenda.

### 3. **ELECTION OF OFFICERS**

The Committee should consider nominations for a Chair and Vice-Chair to conduct the meetings.

### 4. **PUBLIC COMMENTS**

Members of the public that wish to speak about items not currently on the agenda will be provided an opportunity at this time.

### 5. **APPROVAL OF MINUTES**

Draft minutes from the May 09, 2017 Town Plan Review Committee are included for consideration of approval.

### 6. **DISCUSSION OF THE TOWN OF CABOT MUNICIPAL DEVELOPMENT PLAN**

On August 16, 2017, the Town of Cabot requested the CVRPC evaluate their updated municipal development plan for consideration of regional approval. This plan update has been approved by both the Cabot Selectboard and Planning Commission. Staff has completed a review of the draft plan against current statutory requirements. A report outlining staff's analysis is **included**. Additionally, representatives from the Town of Cabot will be in attendance to discuss the plan update and provide an overview of the plan and process. The Town Plan Review Committee should evaluate the information and consider a recommendation regarding approval to the Regional Planning Commission for consideration at their regular meeting on October 10, 2017.

### 7. **DISCUSSION OF RULES OF PROCEDURE AND ORGANIZATIONAL STRUCTURE**

In an effort to maintain consistency among the various standing committees of the commission, the Town Plan Review Committee should consider formalizing their rules of procedure. Staff will introduce this item and begin discussions of a draft rule of procedure with the Committee.

### 8. **ADJOURNMENT**

If there is no additional business the Committee should consider a motion to adjourn.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
TOWN PLAN REVIEW COMMITTEE  
MAY 09, 2017  
MINUTES**

The regular meeting of the Central Vermont Regional Planning Commission's Town Plan Review Committee was held on Tuesday, May 9, 2017 in the Conference Room of the Central Vermont Chamber of Commerce, 33 Stewart Road, Berlin Vermont.

**Committee Members Present:**

Bill Arrand – Town of Worcester  
Ron Krauth – Town of Middlesex  
Julie Potter – Town of East Montpelier  
Ivan Shadis – Town of Marshfield

**Others Present:**

Cedric Sandborn – Town of Barre  
Debra Pierce – Town of Barre  
George Clain – Town of Barre  
John Hameline – Town of Barre  
Byron Atwood – Town of Barre  
Eric Vorwald, AICP – CVRPC Senior Planner

**CALL TO ORDER**

The meeting was called to order by Ms. Potter at 6:30pm. The meeting began with introductions of those present.

**CHANGES TO THE AGENDA**

It was recommended that the public hearing be moved to the first item on the agenda in order to accommodate the visitors from Barre Town and also to ensure a quorum would be present to open and subsequently close the public hearing.

**PUBLIC HEARING & DISCUSSION ON THE BARRE TOWN PLAN AMENDMENTS**

Mr. Krauth made a motion that was seconded by Mr. Arrand to open a public hearing on the amendments to the Barre Town Plan. The Committee voted unanimously to open the public hearing which occurred at 6:35pm.

No members of the public were in attendance at the public hearing. During this time, Ms. Potter asked the representatives from Barre Town if they had any comments they wanted to make. Mr. Sandborn discussed the process that Barre Town had gone through regarding the amendments and noted that changes to the energy section were the impetus for the amendments based on development pressures that the Town had seen in recent years. He stated that this process has been on-going with the Planning Commission and the intent was to amend the plan in order to receive due consideration before the Public Services Board. He also noted that this process began before Act 174 was finalized.

Mr. Sandborn also noted that due to the changes that were made to the energy section, changes to the transportation and preservation sections were also necessary for consistency among the plan. Mr. Hameline noted that the Town is not opposed to solar development but wanted to make sure that it was not in conflict with other goals of the Town.

With no other comments or members of the public present, Mr. Shadis made a motion to close the public hearing. This was seconded by Mr. Krauth. All were in favor of the motion and the public hearing was closed at 6:42pm.

After the public hearing was closed discussion with the representatives from Barre Town continued with Mr. Shadis inquiring if the Town sought model language from the Department of Public Service for their amendments. Mr. Sandborn indicated that they had not. Additionally, Mr. Arrand noted that the amendments were a good example of a municipality working to amend their plan to address issues related to energy. Mr. Clain noted that he would be interested in identifying a way to incorporate electric vehicle charging stations when new solar facilities are developed. Finally, Mr. Krauth noted that municipalities should be mindful of possible issues related to rooftop solar installations and safety issues that emergency service providers may face when responding to calls at these locations. He recommended that emergency service providers be consulted when these develops occur to identify any concerns that may exist from their perspective.

Following this discussion Mr. Shadis made a motion that the Town Plan Review Committee should recommend that the Commission regionally approve the amendments to the Barre Town Plan. This motion was seconded by Mr. Arrand. All were in favor of the motion.

### **APPROVAL OF MINUTES**

Ms. Potter noted that the minutes were from over a year ago and, since she was the only one at that meeting that was at this meeting, it would be appreciated that the minutes be approved in order to prevent the need for that item to be discussed in the future. Ms. Potter made a motion to approve the minutes which was seconded by Mr. Arrand. All were in favor of the motion.

### **PUBLIC COMMENTS**

No members of the public were present for comments.

### **ADJOURNMENT**

With no additional business to discuss, Mr. Shadis made a motion to adjourn the meeting that was seconded by Mr. Arrand. All were in favor and the meeting was adjourned at 6:55pm.



## MEMORANDUM

**TO:** Town Plan Review Committee

**FROM:** Eric Vorwald, AICP  
Senior Planner

**RE:** **Town of Cabot Updated Town Plan**

**DATE:** **September 26, 2017**

On August 16, 2017, the Central Vermont Regional Planning Commission (CVRPC) received a request from the Town of Cabot to review and consider regional approval of their updated town plan and planning process. As per the statutory requirements under 24 VSA 117 Section §4350, the CVRPC shall review and approve the town plan if it finds the plan:

- Contains each of the required elements listed in 24 VSA 117 Section §4382
- Is consistent with the required goals established in 24 VSA 117 Section §4302
- Is compatible with the Regional Plan and the approved plans of other municipalities in the Region

The Town of Cabot's existing municipal development plan was approved in June of 2012. That plan was updated and a new plan was adopted by the Cabot Selectboard on August 15, 2017. Approval of the 2017 municipal development plan by the CVRPC would ensure The Town of Cabot remains eligible for grant funding and other municipal assistance provided by the state.

Overall, the Town of Cabot has undergone a concerted effort to complete their municipal development plan update. The 2017 Cabot Town Plan includes all the statutory requirements that have been adopted by the Vermont Legislature since the plan was last adopted in 2012. This includes discussion of flood resiliency; inclusion of support to maintain their state designation of village center, specific information related to alternative energy sources, and an implementation program that will extend the life of the plan from five years to eight years.

In general, the 2017 Cabot Town Plan supports the community's vision of having a vibrant village center surrounded by open farmlands and forests. This vision is supported throughout the plan's goals and implementation strategies. Furthermore, the plan outlines common values that are shared by the community including protecting the lifestyles and traditions of Cabot; revitalizing the villages; preserving the rural character; improving the business climate; and protecting public health, safety, and welfare. These values are clearly reflected throughout the plan.

In order to ensure the statutory requirements of the 2017 Cabot Town Plan have been met, CVRPC staff completed a detailed analysis including page references to each of the required elements and statewide planning goals in the plan. This analysis is intended to assist the Town Plan Review Committee identify any comments they might want to discuss during their review. If the Town Plan Review Committee agrees that the 2017 Cabot Town Plan adequately addresses all the required plan components, a recommendation of approval should be forwarded to the full commission for their consideration.

As part of this review, CVRPC staff has identified strengths and opportunities in the plan update for consideration in future plan updates. Overall the 2017 Cabot Town Plan includes detailed information regarding the needs of the community. There are specific goals and implementation strategies included with each section that identify what needs to be done, who is responsible for leading the effort, and how success of the action will be measured. The plan also includes additional maps to illustrate the various conditions that exist within the Town of Cabot.

While the plan is consistent with statutory requirements, one area where the plan could be improved is through updated data. This becomes challenging due to the fact that this plan update is in between decennial censuses, which means that some data points cannot be updated to reflect current conditions. Staff feels all the required data is included with the plan to the best of the Town's ability at this time, but some of the information is at the end of its usefulness. Overall however, there are limited negative aspects of the Cabot Town Plan as the document outlines a clear path forward for the community to achieve its identified vision.

During the Regional approval and confirmation process, specified in § 4350 of the Act, the regional planning commission is required to assess town plans and the process whereby they are developed according to the criteria of the Act. Sections of relevant statute are quoted at each question.

<b>Required Elements § 4382</b>		<b>Met</b>	<b>Not Met</b>
1	Statement of Objectives, Policies, Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Land Use Plan and Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Transportation Plan and Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Utility and Facility Plan and Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Rare Natural Resources/Historic Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Educational Facilities Plan and Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Implementation Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Compatibility Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Energy Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Housing Element	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Economic Development Element	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Flood Resiliency Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>State Planning Goals § 4302</b>		<b>Met</b>	<b>Not Met</b>
1	Compact village centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Economy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Natural and Historic Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Quality of air, water, wildlife, and land resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Efficient use of Energy and Renewable Energy Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Agriculture and Forest Industries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Use of Resources and Earth Extraction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Safe and Affordable Housing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Public Facilities and services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Child Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Flood Resiliency	<input checked="" type="checkbox"/>	<input type="checkbox"/>

TOWN PLAN REQUIRED ELEMENTS

Title 24 Chapter 117: Municipal and Regional Planning and Development

**24 V.S.A. § 4382. The plan for a municipality**

(a) A plan for a municipality may be consistent with the goals established in section 4302 of this title and compatible with approved plans of other municipalities in the region and with the regional plan and shall include the following:

**(1) A statement of objectives, policies and programs of the municipality to guide the future growth and development of land, public services and facilities, and to protect the environment.**

**Met**  
Pages: I-1

*Comments:*

*The introduction covers the purpose of the plan and the objectives to be met through this effort.*

**(2) A land use plan, consisting of a map and statement of present and prospective land uses, indicating those areas proposed for forests, recreation, agriculture (using the agricultural lands identification process established in 6 V.S.A. § 8), residence, commerce, industry, public and semi-public uses and open spaces reserved for flood plain, wetland protection, or other conservation purposes; and setting forth the present and prospective location, amount, intensity and character of such land uses and the appropriate timing or sequence of land development activities in relation to the provision of necessary community facilities and service;**

**Met**  
Pages: V-1

MAPS  
Present Land Use Plan     ✓  
Prospective Land Use Plan   ☒

*Comments:*

*The land use element covers all requirements and acknowledges the relationship between land use and infrastructure demands. The plan focuses growth in the villages through existing regulations to protect outlining rural areas. The plan also notes that updates to zoning should be done to match current planning needs.*

*There is no one specific map that identifies current land use, but the culmination of several maps provides an overview of existing conditions and satisfies this requirement.*

**(3) A transportation plan, consisting of a map and statement of present and prospective transportation and circulation facilities showing existing and proposed highways and streets by type and character of improvement, and where pertinent, parking facilities, transit routes, terminals, bicycle paths and trails, scenic roads, airports, railroads and port facilities, and other similar facilities or uses, with indications of priority of need;**

**Met**

Pages: VIII-1

MAP

Transportation

*Comments:*

*The plan discusses statutory requirements including existing facilities and future needs for the village such as parking, and bicycle & pedestrian facilities. The plan does not define scenic roads, however no roads are currently identified.*

**(4) A utility and facility plan, consisting of a map and statement of present and prospective community facilities and public utilities showing existing and proposed educational, recreational and other public sites, buildings and facilities, including hospitals, libraries, power generating plants and transmission lines, water supply, sewage disposal, refuse disposal, storm drainage and other similar facilities and activities, and recommendations to meet future needs for community facilities and services, with indications of priority of need, costs and method of financing;**

**Met**

Pages: IX-1

MAP

Utility and Facility

*Comments:*

*This element is thoroughly discussed and includes information regarding the future needs of the community. This includes challenges such as maintaining roads and the possible costs for increasing emergency services. Additionally, the plan discusses the future wastewater allocation is available to support growth in the village, but this allocation needs to be managed effectively as it is limited.*

**(5) A statement of policies on the preservation of rare and irreplaceable natural areas, scenic and historic features and resources;**

**Met**

Pages: II-13 & III-1

*Comments:*

*Information discussing specific species is included such as deer, turtle, and bird habitats. History is noted regarding the context of the upper and lower villages with the core center maintained in the upper village. Inventories of historic structures and designations are included in the plan.*



**(6) An educational facilities plan consisting of a map and statement of present and projected uses and the local public school system;**

*Comments:*

*Existing educational facilities are discussed including enrollment, staff capacity, and budgets. The plan also indicates the primary challenge facing the school is falling enrollment which has led to discussions regarding school consolidation. This is framed in the context of spending needs for facilities improvements if consolidation is not pursued.*

**Met**

Pages: IX-6

MAP

Educational Facility

**(7) A recommended program for the implementation of the objectives of the development plan;**

*Comments:*

*Implementation is included in each element and addresses specific tasks, outcomes, and responsible parties for each implementation item noted and the goal that will be met by the implementation action.*

**Met**

Pages: multiple sections & pages

**(8) A statement indicating how the plan relates to development trends and plans of adjacent municipalities, areas and the region developed under this title;**

*Comments:*

*The impacts to adjacent municipalities are noted. Specifically the plan indicates that there are no conflicts.*

**Met**

Pages: I-7

**(9) An energy plan, including an analysis of energy resources, needs, scarcities, costs and problems within the municipality, a statement of policy on the conservation of energy, including programs, such as thermal integrity standards for buildings, to implement that policy, a statement of policy on the development of renewable energy resources, a statement of policy on patterns and densities of land use likely to result in conservation of energy;**

*Comments:*

*The plan addresses the rural nature of the town and that transit would help reduce energy costs and demands on fossil fuel needs for the residents. There is an acknowledgement that personal vehicles are the primary means of travel in the community. There is no indication that “substantial deference” is being sought through this plan update.*

**Met**

Pages: V-1

**(10) A housing element that shall include a recommended program for addressing low and moderate income persons' housing needs as identified by the regional planning commission pursuant to subdivision 4348a(a)(9) of this title. The program should account for permitted accessory dwelling units, as defined in subdivision 4412(1)(E) of this title, which provide affordable housing.**

**Met**  
Pages: IV-1

*Comments:*

*Housing is adequately addressed including information on affordability and patterns of development. The plan addresses the regional housing distribution plan and notes that actual buildout has not met the projections of this plan and that housing will be encouraged where infrastructure exists to support it.*

**(11) An economic development element that describes present economic conditions and the location, type, and scale of desired economic development, and identifies policies, projects, and programs necessary to foster economic growth.**

**Met**  
Pages: VII-1

*Comments:*

*This section notes that the agriculture economy and the reliance on tourism are major parts of the economic landscape in the community. The plan discusses the need to improve the downtown/village as the core economic center for the community and includes discussion on improvements that have been done to accomplish this.*

**(12)(A) A flood resilience plan that:**

**(i) identifies flood hazard and fluvial erosion hazard areas, based on river corridor maps provided by the Secretary of Natural Resources pursuant to 10 V.S.A. § 1428(a) or maps recommended by the Secretary, and designates those areas to be protected, including floodplains, river corridors, land adjacent to streams, wetlands, and upland forests, to reduce the risk of flood damage to infrastructure and improved property; and**

**(ii) recommends policies and strategies to protect the areas identified and designated under subdivision (12)(A)(i) of this subsection and to mitigate risks to public safety, critical infrastructure, historic structures, and municipal investments.**

**(B) A flood resilience plan may reference an existing local hazard mitigation plan approved under 44 C.F.R. § 201.6.**

**Met**  
Pages: II-9, VIII-9, IX-2, IX-5

*Comments:*

*Flood resiliency is discussed in multiple sections. Specific language on wetlands, river corridors, and fluvial erosion hazards is noted. Additionally, the plan talks about the protection of forests to help control flooding and references are made to the Local Hazard Mitigation Plan, which addresses hazard information. There is also a map identifying hazard information.*

## GOALS AND STANDARDS OF REVIEW

### GOALS

#### 24 VSA § 4302

(a) General purposes . . .

(b) It is also the intent of the legislature that municipalities, regional planning commissions and state agencies shall engage in a continuing planning process that will further the following goals:

(1) To establish a coordinated, comprehensive planning process and policy framework to guide decisions by municipalities, regional planning commissions, and state agencies.

(2) To encourage citizen participation at all levels of the planning process, and to assure that decisions shall be made at the most local level possible commensurate with their impact.

(3) To consider the use of resources and the consequences of growth and development for the region and the state, as well as the community in which it takes place.

(4) To encourage and assist municipalities to work creatively together to develop and implement plans.

(c) In addition, this chapter shall be used to further the following specific goals:

#### Goal 1:

**To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside.**

**Consistent**

Pages: V-1, IX-1, VII-1

**(A) Intensive residential development should be encouraged primarily in areas related to community centers, and strip development along highways should be discouraged.**

**(B) Economic growth should be encouraged in locally designated growth areas, or employed to revitalize existing village and urban centers, or both.**

**(C) Public investments, including construction or expansion of infrastructure, should reinforce the general character and planned growth patterns of the area.**

*How has the Town Plan addressed this goal :*

*Development is encouraged in the villages where infrastructure is planned and exists to support growth and will limit impacts on rural areas.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 2:**

**To provide a strong and diverse economy that provides satisfying and rewarding job opportunities and that maintains high environmental standards, and to expand economic opportunities in areas with high unemployment or low per capita incomes.**

**Consistent**

Pages: VII-1

*How has the Town Plan addressed this goal :*

*The plan discusses current economic drivers and discusses the future needs to support the villages including parking needs and specific uses that are desired by the community.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 3:**

**To broaden access to educational and vocational training opportunities sufficient to ensure the full realization of the abilities of all Vermonters.**

**Consistent**

Pages: IX-6

*How has the Town Plan addressed this goal :*

*The plan talks about where opportunities exist and how future needs will be addressed such as school consolidation and programs offered by the library for residents.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 4:**

**To provide for safe, convenient, economic and energy efficient transportation systems that respect the integrity of the natural environment, including public transit options and paths for pedestrians and bicyclers.**

**Consistent**

Pages: VIII-1

**(A) Highways, air, rail and other means of transportation should be mutually supportive, balanced and integrated.**

*How has the Town Plan addressed this goal :*

*The plan identifies bicycle, pedestrian, and transit as critical infrastructure for future development potential in Cabot's villages. The plan also discusses the maintenance needs of existing roads and how that impacts capital expenditures in the community.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 5:**

**To identify, protect and preserve important natural and historic features of the Vermont landscape including:**

- (A) Significant natural and fragile areas;**
- (B) Outstanding water resources, including lakes, rivers, aquifers, shorelands and wetlands;**
- (C) Significant scenic roads, waterways and views;**
- (D) Important historic structures, sites, or districts, archaeological sites and archaeologically sensitive areas**

**Consistent**

Pages: II-1

*How has the Town Plan addressed this goal :*

*The natural heritage section includes inventories of resources and notes why they are important to the community including ways to protect these resources. Examples include regulatory and non-regulatory implementation such as management of a conservation fund regulations to protect shorelines.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 6:**

**To maintain and improve the quality of air, water, wildlife and land resources.**

**Consistent**

Pages: II-1, II-4

*How has the Town Plan addressed this goal :*

*The plan notes that high quality air, water, wildlife, and land resources currently exist and indicates that maintaining forest resources will continue to sustain this quality.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 7:**

**To encourage the efficient use of energy and the development of renewable energy resources.**

**Consistent**

Pages: VI-1

*How has the Town Plan addressed this goal :*

*Energy needs and uses are discussed. The plan notes that conservation is an important part of future needs and encourages actions to conserve energy when possible. Also, a map is included that identifies renewable energy resource areas.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 8:**

**To maintain and enhance recreational opportunities for Vermont residents and visitors.**

**Consistent**

Pages: IX-10

- (A) Growth should not significantly diminish the value and availability of outdoor recreational activities.**
- (B) Public access to noncommercial outdoor recreational opportunities, such as lakes and hiking trails, should be identified, provided, and protected wherever appropriate.**

*How has the Town Plan addressed this goal :*

*The plan notes where recreational opportunities exist and their value to the community. The goals and implementation strategies enforce the community's support for future facilities including access to waterbodies and maintaining trails through the community for year-round use.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 9:**

**To encourage and strengthen agricultural and forest industries.**

**Consistent**

Pages: multiple sections including land use, economic development, and natural heritage (V-1, VII-1, and II-1)

- (A) Strategies to protect long-term viability of agricultural and forest lands should be encouraged and should include maintaining low overall density.**
- (B) The manufacture and marketing of value added agricultural and forest products should be encouraged.**
- (C) The use of locally-grown food products should be encouraged.**
- (D) Sound forest and agricultural management practices should be encouraged.**
- (E) Public investment should be planned so as to minimize development pressure on agricultural and forest land.**

*How has the Town Plan addressed this goal :*

*Development is encouraged in the villages to protect the rural areas of the community. The plan also discusses examining the existing zoning regulations for potential changes that will protect agricultural and forest resources while reducing fragmentation off these areas.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 10:**

**To provide for the wise and efficient use of Vermont's natural resources and to facilitate the appropriate extraction of earth resources and the proper restoration and preservation of the aesthetic qualities of the area.**

**Consistent**

Pages: III-3

*How has the Town Plan addressed this goal :*

*The plan notes that earth resources, including sand and gravel, are limited within the town, however a map is included that shows potential areas for future extraction locations to sustain the community's needs.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 11:**

**To ensure the availability of safe and affordable housing for all Vermonters.**

**Consistent**

Pages: IV-1

- (A) **Housing should be encouraged to meet the needs of a diversity of social and income groups in each Vermont community, particularly for those citizens of low and moderate income.**
- (B) **New and rehabilitated housing should be safe, sanitary, located conveniently to employment and commercial centers, and coordinated with the provision of necessary public facilities and utilities.**
- (C) **Sites for multi-family and manufactured housing should readily available in locations similar to those generally used for single-family conventional dwellings.**
- (D) **Accessory apartments within or attached to single family residences which provide affordable housing in close proximity to cost-effective care and supervision for relatives or disabled or elderly persons should be allowed.**

*How has the Town Plan addressed this goal :*

*The plan encourages accessory dwelling units where appropriate. The plan also encourages compact development in the villages to promote density and affordability for multiple income levels. Development in the villages would also put residential and non-residential uses in closer proximity which would promote affordability.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 12:**

**To plan for, finance and provide an efficient system of public facilities and services to meet future needs.**

**Consistent**

Pages: IX-1

- (A) Public facilities and services should include fire and police protection, emergency medical services, schools, water supply and sewage and solid waste disposal.**
- (B) The rate of growth should not exceed the ability of the community and the area to provide facilities and services.**

*How has the Town Plan addressed this goal :*

*The plan notes that there is excess wastewater capacity that is allocated by the Selectboard and could be used for revitalization of the village. The plan also notes that upgrades to existing municipal buildings have been on-going and will continue on an as-needed basis to promote energy efficiency, accessibility, and usability by the community. Additionally, future needs for emergency services (primarily related to ambulance services) are specifically noted.*

*If the goal is not relevant or attainable, how does the plan address why :*

**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.**

**Consistent**

Pages: IX-16

*How has the Town Plan addressed this goal :*

*Childcare is discussed in the context that limited facilities exist in the community. This is noted in the context of limited needs as most residents work away from town and utilize childcare near their places of employment.*

*If the goal is not relevant or attainable, how does the plan address why :*

**Goal 14:**

**To encourage flood resilient communities.**

- (A) New development in identified flood hazard, fluvial erosion, and river corridor protection areas should be avoided. If new development is to be built in such areas, it should not exacerbate flooding and fluvial erosion.**
- (B) The protection and restoration of floodplains and upland forested areas that attenuate and moderate flooding and fluvial erosion should be encouraged.**

**Consistent**

Pages: multiple sections



**(C) Flood emergency preparedness and response planning should be encouraged.**

*How has the Town Plan addressed this goal :*

*The plan discusses limiting development near waterbodies to protect floodplains and river corridors to limit potential risks from future flooding events. There are references to the Local Hazard Mitigation Plan, which addresses specific hazards and mitigation measures in more detail.*

*If the goal is not relevant or attainable, how does the plan address why :*

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**STANDARD OF REVIEW**

**24 V.S.A. § 4302(f)**

(1) As used in this chapter, "consistent with the goals" requires substantial progress toward attainment of the goals established in this section, unless the planning body determines that a particular goal is not relevant or attainable. If such a determination is made, the planning body shall identify the goal in the plan and describe the situation, explain why the goal is not relevant or attainable, and indicate what measures should be taken to mitigate any adverse effects of not making substantial progress toward that goal. The determination of relevance or attainability shall be subject to review as part of a consistency determination under this chapter.

(2) As used in this chapter, for one plan to be "compatible with" another, the plan in question, as implemented, will not significantly reduce the desired effect of the implementation of the other plan. If a plan, as implemented, will significantly reduce the desired effect of the other plan, the plan may be considered compatible if it includes the following:

(A) a statement that identifies the ways that it will significantly reduce the desired effect of the other plan;

(B) an explanation of why any incompatible portion of the plan in question is essential to the desired effect of the plan as a whole;

(C) an explanation of why, with respect to any incompatible portion of the plan in question, there is no reasonable alternative way to achieve the desired effect of the plan, and

(D) an explanation of how any incompatible portion of the plan in question has been structured to mitigate its detrimental effects on the implementation of the other plan.

**24 V.S.A. § 4350. Review and consultation regarding municipal planning effort**

(a) A regional planning commission shall consult with its municipalities with respect to the municipalities' planning efforts, ascertaining the municipalities' needs as individual municipalities and as

neighbors in a region, and identifying the assistance that ought to be provided by the regional planning commission. As a part of this consultation, the regional planning commission, after public notice, shall review the planning process of its member municipalities at least twice during an eight-year period, or more frequently on request of the municipality, and shall so confirm when a municipality:

(1) is engaged in a continuing planning process that, within a reasonable time, will result in a plan which is consistent with the goals contained in section 4302 of this title; and

(2) is maintaining its efforts to provide local funds for municipal and regional planning purposes.

(b)(1) As part of the consultation process, the commission shall consider whether a municipality has adopted a plan. In order to obtain or retain confirmation of the planning process after January 1, 1996, a municipality must have an approved plan. A regional planning commission shall review and approve plans of its member municipalities, when approval is requested and warranted. Each review shall include a public hearing which is noticed at least 15 days in advance by posting in the office of the municipal clerk and at least one public place within the municipality and by publication in a newspaper or newspapers of general publication in the region affected. The commission shall approve a plan if it finds that the plan:

(A) is consistent with the goals established in section 4302 of this title;

(B) is compatible with its regional plan;

(C) is compatible with approved plans of other municipalities in the region; and

(D) contains all the elements included in subdivisions 4382(a)(1)-(10) of this title.

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The following are procedures for Regional Planning Commission review of town plans. The first procedure pertains to review of town plan re-adoptions and town plan amendments. The second is an alternate procedure for review of town plan amendments. For review of amendments, it is up to the discretion of the Regional Planning Commission as to which procedure will be used.

### **Town Plan Review & Approval Process**

*The following may be used for town plan re-adoption reviews as well as town plan amendment reviews*

1. The regional planning commission (RPC) receives a request for town plan approval.
2. If the staff review reveals a flaw that would preclude RPC approval, the town will be notified. It is the town's option as to whether they want a final decision on the plan or if the plan should be withdrawn from the approval process.

3. Staff comments, including draft findings and recommendations, will be provided to the committee or board given responsibility by the RPC's bylaws for town plan approval.
4. The RPC's public hearing will be held before the RPC makes its final decision on the plan.
5. In all cases the RPC will take final action on the plan approval request within 60 days of its receipt.

### **Town Plan Amendment Review Process**

*This is an alternative procedure for town plan amendment reviews*

1. The regional planning commission (RPC) receives a request to review an amendment to the town plan.
2. Staff comments, including draft findings and recommendations, will be provided to the committee or board given responsibility by the RPC's bylaws for town plan approval.
3. The town will be notified whether or not the amendment may be approved within the context of the current regional approval of the town plan, or if the amendment constitutes a material change to the plan that is beyond the scope of the current regional approval.
4. If the amendment constitutes a change to the plan that is beyond the scope of the current regional approval, the town will be given the option of submitting the amended plan for regional approval.



## **TOWN PLAN REVIEW COMMITTEE**

### *RULES OF PROCEDURE*

September 26, 2017

**DRAFT v.1**

**PURPOSE:** The Town Plan Review Committee (TPRC) serves in an advisory capacity to the CVRPC Board of Commissioners for municipalities that are seeking regional approval of municipal development plans as noted in 24 VSA Chapter 117 §4350 (b)(2) of Vermont Statute. The primary purpose of the TPRC is to provide a recommendation to the Commissioners regarding a municipality's effort to comply with the statutory requirements regarding municipal planning as noted in 24 VSA Chapter 117 §4382 related to the elements of a municipal development plan, compliance with statutory planning goals as noted in 24 VSA Chapter 117 §4302, confirm that the municipality is actively supporting a planning process, and consistency of municipal planning efforts with the regional plan.

#### **GENERAL ACTIVITIES:**

- ◆ Evaluate municipal development plans and planning processes when requested to determine consistency with statutory requirements and the regional plan.
- ◆ Provide input and recommendations to the Board of Commissioners regarding municipal development plans that request regional approval.
- ◆ Solicit input from staff and municipalities as needed to gather information and provide a recommendation to the Board of Commissioners regarding consistency with state statute.
- ◆ Provide guidance to municipalities regarding future municipal plan updates and ways to strengthen their planning efforts.

**ADVISORY ROLE:** The TPRC shall be advisory to the Board of Commissioners. The TPRC will offer advice, input, and opinions to municipalities, consistent with plans, policies, positions or resolutions adopted by the Board of Commissioners. The advice, input, and opinions provided by the TPRC may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion.

**MEMBERSHIP:** The TPRC shall consist of five (5) representatives of the Board of Commissioners who serve one year terms and are appointed annually.

**OFFICERS/ELECTIONS:** The TPRC will elect a Chairperson and Vice-Chairperson at the first meeting following the annual appointment by the Board of Commissioners. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, and representing the TPRC at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before his/her term is expired, an interim election shall be held within two meetings.

**ATTENDANCE AND QUORUMS:** Members are encouraged to attend all regular meetings and special meetings as they arise. A quorum shall consist of a majority of the voting members.

**COMMUNICATION AND COORDINATION:**

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to TPRC members and interested/affected parties for comment before a recommendation by the TPRC for final action/approval by the Board of Commissioners.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to TPRC members and interested parties, and made available to the public in accordance with open meeting and public records law described in 1 VSA.
- ◆ The TPRC will report on committee discussions or activities to the Board of Commissioners on a regular basis.
- ◆ TPRC members are encouraged to offer input on all matters before the TPRC, and are encouraged to bring up items of local or regional concern for TPRC consideration.

**CONFLICT OF INTEREST:** In the event any TPRC member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the CVRPC, or to provide materials or labor thereto, or has a personal or financial interest in any matter being considered by the TPRC, the member shall state on the record the nature of his or her interest. If the member is uncertain whether he/she should participate in the discussion or decision, the TPRC shall determine by vote whether the member should participate. The TPRC may also make a determination of conflict if the majority of voting TPRC members in attendance at the meeting determine a conflict of interest exists. A member of the TPRC with an identified conflict of interest shall not deliberate or vote with the TPRC but may participate in the open public discussion.

**ADOPTION OF ORGANIZATIONAL PROCEDURES:** The TPRC may, at any time, vote to amend these procedures, in accordance with quorum requirements noted above. Proposed amendments will be forwarded to TPRC members before consideration at a regular TPRC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

The TPRC is a standing committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws. As such, these Rules of Procedure, combined with the Central

Vermont Regional Planning Commission's bylaws and Robert's Rules of Order, provide procedural and administrative guidance for the TPRC.

Adopted by the Board of Commissioners: \_\_\_\_\_ / \_\_\_\_\_ / 2017

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Julie Potter, Chair  
CVRPC Board of Commissioners

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