

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Regional Plan Committee

Approved Minutes

Monday October 21, 2019

3:00 – 5:00 pm

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

Committee Members:

<input checked="" type="checkbox"/>	Laura Hill-Eubanks, Chair
<input checked="" type="checkbox"/>	Dara Torre, Vice Chair
<input checked="" type="checkbox"/>	Julie Potter
<input checked="" type="checkbox"/>	Ron Krauth
<input type="checkbox"/>	vacant

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Staff: Clare Rock

CALL TO ORDER

D Torre opening the meeting, L Hill-Eubanks joined the meeting via conference call.

CHANGES TO THE AGENDA

L Hill-Eubanks asked that election of officers be added to the agenda.

L Hill-Eubanks made a motion to elect D Torre as chair and J Potter as Vice Chair, seconded by R Krauth, all in favor. Motion carried.

PUBLIC COMMENTS

None.

RULES OF PROCEDURE

The Committee reviewed the draft Rules. Discussion followed about the activities of the committee and how they are more expansive and that the work of the committee doesn't end with the writing of a new plan.

Discussion about vacant position. As K Keaton has resigned from the Commission (and the committee) L Hill-Eubanks has asked if the new Montpelier rep would like to sit on the committee. She is waiting to hear back. A question was raised about the percent of voting members in relation to the number of members present. The question was clarified within the Rules – 3 people need to vote in the affirmative for a motion to pass.

Changes to the Rules documents are within the last paragraph:

The Regional Plan Committee is ~~not a standing or~~ special committee of the Regional Planning Commission, and is therefore ~~not~~ subject to the Commission's bylaws.

1 J Potter made a motion to recommend the Rule the Rules of Procedure as amended to the Board of
2 Commissioners for approval, seconded by R Krauth, all in favor. Motion carried.

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5 **REGIONAL PLAN RE-ADOPTION PROCESS**

6 Discuss possible amendments and re-adoption process.

7
8 1) POSSIBLE AMENDMENTS

9
10 The Committee discussed the following possible amendments as identified by staff as areas of the
11 current plan which would benefit from immediate revisions. Those include:

- 12 a. Removal of the Housing Distribution Plan – the Housing Distribution Plan requires municipalities
13 to plan for future housing growth based upon outdated population forecasts. The Housing
14 Distribution Plan could easily be removed from the plan as it is limited to the Housing Chapter
15 and isn't referenced in other sections of the plan. This would be a fairly easy process, yet it
16 should be noted that the Housing distribution Plan was identified as a strength of our current
17 plan during the 2013 assessment.

18
19 The committee discussed how the distribution plan is out of date and no longer relevant to
20 towns. The Regional Plan states this was to be updated every 5 years and this was not done.
21 There was agreement this should be removed. The committee discussed the intention of the
22 Housing Distribution Plan. The committee want to consider added a new policy to the plan (or to
23 the NEW PLAN?) which will include a directive to undertake a Housing Needs Assessment to
24 better define the housing needs of the region. When the Housing Distribution Plan is removed
25 from the current plan a paragraph should be added which mentions the Distribution Plan and
26 that it has been removed.

- 27
28 b. Revision to the Future Land Use Map – the map was in part based upon municipal zoning
29 boundaries. Montpelier has changed its zoning regulations and doesn't depict current
30 conditions which has raised concern during conformance reviews of Montpelier's TIF
31 Application, Municipal Plan, and Growth Center Renewal Application. This sounds like an easy
32 process, but would likely require development of a new methodology with could be time
33 consuming.

34
35 The committee discussed whether the area around Montpelier could be amended and discussed
36 the possible implications. This issue may come again if an Act 250 application is submitted for
37 new development in the areas of Montpelier which are not in conformance with the Regional
38 future land use map.

39
40 Staff will assess if the area around Montpelier can be easily changed and won't have other
41 repercussions or implications on other areas of the map.

- 42
43 c. Clarifications to the Energy Chapter regarding Preferred Sites – based upon recent conversations
44 with the Regional Plan Committee in the last year, this is an area which has been considered for
45 clarification. Could be medium effort, the committee has already developed some draft
46 guidance which could be incorporated into the plan.

47
48 The committee discussed how the regional plan does or doesn't classify renewable energy

1 facilities as a commercial or industrial use and that a better analysis of renewable energy
2 facilities should be done within the land use chapter. The committee had discussed an approach
3 to preferred sites earlier in the year, could this be incorporated into the current plan as
4 amendment. Staff will review this and assess whether this would be an easy change.
5

6 The committee agreed any amendments to the current plan should be minor. Staff will assess
7 the items discussed and bring a recommendation back to the committee.
8

9 **2) RE- ADOPTION PROCESS**

10
11 **The committee discussed and agreed upon the following:**

- 12 the current plan will NOT be used as the basis for the next plan, but can be used as a resource;
- 13 the *Plan Central Vermont* efforts should be used, recognized and integrated into a new plan and
14 used as a resource; and
- 15 we should be aiming to have a new plan adopted within the next one or two years (rather than
16 three or four years).

17 For now we'll refer to this simply as THE NEW PLAN.
18

19 a. Purpose and Content

20
21 The Committee provided responses to the following questions which were posed by staff to help set the
22 foundation and guide staff in their efforts:
23

24 1. Why is important to develop a new plan before 2024?

- 25 • Current plan is outdated with old/out dated information, old concepts, and not in line with current
26 approaches
- 27 • 2016 plan was an update of the 2008 and 2003 plan and wasn't intended to last until 2024
- 28 • To be a role model for towns
- 29 • No reason not to

30
31 2. Who should be the target audience of the plan?

- 32 • Primary targets: municipal officials (for plan content), developers (for conformance), CVRPC Board
33 and Staff
- 34 • Secondary Targets: state permitting authorities, special interest groups (energy, housing and service
35 agencies), state policy makers/legislators, citizens of the region (as education or to be used to fight
36 something.)

37
38 3. How should the plan be used?

- 39 • Act 250 and section 248
- 40 • Educate readers on policies and goals and reasons to implement them and how to implement them
- 41 • New guidance for new investigation and investment
- 42 • For municipal understanding of local plans conform
- 43 • To flag issues which should be know/addresses locally
- 44 • NOT as a guide for how-to undertake local planning, BUT as a resource for sticky issues
- 45 • SRI definition
- 46 • CVRPC project prioritization (through policies and actions)
- 47 • Identification of emerging issues (i.e. substance abuse)

- 1 • Building public support
2
3
4 4. What should the theme or tone of the plan be:
5 a. visionary and inspiring – presenting a strong vision for the future of Central Vermont
6 and containing innovative, creative and forward thinking strategies to emerging trends
7 b. technical and data-rich – serving as a repository for past studies, technical reports,
8 inventories, and census info; containing specific strategies to targeted issues
9 c. guiding and helpful – providing informative and explanatory description and analysis;
10 containing generalized strategies to common challenges
11 d. something else?
12
13 • Mix of A and C
14 • Not an encyclopedia, based on data but not a repository (i.e. include a data library – as a way to trim
15 down on writing)
16 • Highlight the take-aways
17 • All within resources and capacity of RPC staff and committee time
18 • Accessible writing style
19

20 b. Process and Timeline

- 21 • Staff to bring outlines and frameworks to committee – define structure before narrative
22 • Committee doesn't need to wordsmith
23

24 c. Other items – for future discussion

- 25 • Discussion Vision Statement
26 • Define partners
27 • Outline public engagement
28

29 **NEXT MEETING**

30 At the next meeting the committee will discuss:

- 31 • Staff recommendations on Possible Amendments – see above
32 • And the following staff recommendations:
33 Assets Framing – present information within the plan in a positive light and frame topics by
34 explaining the opportunities, resources, potentials and strengthens (vs problems, obstacles,
35 challenges and criticism). This can be used as a format for each of the plan sections.
36 Objective language – use non personal pronouns (no “I” “we” “our.”)
37 Actionable statements – incorporate clear and realistic actions which can be completed and
38 undertaken by CVRPC and others.
39

40 **Next meeting Date: Nov 19, 3:30-5:20 pm (3rd Tuesdays)**

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43 **ADJOURNMENT**

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45 L Hill- Eubanks made a motion to adjourn, seconded by J Potter, all in favor. Motion carried.