



## **Central Vermont Regional Planning Commission**

### **PROJECT REVIEW COMMITTEE**

#### *RULES OF PROCEDURE*

September 12, 2017

**PURPOSE:** The Project Review Committee (PRC) serves in an advisory capacity to the CVRPC Board of Commissioners for projects that are seeking a permit through Act 250 (10 V.S.A. Chapter 151) as a state designated statutory party; or projects seeking a Certificate of Public Good through Section 248 (30 V.S.A. Chapter 5) of Vermont Statute. The primary purpose of the PRC is to provide guidance to the Commissioners and staff on how and when the Regional Planning Commission participates in proceedings related to a specific project. This is a standing committee of the Regional Planning Commission and maintains an active role in review, oversight, and guidance on projects that meet the Region's threshold for Significant Regional Impact.

#### **GENERAL ACTIVITIES:**

- ◆ Evaluate projects in relation to the criteria for Substantial Regional Impact and provide a determination.
- ◆ Provide input and recommendations on behalf of the Board of Commissioners regarding projects that are identified as having Significant Regional Impact.
- ◆ Solicit input from staff, applicants, or other parties as needed to gather information and render a decision.
- ◆ Evaluate potential cumulative impacts for specific projects that are phased, projects within a specific geographic area, or other factors that may result in cumulative impacts within a five year time period.
- ◆ Make a determination regarding conformance between a proposed project and the Regional Plan.
- ◆ Provide guidance to staff regarding amendments or changes to the criteria used to define Substantial Regional Impact as may be necessary to address changing conditions or development trends over time.

**ADVISORY ROLE:** The PRC shall be advisory to the Board of Commissioners. The PRC will offer advice, input, and opinions to applicants, the District 5 Environmental Commission, the Vermont Public Utility Commission, and other organizations and individuals as appropriate, consistent with plans, policies, positions or resolutions adopted by the Board of Commissioners. The advice, input, and opinions provided by the PRC may be reviewed, confirmed or reversed by

the CVRPC Board of Commissioners at the Board's discretion.

**MEMBERSHIP:** The PRC shall consist of five (5) representatives of the Board of Commissioners and one (1) alternate who serve three year staggered terms. The alternate may participate in committee discussions but will only vote in the absence of a standing member.

**OFFICERS/ELECTIONS:** The PRC 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 PRC 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:**

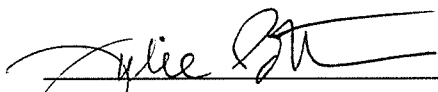
- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to PRC members and interested/affected parties for comment before action by the PRC, or final action/approval by the Board of Commissioners.
- ◆ Minutes of all regular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

**CONFLICT OF INTEREST:** In the event any PRC 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 project being considered by the PRC, 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 PRC shall determine by vote whether the member should participate. The PRC may also make a determination of conflict if the majority of voting PRC members in attendance at the meeting determine a conflict of interest exists. A member of the PRC with an identified conflict of interest shall not deliberate or vote with the PRC but may participate in the open public discussion.

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

The PRC 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 PRC.

Adopted by the Board of Commissioners: 9 / 12 / 2017

  
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Julie Potter, Chair  
CVRPC Board of Commissioners