AGENDA

1. **CALL TO ORDER**
The meeting will be called to order and may include introductions.

2. **CHANGES TO THE AGENDA**
The Committee may identify and discuss any changes to the agenda.

3. **PUBLIC COMMENTS**
Time will be provided for members of the public to speak about items not on the agenda.

4. **ELECTION OF OFFICERS**
As per the draft Rules of Procedure, the Committee will consider electing a Chairperson and Vice-Chairperson at this first meeting following the annual appointment by the Board of Commissioners.

5. **COMMITTEE PROCESS**
Review and approve the Draft Rules of Procedure, dated February 2020

As requested by the Town of Barre, the Municipal Plan Review Committee will open a public hearing to receive public comments on the *Town of Barre, Vermont 2020 Town Plan* and confirmation of the local planning process.

7. **PUBLIC HEARING: ISSUANCE OF A DETERMINATION OF ENERGY COMPLIANCE**
As requested by the Town of Barre, the Municipal Plan Review Committee will open a second public hearing to receive public comments on the *Town of Barre, Vermont 2020 Town Plan*.

8. **RECOMMENDATIONS TO THE CVRPC BOARD OF COMMISSIONERS:***
a. **CONFIRMATION OF THE TOWN OF BARRE MUNICIPAL PLANNING PROCESS**
b. APPROVAL OF THE TOWN OF BARRE TOWN PLAN

c. ISSUANCE OF A DETERMINATION OF ENERGY COMPLIANCE

At the close of the public hearing, the Municipal Plan Review Committee will consider three recommendations to the Board of Commissioners: a) confirmation of the planning process under 24 VSA §4350(a); and b) approval of the Town of Barre, Vermont 2020 Town Plan per 24 V.S.A. § 4350(b), and issuance of a determination of energy compliance as per 24 V.S.A. §4352.

10 9. APPROVAL OF MINUTES

Draft minutes from the August 27, 2019 Municipal Plan Review Committee are included for consideration of approval.

10. ADJOURNMENT

If there is no additional business the Committee should consider a motion to adjourn.
TOWN-MUNICIPAL PLAN REVIEW COMMITTEE

RULES OF PROCEDURE

PURPOSE: The Town-Municipal Plan Review Committee (the Committee) serves in an advisory capacity to the CVRPC Board of Commissioners (the Board of Commissioners) for the review and approval of member municipalities plans as specified within 24 VSA Chapter 117 §4350(b) and §4352(b) and (c) of Vermont Statute. The primary purpose of the Committee is to:

1. Upon request by the municipality, review municipal plans for consistency with the state planning goals as included within §4302; compatibility with the regional plan; compatibility with approval plans of other municipalities; and contains all the required elements as included within §4382 (as per §4350(b)(1)).
2. Upon request by the municipality, review municipal plans for consistency with the municipal enhanced energy planning requirements (as per §4352(c)).
3. Solicit input from staff and municipalities as needed to gather information.
4. Provide guidance to municipalities regarding future municipal plan updates and ways to strengthen their planning efforts.
5. Provide a recommendation to the Commissioners regarding a municipality’s planning efforts and consistency with state statute.

ADVISORY ROLE: The Committee shall be advisory to the Board of Commissioners and shall provide a recommendation to the Commissioners regarding a municipality’s planning efforts and consistency with state statute. The Committee may 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 Committee may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board’s discretion.

MEMBERSHIP: The Committee shall consist of five (5) representatives of the Board of Commissioners who serve one year terms and are appointed annually/elected at the Board of Commissioners’ Annual Meeting. At least two (2) members shall be Commissioners, and no more than three (3) members shall be Alternate Commissioners.

OFFICERS/ELECTIONS: The Committee 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 Committee 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.
♦ Public Hearings for municipal plan review shall also be held in accordance with §4350(b)(1).
♦ Hearings and meeting will take place in a central location within the region.
♦ Draft policies and resolutions shall be forwarded to Committee members and interested/affected parties for comment before a recommendation by the Committee for final action/approval by the Board of Commissioners.
♦ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee members and interested parties, and made available to the public in accordance with open meeting and public records law described in 1 VSA.
♦ The Committee will report on committee discussions or activities to the Board of Commissioners on a regular basis.
♦ Committee members are encouraged to offer input on all matters before the Committee, and are encouraged to bring up items of local or regional concern for Committee consideration.

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

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

The Committee 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 MTPRC.
Recommended by the Town Municipal Plan Review Committee: 03/27/19 8/27/2020

Adopted by the Board of Commissioners: 04/09/19 9/8/2020

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Juliana Potter Laura Hill-Eubanks, Chair
CVRPC Board of Commissioners
MEMO

Date: August 24, 2020
To: Municipal Plan Review Committee
CC: Chris Violette, Planning and Zoning Administrator
From: Zachary Maia, Assistant Planner
Re: Barre Town Municipal Plan Review for Regional Approval and Confirmation of Planning Process

**ACTION REQUESTED:** At the meeting the Committee will hold a public hearing on the *Barre, Vermont 2020 Town Plan*. Following the hearing the Committee will be tasked with making **two** recommendations to the Board of Commissioners:

- a) confirmation of the planning process under 24 VSA §4350(a); and
- b) approval of the municipal plan per 24 V.S.A. § 4350(b);

For action on determination of energy compliance per 24 V.S.A. §4352, please see attached memo.

CVRPC Board of Commissioners meeting will take place on September 8, 2020.

**Meeting Location and Directions**

**Date** August 27, 2020  
**Time** 5:00pm  
**Location** Virtual Meeting via GoToMeeting

**Background**

**July 8, 2014**  
CVRPC Board regionally approves 2014 Barre Town Plan and confirms Town planning process.

**May 9, 2017**  
CVRPC Board regionally approves Barre Town Plan 2016 amendments and confirms Barre Town planning process; does not lengthen plan term.

**July 31, 2017**  
Barre Town completes draft enhanced energy plan in conjunction with CVRPC support.

**May 8, 2019**  
Barre Town Plan Expires

**March 25, 2020**  
Barre Town Planning Commission holds public hearing on the Town Plan and approves and sends Plan to CVRPC for comments and passes first draft to the Selectboard.

**March 25, 2020**  
CVRPC sends Barre Town comments on the draft plan to be incorporated at Planning Commission hearing. Includes energy map pdf files for formatting problems.
June 23, 2020  Selectboard holds second public hearing on the Barre, Vermont 2020 Town Plan and adopts the Plan.

July 7, 2020  Barre Town requests approval by CVRPC and submits final plan adopted by Selectboard.

August 11, 2020  CVRPC issues a public notice of the August 27 MPRC hearing.

Barre, Vermont 2020 Town Plan

To view the plan, please visit: https://centralvtplanning.org/wp-content/uploads/2020/08/20-08-23-Barre-Town-plan-2020-ADOPTED.pdf. If you would prefer hard copies of the Plan, please contact Nancy Chartrand or Zachary Maia at 229-0389.

The Town of Barre, Vermont 2020 Town Plan is an update to the previous 2014 Barre Town Municipal Plan. Much of the data has been updated to reflect current trends in the area, and new maps have been included, especially in response to Forest Integrity requirements and the Enhanced Energy Plan appendix.

Staff Review
CVRPC staff reviewed the Municipal Plan for following items:

a) **confirmation of the planning process under 24 VSA § 4350(a):**
   - ☑ 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
   - ☑ is maintaining its efforts to provide local funds for municipal and regional planning purposes.

   **Staff findings and recommendations:** Staff finds the Town of Barre to be engaged in a continuing planning process and is maintaining its efforts to provided funds for planning purposes.

b) **approval of the municipal plan per 24 V.S.A. § 4350(b):**
   - ☑ consistency with the State goals established in section §4302

   **Staff findings and recommendations:** Staff finds the plan to be consistent with the State Goals, and provides the following recommendations for the next update:
   - **State Goal 3: To broaden access to educational and vocational training opportunities sufficient to ensure the full realization of the abilities of all Vermonters.**
     - The Education section of the Barre Town Plan does a great job of listing the educational opportunities and enrollment numbers for the educational institutions in Town. It looks like enrollment has slightly decreased, but overall is still high at both the elementary and middle, and the high school.

     Staff would like to see further consideration of future uses for educational facilities and other needs for the facilities themselves. The section of the plan lacks a goals/policies section, and this may be useful to include in order to start planning for the future of these facilities.

   - **State Goal 11: To ensure the availability of safe and affordable housing for all Vermonters.**

     **(C) Sites for multi-family and manufactured housing should readily available in locations similar to those generally used for single-family conventional dwellings.**
• Staff recommends further discussion of multi-family and manufactured housing in future updates to the Barre Town municipal plan. Throughout the plan, reference is made to the demographics in Barre of those who are generally at or beyond State income levels and it may be prudent for Barre to take initiative in updating zoning to include this type of housing that may welcome people of all income levels into the community.

Barre Town’s current zoning bylaw permits Single Family Residential units in certain districts, while duplexes and multi-family units are conditional use in some districts, while not allowed in others (medium density and low density residential). It may interest the Town to consider the implications of revising the zoning bylaw in an attempt to allow for more types of housing across Town.

➤ State 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 workforce development.
  o The most recent update to the Barre Town plan includes a satisfactory discussion on child care provision in Town and takes a stance on not preventing it from being built. However, plan does not identify clear action items that the Town may implement to address the need that may be present.

Examples to address this need include: Maintaining a listing of providers in or near Barre Town on the municipal website, encouraging local businesses to offer assistance to childcare businesses, and developing partnerships with large employers to identify workforce childcare needs and develop strategies to meet those needs. More information on meeting the State’s Child Care goal may be found in this document published by the Windham Regional Commission.

☑ compatibly with its regional plan
  Staff findings: staff finds the plan to be compatible with the regional plan.

☑ compatibly with approved plans of other municipalities in the region
  Staff findings and recommendation: staff finds the plan to be compatible with approved plans of other municipalities.

☑ containing all the elements included in section § 4382
  Staff findings and recommendation: staff finds the plan to contain all of the required elements and provides the following recommendations for the next update:
    o (2) A land use plan, which shall consist of a map and statement of present and prospective land uses...
      o Staff have reviewed the land use chapter and understand that it has satisfied the plan element required by Statute, and recommends further synchrony between the land uses described in the chapter and Map 10 which shows future land use area. Some confusion is possible in the chapter as the discussion from future land use changes to zoning quite quickly.

  Staff would also note that as a member municipality of CVRPC, the Town is entitled to 12 hours of GIS mapping at no cost, and CVRPC staff would be happy
to assist in updating the future land use map to enhance readability in future updates.

References:

To view Title 24 Chapter 117: Municipal and Regional Planning and Development statutory requirements in their entirety please visit: https://legislature.vermont.gov/statutes/title/24

For a copy of the completed Municipal Plan Review Tool (checklist), completed 8/19/2020, please contact Nancy Chartrand (Chartrand@cvregion.com) or Zachary Maia (maia@cvregion.com).
CALL TO ORDER
The meeting was called to order by Chair B. Arrand at 5:04 pm. Introductions were made.

CHANGES TO THE AGENDA
L. Cattaneo proposed moving approval of minutes ahead of public hearing; seconded by J. Manchester. All in favor.

PUBLIC COMMENTS
None.

PUBLIC HEARING: APPROVAL OF THE TOWN OF WARREN MUNICIPAL PLAN AND CONFIRMATION OF THE LOCAL PLANNING PROCESS
L. Cattaneo moved to open the hearing; seconded by J. Manchester. Motion carried.

Z. Maia introduced the Warren Town Plan and explained the plan update is a concise and easy-to-read update to the previous plan, which was very data-intensive. He said this update makes good use of maps, and has a logical flow from vision to implementation. He noted that items like the community profile and the integration of the Natural Resources Inventory provided the reader with good context for the Municipality’s recent history.
J. Manchester questioned the housing chapter of the plan. 35% occupied by residents was interesting and asked about the impact of Airbnb on the community generally. R. Robbins and J. Sanford responded that Airbnb has been a major part of Warren’s recent history, and J. Sanford discussed anecdotal experience of rental market catering more towards temporary rentals (airbnbs) rather than affordable housing. R. Robbins emphasized the struggle of housing temporary employees at the resort. J. Manchester questioned if Town Plans were the avenue to address this. C. Rock affirmed that they may be. J. Manchester asked about current housing for employees. J. Sanford discussed Warren’s revisions to the zoning, which amends the definition of a “boarding house” and concentrates density in the village. He continued to note that while many condos are rented, most sit vacant for most of the year due to the relative inexpensive price to own.

J. Sanford continued to address statewide problems with housing, including the Accessory Dwelling Unit conflict with current use. R. Robbins added that she is a renter, and that it is hard to discuss the problem of housing with Airbnb. C. Rock asked if housing had been a large part of the plan update, and J. Sanford affirmed this. L. Cattaneo said that it may be outside of the scope of the Town Plan. He said that due to Airbnb not having a “standard” and the lack of meals and rooms tax, it is a State-level problem and requires a state-level solution.

J. Manchester asked if the Town had family child care present. J. Sanford responded that none currently exist in Warren, and many children go to Waitsfield. R. Robbins discussed that they previously had a few private child care providers, and figures may be under reported. J. Manchester asked if this had been a problem for attracting young families, and J. Sanford responded that the school is a draw for the young families. J. Manchester said it was a statewide issue. C. Rock agreed and noted that CVRPC will be working to provide municipalities with assistance in addressing this goal.

J. Sanford explained that Roxbury – Warren line with access road is a possible conflict. Road is closed in the winter due to Roxbury side being dirt road. R. Robbins and J. Sanford agreed that it may not be a terrible thing to close the road.

J. Sanford explained that Brandy Saxton assisted with the plan. She was able to change the language to be more concise and better integrate the figures, tables, and maps.

J. Manchester asked if Warren had considered a determination of energy compliance. R. Robbins explained that the Town had previously pursued planning, but had chosen not to adopt the plan. C. Rock explained that in past years, CVRPC had provided Warren with the data and maps, and possibly draft text. R. Robbins discussed the role of the energy committee and how the committee has experienced turnover. C. Rock discussed how CVRPC may be able to bring Warren back in to review the Plan for a Determination of Energy Compliance, and the benefits of receiving that designation.

R. Robbins discussed that they are already working on land use regulations. C. Rock explained that the plan will be considered for regional approval at the September 10th Board of Commissioner’s meeting.

RECOMMENDATIONS TO THE CVRPC BOARD OF COMMISSIONERS:

a. CONFIRMATION OF THE TOWN OF WARREN MUNICIPAL PLANNING PROCESS
b. APPROVAL OF THE TOWN OF WARREN MUNICIPAL PLAN

L. Cattaneo moved to recommend to the CVRPC Board confirmation of the local planning process;
seconded by J. Manchester. Motion carried.

J. Manchester moved to recommend to the CVRPC Board approval of the Warren Town Plan; seconded by L. Cattaneo. Motion carried.

L. Cattaneo moved to close the hearing; seconded by J. Manchester. Motion carried.

APPROVAL OF MINUTES

L. Cattaneo moved to approve the July 9, 2019 minutes; seconded by J. Manchester. Motion carried.

ADJOURNMENT

L. Cattaneo moved to adjourn at 5:40 pm; seconded by J. Manchester. Motion carried.