



Central Vermont Regional Planning Commission

MUNICIPAL PLAN REVIEW COMMITTEE

August 27, 2020 at 6:30pm

Remote Participation via GoToMeeting

Join via computer, tablet or smartphone: <https://global.gotomeeting.com/join/962037389>

Dial in via phone[1]: +1 (408) 650-3123; Access Code: 962-037-389

Download the app at least 5 minutes before the meeting starts:

<https://global.gotomeeting.com/install/962037389>

Page
Number

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.
- 3 5. **COMMITTEE PROCESS**
Review and approve the Draft Rules of Procedure, dated February 2020
- 6 6. **PUBLIC HEARING: APPROVAL OF THE BARRE TOWN PLAN AND CONFIRMATION OF THE LOCAL PLANNING PROCESS**
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 also 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 ~~MTPRC~~ 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

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

DRAFT



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 <i>Barre, Vermont 2020 Town Plan</i> 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 work force development.*
 - 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:

- (2) *A land use plan, which shall consist of a map and statement of present and prospective land uses...*
 - 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 the Central Vermont Regional Plan visit: <http://centralvtplanning.org/wp-content/uploads/2012/03/2016-Central-Vermont-Regional-Plan-ADOPTED-06.12.2018-Reduced.pdf>

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).

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Town Plan Review Committee
Draft Minutes

August 27, 2019 at 5:00pm
Central VT Chamber of Commerce Conference Room,
963 Paine Turnpike North, Berlin, Vermont.

Committee Members:

x	Bill Arrand, Worcester
x	Lee Cattaneo, Orange Commissioner
	Ron Krauth, Middlesex Commissioner
x	Joyce Manchester, Moretown Alternate Commissioner
	Jan Ohlsson, Calais Alternate Commissioner

Municipal Representative: Ruth Robbins, Warren Zoning/Planning Administrator, Jim Sanford, Warren
Planning Commission Member
Public: None Present
Staff: Zach Maia, Clare Rock

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.*

C. Rock suggested the Town Plan Review Committee hold elections for Chair and Vice Chair of the
Committee at their next scheduled meeting, and that the next plan before them will be Northfield's. B.
Arrand questioned the process of when Northfield's plan will come before committee, and if it will go to
a town vote first. C. Rock explained that Northfield's plan may be adopted by the Selectboard before
coming to the committee.

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.

1
2 J. Manchester questioned the housing chapter of the plan. 35% occupied by residents was interesting
3 and asked about the impact of Airbnb on the community generally. R. Robbins and J. Sanford responded
4 that Airbnb has been a major part of Warren's recent history, and J. Sanford discussed anecdotal
5 experience of rental market catering more towards temporary rentals (airbnbs) rather than affordable
6 housing. R. Robbins emphasized the struggle of housing temporary employees at the resort. J.
7 Manchester questioned if Town Plans were the avenue to address this. C. Rock affirmed that they may
8 be. J. Manchester asked about current housing for employees. J. Sanford discussed Warren's revisions to
9 the zoning, which amends the definition of a "boarding house" and concentrates density in the village.
10 He continued to note that while many condos are rented, most sit vacant for most of the year due to the
11 relative inexpensive price to own.

12
13 J. Sanford continued to address statewide problems with housing, including the Accessory Dwelling Unit
14 conflict with current use. R. Robbins added that she is a renter, and that it is hard to discuss the problem
15 of housing with Airbnb. C. Rock asked if housing had been a large part of the plan update, and J. Sanford
16 affirmed this. L. Cattaneo said that it may be outside of the scope of the Town Plan. He said that due to
17 Airbnbs not having a "standard" and the lack of meals and rooms tax, it is a State-level problem and
18 requires a state-level solution.

19
20 J. Manchester asked if the Town had family child care present. J. Sanford responded that none currently
21 exist in Warren, and many children go to Waitsfield. R. Robbins discussed that they previously had a few
22 private child care providers, and figures may be under reported. J. Manchester asked if this had been a
23 problem for attracting young families, and J. Sanford responded that the school is a draw for the young
24 families. J. Manchester said it was a statewide issue. C. Rock agreed and noted that CVRPC will be
25 working to provide municipalities with assistance in addressing this goal.

26
27 J. Sanford explained that Roxbury – Warren line with access road is a possible conflict. Road is closed in
28 the winter due to Roxbury side being dirt road. R. Robbins and J. Sanford agreed that it may not be a
29 terrible thing to close the road.

30
31 J. Sanford explained that Brandy Saxton assisted with the plan. She was able to change the language to
32 be more concise and better integrate the figures, tables, and maps.

33
34 J. Manchester asked if Warren had considered a determination of energy compliance. R. Robbins
35 explained that the Town had previously pursued planning, but had chosen not to adopt the plan. C. Rock
36 explained that in past years, CVRPC had provided Warren with the data and maps, and possibly draft
37 text. R. Robbins discussed the role of the energy committee and how the committee has experienced
38 turnover. C. Rock discussed how CVRPC may be able to bring Warren back in to review the Plan for a
39 Determination of Energy Compliance, and the benefits of receiving that designation.

40
41 R. Robbins discussed that they are already working on land use regulations. C. Rock explained that the
42 plan will be considered for regional approval at the September 10th Board of Commissioner's meeting.

43 **RECOMMENDATIONS TO THE CVRPC BOARD OF COMMISSIONERS:**

44 **a. CONFIRMATION OF THE TOWN OF WARREN MUNICIPAL PLANNING PROCESS**

45 **b. APPROVAL OF THE TOWN OF WARREN MUNICIPAL PLAN**

46
47
48 *L. Cattaneo moved to recommend to the CVRPC Board confirmation of the local planning process;*

1 *seconded by J. Manchester. Motion carried.*

2
3 *J. Manchester moved to recommend to the CVRPC Board approval of the Warren Town Plan; seconded*
4 *by L. Cattaneo. Motion carried.*

5
6 *L. Cattaneo moved to close the hearing; seconded by J. Manchester. Motion carried.*

7
8 **APPROVAL OF MINUTES**

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

11
12 **ADJOURNMENT**

13
14 *L. Cattaneo moved to adjourn at 5:40 pm; seconded by J. Manchester. Motion carried.*