



Central Vermont Regional Planning Commission

MUNICIPAL PLAN REVIEW COMMITTEE

November 2, 2020 at 7:00pm

Remote Participation via GoToMeeting

Join via computer, tablet or smartphone: <https://global.gotomeeting.com/join/998465085>

Dial in via phone +1 (571) 317-3122 Access Code: 998-465-085

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PAGE

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.
- 3** 4. **COMMITTEE PROCESS**
Review and approve the Draft Rules of Procedure, dated March 2020
- 6** 5. **PUBLIC HEARING: APPROVAL OF THE CITY OF BARRE, VERMONT 2020 CITY MUNICIPAL PLAN AND CONFIRMATION OF THE LOCAL PLANNING PROCESS**
As requested by the City of Barre, the Municipal Plan Review Committee will open a public hearing to receive public comments on the *City of Barre, Vermont 2020 City Municipal Plan* and confirmation of the local planning process.
6. **RECOMMENDATIONS TO THE CVRPC BOARD OF COMMISSIONERS:**
 - a. CONFIRMATION OF THE CITY OF BARRE MUNICIPAL PLANNING PROCESS**
 - b. APPROVAL OF THE CITY OF BARRE, VERMONT 2020 CITY MUNICIPAL PLAN**

At the close of the public hearing, the Municipal Plan Review Committee will consider two recommendations to the Board of Commissioners: a) confirmation of the City of Barre's planning process under 24 VSA §4350(a); b) approval of the *City of Barre, Vermont 2020 City Municipal Plan* per 24 V.S.A. § 4350(b);
- 10** 7. **APPROVAL OF MINUTES**
Draft minutes from the September 21, 2020 Municipal Plan Review Committee are included for consideration of approval.

8. **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 in 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. Review municipal plans for conformance to statutory requirements, in accordance with 24 V.S.A. Section 4350(b), and make recommendations for approval to the Board.
 2. Review municipal enhanced energy plans for determination of energy compliance, in accordance with 24 V.S.A. Section 4352(b).
 3. Review municipal planning processes, in accordance with 24 V.S.A. Section 4350(a), and make recommendations for confirmation to the Board.
 4. Review the compatibility of all municipal plans at least every eight years and in accordance with 24 V.S.A. Section 4345a(9) and report its findings to the Board.
 5. Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.
- ~~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) members who shall be elected at the Board's Annual Meeting. At least two (2) members shall be Commissioners and no more than (3) members shall be Alternate Commissioners.~~shall consist of five (5) representatives of the Board of Commissioners who serve one year terms and are appointed annually.~~

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 ~~TPRC~~ 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 TPRC Committee.

Recommended by the Town Municipal Plan Review Committee: 03/27/19

Adopted by the Board of Commissioners: 04/09/19

Juliana PotterLaura Hill-Eubanks, Chair
CVRPC Board of Commissioners



MEMO

Date: November 2, 2020
 To: Municipal Plan Review Committee
 CC: Janet Shatney, Barre City Director of Planning, Permitting, and Assessing
 From: Zachary Maia, Assistant Planner
 Re: Barre City Municipal Plan Review for Regional Approval and Confirmation of Planning Process

☒ **ACTION REQUESTED:** At the meeting the Committee will hold two public hearings on the *City of Barre, Vermont 2020 City Municipal 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);

CVRPC Board of Commissioners meeting will take place on November 13, 2020.

Meeting Location and Directions

Date November 2, 2020
 Time 7:00pm
 Location Virtual Meeting via GoToMeeting
 Join: <https://global.gotomeeting.com/join/998465085>
 Join by phone: +1 (571) 317-3122 Access Code: 998-465-085
 Download prior to meeting: <https://global.gotomeeting.com/install/998465085>

Background

June 17, 2014	The Barre City Council adopts the <i>Barre City: Our Plan for a Healthy Future</i>
January 1, 2018	The City of Barre receives a Municipal Planning Grant to develop a Corrective Action Plan as next step in Merchant Row Redevelopment Project.
February 7, 2018	Barre City receives consultation from Central Vermont Regional Planning Commission.
June 17, 2019	The <i>Barre City: Our Plan for a Healthy Future</i> plan expires.
April 27, 2020	CVRPC Staff provide initial review and comments to Janet Shatney ahead of public hearings on revised municipal plan.
July 23, 2020	Barre City Planning Commission holds public hearing on the <i>City of Barre, Vermont 2020 City Municipal Plan</i> and approves and sends Plan to City Council.
September 8, 2020	City Council holds first public hearing on the <i>City of Barre, Vermont 2020 City</i>

- September 15, 2020 *Municipal Plan*. Council received no comments or suggestions at this meeting. City Council holds second public hearing on the *City of Barre, Vermont 2020 City Municipal Plan*. No comments were made at the meeting, and the Council voted to adopt the municipal plan.
- September 22, 2020 City of Barre Director of Planning, Permitting and Assessing Janet Shatney requests regional approval and confirmation of the municipal planning process for the adopted *City of Barre, Vermont 2020 City Municipal Plan*.
- October 17, 2020 CVRPC warns a public hearing on the *City of Barre, Vermont 2020 City Municipal Plan*. for November 2, 2020 at 7:00pm via GoToMeeting.

City of Barre, Vermont 2020 City Municipal Plan.

To view the plan, please visit: <https://centralvtplanning.org/towns/barre-city/>. If you would prefer hard copies of the Plan, please contact Nancy Chartrand or Zachary Maia at 229-0389.

The *City of Barre, Vermont 2020 City Municipal Plan* is an update to the previous *Barre City: Our Plan for a Healthy Future* plan. The plan keeps much of the previous plan's format, with three major sections: (1) Introduction, (2) Strategic Plan, and (3) Community Profile. The 2014 Plan's themes still carry over to this updated version, and the plan now includes integration of forest integrity and flood resilience elements, as well as materials for an enhanced energy plan, despite the City not requesting a determination at this time.

CVRPC Staff is pleased to see many updates based on the 2018 Consultation report and recommendations from staff between the plan updates.

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 Barre City 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 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.*
 - Staff would like to recognize the effort put into this plan's economic sections, as well as the integration into land use and energy chapters. Barre City has been putting in a lot of effort to move the needle on local unemployment, as well as

workforce development. This suggestion does not devalue the work already completed by the City, but offers a potential new inclusion into the future.

The only recommendation Staff would make at this time in relation to Goal 2 (Economy) is to include mention of remote work opportunities and needs, especially as the COVID-19 pandemic shifts the need for office space and promotes a transition to work-from-home opportunities for some occupations. Integrating these changes brought forth during the COVID-19 pandemic may make the city more responsive to the future recovery as businesses begin to downsize their physical operations, and employees spend more time at home.

- *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.*
 - Barre City's plan is consistent with the above childcare goal and while not obligated to provide child care, has an opportunity in the efforts already occurring in the Downtown area to explore childcare opportunities. As the Plan links childcare to the local economy, this would be an opportunity to link implementation of the two as well.

In Barre City, examples to address this need include: 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 offers the following recommendation for future updates:

- *Required Element 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;*
 - The Municipal Plan meets the above required element by providing an overview of local energy resources in Barre City. Staff understands that the City of Barre is not interested in receiving a determination of energy compliance at this time. However, Staff would like to recognize the City's inclusion of regional energy

data and maps as an aid to current energy planning initiatives. The inclusion of this information will allow the City to track progress towards local and State energy goals.

In future updates, the City should integrate progress and campaigns undertaken by the active City Energy Committee in an effort to recognize their work and coordinate on progress made on achieving local goals.

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 10/27/2020, please contact Nancy Chartrand (Chartrand@cvregion.com) or Zachary Maia (maia@cvregion.com).

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Municipal Plan Review Committee
Draft Minutes

September 21, 2020 at 5:00pm
 Via GoToMeeting Software

Committee Members:

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

Municipal Representatives: Laura Hill Eubanks, Northfield Planning Commission Chair, Doug Day, Fayston Planning Commission Chair, Carol Chamberlain, Fayston Planning Commission

Public: None

Staff: Zach Maia, Clare Rock

CALL TO ORDER

R. Krauth called the meeting to order at 5:08pm. Everyone introduced themselves.

CHANGES TO THE AGENDA

No changes to agenda.

PUBLIC COMMENTS

No public comments.

PUBLIC HEARING: APPROVAL OF THE NORTHFIELD TOWN PLAN 2020-2028 AND CONFIRMATION OF THE LOCAL PLANNING PROCESS

J. Ohlsson moved to open the first public hearing, L. Cattaneo seconds. All in favor. Motion carries.

Z. Maia provided overview of the Northfield town plan and the update process. The Town of Northfield utilized a Municipal Planning Grant to fund the extensive plan update. Z. Maia provided an overview of the staff review and recommendations.

R. Krauth had a question regarding long range plans and COVID-19. The plans tend to focus on resiliency, and he would like to see COVID response included, if this is the place for it. J. Ohlsson notes that every town's response will be different. R. Krauth reiterates that he wants to see acknowledgement about situation, to which J. Ohlsson states the purview of the Municipal Plan Review Committee.

L. Hill-Eubanks discusses Z. Maia's suggestions and notes some town implementation actions that may be applicable.

J. Ohlsson moves to recommend to the Board of Commissioners approval of the Northfield Town Plan 2020-2028 and confirmation of the Town of Northfield's municipal planning process. L. Cattaneo

seconds. All in favor. Motion carries.

L. Cattaneo moves to close first public hearing, J. Ohlsson seconds. All in favor. Motion carries.

PUBLIC HEARING: ISSUANCE OF A DETERMINATION OF ENERGY COMPLIANCE FOR NORTHFIELD TOWN PLAN 2020-2028

J. Ohlsson moves to open the second public hearing, L. Cattaneo seconds.

Z. Maia provides overview of the energy section of the *Northfield Town Plan 2020-2028*, noting the unique approach to including data and maps by reference. Z. Maia provides an overview of the staff review and suggestions for future updates. L. Hill-Eubanks corrects one of the suggestions by mentioning the Town's desired use of the landfill for energy production and agrees with the second suggestion.

B. Arrand and J. Manchester join the meeting.

R. Krauth moves to recommend to the CVRPC Board of Commissioners an affirmative determination of energy compliance for the Northfield Town Plan 2020-2028, B. Arrand seconds. All in favor. Motion carries.

J. Ohlsson moves to close the second public hearing, L. Cattaneo seconds. All in favor. Motion carries.

PUBLIC HEARING: APPROVAL OF THE FAYSTON, VERMONT 2020 TOWN PLAN AND CONFIRMATION OF THE LOCAL PLANNING PROCESS

L. Cattaneo moves to the third public hearing, B. Arrand seconds.

Z. Maia provides overview of the Fayston plan update, focusing on the community survey integration and general data and narrative updates. Z. Maia provides the staff suggestions per G. Vinson's review of the plan.

L. Cattaneo asks the Town if Accessory Dwelling Units are allowed. D. Day and C. Chamberlain clarify that ADUs are allowed, as well as multifamily units and that the town is continually working on these items.

L. Cattaneo moves to recommend to the CVRPC Board of Commissioners approval of the Fayston, Vermont 2020 Town Plan dated July 27, 2020 and confirmation of the Town of Fayston's municipal planning process, second by B. Arrand. All in favor. Motion carries.

L. Cattaneo moves to close the third public hearing, J. Ohlsson seconds. All in favor. Motion carries.

R. Krauth noted that after Barre Town process, he is glad to see incorporation of maps by reference, and asks about incorporation of overlap maps into the municipal plan? Z. Maia responds with information on virtual mapping and web-map capabilities for future plan updates.

APPROVAL OF MINUTES

J. Ohlsson provides correction to the minutes from the September 8th meeting on last page, first paragraph at top, clarifying that she said that historical data is available on the dashboard.

L. Cattaneo moves to approve minutes from the September 8, 2020 meeting as modified, seconded by B. Arrand. All in favor. Motion carries.

ADJOURNMENT

J. Manchester asked for a brief update prior to adjourning regarding the CVRPC Board of Commissioners meeting where the Barre Town energy determination was voted upon. R. Krauth said that the discussion was not major or lengthy; it mirrored much of the discussion at the MPRC level. Members note that the affirmative energy determination was made by the Commission.

L. Cattaneo moves to adjourn, J. Ohlsson seconds. All in favor. Motion carries.

Meeting adjourned at 5:50pm.

DRAFT