



## MUNICIPAL PLAN REVIEW COMMITTEE

March 03, 2022 at 4:00-5:30 pm

**Remote Participation via Zoom:** Join via computer, tablet or

smartphone: <https://us02web.zoom.us/j/87032993616?pwd=aC9WSDNUdVNTTmtTQU9pdmYycHNSdz09> or

Dial in via phone: one tap mobile: +1 (301) 715-8592 (Washington DC) | +1(312) 626-6799 (Chicago)

Meeting ID: 870 3299 3616 Passcode: 557336

pg	AGENDA
	<b><u>CALL TO ORDER</u></b> The meeting will be called to order and may include introductions.
	<b><u>CHANGES TO THE AGENDA</u></b> The Committee may identify and discuss any changes to the agenda.
	<b><u>PUBLIC COMMENTS</u></b> Time will be provided for members of the public to speak about items not on the agenda.
	<b><u>PUBLIC HEARING: APPROVAL OF THE 2021 ROXBURY TOWN PLAN AND CONFIRMATION OF THE LOCAL PLANNING PROCESS</u></b> As requested by the Town of Roxbury the Municipal Plan Review Committee will open a public hearing to receive public comments on the <i>2021 Roxbury Town Plan</i> .
	<b><u>PUBLIC HEARING: APPROVAL OF THE 2021 AMENDMENT 2017 CABOT TOWN PLAN AND CONFIRMATION OF THE LOCAL PLANNING PROCESS</u></b> As requested by the Town of Cabot the Municipal Plan Review Committee will open a public hearing to receive public comments on the <i>2021 Amendment to the 2017 Cabot Town Plan</i> .
2-7	<b><u>RECOMMENDATIONS TO THE CVRPC BOARD OF COMMISSIONERS:</u></b> <b><u>a. APPROVAL OF THE 2021 ROXBURY TOWN PLAN</u></b> <b><u>b. CONFIRMATION OF THE TOWN OF ROXBURY MUNICIPAL PLANNING PROCESS</u></b> <b><u>c. APPROVAL OF THE 2021 AMENDMENT TO THE 2017 CABOT TOWN PLAN</u></b> <b><u>d. CONFIRMATION OF THE TOWN OF CABOT MUNICIPAL PLANNING PROCESS</u></b> At the close of the public hearing, the Municipal Plan Review Committee will consider four recommendations to the Board of Commissioners: a) approval of the <i>2021 Roxbury Town Plan</i> per 24 V.S.A. § 4350(b); b) confirmation of the Town of Roxbury's planning process under 24 VSA §4350(a); c) approval of the <i>2021 Amendment to the 2017 Cabot Town Plan</i> per 24 V.S.A. § 4350(b); and d) confirmation of the Town of Cabot's planning process under 24 VSA §4350(a)
8-9	<b><u>APPROVAL OF MINUTES</u></b> Draft minutes from the January 20, 2022 Municipal Plan Review Committee are included for consideration of approval.
	<b><u>ADJOURNMENT</u></b> If there is no additional business the Committee should consider a motion to adjourn.



## MEMO

Date: February 24, 2022  
 To: Municipal Plan Review Committee (MPRC)  
 From: Clare Rock, Senior Planner  
 Re: Roxbury Town Plan Hearing and Committee materials

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### 📦 ACTION REQUESTED:

#### 1. Public Hearing on the 2021 Roxbury Town Plan

At the meeting the Committee will hold a public hearing on the 2021 Roxbury Town Plan. Following the hearing the Committee will be tasked with making two recommendations to the Board of Commissioners:

- a. Approval of the municipal plan per 24 V.S.A. § 4350(b)
- b. Confirmation of the planning process under 24 VSA §4350(a)

The recommendation will be considered at the March 8, 2022 CVRPC Board meeting.

#### 1. Public Hearing on the 2021 Roxbury Town Plan

##### ➡ *Procedural Background*

Summer 2014	Roxbury Select Board adopts 2014 Town Plan.
September 9, 2014	CVRPC Board approved the Roxbury Town Plan and confirms the town's planning process.
October 14, 2021	Roxbury Planning Commission holds hearing to consider the 2021 Town Plan.
January 24, 2022	Roxbury Select Board holds a hearing and votes to approve 2021 Roxbury Town Plan.
January 28, 2022	Roxbury requests approval and confirmation by CVRPC.
February 16, 2022	CVRPC Hearing Notice published in the Times Argus and also posted in at least 3 locations.
March 3, 2022	CVRPC will hold Hearing and make recommendation.
March 8, 2022	CVRPC Board is scheduled to vote on approval and confirmation.

##### ➡ *Review Process*

Following the hearing the Committee will be tasked with making a recommendation for approval at the March CVRPC Board meeting.

To view the plan [as hosted on the municipal website] click [HERE](#).

The 2021 Roxbury Town Plan is an update to the previous 2014 Roxbury Town Plan. Much of the data has been updated to reflect current trends in the area, and new maps have been included. A copy of the Roxbury Town Plan Report is included which summarizes the 2021 Plan.

### ➤ **Staff Review**

Overall the plan remains similar to the original 2014 plan. The most significant changes contained within the 2021 Town Plan are: updated natural resources section and references to forest fragmentation; demographic data was updated, the economic development section was expanded, the housing data was updated. The plan recognizes the physical constraints of the village area and recognizes the need for undertaking a feasibility study for village water and wastewater system. The plan includes a new implementation program which outlines all the goals, objectives and actions listed in the plan and identifies a responsible party and a timeframe for implementation. It is well organized and easy to read.

In response to the statutory requirements:

CVRPC staff, reviewed the Municipal Plan amendment for following items:

- consistency with the State goals established in section §4302
  - Staff Finding: the plan demonstrates substantial progress toward attainment of the planning goals
- compatibly with its regional plan
  - Staff Finding: compatible with the Regional Plan.
- compatibly with approved plans of other municipalities in the region
  - Staff Finding: compatible
- containing all the elements included in section § 4382
  - Staff Finding: contains all the required elements.

To view the Central Vermont Regional Plan visit: [2016-CVRPC-Regional-Plan-amended-2020.pdf \(centralvtplanning.org\)](#) To view Title 24 Chapter 117: Municipal and Regional Planning and Development statutory requirements in their entirety check out: <https://legislature.vermont.gov/statutes/title/24>

Town of Roxbury  
Planning Commission Report  
Municipal Plan Update

The draft of the 2021 Roxbury Town Plan is consistent with the 14 state planning goals established in 24 V.S.A. paragraph 4302.

The Draft Town Plan is divided into the following chapters:

- I. **Purpose and Authority:** This first section gives an overview of the future needs for Roxbury and the need for its resiliency and states the purpose for having a plan in place. It also states that Act 24 VSA, Chapter 117 gives authority to adopt and implement this Town plan. This section also discusses the plan's format along with other relevant information.
- II. **Brief History of Roxbury:** Self Explanatory
- III. **Inventory Analysis**
  1. **Physical Features**
    - a. **Natural Resources:** Roxbury's topography, its ruggedness and steep terrain, has an impact on its future development. The town sits in a valley and is prone to high water and flooding. Healthy groundwater and surface water are important resources for the future growth of the town. Water resources, flood resilience, river corridor protection, fluvial erosion, ground water, wetlands, land resources, wildlife and habitat fragmentation and rare and endangered species and more are all discussed.
    - b. **Cultural Resources:** Agricultural resources are an important viable part of Roxbury's culture. Scenic resources and historic sites and structures are described and public outdoor recreation opportunities are delineated.
  2. **Demographics:** This section was updated with current data. 2020 Census data was not available as of this writing. Workforce and population data is addressed.
  3. **Economic Development:** Economic development supports the stability and the growth of the community. In this section, Roxbury's history of economic development and its challenges and limitations are discussed in light of the community's growth and viability while protecting its natural resources. natural resources.
  4. **Housing:** Housing data has been updated. Current housing in Roxbury is discussed as well as future housing trends and needs as our town expands.
  5. **Transportation:** The limits of current options and the possibility of future transportation options are discussed.
  6. **Community Utilities, Facilities & Services:** This section discusses the capacity of existing services and infrastructure and the improvements necessary to accommodate future growth.

7. **Energy:** This section was updated. Town Energy committee has been reorganized. Information about Emergence of Transportation and residential/commercial energy technologies that can be used to reduce emissions of fossil fuel use are discussed.
8. **Land Use:** For planning purposes, the Town of Roxbury is divided into three land use districts. Each district is described and guidelines for future development are emphasized.
9. **Regional Cooperation:** Roxbury's Town Plan is compatible with neighboring Towns' plans: Warren, Braintree, Granville/East Granville, Brookfield and Northfield.

**IV. Goals & Objectives Chart – Implementation Strategies**

**V. Maps**

Roxbury Planning Commission

Lucinda Sullivan-Chair  
Mike French-Vice Chair  
Elizabeth Carney-Secretary  
Dotti Guiffre



## MEMO

Date: February 24, 2022  
 To: Municipal Plan Review Committee (MPRC)  
 From: Clare Rock, Senior Planner  
 Re: Cabot Town Plan Amendment Hearing and Committee materials

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### ☒ ACTION REQUESTED:

#### 1. Public Hearing on the 2021 Amendment to the 2017 Cabot Town Plan

At the meeting the Committee will hold a public hearing on the 2021 Amendment to the 2017 Cabot Town Plan. Following the hearing the Committee will be tasked with making two recommendations to the Board of Commissioners:

- a. Approval of the municipal plan per 24 V.S.A. § 4350(b)
- b. Confirmation of the planning process under 24 VSA §4350(a)

The recommendation will be considered at the March 8, 2022 CVRPC Board meeting.

### 1. Public Hearing on the 2021 Amendment to the 2017 Cabot Town Plan

#### ➡ *Procedural Background*

August 15, 2017	Cabot Select Board adopts 2014 Town Plan.
October 10, 2017	CVRPC Board approved the Amendment to the Town Plan and confirms the town's planning process.
-----	Cabot Planning Commission holds hearing to consider the 2021 Amendment to the 2017 Town Plan.
-----	Cabot Select Board holds a hearing and votes to approve the 2021 Amendment to the 2017 Cabot Town Plan.
-----	Cabot requests approval and confirmation by CVRPC.
February 16, 2022	CVRPC Hearing Notice published in the Times Argus and also posted in at least 3 locations.
March 3, 2022	CVRPC will hold Hearing and make recommendation.
March 8, 2022	CVRPC Board is scheduled to vote on approval and confirmation.

#### ➡ *Review Process*

Following the hearing the Committee will be tasked with making a recommendation for approval at the March CVRPC Board meeting. The purpose of the amendment was to add the preexisting Village Center Designation map. To view the plan [as hosted on the municipal website] click [HERE](#). The proposed amendment adds a map of the existing Designated Village Center. This new map is Map 10 in Appendix A. The map shows the boundaries of the 2013 Village Center Designation. The map depicts an existing designation. The designation boundary is not proposed for change. Therefore, this amendment will not alter the designation of any land area.

Cabot has chosen to amend the 2017 plan rather than re-adopt the 2017 and as result retains the plan's expiration in 2025. [24 V.S.A. § 4385 \(d\)](#) states: *Plans may be reviewed from time to time and may be amended in the light of new developments and changed conditions affecting the municipality. An amendment to a plan does not affect or extend the plan's expiration date.*

### ➤ **Staff Review**

Overall the plan is the same as the 2017 Town Plan with the addition of the Village Center Boundaries map. For this reason staff is deferring to the previous review in which the plan was reviewed for the following items:

- ☑ consistency with the State goals established in section §4302
  - Staff Finding: the plan demonstrates substantial progress toward attainment of the planning goals
- ☑ compatibly with its regional plan
  - Staff Finding: compatible with the Regional Plan.
- ☑ compatibly with approved plans of other municipalities in the region
  - Staff Finding: compatible
- ☑ containing all the elements included in section § 4382
  - Staff Finding: contains all the required elements.

To view the Central Vermont Regional Plan visit: [2016-CVRPC-Regional-Plan-amended-2020.pdf \(centralvtplanning.org\)](#) To view Title 24 Chapter 117: Municipal and Regional Planning and Development statutory requirements in their entirety check out: <https://legislature.vermont.gov/statutes/title/24>

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Municipal Plan Review Committee**  
**Draft Minutes**

January 20, 2022 at 4:00pm  
 Via in person & Zoom Software

**Committee Members:**

X	Bill Arrand, Worcester
X	Peter Carbee, Washington
X	Ron Krauth, Middlesex Commissioner
X	Joyce Manchester, Moretown Alternate Commissioner
X	Jan Ohlsson, Calais Alternate Commissioner

Municipal Representatives: None

Other: none

Staff: Clare Rock, Blaine Hoskins

**CALL TO ORDER**

Everyone introduced themselves. B. Arrand called the meeting to order at 4:02pm.

**CHANGES TO THE AGENDA**

No changes to agenda.

**PUBLIC COMMENTS**

No public comments.

**ELECTION OF OFFICERS**

Election on Chair and Vice Chair for 2022. Current Chair is B. Arrand and current Vice Chair is J. Manchester.

*P Carbee moved to nominate the current Chair and Vice Chair to remain in their posts, seconded by R. Krauth. All in favor. Motion carried.*

**PUBLIC HEARING: APPROVAL OF THE 2020 AMENDMENT 2016 CALAIS TOWN PLAN AND CONFIRMATION OF THE LOCAL PLANNING PROCESS**

B. Arrand opened the hearing. He gave a brief summary of the changes that Calais wants to make to the town plan. J. Ohlsson, of Calais, gave a more in depth explanation of the additions to the plan and that Calais was making them in order to obtain Village Center Designation for North Calais. The Natural Resources section was updated with Act 171 specific language to address forest blocks and habitat connectors.

After this amendment, the Calais Town Plan will be fully updated and retain its with the original expiration date of 2023.

Clare Rock states that CVRPC has reviewed the plan changes, gave comments, and that staff approves of



the plans additions as the plan meets the requirements. She also wants clarification on how any future amendments to town plans will be dealt with by the MPRC, as this is the first amendment to be brought before them. The board can reconfirm and reapprove the amended plan, but the plan would still expire in 2023. The original approval of the plan will not change based on the ruling of the amendment. This will set precedent for future cases.

J. Manchester states that nothing from the original plan is being changed or undone, just added to. Future town plan amendments will be accepted on a case by case basis.

Public hearing closes at 4:19pm

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

- a. **CONFIRMATION OF THE TOWN OF CALAIS MUNICIPAL PLANNING PROCESS**  
*P. Carbee moved to confirm the Town of Calais municipal planning process and R. Krauth seconded. J. Ohlsson abstains from voting. All in favor. Motion carried.*
  
- b. **APPROVAL OF THE 2020 AMENDMENT TO THE 2016 CALAIS TOWN PLAN**  
*J. Manchester moved to approve the 2020 amendment to the 2016 Calais Town Plan. Peter seconds. J. Ohlsson abstained from voting. All in favor. Motion carried.*

#### **REVIEW DRAFT MUNICIPAL PLAN APPROVAL PROCEDURE**

Clare Rock provided an overview of how CVRPC would like to change the municipal plan approval procedure/guidance. The change would be for municipalities to have clearer guidelines and requirements for submitting request for plan approvals and confirmations to CVRPC. Past requests have been very informal. Consistent guidelines would help communities know what to expect from the process. Example: Energy compliance requests requires municipalities to fill out the checklist instead of CVRPC. Would like to have this stand for all plan requests.

J. Manchester asked who in the municipality would be responsible for doing this work and signing off on it. It was decided that the select boards would have the responsibility. Following the checklist at the plan creation stage would also help municipalities understand what was required in the plan throughout the whole process.

Regarding point A. in the packet (*A summary of the municipality's funding over the prior five years dedicated to municipal and regional planning purposes; (as per 24 VSA §4350 (a)(3))*) J. Ohlsson stated that many small towns do not have a planning budget. Clare Rock clarified that paying dues to CVRPC would qualify. Sharing how municipalities use funds for planning would be beneficial. Clarification on how CVRPC dues are used. J. Ohlsson suggested to keep point A on the checklist but have no limit on what the 5-year budget was.

Committee was supportive of this change in procedure but wording needs to be worked on. Staff shall update the guidance documents and share with the committee for review at the next meeting.

#### **ADJOURNMENT**

*B. Arrand made motion to adjourn and J. Ohlsson seconded. All in favor. Motion carries.*

*Meeting adjourned at 4:54pm.*