



## Regional Plan Committee

**March 7, 2023 at 4:00 pm**

To join Zoom meeting:

<https://us02web.zoom.us/j/87815276521?pwd=Mmw5U080SGpCTUFNVHZFSEhRQUlI0dz09&from=addon>

Meeting ID: 878 1527 6521, Passcode: 783374

One tap mobile 1(929)436-2866 or 1(301)715-8592

Physical meeting location: 29 Main Street, Suite 4, Montpelier (Facial coverings appreciated.)

Persons with disabilities who require assistance or alternate arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or [chartrand@cvregion.com](mailto:chartrand@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

### AGENDA

Page	Time	Item
	<b>4:00 pm<sup>2</sup></b>	<b>Adjustments to the Agenda</b>
		<b>Public Comment</b>
	<b>4:05 pm</b>	<b>Election of Officers</b> Elect a Chair and Vice-Chair as per Rules of Procedure.
<b>Pg.2</b>	<b>4:20 pm</b>	<b>Rules of Procedure</b> Recommend proposed changes to the committee Rules of Procedure.
<b>Pg.7</b>	<b>4:35 pm</b>	<b>New Regional Plan</b> Committee orientation to regional plan process: purpose and statutory authority and requirements; key components of the plan; draft Vision and Aspirations; structure and organization of the plan; stakeholder groups; general timeline.
	<b>5:30 pm</b>	<b>Adjourn</b>

**Next meeting: First Tuesdays at 4pm – April 4, May 2, June 6**

<sup>1</sup> Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

<sup>2</sup> All times are approximate unless otherwise advertised



## MEMO

Date: February 28, 2023

To: Regional Plan Committee

From: Clare Rock, Senior Planner

Re: Regional Plan Committee (RPC) Rules of Procedure (ROP)

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✉ **ACTION REQUESTED: The Committee will be tasked with recommending approval of the updated Regional Plan Committee (RPC) Rules of Procedure.**

### **Background**

The CVRPC Bylaws were recently updated and as a result CVRPC committee Rules of Procedure should be updated to ensure consistency between the various policy documents. Enclosed are the updated Rules of Procedure for committee review.

The committee may choose to amend some of the activities. Upon agreement of the changes the committee is tasked with making a motion to recommend approval by the CVRPC Board of Commissioners at their next monthly meeting.



## REGIONAL PLAN COMMITTEE

### *RULES OF PROCEDURE*

December 10, 2019 Date TBD

**PURPOSE:** To recommend updates to the Central Vermont Regional Plan and to oversee its implementation, support the Board by making recommendations to the Board regarding CVRPC's duties as specified within 24 V.S.A. §4345a(5), preparation of a regional plan and amendments, and implementation of the regional plan.

**Commented [NC1]:** Amended to conform Bylaws Section 403.D.2

### GENERAL ACTIVITIES:

- ◆ Oversee development and maintenance of the Regional Plan, pursuant to 24 V.S.A. §4347 and the requirements and allowances in 24 V.S.A. §4348(b) and make recommendations for approval to the Board.
- ◆ Provide advice and recommendations on plans, policies, programs, budgets, and issues related to Plan implementation.
- ◆ Oversee other tasks related to the Regional Plan as assigned by the Board or required or permitted in the Act.
- ◆ Foster public and member municipality engagement in regional planning in the region.
- ◆ Encourage intergovernmental cooperation on regionally important planning issues.
- ◆ Conduct an annual review of the Central Vermont Regional Plan and recommend updates in accordance with Title 24 Chapter 117 and the needs of the region for consideration by the Board of Commissioners.
- ◆ Develop and annually review a Five Year Work Program for the Commission that assists to translate Regional Plan priorities into an annual work program.
- ◆ Monitor the Commission's progress in implementing the Regional Plan and Five Year Work Program, report progress to the Board of Commissioners at least annually, and recommend Regional Plan or Work Program modifications as needed.
- ◆ Assist the Executive Committee and Board of Commissioners to review and comment on proposed policies, plans, and capital improvements of State Agencies in regards to CVRPC policy, Regional Plan conformance, funding, and project prioritization.
- ◆ Participate in special studies conducted by the Commission.
- ◆ Provide input and policy recommendations to the Board of Commissioners regarding pertinent land use issues and legislation as time and resources permit.

**Commented [NC2]:** These are the duties outlined in the Bylaws 403.D.

**Commented [NC3]:** Should these still be included in addition to the overall duties?

**ADVISORY ROLE:** The Regional Plan Committee shall be advisory to the Board of Commissioners. The

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Regional Plan Committee will offer advice, input, and opinions to the Agency of Commerce and Community Development and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Board of Commissioners. Regional Plan Committee advice, input, and opinions may be reviewed, confirmed or reversed by the Board of Commissioners at the Board's discretion. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

**MEMBERSHIP:** The Regional Plan Committee shall consist of five (5) ~~representatives of the Board members, two (2) of whom may be Alternate~~ Commissioners, who serve one year terms. ~~In the event any member of the Committee is unable to serve, a successor shall be elected using the same process as provided in the case of the original election.~~

**Commented [NC4]:** Amended to conform with Bylaws Section 403.D.1 and 504.B

**VOTING PROCEDURES:** All members are eligible to vote on committee business.

**Commented [NC5]:** Added to conform with Bylaws Section 403.A.3 using language of 403.A.7

**OFFICERS/ELECTIONS:** The Regional Plan Committee will elect a Chair and Vice-Chair annually at its first meeting of the fiscal year. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Regional Plan Committee, and representing the Regional Plan 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 term expiration, an interim election shall be held within two meetings or when regular elections are held, whichever is earlier.~~

**Commented [NC6]:** Addressed under membership

**ATTENDANCE AND QUORUMS:** A quorum of the Committee shall consist of a majority of members, currently three. Members are encouraged to attend all regular meetings and special meetings as they arise. Members with three consecutive unexplained absences will be contacted by the Chair to determine if they still wish to serve on the Regional Plan Committee. The Regional Plan Committee shall meet at least four (4) times per year, or as determined by the Chair to be necessary to carry out the stated purpose.

#### COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to Regional Plan Committee members and interested/affected parties for comment before action by the Regional Plan Committee, or final action/approval by the Board of Commissioners.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to Regional Plan Committee members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.
- ◆ Regional Plan 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:** Upon joining the Commission or its committees, individuals must review and sign the Commission's most recently adopted Code of Conduct and Conflict of Interest Policy to indicate that they have read, understood, and agree to comply with it. ~~In the event any Regional Plan 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 project being considered by the Regional Plan Committee, the member shall state on the record the nature of his or her interest. If the member feels this conflict interferes with his/her ability to be objective, the member shall not participate in any vote on any related motion. If the member is uncertain whether he/she should participate in the decision, the Regional Plan Committee shall determine by vote whether the member should participate.~~

**Commented [NC7]:** Updated to conform with language across all ROPs to conform with the Conflict of Interest and Code of Conduct Policy rather than a separate statement in each ROP

~~The Committee may also make a determination of conflict of interest and disallow voting by a member if the majority of voting Committee members in attendance at the meeting determine a conflict of interest exists.~~

#### **ADOPTION OF ORGANIZATIONAL PROCEDURES:**

**ADOPTION OF ORGANIZATIONAL PROCEDURES:** The Regional Plan Committee may, at any time, vote to recommend amendments of these procedures, upon 51% vote of the Committee membership (at least 3 votes in favor). Proposed amendments will then be forwarded to the Executive Committee and interested parties. The Executive Committee then will make a recommendation to the Board of Commissioners regarding adoption.

**Commented [NC8]:** Amended to match language in Bylaws Sections 403.A.1, 403.A.3 and standard ROP process

The Regional Plan Committee is a standing committee of the Commission, and is therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the Committee in addition to the Commission's bylaws. In the case of a conflict between these Rules and the Commission's Bylaws, the Bylaws shall take precedence. This document supersedes all other direction, policies, and procedures pertaining to the Regional Plan Committee.

~~The Regional Plan Committee may, at any time, vote to amend these procedures, upon 51% vote of the Regional Plan Committee membership (at least 3 votes in favor). Proposed amendments will be forwarded to Regional Plan Committee members and interested parties before consideration at a regular Regional Plan Committee meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.~~

~~The Regional Plan Committee is a special committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the Regional Plan Committee.~~

Recommended by the Regional Plan Committee:    /   /   10/24/19

Adopted by the Board of Commissioners:    /   /   12/10/2019

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Steve Lotspeich, Chair  
CVRPC Board of Commissioners



## MEMO

Date: February 28, 2023

To: Regional Plan Committee (RPC)

From: Clare Rock, Senior Planner

Re: New Regional Plan - committee orientation to regional plan process

☒ **ACTION REQUESTED:** The committee will be tasked with:

- a. Vision and Aspirations: Staff requests the committee endorse or support the changes so they can be used in the writing of the new plan.
- b. Structure and Organization of Plan: Staff requests the committee endorse or support the structure so it can be used in the writing of the new plan.
- c. Stakeholder Groups: Staff is seeking input from the committee on the identified stakeholders – is anyone missing?

To orientate committee members to the project this memo is a follow up to the memo included in the February 8, 2023 Board packet.

### **Purpose, statutory authority and requirements**

Vermont Regional Planning Commissions coordinate planning at the regional level through the adoption and implementation of a comprehensive regional development and conservation plan (along with related studies.) In general, regional plans assess the challenges and opportunities related to growth and development within the region and present solutions that transcend or cross municipal boundaries.

Current plan: The current Regional Plan can be viewed [here](#). The current plan is a re-adoption of the 2008 plan. A description of the amendments which have been made to this plan in recent years are included in the front of the plan.

Regional Plan assessment: In 2013, VAPDA paid a consultant to assess all Vermont regional plans. A copy of this assessment can be accessed [here](#). Much of the assessment likely applies to CVRPC's current plan. CVRPC staff aim to consider this assessment in development of the new plan.

Key statutory references: Staff is providing the following key statutory references for committee review. The following sections of statute lay out the duties of the RPC and the purpose of the regional plan and the required elements which must be included in the plan. The last link is to the state planning goals which the plan must be in alignment with.

[24 V.S.A. § 4345a Duties of regional planning commissions](#)

[24 V.S.A. § 4345. Optional powers and duties of regional planning commissions](#)

[24 V.S.A. § 4347. Purposes of regional plan](#)

[24 V.S.A. § 4348a. Elements of a regional plan](#)

[24 V.S.A. § 4302 Purpose; goals](#)

### **Key Components of the Plan**

The Plan will cover topics including energy, transportation, utilities and facilities, housing, economic development, natural resource conservation and historic preservation as specified in [24 V.S.A. § 4348a. Elements of a regional plan.](#)

The plan will culminate in:

- a future land use plan and MAP that is expected to identify present and prospective locations, intensities, and characters of various land uses (including but not limited to areas for land conservation, working lands, neighborhoods, and village centers and downtowns);
  - An explanation of a future land use plan and map is included in the [Vermont Planning Manual](#) (see chapter titled *Step 4: Map Out the Future* starting on page 63.)
  - Staff envisions the new regional future land use map to be a departure from the one currently included in the [Regional Plan](#). (scroll to page 273 of the pdf)
  - As part of CVRPC's contract with ACCD this year, RPC's have been tasked with developing a recommended methodology to improve consistency between and among the region's future land use plans and maps by June 30, 2023. It will be expected CVRPC uses the recommendations to develop the new future land use map. Staff will provide updates to the RPC when they become available.
- identification of areas of regional significance; and a definition of what the RPC will consider a project or development that will have a substantial regional impact (SRI) (and to the extent possible identify locations of proposed developments which will have a potential for regional impact);
  - As per [24 V.S.A. § 4345a Duties of regional planning commissions](#) see number (17) which states "As part of its regional plan, define a substantial regional impact, as the term may be used with respect to its region. This definition shall be given due consideration, where relevant, in State regulatory proceedings."
  - The current [Regional Plan](#) includes a definition on page 1-5. Staff would like to



further this define this term to aid in the review of Act 250 and Section 248 projects.

- Staff has reviewed SRI definitions from other RPC's plus a draft definition was created in 2017 and supported by the Project Review Committee, however it was never bought before the board for approval. Staff will share these with the committee in the upcoming months for review and discussion.
- As regional plan chapters are drafted and reviewed, please consider what types of projects and developments might be considered to have substantial regional impact. (Such as those which may impact a certain number of forest/agricultural acres, create a certain number of jobs or vehicle trips.

### **Vision and Aspirations**

The plan will be visionary and inspiring PLUS guiding and helpful for Central Vermont municipalities. It will include a Vision for the future and include a set of high-level aspirations. The aspirations will be used as planning principles which will guide subsequent policies and actions.

As referenced in the February 8, 2023 memo to the CVRPC Board a draft vision statement and overarching regional plan aspirations/goals exists from pre-pandemic work. The vision statement and aspirations were developed during the Plan Central Vermont work and were bought before the Board on March 10, 2020 for review and comment. Board members were presented with the statements and asked to vote on their top 3 priorities. Board members were also provided the opportunity to comment upon the statements.

Attached please find the *Comments and Feedback: Vision + Aspirations* document which includes the board votes, comments and suggested staff revisions (based upon the board comments.) Staff requests the Committee endorse or support the changes so they can be used in the writing of the new plan.

See attached titled: *Comments and Feedback: Vision + Aspirations*

### **Structure and Organization of Plan**

Staff proposes to organize the contents of the plan around the aspirations, and proposes the following draft 'table of contents.' Staff has cross referenced this draft table of contents and finds it can meet the statutory requirements. Staff requests the Committee endorse or support the structure so it can be used in the writing of the new plan.

Chapters	State requirements:
Introduction & Vision: Welcome to the Region	n/a
By the numbers: Data Profile	State Planning Goals: (d)
Culture of cooperative planning	State Planning Goals: (b)(1)(2)(4) Required Element: (8)
Prosperous, equitable, and adaptable economy	State Planning Goals:(c)(1)(B)(2)(3)(13) Required Element: (10)
Economically viable working landscape	State Planning Goals: (c)(9)(A)-(D) Required Element:
Ecologically functioning natural systems	State Planning Goals: (c) (5)(A)(B) (6)(A)(B)(C)(10) Required Element: (6) (A) (B)
Changing climate	State Planning Goals:(c)(14)(A)(B)(C )Required Element: (11)
Range of housing choices	State Planning Goals: (c)(11)(A)(B)(C )(D)Required Element: (9)
Reliable and affordable energy	State Planning Goals:(c)(7)(A)(B)Required Element: (3)
Rural character and unique historic settlements	State Planning Goals:(c)(5)(C) (D)Required Element:(6) (A)
Cost-effective infrastructure	State Planning Goals: (c)(12)(A)(B) Required Element:(5)
Healthy, active and connected population	State Planning Goals:(c)(8)(A)(B)
Integrated regional transportation system	State Planning Goals: (c)(4) Required Element: (4)
Land Use & Implementation Program	State Planning Goals: (b)(3)(c)(1)(A)(C)(D)(9) (e) (2) (A) – (F) Required Element:(1)(7)
Definitions	n/a

### **Stakeholder Groups**

For a plan to be useful and effective, input from stakeholders is a critical component. Staff has defined the following stakeholder groups which will need to be engaged in the process. Staff is seeking input from the committee on the identified stakeholders – is anyone missing?

<p><b>Plan Audience</b> Groups who are most impacted by the Plan and who will use the Plan</p>	<p><b>Primary Audience</b> Municipalities and Mad River Valley Planning District (MRVPD): to guide coordination between local and regional planning, and foster mutual cooperation and collaboration on local planning efforts Developers: to guide compatible development which conforms to the regional vision CVRPC (Board, Committees, + Staff): to provide direction on policy, implementation, workplan development and strategic planning</p> <hr/> <p><b>Secondary Audience</b> State Planning + Policy Offices State Permitting Officials, Boards + Commissions Non-profit organizations and advocacy organizations Economic Development Organizations Neighboring Regions</p>
<p><b>Key Partners</b> Regional groups and organizations which are instrumental to successful implementation of the Plan</p>	<p><b>Primary Partners</b> Municipalities CVRPC</p> <hr/> <p><b>Secondary Partners</b> Mad River Valley Planning District Regional organizations and advocacy organizations (such as: Downstreet Housing and Community Development, Capstone, School Supervisory Unions, Friends of the Winooski River...etc.) Economic Development Organizations (such as: CVEDC, BADC, CV Chamber of Commerce...etc.)</p>
<p><b>Content Experts</b> Regional and Statewide groups and organizations which may be asked to review sections of the plan for accuracy and technical input</p>	<p>VNRC Energy Action Network Friends of the Winooski River CVEDC Health Department District Office</p>

## Stakeholder Engagement

The following lays out the various levels of participation in the planning process which will be used during the plan development process. Adapted from *International Association for Public Participation*.

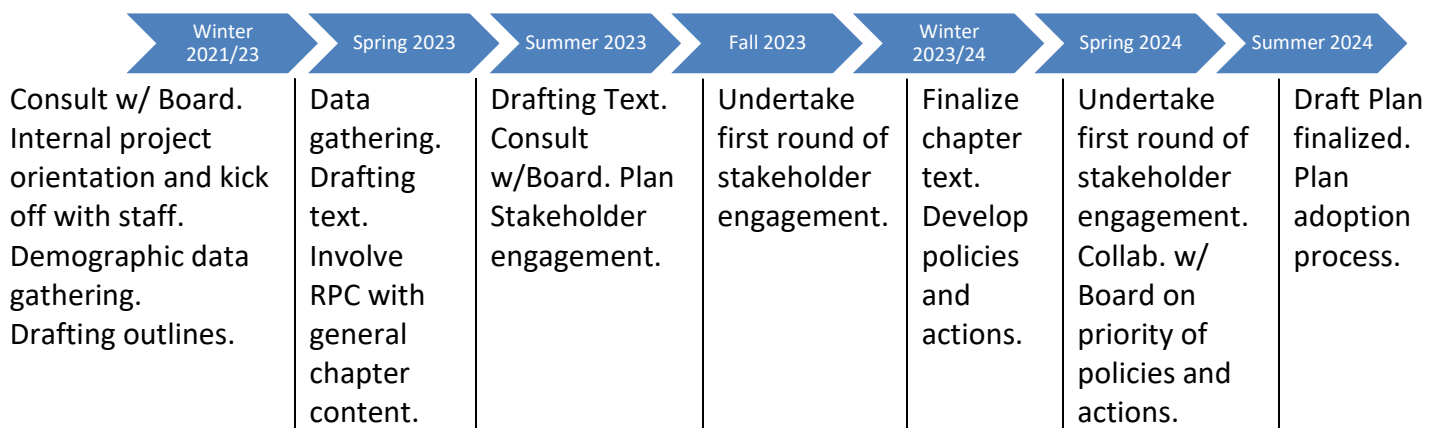
	Inform	Consult	Involve	Collaborate
Participation Goal	To provide balanced + objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the group throughout the process to ensure that concerns and aspirations are consistently understood and considered.	To partner with the group on each aspect of the decision including the development of alternatives and the identification of the preferred solution.
The Promise	You will be kept informed.	You will be kept informed; listened to; concerns and aspirations acknowledged; You will provide feedback on how decisions were implemented.	You will be kept informed; Your concerns and aspirations are directly reflected in the alternatives. You will provide feedback and input on how decisions were implemented.	You will provide advice and innovation in formulating solutions and your advice and recommendations will be incorporated into the decisions to the maximum extent possible; your decisions will be implemented.
Sample Techniques	Info Sheet / Website	Public Comment / Focus Groups / Surveys / Public Meetings	Workshops / Deliberative Polling / Summit	Advisory Committees / Consensus Building / Participatory decision making

The following table proposes the various levels of participation for the stakeholder groups.

Stakeholder Group	Level of Participation	Method
CVRPC Board of Commissioners	Involve	May include surveys, workshops, discussions at regular board meetings. Updates via Committee and Staff reports. <ul style="list-style-type: none"> <li>• Be provided with regular progress updates;</li> <li>• Be given the opportunity to review and comment upon drafts; and</li> <li>• Provide input on proposed policies and actions.</li> </ul>
Regional Plan Committee	Collaborate	Regular meetings. <ul style="list-style-type: none"> <li>• Review and comment of plan drafts and proposed goals;</li> <li>• Assist in the identification and development of policies and actions;</li> <li>• Respond to concerns and comments by interested/affected parties; and</li> <li>• Bring up items of local or regional concern for Committee consideration.</li> </ul>
TAC	Consult	Regular meetings <ul style="list-style-type: none"> <li>• Be given the opportunity to review and comment upon transportation drafts;</li> </ul>
PRC	Consult	Regular meetings <ul style="list-style-type: none"> <li>• Be given the opportunity to review and comment upon SRI;</li> </ul>
Municipal Officials, Boards, Committee's + Representatives plus Mad River Valley Planning District (MRVPD)	Inform / Consult	Website, weekly news blast, newsletters, RPC education + training opportunities, submission of annual town reports, and may include flyers at town meeting day (2024)

Secondary Partners	Consult	Methods may include surveys, focus groups/interviews
Secondary Audience	Inform	Website, weekly news blast, newsletters, press releases
Content Experts	Consult	Request feedback on draft plan chapters

### **Tentative Timeline**



## New Regional Plan

### Comments and Feedback: Vision + Aspirations

The following comments and feedback was generated at the March 10, 2020 CVRPC Board Meeting. For additional information about the meeting please see the Board Meeting Minutes.

Agree	Disagree	Unsure / indiff	<b>Vision</b>
12	0.25*	7	<p>Central Vermont is a place where people and commerce thrive and innovate, the health of the natural environment and residents' quality of life are valued, and local communities are equipped to plan for and respond to emerging trends and unexpected challenges.</p> <p><i>* one red dot was mostly obscured by a green dot placed on top of the red one, therefore it was counted as a partial</i></p> <p>Comments: The vision is not clear enough to give direction.</p>

# of votes	<b>Aspirations</b>
3	<p>Steward a strong <b>culture of cooperative planning</b> with residents working together to find solutions to sustaining the vitality of local communities and high quality of life enjoyed in our Region.</p> <p>Comments: High quality of life = living in the country</p>
11	<p>Foster a <b>prosperous, equitable, and adaptable economy</b> that will provide full employment in a broad range of occupations at a livable wage.</p> <p>Comments: Encourage, attract, develop, and retain a good workforce.</p> <p>Suggested staff revision: <i>Foster a prosperous, equitable, and adaptable economy that invests in the development of a skilled workforce.</i></p>
10	<p>Preserve an <b>economically viable working landscape</b> of farms and forests, with increased local food production and access to healthy food.</p> <p>Comments: "local food production" – for whom?</p>
13	<p>Protect <b>ecologically functioning natural systems</b> and sustainably manage natural resources including wildlife, habitat and water resources.</p> <p>Comments: How?</p>
7	<p>Minimize contribution to a <b>changing climate</b> and be prepared to mitigate impacts from increased natural hazards.</p>

	Comments: none
7	<p>Ensure a <b>range of housing choices</b> that are high quality, safe and attractive, provide affordable options available for all residents.</p> <p>Comments: "attractive" – to whom? "provide" – can't we provide our own. We know how.</p> <p>Suggested staff revision: <i>Ensure a range of safe and affordable housing choices are available for all residents.</i></p>
9	<p>Accommodate the availability of <b>reliable and affordable energy</b> supplies, increased energy efficiency, and diverse renewable energy resources and facilities.</p> <p>Comments: How? Where? Energy storage problems. Meet the challenge.</p> <p>Suggested staff revision: <i>Accommodate the <u>development</u> of <b>reliable and affordable energy</b> supplies, increased energy efficiency, and diverse renewable energy resources and facilities.</i></p>
9	<p>Preserve the <b>rural character and unique historic settlements</b> with thriving downtown and village centers serving as cultural and economic hubs.</p> <p>Comments: none</p>
8	<p>Guide construction and maintenance of <b>cost-effective infrastructure</b> that supports desired growth patterns, public health and environmental sustainability.</p> <p>Comments: "desired" – by whom?</p> <p>Suggested staff revision: <i>Guide construction and maintenance of <b>cost-effective infrastructure</b> that supports public health and environmental sustainability.</i></p>
7	<p>Stimulate a <b>healthy, active and connected population</b> in communities that work for all residents.</p> <p>Comments: More focus on "healthy" population (use to address substance abuse)</p>
6	<p>Provide an <b>integrated, regional transportation system</b> that encourages various modes of travel.</p> <p>Comments: "transportation system" – just one for the region (?)</p>



Other overall comment: too many adjectives. Board member suggested striking all adjectives from the Aspirations.

DRAFT