



**Regional Plan Committee
May 2, 2023 at 4:00 - 5:30 pm**

To join Zoom meeting:

<https://us02web.zoom.us/j/87815276521?pwd=Mmw5U080SGpCTUFNVHZFSEERQUlI0dz09>

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 at least 3 business days prior to the meeting for which services are requested.

AGENDA

4:00 pm² Adjustments to the Agenda

Public Comment

4:05 pm New Regional Plan

Committee orientation to regional plan process: structure and organization of the plan; stakeholder groups and engagement.

5:00 pm Adjourn

Next meeting: First Tuesdays at 4pm – June 6

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

² All times are approximate unless otherwise advertised



MEMO

Date: April 25, 2023
To: Regional Plan Committee
From: Clare Rock, Senior Planner
Re: May 2, 2023 meeting materials

☒ ACTION REQUESTED: Please see the attached materials for review and discussion. Staff do not anticipate a quorum of voting members. No formal action is necessary.

In the packet you'll find:

- Content and Format: the document includes the draft Table of Contents and a general chapter outline. The outline will be applied to each chapter, ensuring consistency as various staff members will be working on the content.
- Role of the RPC: the enclosed table summarizes the statutory duties of the RPC. This provides the parameters in which the RPC works and provides the context for defining stakeholders in the regional planning process.
- Stakeholder Engagement: the document includes a description of who and how various stakeholders will be engaged in the process

Both are draft working documents and are presented to the committee for review and comment. In the upcoming months the committee will receive more specific chapter outlines so the committee can gain a better understanding of the content of each chapter and provide input on what additional content might be missing or should be considered. In the upcoming months the committee will also help define a more-specific schedule and methods for stakeholder engagement, which we anticipate undertaking this fall.

June Meeting: Election of Officers, Rules of Procedure, Approval of April and May minutes.

New Regional Plan Plan Content + Format

General Table of Contents

Chapters

- Introduction & Vision
- Data Profile: By the numbers
- Cooperative Planning
- Economy
- Working Landscapes
- Natural systems
- Climate
- Housing
- Energy
- Rural character and Historic Settlements
- Infrastructure
- Healthy population
- Transportation
- Land Use & Implementation Program
- Definitions

Format of chapters/outlines:

Title

Insert overarching Goal:

- I. A summary of why the topic is important to the region
 - a. a very short summary of the benefits or value of the topic – 1 or 2 paragraphs. Factual and objective.
- II. An explanation of the parts of the system and where is the system located
 - a. A summary, not an exhaustive inventory of every item, and where possible quantity regional amounts (such as acres, miles, \$ values, # of people)
 - b. Identification of location(s) of regionally significant/important¹ parts of the system

¹ Regional Significance or Importance:

Classified as significant or rare by federal or state sources

Have been explicitly defined as significant in a municipal plan

Has impacts (good or bad) which would have an effect on a resource which exists on a scale greater than one municipality

Other?

- III. An explanation of situations or places where problems arise
 - a. Explain situations or events which create problems
- IV. Identification of who or what might be most affected by the problems
 - a. Quantify impacts of the problems
 - b. Identify geographic locations or places
- V. Recognition of who is responsible for the system and who is tasked with responsibility (at State, Regional, local level)
 - a. Identification of who has jurisdiction or authority over the system, or who assumes or take responsibility; what tools are available to help manage the system (if any); what gaps exists
- VI. Discussion of how CVRPC and municipal planners might address the problems
 - a. Identification of what types of structural changes (instead of band aids) might need to happen to effectively respond to the problem; remedy the problem or lessen the impact of those people or areas affected by the problem?

New Regional Plan Role of the RPC

Under 24 VSA §4345a and §4345 RPCs are enabled to provide the following duties:			
Engage in Cross Region Cooperation	Aid in State-level Permit Process	Undertake Regional Planning Studies and Programs	Provide technical assistance and facilitation for and between member municipalities
Cooperate with the planning, legislative, or executive authorities of neighboring states, regions, counties, or municipalities to promote coordination of planning for, conservation, and development of the region and adjoining or neighboring territory.	Appear before District Environmental Commissions (Act 250) to aid them in making a determination as to the conformance of developments and subdivisions. Appear before the Public Utility Commission (Section 248) to aid in making determinations under that statute when requested by the Commission.	Prepare a regional plan and amendments that are consistent with the State planning goals; include all the required elements and including those required to necessary for obtaining an option determination of energy compliance; and compatible with approved municipal and adjoining regional plans. 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. Develop strategies specifically designed to assist municipalities in defining and managing growth and development that have cumulative impacts.	Promote the mutual cooperation of its municipalities and assist and advise municipalities, compacts, and authorities within the region to facilitate economic development programs. And advise municipal governing bodies with respect to public financing.
		Act as a clean water service provider for the identification, prioritization, development, construction, inspection, verification, operation, and maintenance of clean water projects in the basin assigned to the regional planning commission.	Develop strategies specifically designed to assist municipalities in defining and managing growth and development that have cumulative impacts.
		Carry out, with the cooperation of municipalities within the region, economic development programs for the appropriate development, improvement, protection, and preservation of the region's physical and human resources. Assist existing business and industry, encourage the development and growth of small business, and to attract industry and commerce.	Provide technical and legal assistance to municipalities in the preparation and maintenance of plans, capacity studies, and bylaws and in related implementation activities.

		Undertake specialized studies and make recommendations on topics presented in the regional plan.	Negotiate differences when a conflict that has arisen between adopted or proposed plans of two or more regions or two or more municipalities.
		Gather economic and demographic information concerning the area served.	Confirm municipal planning efforts and review the compatibility of municipal plans.
		Prepare implementation guidelines that will assist the regional commission in developing a planning process.	Prepare implementation guidelines that will assist municipalities in developing a planning process.
		Review proposed State capital expenditures for compatibility with regional plans.	Assist municipalities to review proposed State capital expenditures for compatibility with municipal plans.

New Regional Plan Stakeholder Engagement

Stakeholder Groups: For a plan to be useful and effective, input from stakeholders is a critical component.

Group	Description
Municipal	RPCs provide technical assistance and facilitation for, and between, member municipalities. The majority of municipalities heavily rely on volunteer boards and committees to undertake their duties. Municipal Plans are expected to be in conformance with the Regional Plan. Targeted Stakeholders: Municipal officials, specifically Select Boards/City Councils and Planning Commissions.
	Legislature enables intermunicipal cooperation and the creation of Union Municipal Districts (as 24 VSA, Chapter 121). CVRPC has aided in the formation of a few of these entities by providing technical and administrative support. CUDs can be integral to effective implementation of municipal and regional plans. CUDs include: Wrightsville Beach Recreation District (WBRD); Mad River Valley Planning District (MRVPD); Central Vermont Solid Waste Management District (CVSWMD); Communication Union Districts -CVFiber; Consolidated Water and Sewer Districts: (need to insert list); Winooski Natural Resource Conservation Districts (WNRCD); Mad River Resource District Management Alliance (MRRMA). Targeted Stakeholders: Municipal Union District (CUDs) Representatives.
Regional	Adjoining RPCs: Regional Plans are expected to be compatible with Plans of neighboring regions. VADPA: the statewide association for the State of Vermont's 11 regional planning commissions. Targeted Stakeholders: Staff at neighboring RPCs.
	Regional Partners: Organizations serving multiple municipalities in our region which work within the fields of housing, economic development, transportations and other region plan topic areas can be integral to informing regional goals and effective implementation of regional plans. They include: <u>Economic Groups:</u> Central Vermont Economic Development Corporation (CVEDC); Barre Area Development Corporation (BADC); Central Vermont Chamber of Commerce (CVCoc) <u>Health and Human Services:</u> THRIVE (a multi-agency coalition made up of health providers, social service agencies, government, civic and religious entities, and numerous other community partners, dedicated to improving health for the residents of Washington and Northern Orange Counties. Includes: CVMC, Downstreet Housing, Capstone, United Way); CV Refugee Action Network; CV Supervisory Union <u>Housing:</u> Downstreet Housing, Central Vermont Habitat for Humanity <u>Environment and the Outdoors:</u> Friend of the Winooski River, Friend of the Mad River, Mad River Recreation District, Cross Vermont Trail <u>Transportation:</u> Green Mountain Transit Others? Targeted Stakeholders: Boards or staff of regional organizations
State	State Agencies: Some state agencies adopt plans that affect local and regional planning especially by defining priorities for state funding. These are often developed in response to federal agency requirements. These include: State Hazard Mitigation Plan, HUD Consolidated Plan, Tactical Basin Plans, State Comprehensive Energy Plan. These plans are expected to be in conformance with Regional Plans. Targeted Stakeholders: Staff
	State Permitting: Act 250, Section 248. Proposed developments seeking State permits are expected to be in conformance with the Regional Plan.

Stakeholder Engagement: The following table 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

Stakeholder Engagement: The following table lays out the various stakeholders their levels of participation.

Level of Participation	Inform	Consult	Involve	Collaborate
Stakeholder Group	<p>State Agencies and State Permitting:</p> <ul style="list-style-type: none"> Methods: Website, weekly news blast, newsletters, press releases 	<p>Municipal Officials:</p> <ul style="list-style-type: none"> Be provided with regular progress updates; Provide input on proposed policies and actions. Method: updates via website, weekly news blast surveys and presentations <p>Regional Partners: Provide input on proposed policies and actions.</p> <ul style="list-style-type: none"> Method: updates via website, weekly news blast surveys and presentations 	<p>CVRPC Board of Commissioners:</p> <ul style="list-style-type: none"> Be provided with regular progress updates; via; Be given the opportunity to review and comment upon drafts as they become available; and Provide input on proposed policies and actions. Method: Committee and Staff reports. RPC Chair maybe asked to provide verbal reports at regular Board meetings; surveys and presentations 	<p>Regional Plan Committee (PRC):</p> <ul style="list-style-type: none"> Review and comment of plan drafts and proposed goals; Assist in the identification and development of policies and actions; Respond to concerns and comments by interested/affected parties; and Bring up items of local or regional concern for Committee consideration. Method: regular meetings <p>TAC: Be given the opportunity to review and comment upon transportation drafts; Assist in the identification and development of transportation policies and actions;</p> <p>PRC: Be given the opportunity to review and comment upon SRI-related aspects.</p> <p>MPRC: Be given the opportunity to review and comment upon aspects of municipal plan compatibility.</p>

