



Regional Plan Committee

June 6, 2023 at 4:00 - 5:00 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

Review draft Communication and Engagement Plan

Presentation of preliminary data profile

5:00 pm Next Meeting Date: July 5 or July 11?

Agenda items to Include: Election of Officers, Rules of Procedure, Approval of April, May, June meeting minutes

Adjourn

Next meeting:

First Tuesdays at 4pm (except in July)

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: June 1, 2023
To: Regional Plan Committee
From: Clare Rock, Senior Planner
Re: June 6, 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.

- Review draft Communication and Engagement Plan: In the packet you'll find the *Draft Communication and Engagement Plan*. This is to be used by staff and Committee members as the process gets underway. As Regional Plan Committee members you may be asked by your municipality or by other RPC Commissioners about the project, this plan is to aid in communication about the regional plan development process. It is a draft working document and is presented to the Committee for review and comment.
- Presentation of preliminary data profile: staff will present an initial set of demographic data to help provide updated regional context and the basis for subsequent topic discussions.

~~June~~ July Meeting:

- As new Committee members will not be officially appointed to the Committee until July 1, 2023 the following items will be on the July agenda: Election of Officers, Rules of Procedure, Approval of April and May minutes.
- As the regular July Meeting falls on July 4th Holiday staff is proposing to re-schedule to either July 5 or July 11.



Communication & Engagement Plan

The purpose of this document is to outline methods and techniques to be used by the staff of CVRPC to share information and gather input on the development of the regional plan.

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Regional Plan Talking Points and Key Message

Sharing information about the project and soliciting input is an integral part of developing the regional plan. Use the opportunity to raise awareness about the work of the Regional Planning Commission and the importance of the regional plan.

Why regional planning?

Planning for economic development, housing needs, infrastructure, and environmental health are fundamental responsibilities of Vermont municipalities and regions. Planning at a regional level is effective in addressing planning issues that cross municipal boundaries such as transportation and natural resource protections.

What is a regional plan?

A long-range land use and development plan (otherwise known as a regional plan) considers the future of a broad geographic area as a whole. It helps provide guidance for State investments and aids local communities in municipal planning efforts. By providing regional perspective the regional plan can be used as a resource in assuring local decisions will not have the unintended effect of negatively impacting the planning efforts of neighboring towns.

The regional plan documents and assesses the present conditions of the regional economy; housing stock; infrastructure needs; and natural resource use. Much like municipal plans, the regional plan identifies a long-term future vision for the region and lays out the goals and strategies toward achieving that vision.

As defined by Vermont State Statute:

A regional plan shall be made with the general purpose of guiding and accomplishing a coordinated, efficient, and economic development of the region which will, in accordance with the present and future needs and resources, best promote the health, safety, order, convenience, prosperity, and welfare of the inhabitants as well as efficiency and economy in the process of development. (24 V.S.A. § 4347)

A regional plan works toward attainment of the Vermont State Planning Goals as per 24 V.S.A. §4302 and is required to include all the required elements as specified in 24 V.S.A. § 4348a.

Who is CVRPC?

The Central Vermont Regional Planning Commission (CVRPC) was created in 1967 under Vermont Statute Title 24, Chapter 117, to provide planning assistance to municipalities within the region and create a forum for addressing those issues which transcend municipal boundaries.

CVRPC's mission is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues. To fulfil its mission and its statutory duties CVRPC provides the following services to the region and its municipalities:

- Municipal Planning Technical Assistance
- GIS and Mapping
- Regional Planning
- Transportation Planning
- Intergovernmental Planning and Coordination

The RPC's duties are defined within 24 V.S.A. § 4345 and §4345a.

CVRPC is not a part of state government, but is a creature of State statute and bound by that statute. The RPC is supported by an annual appropriate from member towns, a share of the state property transfer tax, and by private, state and federal grants.

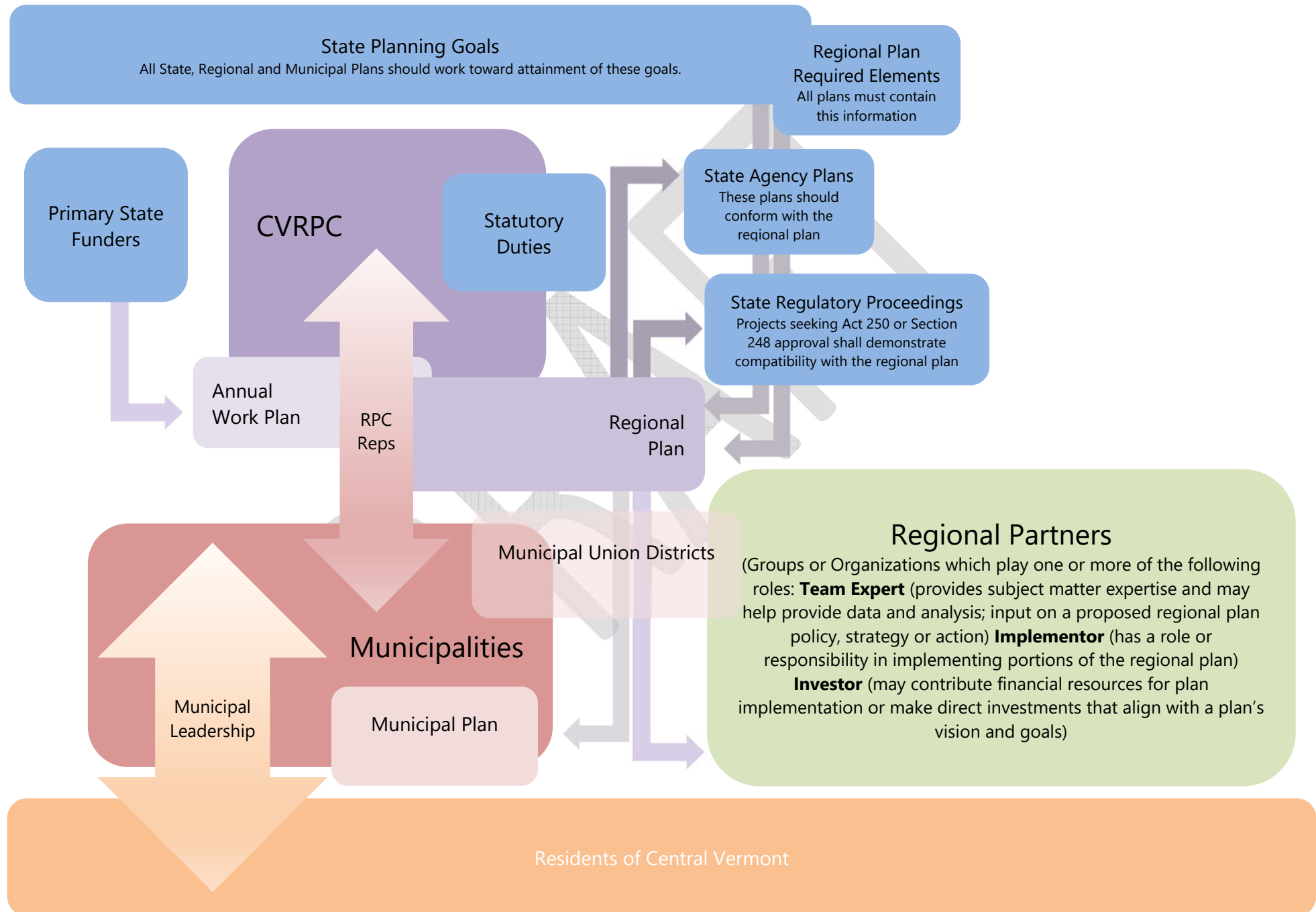
How is the regional plan used?

The regional plan is intended to be used as:

- ☐ **A long-term guide:** to measure and evaluate public and private investments that affect the future physical, social, and economic health of the region.
- ☐ **A unified regional vision:** to provide regional context for local planning initiatives and help ensure local efforts are compatible with, and complimentary to efforts of neighboring municipalities.
- ☐ **A tool for coordination:** to ensure State and multi-region initiatives are compatible with the regional vision, such as the in the development of State agency plans and other regional planning programs.
- ☐ **An aid in State regulatory proceedings:** to ensure regionally significant, large-scale projects which require Act 250 or Section 248 approval are compatible with the regional vision.
- ☐ **A source for prioritizing strategic planning studies:** a platform to recommend further studies or analysis to meet specific needs like creating more housing or managing stormwater.
- ☐ **A stand-in for a municipal plan:** a municipality may choose to adopt the regional plan or a portion of it as its plan, in the event that a municipality may not or can not develop its own plan.
- ☐ **Other?**

<Reserved space of additional information>

Visual Guide: How is the regional plan used?



Stakeholder Groups

Central Vermont municipalities are primary stakeholders in the development and implementation of the Regional Plan along with Municipal Union Districts and Regional Partners. Please see [Stakeholder Contacts](#) for contact information and staff assignments.

Regional Plan Topic Area	Stakeholder Group
All topics	Municipal Leadership (Select Boards / City Councils, Planning Commissions and CVRPC Rep); Mad River Valley Planning District (MRVPD)
Climate	Friends of the Mad River (FMR)
Economy and Economic Development	CV Economic Development Corp. (CVEDC); CV Chamber of Commerce; Barre Area Development Corp (BADC); VT Works for Women
Energy Production	Municipal Energy Coordinator/Committee Working Group
Healthy Population	THRIVE*, CV Refugee Action Network, CV Council on Aging, VT Legal Aid, VT Council on Independent Living (VCIL), Barre Justice Center and Montpelier Restorative Reentry Program, Nulhegan Band of the Coosuk Abenaki Nation, Koasek Abenaki is an autonomous band of Abenaki families of what is now called the Western Abenaki Tribes
Historic Sites and Structures	Preservation Trust
Housing	Downstreet Housing; Habitat for Humanity; Feacteau Homes; Huntington Homes; VT Housing Finance Agency (VHFA); Department of Housing & Community Development (DHCD).
Infrastructure (Public Safety, Cemeteries, Educational Facilities, Childcare, Recreation, Water/Wastewater, Telecom., Solid Waste, Power/Energy Transmission)	Regional Emergency Management Committee (REMA), Capital Fire Mutual Aid (CFMA), CV Medical Center, School Supervisory Union Districts, Let's Grow Kids, Wrightsville Beach Recreation District, Mad River Valley Recreation District, Ed Farr Utility District (Waterbury), Marshfield Village utility district, CVFiber, CV Solid Waste Management District (and other Alliances), Northfield Electric, Washington Electric Coop (WEC), Green Mountain Power (GMP)
Natural Systems	Winooski Natural Resource Conservation District (WNRCD); Friends of the Winooski River (FWR); Friends for the Mad River (FMR)
Transportation	Green Mountain Transit Authority (GMTA), Gopher/Capstone, Free Wheelin', CVRPC Mobility Committee, Cross VT Trail

Working Landscapes**County Foresters**

*THRIVE: partnership of CV Home Health & Hospice; Family Center of Washington Co., Washington Co. Mental Health, VT Foodbank, CV Medical Center, Capstone, Downstreet Housing, Recovery VT, United Way, VT Dept. of Health, VTV Dept of Human Services

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Types of Stakeholder Engagement

The following chart outlines the different levels of engagement CVRPC will utilize with various groups in developing the regional plan.

	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; concerns and aspirations are directly reflected in the alternatives. You will provide feedback 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.
Methods	CVRPC Website, Meeting Notices (agendas and minutes), CVRPC Newsletter/Friday News Blast; CVRPC Distributions Lists to municipal officials	Telephone Interviews, Surveys, Public Meetings and Presentations	Workshops and Surveys	Advisory Committees
CVRPC Stakeholder Group	State Departments Municipal Officials	Regional partners Municipal Leadership (Select Boards and Planning Commissions)	CVRPC Board of Commissioners	CVRPC Regional Plan Committee (RPC) – lead - <i>Other CVRPC Committees – see description on next page</i>

Communication Methods

The below table identifies communication methods that

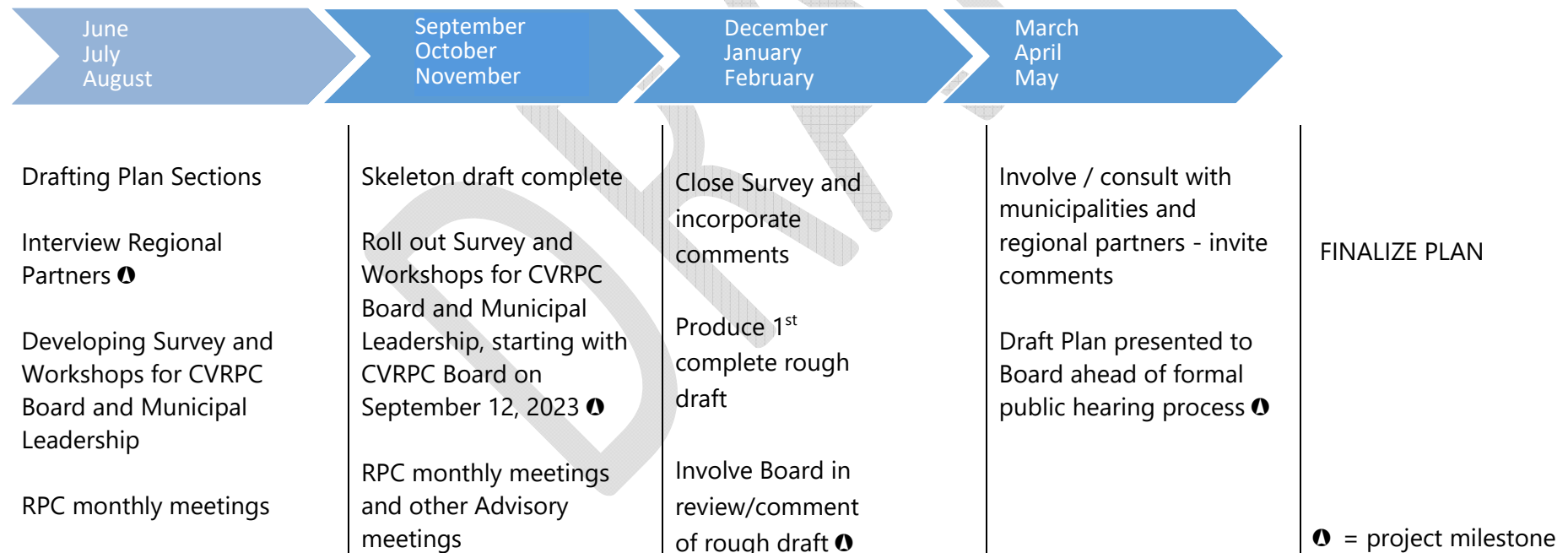
Method	Description	Timeframe	Responsible Party
CVRPC Website	<need to create a page on the website for this update project>		
CVRPC Distributions Lists to municipal officials	Distribution List include emails lists for.... Insert the various ones/who they include		
Meeting Notices (agendas and minutes)	All CVRPC Boards and Committees post agendas and minutes as per Public Meeting Law		
CVRPC Newsletter/Friday News Blast	<insert description of gets this and what it covers>Need to make sure info gets added regularly		
Telephone Interviews			
Info Sheet			
Online Surveys			
Public Meetings and Presentations			
Workshops			
Advisory Committees	<p>CVRPC Transportation Advisory Committee (TAC) – will provide advice and recommendations on transportation items to the RPC</p> <p>CVRPC Project Review Committee (PRC) - will provide advice and recommendations on defining Substantial Regional Impact (SRI) items to the RPC</p> <p>CVRPC Municipal Plan Review Committee (MPRC) - will provide advice and recommendations on compatibility of municipal plans to the RPC</p> <p>Ad hoc CVRPC Municipal Energy Coordinator/Committee Working Group - will provide advice and recommendations on data and renewable energy targets to the RPC (based upon requirements for Department of Public Service's Enhance Energy Planning requirements</p>		

Project Points of Contacts

With all communication, provide a point of contact in case people have questions or want to provide input. Keep track of addition comments and encourage participation throughout the planning process.

Lead Staff Person	Executive Director	Regional Plan Committee
Clare Rock, Senior Planner rock@cvregion.com	Christian Meyer meyer@cvregion.com	<need to insert names>

Project Timeline: June 2023 – May 2024



Stakeholder Interviews

- ☐ Interviews can be conducted over the phone or could also be conducted in person.
- ☐ Various staff will be assigned to contact Stakeholders.
- ☐ Consider scheduling a time with the Stakeholder Contact and request no more than 30 minutes of their time.
- ☐ Send a confirmation email to them ahead of time and include some of the questions you'd like to ask.
- ☐ Following the interview send a thank you email.
- ☐ Keep notes on who you talked to and their respective answers. *Need to create a template and file location to keep notes*

Interview Guide

Introduce the project using information from Page 2 of this document.

General Questions

- ☐ In your Organizations perspective what do you see as central Vermont's greatest asset? greatest challenge?
- ☐ What projects or initiatives will you be prioritizing in the next year? Next 5 years? Next 10 years?
- ☐ What 3 things do you think would make central Vermont a better place?
- ☐other?

Topic Area Questions

Dependent on the person you are talking with ask specific questions about topic which they may have particular knowledge about:

.....

Survey

Please use the following link for the electronic survey, hosted by SurveyMonkey: <<insert link>>>

Please utilize the Physical Copy of the survey located in Appendix 3 for distribution to Commission Members and Municipal Leaders to access the electronic survey. For people who may have barriers to participating on-line or on paper please take their name and phone number. CVRPC Staff shall call them and gather their responses over the phone.

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