

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Regional Plan Committee**

**Meeting Minutes**

**3 September 2025 4:00 – 5:30 pm**

29 Main Street, Suite 4, Montpelier, VT 05602

Remote Access Via Zoom

**Committee Members:**

x	Alice Peal, Waitsfield Representative
x	Doug Greason, Waterbury Representative
	John Brabant, Calais Representative
x	Rich Turner, Williamstown Representative
	Vacant

Staff: Brian Voigt, Christian Meyer

Public: James Crafts (Warren); Peter Carbee (CVRPC Board Chair – Washington); Stephen Whitaker (Montpelier)

A. Peal called the meeting to order at 4:02 PM

**Adjustments to the Agenda**

No adjustments to the agenda.

**Public Comment**

No public comment.

**Approval of Minutes**

R. Turner moved to approve the draft August 19, 2025, meeting minutes, then withdrew the motion, and D. Gleason moved to table the issue for the next meeting. R. Turner seconded, and all in favor; the motion carried.

Staff noted that meeting minutes are included on the CVRPC website. Minutes will be included in meeting packets in the future.

**Key Words**

Revisiting regional Plan goals, policies, and strategies keywords. New words added by Staff since the last meeting are in *italics*, preferred words in thematic entries are in **bold**. The Committee will defer to the Staff's judgment when choosing words. The discussion continued about the differences between strategies and policies.

## 1    Goals:

- Diversify
- Expand
- Maintain
- Increase
- Incentivize
- **Limit** / Decrease / Reduce
- Transform
- Evolve

2

3    There was a conversation about the difference between “promote” and  
 4    “support”. B. Voigt noted that “promote” will be used when making  
 5    municipalities and partners aware of programs/opportunities or a desired  
 6    course of action, and “support” is more narrowly tailored to identify the  
 7    types of programs/activities that CVRPC will provide a letter of support to,  
 8    e.g. a granting agency to bolster an application for funding.

9

## 10   Strategies (will):

- Advance (?)
- Impede
- Align
- Assist / **Provide**
- **Identify** / Explore
- Implement
- Integrate
- Improve
- Participate
- Partner
- Plan
- Preserve
- Concentrate
- Prioritize
- **Promote** / Foster / Encourage
- Discourage / Avoid / Dissuade / ~~Bar~~
- Evaluate

11

12   Keywords were added by Staff to strategies to identify concepts in the  
 13   negative when needed. Words with ~~striketrough~~ were removed by the  
 14   Committee. “Discourage” is some else’s actions. “Avoid” is one’s own  
 15   actions. Discourage is the strongest word.

16

17   Policies (**shall**, must):

- Allow
- Oppose
- Prevent
- Require
- **Support**
- Limit
- Employ

18

19   B. Voigt noted the addition of the word “employ” to the Policies keyword list,  
 20   noting that it seemed more appropriate than previously discussed verbiage  
 21   when, for example, CVRPC shall use specific data when reviewing an  
 22   updated municipal plan. If new words are needed for future chapters, Staff  
 23   will bring them to the Committee for discussion.

24

## **Housing Chapter Goals, Strategies, and Policies**

Review whether goals, strategies, and policies are in the correct place. There was discussion about strategies being quantifiable actions, whenever possible. Staff should consider the level of specificity in strategies moving forward.

Discussion about the difference between “promote” in Strategy 8.1a and “support” in Policy 8.1a. Policy is written to support specific grant opportunities. “Promote” is what we do; “support” is others’ work.

More specific examples could be included in the body of the text, such as identifying partners. Specifics can also be highlighted in call-out boxes. Key drafting concept: the plan’s introductory chapter would inform readers that the narrative substance of each chapter ties into the policies and strategies outlined at the end of that chapter. Rather than the Committee reviewing the entire document again, there might be tune-ups needed by Staff in the future.

It was decided that the Committee doesn’t need to go through each remaining housing goal, strategy, and policy now that Staff and Committee have a common foundation for this and future chapters.

## **Regional Plan Completion Schedule**

Seven chapters to go. Two and a half meetings focused on the aspirations, goals, strategies and policies of each chapter, and half a meeting to discuss the draft Regional Future Land Use Map. See [Proposed Regional Plan Update Timeline](#) for significant deadlines. Includes buffer for incorporating feedback from two public hearings. This will also be added to the website. This timeline is aspirational and may require adjustment as the Staff / Committee works through additional materials.

## **Future Land Use Map Updates**

The deadline for a municipality to opt-in to Tier 1B designation is 9 December 2025. CVRPC has / will meet with each municipality about the Future Land Use Map and have discussed / will discuss this topic at those meetings.

It was suggested to move to a once-a-month meeting schedule. In order to work through the chapters efficiently, the Committee should prepare high-level feedback, and focus on that (rather than wordsmithing). This approach should make it possible to cover two (or more) chapters per meeting. Staff

1 have other schedule constraints, which make sticking to the 90-minute  
2 meeting timeframe important. The Committee can have special meetings as  
3 needed.

4  
5 Because Regional Future Land Use Map methodology is set and needs to be  
6 applied consistently, the Committee is not expected to play an active a role  
7 in map development. If Commissioners have specific knowledge of areas,  
8 please do share those. The Committee may be asked to help when there is  
9 ambiguity about a designation. S. Whitaker asked if the map could be looked  
10 at in the interim. B. Voigt said he does not intend to share incremental  
11 updates while the map is still under development, noting that general  
12 feedback at this point would not be helpful. There will be a 6-week period for  
13 public comment and the Committee will have opportunities to review the  
14 map prior to this release to the broader public.

15  
16 B. Voigt offered a recap of municipal meetings held since the last Regional  
17 Plan Committee Meeting. The meeting with the Montpelier City Council was  
18 postponed as their (City Council) meeting ran late. Barre Town appeared  
19 reluctant to pursue Tier 1B due to the perceived onus on Staff to administer.  
20 B. Voigt suggested that their ZA reach out to CVRPC to get a better  
21 understanding of what areas might be eligible and the potential municipal  
22 benefits of pursuing this designation. Barre City is not planning to pursue a  
23 Tier 1A designation. B. Voigt suggested CVRPC visit the Barre City Planning  
24 Commission to discuss Tier 1B opportunities in the city. The conversation  
25 with Washington focused on the implications of Tier 3.

26  
27 A. Peale sent out the Tier 3 draft. [https://act250.vermont.gov/new-land-](https://act250.vermont.gov/new-land-use-review-framework-act-181)  
28 [use-review-framework-act-181](https://act250.vermont.gov/new-land-use-review-framework-act-181) B. Voigt has been invited to participate in a  
29 working group (organized by the Land Use Review Board) to discuss Tier 3  
30 designation and implementation.

31  
32 R. Turner moved to adjourn, D. Greason seconded, all in favor – motion  
33 carried.

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35 A. Peal adjourned the meeting at 5:30 pm.

36  
37 *Respectfully submitted by L. Banbury*