



***Planning Advisory Committee***

**Wednesday December 6, 2017**

**3:30pm to 4:30pm**

**CCRPC Main Conference Room, 110 West Canal Street, Winooski**

WIFI Info: Network = CCRPC-Guest; Password = ccrpc\$guest

**Agenda**

**3:30 Welcome and Introductions, Joss Besse**

**3:35 Approval of November 8, 2017 Minutes\***

**3:40 2017 Richmond Town Plan– Public Hearing and Review\*, Emily Nosse-Leirer**

- a. Open the Hearing*
- b. Accept Public Comment*
- c. Close the Hearing*
- d. Review Staff Summary*
- e. Questions and Comments*
- f. Recommendation to the CCRPC Board*

**4:05 Municipal Plans and the New 8-year Requirement, Regina Mahony**

Now that Plans are given an 8-year timeframe, let's discuss what we are expecting to see in these plans from a data perspective. I've included CCRPC's Plan Review guidelines as a reference.

**4:25 Other Business**

- a. CENSUS – LUCA. If you want our help you need to fill out the forms to tell the Census that by December 15, 2017.
- b. Great Resource: [Censusreporter.org](http://Censusreporter.org). It is an interface between the Census and people who want to use the data. Lots of helpful charts that you can embed in other things. Just put our County or your municipality in to see how easy it is.
- c. ECOS Plan Update

**4:30 Adjourn**

\* = Attachment

NEXT MEETING: January 10, 2018 at 2:30pm to 4:30pm.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
PLANNING ADVISORY COMMITTEE - MINUTES

DATE: Wednesday, November 8, 2017  
TIME: 2:30 p.m. to 4:30 p.m.  
PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT

Members Present:  
Joss Besse, Bolton  
Victor Sinadinowski, Milton  
Everett Marshall, Huntington  
Darren Schibler, Essex  
Andrew Strniste, Underhill  
Ken Belliveau, Williston  
Luke Valentine, St. George  
Sarah Hadd, Colchester  
Cathyann LaRose, South Burlington

Daryl Benoit, Charlotte  
David White, Burlington

Staff:  
Regina Mahony, Planning Program Manager  
Emily Nosse-Leirer, Planner  
Lee Krohn, Senior Planner  
Jason Charest, Senior Transportation Planner

**1. Welcome and Introductions**

Joss Besse called the meeting to order at 2:36 p.m.

**2. Approval of September 9, 2017 Minutes**

Ken Belliveau made a motion, seconded by Everett Marshall to approve the September 9, 2017 minutes. No further discussion. MOTION PASSED. David White and Darren Schibler abstained.

**3. ECOS Plan Update**

Regina Mahony provided a brief presentation on where we are with the ECOS Plan amendments. Regina Mahony added that the minor updates include: Re-organization to bring the implementation section up front, addition of an Implementation Table, addition of content to satisfy Act 171 – Forest Integrity, edits to the Future Land Use Map including Village modifications in Hinesburg, Westford & Colchester. Regina asked the PAC to please let us know if there are any other Land Use Map edits we should know about. The major updates include the enhanced energy element, Comprehensive Economic Development Strategy (CEDS) and the Metropolitan Transportation Plan.

The **enhanced energy element** is out for public comment and has been posted to Front Porch Forum. We have a two-page infographic summary and the full draft in a software system where you can comment right on the pdf. Comments are due 11/22. Regina Mahony indicated that there are three things she'd like to make the PAC aware of:

- After all the analysis has been done we have 3 to 8x the amount of area needed for solar, under a scenario of 75% of our energy goals coming from solar. Meaning:
  - Total Land Area of Chittenden County = 342,307 acres
  - Amount of land area considered “good” for solar (no constraints & prime generation) = 9,600 acres
  - Amount of land area needed to meet the low target = 1,251 acres (8x the amount of “good” for solar)
  - Amount of land area needed to meet the high target = 3,740 acres (3x the amount of “good” for solar)
- The renewable energy siting policies include:
  - Should avoid the constraints.
  - Guidelines for places where we'd like to see renewable energy generation facilities.

The **CEDS** draft is in your inboxes (sent on 10/27). We'd like comments by 12/1 if possible. The content has not changed that much in terms of policy from the existing plan, however there is updated data and analysis, and we've strengthened emphasis on workforce development and education; and the housing shortage as an

economic development issue. Let us know if you'd like us to meet with your PCs or Economic Development Committees. We are also visiting with staff to update CEDS project list (emphasis on facilities and utilities).

The draft **MTP** scenario was in your packet. Regina Mahony explained that there is a lot of detail on the results of the MTP in your packet. Regina Mahony explained that after looking at many pure scenarios and analyzing the results, we pulled a variety of aspects together into this hybrid scenario. Jason Charest is here also to answer any questions. The draft MTP Scenario includes:

- All TIP Projects
- Third Lane on I-89 between Exits 14 and 15 as the model shows that this gets over capacity by 2050.
- Exit 12B placeholder. We will conduct a future I-89 Interchange Scoping Study to figure out which interstate exchange would be the best one to do.
- ITS Investments
- Transit enhancements
  - 20 minute headways on all routes, every day
  - New Colchester loop
- Increases in walking/biking
- Land-use concentration: 90% of HH growth in areas planned for growth. 80% of the growth is distributed to all of the areas planned for growth; 10% of the growth is concentrated in the urban centers and villages; and 10% in the rural planning areas.

Staff also provided information on the funding splits for this scenario:

Proposed 2050 Program Allocations for New MTP Improvements			FY00-16 TIP Obligation Percentages
Program Category	Allocations	Percent	
Roadway Corridor Improvements			
New Facility/ Major Roadway Upgrades	\$289,000,000	68.7%	73.6%
Safety/ Traffic Operations/ ITS			
Bike/Pedestrian/ Enhancement	\$70,000,000	16.6%	14.1%
Transit Expansion	\$40,000,000	9.5%	4.9%
Park & Ride/ Intermodal	\$5,700,000	1.4%	3.5%
Rail	Outside our Fiscal Constraint		3.8%
Stormwater/ Environmental	\$16,000,000	3.8%	0.1%
New Improvements (30% of Total Funding):	\$420,700,000	100.0%	100.0%
Total Funding (2050): \$1,744.72 million			
TIP Projects: \$ 102.72 million			
Preservation Projects (Operate/Maintain Pavement, Bridges, and Transit ops): \$1,221.30 million			

Regina Mahony explained that it helps to look at this table from the bottom up to see the total funding in 2050 \$1,744.72 million – 70% of this will go to preservation and committed projects in the TIP. That leaves 30% of new projects, and that has been allocated to the program categories in the top 2/3 of the chart.

Staff and Joss Besse explained that the TAC had quite a bit of good discussion about the amount of money going to the Interstate projects versus other road projects. At the TAC we thought the interstate projects were about \$100

1 million out of the \$289 million – it is probably closer to \$80 million – about a 1/3 of the new highway projects.

2 Discussion at the PAC included:

- 3 • Why not put all of this money toward county wide bus service?
- 4 • Discussion of other potential interstate exchange improvements like 14N.
- 5 • The land use options that showed more concentrated growth had real transportation benefits, and that is the
- 6 purpose of the concentrated land use element. The PAC discussed that improvements in the downtowns can
- 7 also help reinforce the smart growth goals.

#### 8 9 **4. Housing Conversation**

10 Regina Mahony provided the PAC with a draft concept of a housing workshop for either the Planners, and our Planning  
11 Commissioners and Selectboard members. The PAC provided some great feedback and emphasized that it would be  
12 great to focus on the economics of housing. It would really help to understand why it costs so much to build housing,  
13 permitting included. The PAC suggested that the Planning Commissioners and the Selectboards would really benefit  
14 from this information as well. The PAC suggested an evening may be the best (rather than a Saturday or during the day).

#### 15 16 **5. Milton Comprehensive Plan - Final Review**

17 This review was not warned as a public hearing because Staff didn't have enough time; so we'll need to host the  
18 hearing at the Board meeting. Emily Nosse-Leirer provided an overview of the Plan update and her findings as  
19 described in the Staff Report. This is a relatively minor update which addresses the new required elements. The  
20 intent was to get these edits done prior expiration of the current plan. The draft plan meets statute as is, but we do  
21 have some recommendations that could be made now (moved away from housing targets). Milton is planning to  
22 rewrite the Plan in the near term (by 2019).

23  
24 Victor Sinadinowski explained that Milton spent 2.5 years on the unified development bylaw, and have recently had  
25 staff turnover that prevented them from doing more of a complete update at this time. He further explained that the  
26 staff comments were discussed with the Planning Commission and they've already addressed items 3 (goal that  
27 refers to CCRPCs old housing targets) & 4 (clarified that all elements have been met in the Plan) in the staff report.  
28 They intend to address the other items in the 2019 Town Plan (a more complete data update and transportation  
29 study update).

30  
31 The PAC had a discussion regarding whether municipalities could readopt older plans as we've done in the past to  
32 buy more time. With the change in legislation to 8-year plans, CCRPC's read of statute is that we can't approve a  
33 Plan with a new timeframe, unless the Plan is up to speed on all required statutory requirements. If you want to  
34 amend the Plan but keep the timeframe the same (i.e. do an amendment in 2016, but the Plan will still expire in  
35 2019) you don't have to bring the Plan up to speed with all new statutory requirements. The PAC suggested that  
36 Staff make this clear to the municipalities. Staff will do that.

37  
38 Ken Belliveau made a motion, seconded by Daryl Benoit, that the PAC finds that the draft 2018 Milton  
39 Comprehensive Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the  
40 municipality's planning process meets all statutory requirements for CCRPC confirmation.

41  
42 Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any  
43 information relevant to the confirmation process, for changes. If staff determines that changes are substantive, those  
44 changes will be forwarded to the PAC for review. Otherwise the PAC recommends that the Plan, and the municipal  
45 planning process, should be forwarded to the CCRPC Board for approval. No discussion. MOTION CARRIES.

#### 46 47 **6. Charlotte Town Plan Public Hearing & Final Review**

48 Joss Besse opened the public hearing and closed. No one from the public was in attendance. Darren Schribler stated  
49 that Dana Hanley (who couldn't be in attendance today) had previous concerns about the Town Plan, but those  
50 concerns have now been addressed.

51  
52 Emily Nosse-Leirer provided an overview of the changes in the Plan since the last time the PAC looked at this. One  
53 outstanding item is the content in the implementation spreadsheet as it still includes the content from the last plan,  
54 rather than the content in the new Plan. Daryl Benoit stated that this will be a conditional of approval for the PC

moving the plan to the Selectboard, therefore he will make that change before the Plan gets to the Selectboard. There was quite a bit of discussion on this to clarify that the content that will go in the implementation table is indeed in the Plan now, just not in the table. Emily Nosse-Leirer provided an overview of the previous comments and how they've been addressed in this draft. The Staff review includes a recommendation on the organization/style of the plan for better readability; however, this is not a content issue and not a problem for formal approval. Daryl Benoit agrees with the recommendation and would like to address it. The PC will receive this staff review, so they'll see the comment. on style is not something the PAC is going to push. It is a recommendation, it isn't content.

Darren Schribler reiterated that Dana Hanley's previous comments have been addressed.

David White made a motion, seconded by Victor Sinadinoski, that the PAC finds the Charlotte Town Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the municipality's planning process meets all statutory requirements for CCRPC confirmation, and forwards the Plan to the CCRPC Board for approval. Discussion about the implementation and merging the present and future chapters. Decided to not make this part of the motion but we add to the memo. No further discussion. MOTION PASSED.

#### **7. St. George Town Plan – Final Review**

This review was not warned as a public hearing because Staff didn't have enough time; so we'll need to host the hearing at the Board meeting. Lee Krohn described the staff review for this Plan. St. George's current plan is expired; and this update primarily includes the new statutory requirements have been put in place since the last Plan was written. Some of the data is fairly dated, we recommend adding a reference to more updated data. There are other minor technical corrections recommended as well: the maps could use some titles because they don't always follow the text. The plan includes a number of policies for the Town to pursue; ultimately it may be helpful to prioritize those in some way. State designation intent should be clearer if they want to pursue a designation since it isn't mapped right now. May also be helpful to understand what the Town may intend to do with the data. However, Staff finds that as drafted the Plan meets all the requirements.

Scott Baker (participated via phone for this part of the agenda) responded that the comments make sense and he is generally on board with them. They rely on Brandy Saxton to do most of their work. He didn't realize some of the data tables were still old. He agrees with the comments on the map titles and numbers. They've thought about the designation aspect a number of years ago, and got sidetracked with their land use regulations. These new regulations are working quite well. He will see what they can do regarding these edits before the November 28<sup>th</sup> PC public hearing. Discussion regarding the possible Village Center Designation as they don't know exactly what the boundary would be. Regina added that we have seen the planning budget which was not included in the meeting packet.

Cathynn LaRose agreed that the data is old; and specifically pointed out the education section. Is there a reason to not get the Plan up to date, since the Plan is expired already? Scott Baker thinks they do have the time; just a lot of busy work. Want to do it, but isn't sure about the 11/28 deadline, but they may be able to make some larger changes at the Selectboard review stage. Cathynn also suggested that the Plan should include who wrote the Plan – give credit to Brandy and the Planning Commission, Selectboard, etc.

Victor Sinadinoski made a motion, seconded by Ken Belliveau, that the PAC finds the Charlotte Town Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the municipality's planning process meets all statutory requirements for CCRPC confirmation, and forwards the Plan to the CCRPC Board for approval. Discussion about the implementation and merging the present and future chapters. Decided to not make this part of the motion but we add to the memo. No further discussion. MOTION PASSED. Sarah Hadd and Cathynn LaRose voted no due to the lack of updated and analyzed data.

Joss Besse left at this time (4:18pm)

#### **8. Regional Act 250/Section 248 Projects on the Horizon**

- Underhill – nothing

- 1 • Huntington – nothing
- 2 • Burlington – nothing
- 3 • Essex – 500kW solar array on 281 River Road – former sand pit. Approached the Town for a net metering
- 4 agreement. The Town thinks it is a good location.
- 5 • St. George – three lot subdivision on Rte 2A; and two storage places.
- 6 • Colchester – Lomartire PUD at Act 250 now. There is a sign application going to hearing at Water Tower
- 7 Hill. There is a 33 unit residential and perimeter drive project that is making its way to final in the Growth
- 8 Center. Another 113 to over 500 units but are looking at priority workforce housing in the Growth Center
- 9 so may not have to go to Act 250.
- 10 • South Burlington – nothing new since Paul Conner’s last update.
- 11 • Milton – No Act 250 stuff. Addition to cell tower and 40 acre solar farm. Planning Commission no
- 12 concerns. The property is currently in agriculture.
- 13 • Charlotte – Vtec & 8-lot subdivision at sketch now.
- 14 • Williston – Finney Crossing still coming for more phases and 100-unit hotel. Williston Road/Blair Park
- 15 hotel at sketch. 17,000 animal veterinary hospital on Marshall Ave. – Burlington Emergency Vet – also in
- 16 sketch. Town Act 250 application for a trail; the trail is already there and wanted to make some changes but
- 17 there are some archeology issues.
- 18

## 19 **9. Other Business**

- 20 a. December meeting for Richmond Town Plan – December 6th or 13<sup>th</sup>. The PAC didn’t have any concerns
- 21 about this. Staff will follow-up with the date.
- 22 b. FY19 UPWP Solicitation will go out before Thanksgiving.
- 23 c. From Rebecca Pfeiffer: “From January 8-11, we will be hosting FEMA’s 4-day introductory class to the
- 24 National Flood Insurance Program (NFIP), called Managing Floodplain Development Through the NFIP.
- 25 There will be no cost for the course, although there will be an optional cost for lunch and break snacks.
- 26 We’re excited that we will be able to bring this class to Vermont and hope you’ll be able to join us~
- 27 ASFPM’s CFM exam will be held on Friday, January 12th, open to anyone who would like to sit for the
- 28 exam. We’ll be following up with more details and registration shortly. For now, we wanted people who
- 29 may be interested to save the date for this 4-day course, January 8-11, at the Essex Junction Regional
- 30 Office, with the CFM exam being offered on January 12th, open to anyone.
- 31 d. There will be resources coming out to assist with the new Forest Integrity requirements associated with Act
- 32 171 from ANR and VNRC. There are also a few webinars coming up. Staff will send out more information.
- 33 e. DHCD updated their [Mobile Home Park Guidance for Municipalities](#) (pdf) which is a resource for your
- 34 town’s planners when dealing with pre-existing mobile home parks or proposed new developments, and
- 35 explains why free-standing “trailer park ordinances” are no longer allowed under State law. They also have
- 36 additional resources here: [Planning for Housing Resources](#).
- 37 f. Some State Agencies put their recommendations together for the Commission on Act 250. Staff will send
- 38 that out for your information.
- 39 g. There was mention that the Secretary of State’s Office is reviewing licensing for contractors and
- 40 handymen. In process now, they intend to open up the process to talk to municipalities.
- 41

## 42 **9. Adjourn**

43 The meeting adjourned at 4:30 p.m.

44  
45 Respectfully submitted, Regina Mahony

**Staff Review of the 2018 Richmond Town Plan**

**Emily Nosse-Leirer, CCRPC Planner**

**November 30, 2017**

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The Town of Richmond has requested, per 24 V.S.A §4350, that the Chittenden County Regional Planning Commission (1) approve its 2018 Richmond Town Plan; and (2) confirm its planning process.

This draft 2018 Richmond Town Plan is an update and re-adoption of the 2013 Richmond Town Plan. In accordance with statute, re-adoption means that this is a fully compliant plan that will expire eight years after adoption by the Selectboard. The 2018 Richmond Town Plan is a complete rewrite with a new format, new priorities and new actions, as well as updated data. Staff have completed this formal review of the plan in advance of the Planning Commission's December 14, 2017 hearing on the plan.

Following the Chittenden County Regional Planning Commission's (CCRPC's) *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans (2013)* and the statutory requirements of 24 V.S.A. Chapter 117, I have reviewed the draft 2018 Richmond Town Plan to determine whether it is:

- Consistent with the general goals of §4302;
- Consistent with the specific goals of §4302;
- Contains the required elements of §4382;
- Compatible with the 2013 Chittenden County Regional Plan, entitled the *2013 Chittenden County ECOS Plan* (per §4350); and
- Compatible with approved plans of other municipalities (per §4350).

Additionally, I have reviewed the planning process requirements of §4350.

Staff Review Findings and Comments

1. The 2018 Richmond Town Plan is consistent with the general goals of §4302. See the attached Appendix A submittal that describes how the Plan is consistent with these goals.
2. The 2018 Richmond Town Plan is consistent with the specific goals of §4302. See the attached Appendix A submittal that describes how the Plan is consistent with these goals.
3. The 2018 Richmond Town Plan contains the required elements of §4382. See the attached Appendix A submittal that describes how the Plan is consistent with these goals.
4. The 2018 Richmond Town Plan is generally compatible with the planning areas, goals and strategies of the 2013 Chittenden County Regional Plan, entitled the *2013 Chittenden County ECOS Plan*.
5. The 2018 Richmond Town Plan is compatible with the municipal plans for Williston, Hinesburg, Huntington, Bolton, and Jericho.
6. Richmond has a planning process in place that is sufficient for an approved plan. In addition, Richmond has provided information about their planning budget and CCRPC finds that Richmond is maintaining its efforts to provide local funds for municipal and regional planning.

**Additional Comments/Questions:**

For the most part this plan is very strong, but I did have a few questions, especially about the Future Land Use and Natural and Cultural Resources Technical Plans, that I hope are helpful for future edits. The **only edits that are required for CCRPC approval and confirmation are specifically labeled as such below**. Otherwise, the points below are intended to be helpful during the next time the plan is updated.

**Plan Strengths:**

- The public engagement process for this plan was exceptional, and I hope the website at <http://richmondvtfuture.weebly.com> will stay up so it can be used as an example for other processes.
- This plan is nicely organized, with eight “technical plans” and appendices displaying data and community engagement results. I especially liked the “Taking Action” sections at the end of each technical plan—every goal states which part of the vision statement it supports, sets specific indicators for 2030 and has at least one policy associated with it.
- The data visualizations, hosted by Infogram, are eye catching and much more user friendly than most data in town plans. I suggest adding a link to them in the plan. <https://infogram.com/town-of-richmond-vermont-2015-data-update-1go502yev7d0mjd>

**Changes Needed to Meet Statutory Requirements**

- **Referencing basin planning is a new statutory requirement for town plans. The plan includes an action related to basin planning, but only mentions the Lake Champlain Basin Plan. Most of town is in the Winooski Tactical Basin. Please add a reference to the Winooski Tactical Basin Plan to the list of regional efforts on page 32 and to Goal 1, Objective F, Action 1.**
- **Planning to maintain forest blocks and habitat connectors is a new statutory requirement for town plans. The plan includes a map of the highest priority interior forest blocks on the Conservation map. Habitat connectors (wildlife travel corridors) are discussed in the narrative of the Natural and Working Lands Technical Plan. To ensure that this requirement is met, you should add forest blocks to the Ecological Areas and Resources segment, either as one of the conservation priorities in the Habitat and Wildlife category or as its own category (page 31-32). This requirement could also be met by adding forest blocks as a category to Goal 1, Objective A, Action 2.**
- **To ensure that the plan is meeting statutory requirements, the plan should better define the difference between *river corridors* and *river corridor protection areas* in the Community Resilience and Development section (for example, in the discussion of fluvial erosion on page 38). The maps show both categories already. CCRPC can provide sample language if needed.**

**Suggested Edits (Not Required for CCRPC Approval and Confirmation):**

**Future Land Use Technical Plan**

- There is a clear connection between the plan’s narrative and the future land use map for most land use districts. However, this connection was less clear for other categories:
  - The narrative of the plan includes Flood Hazard Overlay Area, but what is mapped is labeled Special Flood Hazard Area. If these are the same, the name should be the same throughout. Also, flood plains are described as an overlay and part of the natural and working lands layer. This should be clarified.
  - The method for defining the Natural and Working Land district should be clarified in the narrative of the plan. In the Future Land Use technical plan, Natural and Working Lands is described as including things like critical wildlife habitat, conserved lands and flood plains. However, the areas on the future land use map don’t seem to match the maps of these resources elsewhere in the plan.

CCRPC Formal Staff & PAC Review and Hearing – 2018 Richmond Town Plan  
December 6, 2017 PAC Meeting

- It would be helpful to clarify the status of the scenic viewshed analysis. Are scenic viewsheds mapped anywhere? They're included in the narrative as a future land use category, but I don't see them mapped.
- In this Technical Plan's "Taking Action" section, it would be useful to explain that there are a number of land use-related actions elsewhere in the plan.

Natural and Cultural Resources Technical Plan

- This section would be easier to use if there was an indication of where each resource/land use area is mapped, since they are distributed across Natural and Cultural Resources Maps A, B and C, a Resilience map and a Developable Areas Map.
- The description and current policies on natural and cultural resources are vague and likely not strong enough to be utilized during Section 248 or Act 250 proceedings. However, the plan identifies a number of specific steps that would strengthen these policies, including amending zoning and inventorying and prioritizing natural resources.
- It might make sense to move all discussion of river corridor mapping to the Resilience technical plan so everything is in one place.

Energy

- The energy data included in the plan are from a previous iteration of CCRPC's energy work and are now outdated. We can provide updated data during December 2017, once our latest modeling is complete.
- Goal 2 Objective B says that you will be amending zoning regulations to including standards for renewable energy projects. Zoning regulations are only relevant to off-grid projects. For the policies to be considered during Section 248 proceedings, they will need to be in the town plan as well.
- Our understanding is that Richmond is not currently seeking a Certificate of Energy Compliance at this time, and has not completed the enhanced energy planning necessary for this.

Community Resilience and Development

- While the title of the technical plan is "community resilience and *development*," the narrative is only about resilience. However, there are many goals about community development, including governance issues and social/recreational opportunities. In the future, it would be useful to include more narrative about community development, especially since it ties into the plan's key vision points.

Transportation

- A Bike and Pedestrian Master Plan is referenced a few times. Can you add something that tells the reader where they could find this plan, or a link to it online? And is it incorporated by reference?

Proposed Motion & Next Steps:

PROPOSED MOTION: The PAC finds that the draft 2018 Richmond Town Plan, as submitted and with the edits described above, meets all statutory requirements for CCRPC approval, and that the municipality's planning process meets all statutory requirements for CCRPC confirmation.

Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any information relevant to the confirmation process, for changes. If staff determines that changes are substantive, those changes will be forwarded to the PAC for review. Otherwise the PAC recommends that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for approval.

## Appendix A – Municipal Plan Review Tool

# Chittenden County Regional Planning Commission

## Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans

This form addresses the statutory requirements of the State of Vermont for town plans, as cited in the Vermont Municipal and Regional Planning and Development Act, Title 24 V.S.A Chapter 117 (the Act). It includes the 12 required elements found in § 4382 of the Act; the four planning process goals found in § 4302(b), the 14 specific goals found in § 4302(c); and the standard of review found in § 4302(f), which covers consistency with goals and compatibility standards.

During the Regional approval and confirmation process, specified in § 4350 of the Act, the regional planning commission is required to assess town plans and the process whereby they are developed according to the criteria of the Act. Sections of relevant statute are quoted at each question.

Required Elements § 4382		Met	Not Met
1	Statement of Objectives, Policies, Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Land Use Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Transportation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Utility and Facility Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Rare Natural Resources/Historic Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Educational Facilities Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Implementation Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Development Trends	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Energy Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Housing Element	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Economic Development Element	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Flood Resiliency Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>

State Planning Goals § 4302		Met	Not Met
1	Development Pattern	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Economy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Natural and Historic Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Quality of Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Energy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Agriculture and Forest Industries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Use of Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Housing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Public Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Child Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Flood Resiliency	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## TOWN PLAN REQUIRED ELEMENTS

### Title 24 Chapter 117: Municipal and Regional Planning and Development

#### **24 V.S.A. § 4382. The plan for a municipality**

(a) A plan for a municipality may be consistent with the goals established in section 4302 of this title and compatible with approved plans of other municipalities in the region and with the regional plan and shall include the following:

**(1) A statement of objectives, policies and programs of the municipality to guide the future growth and development of land, public services and facilities, and to protect the environment.**

Comments: Objectives and policies are listed within each technical plan separately

**Met**

Pages: 14-16; 20-21; 25-26; 29;  
31-36; 39-45; 48-49; 50

**(2) A land use plan, consisting of a map and statement of present and prospective land uses, that indicates those areas proposed for forests, recreation, agriculture (using the agricultural lands identification process established in 6 V.S.A. § 8), residence, commerce, industry, public and semi-public uses and open spaces, areas reserved for flood plain, and areas identified by the State, the regional planning commission, or the municipality that require special consideration for aquifer protection; for wetland protection, for the maintenance of forest blocks, wildlife habitat, and habitat connectors; or for other conservation purposes; sets forth the present and prospective location, amount, intensity and character of such land uses and the appropriate timing or sequence of land development activities in relation to the provision of necessary community facilities and service; identifies those areas, if any, proposed for designation under chapter 76A of this title, together with, for each area proposed for designation, an explanation of how the designation would further the plan's goals and the goals of § 4302 of this title, and how the area meets the requirements for the type of designation to be sought; and indicates those areas that are important as forest blocks and habitat connectors and plans for land development in those areas to minimize forest fragmentation and promote the health, viability, and ecological function of forests.**

Comments: Other sections besides those listed here contain some land use information but these listed are primary sections dedicated to land use.

**Met**

Pages: 12-17; 31-36; Map Appendix:  
Future Land Use, Richmond Zoning  
Map

MAPS

Present Land Use Plan      ✓

Prospective Land Use Plan    ☒

**(3) A transportation plan, consisting of a map and statement of present and prospective transportation and circulation facilities showing existing and proposed highways and streets by type and character of improvement, and where pertinent, parking facilities, transit routes, terminals, bicycle paths and trails, scenic roads, airports, railroads and port facilities, and other similar facilities or uses, with indications of priority of need;**

Comments:

**Met**

Pages: 46-49; 50, Map Appendix:  
Mobility & Transportation

MAP

Transportation      ☒

(4) A utility and facility plan, consisting of a map and statement of present and prospective community facilities and public utilities showing existing and proposed educational, recreational and other public sites, buildings and facilities, including hospitals, libraries, power generating plants and transmission lines, water supply, sewage disposal, refuse disposal, storm drainage and other similar facilities and activities, and recommendations to meet future needs for community facilities and services, with indications of priority of need, costs and method of financing;

Comments:

**Met**

Pages: 18-22; 22-27; 27-30;  
37-46; 46-50, Map Appendix

MAP

Utility and Facility ☒

(5) A statement of policies on the preservation of rare and irreplaceable natural areas, scenic and historic features and resources;

Comments:

**Met**

Pages: 30-37, Map: history & traditions

(6) An educational facilities plan consisting of a map and statement of present and projected uses and the local public school system;

Comments:

**Met**

Pages: 50; Map Appendix: Community  
for All Ages, Vibrant and Appealing  
Downtown

MAP

Educational Facility ☒

(7) A recommended program for the implementation of the objectives of the development plan;

Comments:

**Met**

Pages: 51

(8) A statement indicating how the plan relates to development trends and plans of adjacent municipalities, areas and the region developed under this title;

Comments:

**Met**

Pages: 3-11

(9) An energy plan, including an analysis of energy resources, needs, scarcities, costs and problems within the municipality, a statement of policy on the conservation of energy, including programs, such as thermal integrity standards for buildings, to implement that policy, a statement of policy on the development of renewable energy resources, a statement of policy on patterns and densities of land use likely to result in conservation of energy;

Comments:

**Met**

Pages: 22-26

(10) A housing element that shall include a recommended program for addressing low and moderate income persons' housing needs as identified by the regional planning commission pursuant to subdivision 4348a(a)(9) of this title. The program should account for permitted accessory dwelling units, as defined in subdivision 4412(1)(E) of this title, which provide affordable housing.

Comments:

Met

Pages: 27-9

(11) An economic development element that describes present economic conditions and the location, type, and scale of desired economic development, and identifies policies, projects, and programs necessary to foster economic growth.

Comments:

Met

Pages:18-21

(12)(A) A flood resilience plan that:

(i) identifies flood hazard and fluvial erosion hazard areas, based on river corridor maps provided by the Secretary of Natural Resources pursuant to 10 V.S.A. § 1428(a) or maps recommended by the Secretary, and designates those areas to be protected, including floodplains, river corridors, land adjacent to streams, wetlands, and upland forests, to reduce the risk of flood damage to infrastructure and improved property; and

(ii) recommends policies and strategies to protect the areas identified and designated under subdivision (12)(A)(i) of this subsection and to mitigate risks to public safety, critical infrastructure, historic structures, and municipal investments.

(B) A flood resilience plan may reference an existing local hazard mitigation plan approved under 44 C.F.R. § 201.6.

Comments:

Met

Pages: 12-17; 37-45

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## GOALS AND STANDARDS OF REVIEW

### GOALS

#### 24 VSA § 4302

(a) General purposes . . .

(b) It is also the intent of the legislature that municipalities, regional planning commissions and state agencies shall engage in a continuing planning process that will further the following goals:

(1) To establish a coordinated, comprehensive planning process and policy framework to guide decisions by municipalities, regional planning commissions, and state agencies.

(2) To encourage citizen participation at all levels of the planning process, and to assure that decisions shall be made at the most local level possible commensurate with their impact.

(3) To consider the use of resources and the consequences of growth and development for the region and the state, as well as the community in which it takes place.

(4) To encourage and assist municipalities to work creatively together to develop and implement plans.

(c) In addition, this chapter shall be used to further the following specific goals:

#### Goal 1:

To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside.

(A) Intensive residential development should be encouraged primarily in areas related to community centers, and strip development along highways should be discouraged.

(B) Economic growth should be encouraged in locally designated growth areas, or employed to revitalize existing village and urban centers, or both.

(C) Public investments, including construction or expansion of infrastructure, should reinforce the general character and planned growth patterns of the area.

**Consistent**

Pages:  
12-17; 18-21; 27-29; 37-35

How has the Town Plan addressed this goal: Several sections of the plan address this goal

If the goal is not relevant or attainable, how does the plan address why:

#### Goal 2:

To provide a strong and diverse economy that provides satisfying and rewarding job opportunities and that maintains high environmental standards, and to expand economic opportunities in areas with high unemployment or low per capita incomes.

**Consistent**

Pages:  
18-21; 27-45

How has the Town Plan addressed this goal: Multiple sections address this goal

If the goal is not relevant or attainable, how does the plan address why:

**Goal 3:**

To broaden access to educational and vocational training opportunities sufficient to ensure the full realization of the abilities of all Vermonters.

**Consistent**

Pages: 37-45

How has the Town Plan addressed this goal: The Community Development & Resilience section addresses this goal

If the goal is not relevant or attainable, how does the plan address why:

**Goal 4:**

To provide for safe, convenient, economic and energy efficient transportation systems that respect the integrity of the natural environment, including public transit options and paths for pedestrians and bicyclers.

**Consistent**

Pages: 46-49

- (A) Highways, air, rail and other means of transportation should be mutually supportive, balanced and integrated.

How has the Town Plan addressed this goal: The Transportation section addresses this goal

If the goal is not relevant or attainable, how does the plan address why:

**Goal 5:**

To identify, protect and preserve important natural and historic features of the Vermont landscape including:

**Consistent**

Pages: 30-36

- (A) significant natural and fragile areas;
- (B) outstanding water resources, including lakes, rivers, aquifers, shorelands and wetlands;
- (C) significant scenic roads, waterways and views;
- (D) important historic structures, sites, or districts, archaeological sites and archaeologically sensitive areas

How has the Town Plan addressed this goal: The Natural and Cultural Resources section addresses this goal

If the goal is not relevant or attainable, how does the plan address why:

**Goal 6:**

To maintain and improve the quality of air, water, wildlife, forests and other land resources.

How has the Town Plan addressed this goal: The Natural and Cultural Resources Section addresses this goal

If the goal is not relevant or attainable, how does the plan address why:

**Consistent**

Pages: 30-36

**Goal 7:**

To encourage the efficient use of energy and the development of renewable energy resources.

How has the Town Plan addressed this goal: The Energy section addresses this goal

If the goal is not relevant or attainable, how does the plan address why:

**Consistent**

Pages: 22-25

**Goal 8:**

To maintain and enhance recreational opportunities for Vermont residents and visitors.

(A) Growth should not significantly diminish the value and availability of outdoor recreational activities.

(B) Public access to noncommercial outdoor recreational opportunities, such as lakes and hiking trails, should be identified, provided, and protected wherever appropriate.

How has the Town Plan addressed this goal: The Natural and Cultural Resources section and Community Resilience and Development section address this goal

If the goal is not relevant or attainable, how does the plan address why:

**Consistent**

Pages: 30-36; 37-45

**Goal 9:**

To encourage and strengthen agricultural and forest industries.

(A) Strategies to protect long-term viability of agricultural and forestlands should be encouraged and should include maintaining low overall density.

(B) The manufacture and marketing of value added agricultural and forest products should be encouraged.

(C) The use of locally-grown food products should be encouraged.

(D) Sound forest and agricultural management practices should be encouraged.

(E) Public investment should be planned so as to minimize development pressure on agricultural and forest land.

How has the Town Plan addressed this goal: The natural and cultural resources section addresses this goal

If the goal is not relevant or attainable, how does the plan address why:

**Consistent**

Pages:  
30-36

**Consistent**

Pages: 12-17; 18-21; 30-37

**Goal 10:**

To provide for the wise and efficient use of Vermont's natural resources and to facilitate the appropriate extraction of earth resources and the proper restoration and preservation of the aesthetic qualities of the area.

How has the Town Plan addressed this goal: Multiple sections address this goal

If the goal is not relevant or attainable, how does the plan address why:

**Goal 11:**

To ensure the availability of safe and affordable housing for all Vermonters.

(A) Housing should be encouraged to meet the needs of a diversity of social and income groups in each Vermont community, particularly for those citizens of low and moderate income.

(B) New and rehabilitated housing should be safe, sanitary, located conveniently to employment and commercial centers, and coordinated with the provision of necessary public facilities and utilities.

(C) Sites for multi-family and manufactured housing should readily available in locations similar to those generally used for single-family conventional dwellings.

(D) Accessory apartments within or attached to single family residences which provide affordable housing in close proximity to cost-effective care and supervision for relatives or disabled or elderly persons should be allowed.

**Consistent**

Pages: 12-17; 18-21; 27-29; 37-45

How has the Town Plan addressed this goal: Several sections address this goal, but specifically Housing

If the goal is not relevant or attainable, how does the plan address why:

**Goal 12:**

To plan for, finance and provide an efficient system of public facilities and services to meet future needs.

(A) Public facilities and services should include fire and police protection, emergency medical services, schools, water supply and sewage and solid waste disposal.

(B) The rate of growth should not exceed the ability of the community and the area to provide facilities and services.

**Consistent**

Pages: 12-17; 18-21; 30-36; 37-46; 46-49; 50

How has the Town Plan addressed this goal: Several sections address this goal

If the goal is not relevant or attainable, how does the plan address why:

**Goal 13:**

To ensure the availability of safe and affordable child care and to integrate child care issues into the planning process, including child care financing, infrastructure, business assistance for child care providers, and child care work force development.

**Consistent**

Pages: 37-45

How has the Town Plan addressed this goal: The Community Development & Resilience section addresses this goal

If the goal is not relevant or attainable, how does the plan address why

**Goal 14:**

To encourage flood resilient communities.

(A) New development in identified flood hazard, fluvial erosion, and river corridor protection areas should be avoided. If new development is to be built in such areas, it should not exacerbate flooding and fluvial erosion.

(B) The protection and restoration of floodplains and upland forested areas that attenuate and moderate flooding and fluvial erosion should be encouraged.

(C) Flood emergency preparedness and response planning should be encouraged.

**Consistent**

Pages: 12-17; 37-45

How has the Town Plan addressed this goal: Multiple sections address this goal, most specifically the Community Resilience and Development section

If the goal is not relevant or attainable, how does the plan address why:

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## STANDARD OF REVIEW

### 24 V.S.A. § 4302(f)

(1) As used in this chapter, "consistent with the goals" requires substantial progress toward attainment of the goals established in this section, unless the planning body determines that a particular goal is not relevant or attainable. If such a determination is made, the planning body shall identify the goal in the plan and describe the situation, explain why the goal is not relevant or attainable, and indicate what measures should be taken to mitigate any adverse effects of not making substantial progress toward that goal. The determination of relevance or attainability shall be subject to review as part of a consistency determination under this chapter.

(2) As used in this chapter, for one plan to be "compatible with" another, the plan in question, as implemented, will not significantly reduce the desired effect of the implementation of the other plan. If a plan, as implemented, will significantly reduce the desired effect of the other plan, the plan may be considered compatible if it includes the following:

(A) a statement that identifies the ways that it will significantly reduce the desired effect of the other plan;

(B) an explanation of why any incompatible portion of the plan in question is essential to the desired effect of the plan as a whole;

(C) an explanation of why, with respect to any incompatible portion of the plan in question, there is no reasonable alternative way to achieve the desired effect of the plan, and

(D) an explanation of how any incompatible portion of the plan in question has been structured to mitigate its detrimental effects on the implementation of the other plan.

Details of CCRPC's review process can be found in "Chittenden County Regional Planning Commission Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans," as adopted October 19, 2016.



**TOWN OF RICHMOND**  
**RICHMOND TOWN CENTER**  
203 Bridge Street, P.O. Box 285  
Richmond, Vermont 05477



November, 30 2017

Charlie Baker, Executive Director  
Regina Mahony, Senior Planner  
Chittenden County Regional Planning Commission  
110 West Canal Street  
Winooski, VT 05404

Dear Charlie and Regina,

The Town of Richmond has recently undertaken the task of rewriting our town plan. The last Richmond Town Plan was a re-adoption of the 2005 town plan in 2012. In preparation of the expiration of the 2012 plan, the town planning department undertook an extensive outreach program to increase community involvement in the recreation of the new plan for 2017-18. This process began in 2014 and we now have submitted to you our draft new draft town plan which was completed at the beginning of November 2017.

The plan we have created is far different in structure and approach than our previous plans. The outreach process resulted in community feedback that warranted such a change. We are proud to say that the hands of many Richmond community members have touched this plan. Included in this plan are some new sections: From Vision to Action and Richmond Almanac. From Vision to Action outlines the process and results of our outreach, and the Richmond Almanac contains the traditional town data and information that was previously found throughout our previous plans.

The Richmond Planning Commission will be hosting its hearing for the plan on December 14<sup>th</sup>, 2017 in order to gain our first round of feedback. They will then pass the plan on to the selectboard for their meeting on December 18<sup>th</sup>, 2017 where they will decide whether to hold their own hearings for the plan in January and February, as well as eventually Town Meeting in March.

The Town of Richmond would like to request that the Planning Advisory Committee formally review our new town plan at their meeting on Wednesday, December 6<sup>th</sup>, 2017.

Any questions or concerns can be directed to Jessica Draper, 802-434-2430 [townplanner@gmavt.net](mailto:townplanner@gmavt.net).

Respectfully,

Jessica E. Draper  
Town Planner

**Town of Richmond  
FY2015 Budget Worksheet  
Final for Town Report**

Expense Budget Accounts	Budget FY 2013	Actual FY 2013	Budget FY 2014	Budget FY 2015	FY14/15 Change
<b>LISTERS</b>					
10-7-12-0-10.00 Salaries	8,000	12,411	16,000	16,000	0.00%
10-7-12-0-11.00 SS/Medicare	600	949	1,200	1,200	0.00%
10-7-12-1-20.00 Office Supplies Listing	-	368	850	850	0.00%
10-7-12-1-27.00 Training/Education	-	-	400	400	0.00%
10-7-12-1-29.00 Travel	-	-	400	400	0.00%
10-7-12-1-45.00 Contract Services Listing	1,000	1,643	2,000	17,000	750.00%
10-7-12-3-47.00 Tax Map Maintenance	3,500	150	1,500	1,500	0.00%
10-7-90-1-91.00 Reappraisal Reserve	9,100	9,100	5,600	5,600	0.00%
<b>Total - Listers</b>	<b>22,200</b>	<b>24,621</b>	<b>27,950</b>	<b>42,950</b>	<b>53.67%</b>
<b>PLANNING AND ZONING</b>					
10-7-15-0-10.00 Salaries	69,900	65,224	69,900	70,000	0.14%
10-7-15-0-11.00 SS/Medicare - Adm.	4,000	4,990	4,625	5,355	15.78%
10-7-15-0-12.00 Municipal Retirement	3,100	3,261	3,100	3,300	6.45%
10-7-15-0-15.00 Health Insurance	15,000	15,041	17,000	14,000	-17.65%
10-7-15-0-15.03 Long Term Disability	1,100	1,100	1,100	1,100	0.00%
10-7-15-1-20.00 Office Supplies	1,000	-	2,900	2,400	-17.24%
10-7-15-1-21.00 Postage - PZ	300	-	1,200	900	-25.00%
10-7-15-1-24.00 Advertising - PZ	1,500	-	4,200	4,200	0.00%
10-7-15-1-27.00 Training/Education	175	-	175	250	42.86%
10-7-15-1-29.00 Travel - PZ	400	-	725	600	-17.24%
10-7-15-1-42.00 Association Dues	-	-	-	0	-
10-7-15-1-45.00 Contract Services Planning and Zo	2,700	-	3,100	3,100	0.00%
10-7-15-3-43.00 Legal	15,000	-	7,700	7,700	0.00%
<b>Total - Planning and Zoning</b>	<b>114,175</b>	<b>89,616</b>	<b>115,725</b>	<b>112,905</b>	<b>-2.44%</b>

Tax Rate Estimate FY2015					
Current Fiscal Year	Grandlist Estimate	Amount To Be Raised	Tax Rate		
FY 2013 - 2014	At Town Meeting 2013 was 4,369,554				
7/1/13 \$	4,423,972	\$ 2,756,354	\$ 0.6230	GF rate for tax billing purposes	
		\$ 20,000	\$ 0.0045	Depot Street Funding	
		\$ 2,776,354	\$ 0.6276	Total calculated rate	
			\$ 0.6276	Town rate/SB Approved 7/1/2013	
Next Fiscal Year					
FY 2014 - 2015	4/1/14 \$	4,427,038	\$ 2,833,874	\$ 0.6401	GF rate for tax billing purposes
(Estimated April 2014 GL)			\$ 2,833,874	\$ 0.6401	Total calculated rate
				\$ 0.6401	Town Rate/SB - To be set July 2014
				\$ 0.0125	
				2.00%	

Amount to be Raised from FY14 Property Taxes	
\$ 1,720,948	GF Expense
\$ (250,135)	GF Non-Property Tax Revenues
\$ 1,470,813	GF Property Taxes to be Raised
\$ 1,502,711	Highway Expense
\$ (139,650)	HWY Non-Property Tax Revenues
\$ 1,363,061	HWY Property Taxes to be Raised
\$ 2,833,874	Total Amount to be Raised

11/30/17

08:08 am

TOWN OF RICHMOND General Ledger  
FY-2014 Pd: 12 - Budget Status Report  
GENERAL FUND

Page 1 of 1  
Finance

Account	Adjusted Budget	Actual Actual % of Budget
<b>10-7-15 Planning and Zoning</b>		
10-7-15-0-10.00 PZ Salaries	69,900.00	68,309.94 97.73%
10-7-15-0-11.00 PZ SS/Medicare	4,625.00	5,250.78 113.53%
10-7-15-0-12.00 PZ Retirement	3,100.00	2,450.92 79.06%
10-7-15-0-15.00 PZ Health Insurance	17,000.00	9,654.52 56.79%
10-7-15-0-15.01 PZ Health Insurance Opt O	0.00	576.93 100.00%
10-7-15-0-15.03 PZ Long Term Disability	1,100.00	321.30 29.21%
10-7-15-1-20.00 PZ Office Supplies	2,900.00	2,880.56 99.33%
10-7-15-1-21.00 PZ Postage	1,200.00	387.74 32.31%
10-7-15-1-24.00 PZ Advertising	4,200.00	3,694.14 87.96%
10-7-15-1-27.00 PZ Training	175.00	200.00 114.29%
10-7-15-1-29.00 PZ Travel	725.00	689.26 95.07%
10-7-15-1-42.00 PZ Association Dues	0.00	0.00 0.00%
10-7-15-1-45.00 PZ Contract Services	3,100.00	1,465.00 47.26%
10-7-15-3-43.00 PZ Legal	7,700.00	5,212.50 67.69%
<b>Total Planning and Zoning</b>	<b>115,725.00</b>	<b>101,093.59 87.36%</b>
<b>Total Expenditures</b>	<b>115,725.00</b>	<b>101,093.59 87.36%</b>
<b>Total GENERAL FUND</b>	<b>-115,725.00</b>	<b>-101,093.59</b>
<b>Total All Funds</b>	<b>-115,725.00</b>	<b>-101,093.59</b>

11/30/17  
08:08 am

TOWN OF RICHMOND General Ledger  
FY-2015 Pd: 12 - Budget Status Report  
GENERAL FUND

Page 1 of 1  
Finance

Account	Adjusted Budget	Actual Actual % of Budget	
<hr/>			
<b>10-7-15 Planning and Zoning</b>			
10-7-15-0-10.00 Salaries PZ	70,000.00	55,673.29	79.53%
10-7-15-0-11.00 PZ SS/Medicare	5,355.00	4,131.13	77.15%
10-7-15-0-12.00 PZ Retirement	3,300.00	2,083.95	63.15%
10-7-15-0-15.00 PZ Health Insurance	14,000.00	40.15	0.29%
10-7-15-0-15.01 PZ Health Insurance Opt O	0.00	4,423.13	100.00%
10-7-15-0-15.03 PZ Long Term Disability	1,100.00	246.89	22.44%
10-7-15-1-20.00 PZ Office Supplies	2,400.00	1,841.59	76.73%
10-7-15-1-21.00 PZ Postage	900.00	339.35	37.71%
10-7-15-1-24.00 PZ Advertising	4,200.00	2,290.50	54.54%
10-7-15-1-27.00 PZ Training	250.00	530.00	212.00%
10-7-15-1-29.00 PZ Travel	600.00	907.18	151.20%
10-7-15-1-42.00 PZ Association Dues	0.00	80.00	100.00%
10-7-15-1-45.00 PZ Contract Services	3,100.00	0.00	0.00%
10-7-15-3-43.00 PZ Legal	7,700.00	1,935.00	25.13%
<hr/>			
<b>Total Planning and Zoning</b>	<b>112,905.00</b>	<b>74,522.16</b>	<b>66.00%</b>
<hr/>			
<b>Total Expenditures</b>	<b>112,905.00</b>	<b>74,522.16</b>	<b>66.00%</b>
<hr/>			
<b>Total GENERAL FUND</b>	<b>-112,905.00</b>	<b>-74,522.16</b>	
<hr/>			
<b>Total All Funds</b>	<b>-112,905.00</b>	<b>-74,522.16</b>	
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11/30/17

08:09 am

TOWN OF RICHMOND General Ledger  
FY-2016 Pd: 12 - Budget Status Report  
GENERAL FUND

Page 1 of 1  
Finance

Account	Adjusted Budget	Actual Actual % of Budget
<b>10-7-15 Planning and Zoning</b>		
10-7-15-0-10.00 Salaries PZ	68,500.00	68,507.97 100.01%
10-7-15-0-11.00 PZ SS/Medicare	5,240.00	4,147.11 79.14%
10-7-15-0-12.00 PZ Retirement	3,000.00	2,043.59 68.12%
10-7-15-0-15.00 PZ Health Insurance	0.00	41.40 100.00%
10-7-15-0-15.01 PZ Health Insurance Opt O	5,000.00	5,000.06 100.00%
10-7-15-0-15.03 PZ Long Term Disability	1,100.00	245.88 22.35%
10-7-15-1-20.00 PZ Office Supplies	2,400.00	2,478.84 103.29%
10-7-15-1-21.00 PZ Postage	900.00	900.00 100.00%
10-7-15-1-24.00 PZ Advertising	4,200.00	2,690.79 64.07%
10-7-15-1-27.00 PZ Training	455.00	90.00 19.78%
10-7-15-1-29.00 PZ Travel	600.00	261.62 43.60%
10-7-15-1-42.00 PZ Association Dues	210.00	80.00 38.10%
10-7-15-1-45.00 PZ Contract Services	3,100.00	1,961.00 63.26%
10-7-15-3-43.00 PZ Legal	7,700.00	3,200.00 41.56%
<b>Total Planning and Zoning</b>	<b>102,405.00</b>	<b>91,648.26 89.50%</b>
<b>Total Expenditures</b>	<b>102,405.00</b>	<b>91,648.26 89.50%</b>
<b>Total GENERAL FUND</b>	<b>-102,405.00</b>	<b>-91,648.26</b>
<b>Total All Funds</b>	<b>-102,405.00</b>	<b>-91,648.26</b>

11/30/17

08:09 am

TOWN OF RICHMOND General Ledger  
Previous Year Pd: 12 - Budget Status Report  
GENERAL FUND

Page 1 of 1

Finance

Account	Adjusted Budget	Actual Actual % of Budget	Actual
<hr/>			
<b>10-7-15 Planning and Zoning</b>			
10-7-15-0-10.00 Salaries PZ	58,000.00	47,637.72	82.13%
10-7-15-0-11.00 PZ SS/Medicare	4,600.00	3,536.63	76.88%
10-7-15-0-12.00 PZ Retirement	3,000.00	2,321.42	77.38%
10-7-15-0-15.00 PZ Health Insurance	0.00	37.95	100.00%
10-7-15-0-15.01 Health Ins Opt Out PZ	5,000.00	5,123.14	102.46%
10-7-15-0-15.03 PZ Long Term Disability	600.00	256.41	42.74%
10-7-15-1-20.00 PZ Office Supplies	2,400.00	3,418.81	142.45%
10-7-15-1-21.00 PZ Postage	900.00	288.95	32.11%
10-7-15-1-24.00 PZ Advertising	4,200.00	1,609.63	38.32%
10-7-15-1-27.00 PZ Training	455.00	60.00	13.19%
10-7-15-1-29.00 PZ Travel	600.00	109.11	18.19%
10-7-15-1-42.00 PZ Association Dues	210.00	40.00	19.05%
10-7-15-1-45.00 PZ Contract Services	3,100.00	1,451.25	46.81%
10-7-15-3-43.00 PZ Legal	5,000.00	11,796.31	235.93%
<b>Total Planning and Zoning</b>	<b>88,065.00</b>	<b>77,687.33</b>	<b>88.22%</b>
<b>Total Expenditures</b>	<b>88,065.00</b>	<b>77,687.33</b>	<b>88.22%</b>
<b>Total GENERAL FUND</b>	<b>-88,065.00</b>	<b>-77,687.33</b>	
<b>Total All Funds</b>	<b>-88,065.00</b>	<b>-77,687.33</b>	

11/30/17

08:09 am

TOWN OF RICHMOND General Ledger  
Current Yr Pd: 5 - Budget Status Report  
GENERAL FUND

Page 1 of 1

Finance

Account	Adjusted Budget	Actual Actual % of Budget
<b>10-7-15 Planning and Zoning</b>		
10-7-15-0-10.00 Salaries PZ	59,160.00	20,525.19 34.69%
10-7-15-0-11.00 PZ SS/Medicare	4,600.00	1,758.01 38.22%
10-7-15-0-12.00 PZ Retirement	2,500.00	813.52 32.54%
10-7-15-0-15.00 PZ Health Insurance	0.00	17.25 100.00%
10-7-15-0-15.01 Health Ins Opt Out PZ	5,000.00	1,319.23 26.38%
10-7-15-0-15.03 PZ Long Term Disability	350.00	67.14 19.18%
10-7-15-1-20.00 PZ Office Supplies	2,800.00	952.79 34.03%
10-7-15-1-21.00 PZ Postage	900.00	81.06 9.01%
10-7-15-1-24.00 PZ Advertising	4,200.00	205.50 4.89%
10-7-15-1-27.00 PZ Training	1,500.00	53.45 3.56%
10-7-15-1-29.00 PZ Travel	600.00	211.44 35.24%
10-7-15-1-42.00 PZ Association Dues	210.00	0.00 0.00%
10-7-15-1-45.00 PZ Contract Services	4,000.00	1,636.24 40.91%
10-7-15-3-43.00 PZ Legal	5,000.00	1,275.00 25.50%
<b>Total Planning and Zoning</b>	<b>90,820.00</b>	<b>28,915.82 31.84%</b>
<b>Total Expenditures</b>	<b>90,820.00</b>	<b>28,915.82 31.84%</b>
<b>Total GENERAL FUND</b>	<b>-90,820.00</b>	<b>-28,915.82</b>
<b>Total All Funds</b>	<b>-90,820.00</b>	<b>-28,915.82</b>

# Chittenden County Regional Planning Commission

## Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans

Adopted September 23, 2002;

Amended January 13, 2003, November 28, 2005, May 22, 2013 & October 19, 2016

### Introduction

A municipality adopts a plan in order to define the kind of community that it desires to be. The approval of a municipal plan by the Regional Planning Commission supports this vision. In Vermont, a municipality is under no obligation to

- ◆ adopt a plan,
- ◆ have its plan be approved by a Regional Planning Commission, or
- ◆ have its municipal planning process be confirmed by a Regional Planning Commission.

However, a municipality that elects to have its planning process be confirmed obtains these benefits (24 VSA 4350(e)):

- ◆ Eligibility to charge impact fees, to apply for municipal planning grants, and to participate in State Designation Programs;
- ◆ Immunity from review by the Department of Housing and Community Affairs of the municipality's plan for compliance with affordable housing criteria established under 24 VSA §4351; and
- ◆ State agency plans adopted under 3 VSA Chapter 67 must be compatible with the municipality's approved plan.

### Role of the Regional Planning Commission

Vermont law [24 VSA §4350(a)] requires each Regional Planning Commission to review the planning process of each of its member municipalities at least twice during an eight-year period (or more frequently at the request of a municipality). This "Guidelines" document identifies the procedures and standards that the Chittenden County Regional Planning Commission (CCRPC) will use for approving the plans and confirming the planning processes of CCRPC's member municipalities.

Section 4350(a) establishes that CCRPC must confirm a municipal planning process that meets all of the following criteria:

- 1) The municipality is engaged in a continuing planning process that, within a reasonable time, will result in a plan that is consistent with the goals of Chapter 117 [see 24 VSA 4302];
- 2) The municipality is engaged in a process to implement its municipal plan, consistent with the program for implementation required under 24 VSA §4382; and
- 3) The municipality is maintaining its efforts to provide local funds for municipal and regional planning.

Section 4350(b) additionally requires that a municipality must have its plan be approved by the Regional Planning Commission in order to obtain or retain confirmation of its planning process. CCRPC shall approve a municipal plan if CCRPC finds that the plan meets all of these criteria:

- 1) The municipal plan is consistent with the goals established in 24 VSA §4302 [CCRPC may consider if a municipality has a valid explanation for why its plan does not advance a State goal];
- 2) The municipal plan is compatible with CCRPC's current *Regional Plan*;
- 3) The municipal plan is compatible with the approved plans of other municipalities in the region; and
- 4) The municipal plan contains all the elements required by state law in [24 VSA §4382\(a\)](#). At the time of the adoption of these guidelines, there are 12 required elements. However, the number of required elements may change based on future legislation.

## Definitions

For the purposes of administering this policy, the following terms shall have the following meanings:

Adopted Plan: A municipal plan that

- 1) has been legally adopted by the local legislative body or voters, having followed the procedures of 24 VSA 4385,
- 2) includes the required elements set out in 24 VSA §4382, and
- 3) is consistent with the goals set out in 24 VSA §4302.

Approved Plan: An adopted plan that has been approved by CCRPC because CCRPC has found that the plan meets all of the requirements of 24 VSA §4350 (b) [the four criteria listed at the end of the preceding section of these “Guidelines”].

CCRPC: Chittenden County Regional Planning Commission.

Compatible with: A plan is compatible with a second plan when the first plan

- 1) will not significantly reduce the desired effect of the implementation of the second plan or
- 2) includes a statement that identifies
  - a) the ways that the first plan will significantly reduce the desired effect of the second plan,
  - b) an explanation of why any incompatible portion of the first plan is essential to the desired effect of the plan as a whole,
  - c) an explanation of why there is no reasonable alternative way to achieve the desired effect of the plan, and
  - d) an explanation of how the first plan has been structured to mitigate its detrimental effects on the implementation of the second plan.

Consistent with: A plan is consistent with the goals of 24 VSA §4302 if

- 1) the plan is making substantial progress toward attainment of those goals or
- 2) the planning body determines that a particular goal is not relevant or attainable (subject to review), in which case the planning body shall identify the goal in the plan and describe the situation, explain why the goal is not relevant or attainable, and indicate what measures should be taken to mitigate any adverse effects of not making substantial progress toward that goal.

Confirmed

Planning Process: A municipal planning process that has been confirmed by CCRPC because CCRPC has found that the planning process meets the requirements of 24 VSA §4350 (a).

Municipality: A town, city, incorporated village, or unorganized town or gore. An incorporated village shall be deemed to be within the jurisdiction of a town, except to the extent that a village adopts its own plan and one or more bylaws either before, concurrently with, or subsequent to such action by the town.

Program: A schedule of sequenced actions that identifies information such as who is to undertake each action, anticipated costs, possible financing, and expected or desired outcomes.

Readoption: In accordance with 24 VSA §4385 and §4387 an expired plan or plan that is about to expire may be readopted. A readopted plan is one that is brought into full compliance with statute.

## Guidelines for Evaluating the Municipal Plans

Appendix A includes the goals as specified in 24 VSA §4302 with which the municipal plans must be consistent, and the elements as specified in 24 VSA §4382(a) which must be contained within the municipal plans. There are many ways to satisfy each goal and element and a municipality should tailor the approaches it uses to local considerations. CCRPC encourages each municipality to confer with CCRPC staff early in the planning process to review how the municipality proposes to meet the goals and elements as well as to request assistance from CCRPC in developing its plan.

## Confirmation of a Municipal Planning Process & Approving Readoption of a Municipal Plan

### Materials to Submit:

A municipality requesting CCRPC to confirm its municipal planning process and to approve the municipal plan needs to provide the following materials to CCRPC:

- ◆ A letter signed by the appropriate municipal authority requesting CCRPC to consider confirmation of its planning process and approval of its plan (a sample letter is available from CCRPC staff);
- ◆ A summary of the municipality's funding over the prior five years dedicated to municipal and regional planning purposes;
- ◆ A concise summary, in the format provided in Appendix A (CCRPC will make Appendix A available electronically), referencing the locations of statements within the municipal plan relating to how the plan:
  - ◇ Is consistent with the goals of 24 VSA §4302,
  - ◇ Is compatible with the most recent version of the Chittenden County Regional Plan,
  - ◇ Is compatible with the approved plans of adjacent municipalities (including those outside of Chittenden County),
  - ◇ Contains the required elements of 24 VSA §4382(a); and
- ◆ Documentation of the municipality's process to implement the adopted plan, as described in 24 VSA §4350(c). Documentation can take two forms:
  - ◇ If the previously adopted plan includes an implementation table or spreadsheet, add a column indicating what progress has been made on actions from the previous plan (for example, "completed in 2017," "ongoing," or "no progress.").
  - ◇ If the previously adopted plan does not include an implementation table or spreadsheet, fill out the Municipal Plan Implementation Assessment provided in Appendix B (CCRPC will make Appendix B available electronically).
  - ◇ Examples of implementation tables will be provided by CCRPC upon request.
- ◆ One pdf version of the plan (including maps) submitted for approval.

## CCRPC Review Process for Confirming a Municipality's Planning Process & Approving a Municipal Plan

The general process is as follows:

The plan is in effect for 8 years after it is adopted by the municipality.

An amendment can occur anytime but does not change the expiration date of a plan



1. Initial Staff Review – Staff will initiate informal plan reviews approximately 18-24 months prior to the expiration of each municipal plan. Staff will share these reviews with Municipal Staff, Municipal Planning Commissions and the PAC. This review shall also function as one of the two required consultations within an 8-year period (§4350(a)), and will include a review of progress made on the existing plan’s implementation program.

The municipality may also request staff and/or PAC review of their draft Plan at any point in the Plan development process prior to the formal review described below. This allows the municipality to gain detailed feedback and suggestions from staff and the PAC while there is still time to incorporate it.

CCRPC receives 30-day Planning Commission public hearing notice for Town Plan amendments. If not concurrent with the municipal request for approval as described in Step 2 below, CCRPC staff will review the draft plan and provide an informal Staff recommendation to both the Planning Advisory Committee (PAC) and the municipal Planning Commission in time for their public hearing. The CCRPC Board will be cc’d on the informal Staff recommendation.

2. Planning Advisory Committee Review of Draft Plan – In accordance with 24 VSA §4385(c) the municipal request for approval from the RPC may be before or after adoption of the plan by the municipality, at the option of the municipality. However, CCRPC would prefer if the formal request is made 120 days before the current municipal plan expires to aid with CCRPC review scheduling. Upon receipt of the formal review request, Staff will review the plan.

Staff will schedule the formal plan review for the next available PAC meeting (and hold the required public hearing at this meeting if there is adequate time to warn the hearing). The CCRPC Commissioner and Alternate Commissioner from the municipality and Commissioners/Alternate Commissioners from the municipality’s neighboring municipalities will be invited to participate in this formal PAC Review.

The PAC will provide its written recommendation to CCRPC and the municipality. If the PAC recommends that the plan not be approved because of deficiencies, the municipality may address that recommendation at the full CCRPC Board or agree to rectify the deficiencies and resubmit its plan for PAC review. The PAC review will serve as the second of the two consultations required every eight years by 24 VSA §4350(a).

3. CCRPC Review and Action - CCRPC will hold a public hearing (if not held under Step 2) and consider the recommendation of the PAC at a regularly scheduled meeting. Scheduling of this meeting will occur in consultation with the municipality. The municipality may attend the CCRPC meeting and voice its positions related to the PAC's recommendation.
  - a. The CCRPC may approve or not approve the municipal plan. CCRPC must approve or disapprove a municipal plan or amendment within two months of CCRPC's receipt of the plan following a final hearing held by the municipality to adopt the municipal plan pursuant to 24 VSA 4385.
  - b. Pursuant to 24 VSA 4350 (f) CCRPC's decisions to confirm a municipal planning process and to approve a municipal plan must be made by a majority vote of the Commissioners representing municipalities in accordance with CCRPC's bylaws.
  - c. If CCRPC disapproves a plan or plan amendment, it must state its reasons in writing and, if appropriate, suggest modifications that would be acceptable to CCRPC. If the municipality requests approval of a resubmitted plan with modifications, CCRPC must give its approval or disapproval within 45 days. The municipality may appeal the decision in accordance with 24 VSA 4476.

The CCRPC forwards a copy of its resolution of approval to the Department of Economic, Housing and Community Development and the municipal clerk.

4. Expiration - The CCRPC's approval of the plan and confirmation of the planning process will remain in effect until the plan expires, which will occur eight years after the plan is adopted by the municipality.

### Amending an Un-Expired Plan

With the clarification in Act 90 that an amendment to a plan does not affect or extend the plan's expiration date (24 VSA §4385(d)), CCRPC has a simplified review process for plan amendments. Upon request, CCRPC will review plan amendments to ensure that the amendment would not alter or risk the municipality's standing plan approval and confirmation status.

### Materials to Submit

A municipality requesting CCRPC to review an amendment to a municipal plan needs to provide the following materials to CCRPC:

- ◆ A letter from the municipality requesting CCRPC to review its plan amendment and briefly describing the amendment and the reason for amending (a sample letter is available from CCRPC staff);
- ◆ An electronic copy of the amended section/chapter in its entirety with the changes clearly indicated. It is not necessary to send a copy of the full plan.

### CCRPC Review Process for Reviewing an Amended Municipal Plan

1. The municipality will contact CCRPC staff to inform staff of the intent to amend an unexpired plan that has been previously approved and for which the planning process has been confirmed.
2. Upon receipt of the amendment review request, Staff will review the amended section(s) of the plan to determine whether the section(s) continue to meet the required elements and goals related to the amended section(s), and consistency with the Regional Plan.
  - a. If staff determines that the proposed amendments do not need to be formally reviewed by the PAC and the CCRPC, following staff review, staff will provide a letter stating that the plan amendment does not impact the municipalities standing plan approval and planning process

confirmation, or not. If not, Staff will provide recommendations to address the issues of concern. Staff will distribute the proposed amendments and the letter to the PAC for information.

- b. If staff are concerned that the amendments may impact the municipality's standing plan approval and planning process confirmation, or have any other concerns, Staff will ask the PAC to review the amendment.
  - c. If the municipality would prefer formal CCRPC approval of the plan amendment, CCRPC will conduct a formal review upon request and follow the full process for readoption of a plan described above.
3. The CCRPC will forward a copy of this letter to the Department of Economic, Housing and Community Development, the PAC, and the municipal clerk.

# Appendix A – Municipal Plan Review Tool

## Chittenden County Regional Planning Commission

### Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans

This form addresses the statutory requirements of the State of Vermont for town plans, as cited in the Vermont Municipal and Regional Planning and Development Act, Title 24 V.S.A Chapter 117 (the Act). It includes the 12 required elements found in § 4382 of the Act; the four planning process goals found in § 4302(b), the 14 specific goals found in § 4302(c); and the standard of review found in § 4302(f), which covers consistency with goals and compatibility standards.

During the Regional approval and confirmation process, specified in § 4350 of the Act, the regional planning commission is required to assess town plans and the process whereby they are developed according to the criteria of the Act. Sections of relevant statute are quoted at each question.

	<b>Required Elements § 4382</b>	<b>Met</b>	<b>Not Met</b>
1	Statement of Objectives, Policies, Programs	<input type="checkbox"/>	<input type="checkbox"/>
2	Land Use Plan	<input type="checkbox"/>	<input type="checkbox"/>
3	Transportation Plan	<input type="checkbox"/>	<input type="checkbox"/>
4	Utility and Facility Plan	<input type="checkbox"/>	<input type="checkbox"/>
5	Rare Natural Resources/Historic Resources	<input type="checkbox"/>	<input type="checkbox"/>
6	Educational Facilities Plan	<input type="checkbox"/>	<input type="checkbox"/>
7	Implementation Program	<input type="checkbox"/>	<input type="checkbox"/>
8	Development Trends	<input type="checkbox"/>	<input type="checkbox"/>
9	Energy Plan	<input type="checkbox"/>	<input type="checkbox"/>
10	Housing Element	<input type="checkbox"/>	<input type="checkbox"/>
11	Economic Development Element	<input type="checkbox"/>	<input type="checkbox"/>
12	Flood Resiliency Plan	<input type="checkbox"/>	<input type="checkbox"/>

	<b>State Planning Goals § 4302</b>	<b>Met</b>	<b>Not Met</b>
1	Development Pattern	<input type="checkbox"/>	<input type="checkbox"/>
2	Economy	<input type="checkbox"/>	<input type="checkbox"/>
3	Education	<input type="checkbox"/>	<input type="checkbox"/>
4	Transportation	<input type="checkbox"/>	<input type="checkbox"/>
5	Natural and Historic Resources	<input type="checkbox"/>	<input type="checkbox"/>
6	Quality of Resources	<input type="checkbox"/>	<input type="checkbox"/>
7	Energy	<input type="checkbox"/>	<input type="checkbox"/>
8	Recreation	<input type="checkbox"/>	<input type="checkbox"/>
9	Agriculture and Forest Industries	<input type="checkbox"/>	<input type="checkbox"/>
10	Use of Resources	<input type="checkbox"/>	<input type="checkbox"/>
11	Housing	<input type="checkbox"/>	<input type="checkbox"/>
12	Public Facilities	<input type="checkbox"/>	<input type="checkbox"/>
13	Child Care	<input type="checkbox"/>	<input type="checkbox"/>
14	Flood Resiliency	<input type="checkbox"/>	<input type="checkbox"/>

## TOWN PLAN REQUIRED ELEMENTS

### Title 24 Chapter 117: Municipal and Regional Planning and Development

#### **24 V.S.A. § 4382. The plan for a municipality**

(a) A plan for a municipality may be consistent with the goals established in section 4302 of this title and compatible with approved plans of other municipalities in the region and with the regional plan and shall include the following:

**(1) A statement of objectives, policies and programs of the municipality to guide the future growth and development of land, public services and facilities, and to protect the environment.**

Comments:

Choose an item.

Pages:

**(2) A land use plan, consisting of a map and statement of present and prospective land uses, that indicates those areas proposed for forests, recreation, agriculture (using the agricultural lands identification process established in 6 V.S.A. § 8), residence, commerce, industry, public and semi-public uses and open spaces, areas reserved reserved for flood plain, and areas identified by the State, the regional planning commission, or the municipality that require special consideration for aquifer protection; for wetland protection, for the maintenance of forest blocks, wildlife habitat, and habitat connectors; or for other conservation purposes; sets forth the present and prospective location, amount, intensity and character of such land uses and the appropriate timing or sequence of land development activities in relation to the provision of necessary community facilities and service; identifies those areas, if any, proposed for designation under chapter 76A of this title, together with, for each area proposed for designation, an explanation of how the designation would further the plan's goals and the goals of § 4302 of this title, and how the area meets the requirements for the type of designation to be sought; and indicates those areas that are important as forest blocks and habitat connectors and plans for land development in those areas to minimize forest fragmentation and promote the health, viability, and ecological function of forests.**

Comments:

Choose an item.

Pages:

MAPS

Present Land Use Plan ☐

Prospective Land Use Plan ☐

**(3) A transportation plan, consisting of a map and statement of present and prospective transportation and circulation facilities showing existing and proposed highways and streets by type and character of improvement, and where pertinent, parking facilities, transit routes, terminals, bicycle paths and trails, scenic roads, airports, railroads and port facilities, and other similar facilities or uses, with indications of priority of need;**

Comments:

Choose an item.

Pages:

MAP

Transportation ☐

(4) A utility and facility plan, consisting of a map and statement of present and prospective community facilities and public utilities showing existing and proposed educational, recreational and other public sites, buildings and facilities, including hospitals, libraries, power generating plants and transmission lines, water supply, sewage disposal, refuse disposal, storm drainage and other similar facilities and activities, and recommendations to meet future needs for community facilities and services, with indications of priority of need, costs and method of financing;

Comments:

Choose an item.

Pages:

MAP

Utility and Facility ☐

(5) A statement of policies on the preservation of rare and irreplaceable natural areas, scenic and historic features and resources;

Comments:

Choose an item.

Pages:

(6) An educational facilities plan consisting of a map and statement of present and projected uses and the local public school system;

Comments:

Choose an item.

Pages:

MAP

Educational Facility ☐

(7) A recommended program for the implementation of the objectives of the development plan;

Comments:

Choose an item.

Pages:

(8) A statement indicating how the plan relates to development trends and plans of adjacent municipalities, areas and the region developed under this title;

Comments:

Choose an item.

Pages:

(9) An energy plan, including an analysis of energy resources, needs, scarcities, costs and problems within the municipality, a statement of policy on the conservation of energy, including programs, such as thermal integrity standards for buildings, to implement that policy, a statement of policy on the development of renewable energy resources, a statement of policy on patterns and densities of land use likely to result in conservation of energy;

Comments:

Choose an item.

Pages:

(10) A housing element that shall include a recommended program for addressing low and moderate income persons' housing needs as identified by the regional planning commission pursuant to subdivision 4348a(a)(9) of this title. The program should account for permitted

Choose an item.

Pages:

accessory dwelling units, as defined in subdivision 4412(1)(E) of this title, which provide affordable housing.

Comments:

(11) An economic development element that describes present economic conditions and the location, type, and scale of desired economic development, and identifies policies, projects, and programs necessary to foster economic growth.

Comments:

Choose an item.  
Pages:

(12)(A) A flood resilience plan that:

(i) identifies flood hazard and fluvial erosion hazard areas, based on river corridor maps provided by the Secretary of Natural Resources pursuant to 10 V.S.A. § 1428(a) or maps recommended by the Secretary, and designates those areas to be protected, including floodplains, river corridors, land adjacent to streams, wetlands, and upland forests, to reduce the risk of flood damage to infrastructure and improved property; and

(ii) recommends policies and strategies to protect the areas identified and designated under subdivision (12)(A)(i) of this subsection and to mitigate risks to public safety, critical infrastructure, historic structures, and municipal investments.

(B) A flood resilience plan may reference an existing local hazard mitigation plan approved under 44 C.F.R. § 201.6.

Comments:

Choose an item.  
Pages:

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## GOALS AND STANDARDS OF REVIEW

### GOALS

#### 24 VSA § 4302

(a) General purposes . . .

(b) It is also the intent of the legislature that municipalities, regional planning commissions and state agencies shall engage in a continuing planning process that will further the following goals:

(1) To establish a coordinated, comprehensive planning process and policy framework to guide decisions by municipalities, regional planning commissions, and state agencies.

(2) To encourage citizen participation at all levels of the planning process, and to assure that decisions shall be made at the most local level possible commensurate with their impact.

(3) To consider the use of resources and the consequences of growth and development for the region and the state, as well as the community in which it takes place.

(4) To encourage and assist municipalities to work creatively together to develop and implement plans.

(c) In addition, this chapter shall be used to further the following specific goals:

#### Goal 1:

To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside.

(A) Intensive residential development should be encouraged primarily in areas related to community centers, and strip development along highways should be discouraged.

(B) Economic growth should be encouraged in locally designated growth areas, or employed to revitalize existing village and urban centers, or both.

(C) Public investments, including construction or expansion of infrastructure, should reinforce the general character and planned growth patterns of the area.

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

Choose an item.

Pages:

#### Goal 2:

To provide a strong and diverse economy that provides satisfying and rewarding job opportunities and that maintains high environmental standards, and to expand economic opportunities in areas with high unemployment or low per capita incomes.

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

Choose an item.

Pages:

**Goal 3:**

To broaden access to educational and vocational training opportunities sufficient to ensure the full realization of the abilities of all Vermonters.

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

Choose an item.

Pages:

**Goal 4:**

To provide for safe, convenient, economic and energy efficient transportation systems that respect the integrity of the natural environment, including public transit options and paths for pedestrians and bicyclers.

- (A) Highways, air, rail and other means of transportation should be mutually supportive, balanced and integrated.

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

Choose an item.

Pages:

**Goal 5:**

To identify, protect and preserve important natural and historic features of the Vermont landscape including:

- (A) significant natural and fragile areas;
- (B) outstanding water resources, including lakes, rivers, aquifers, shorelands and wetlands;
- (C) significant scenic roads, waterways and views;
- (D) important historic structures, sites, or districts, archaeological sites and archaeologically sensitive areas

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

Choose an item.

Pages:

**Goal 6:**

To maintain and improve the quality of air, water, wildlife, forests and other land resources.

Choose an item.

Pages:

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

**Goal 7:**

To encourage the efficient use of energy and the development of renewable energy resources.

Choose an item.

Pages:

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

**Goal 8:**

To maintain and enhance recreational opportunities for Vermont residents and visitors.

Choose an item.

Pages:

(A) Growth should not significantly diminish the value and availability of outdoor recreational activities.

(B) Public access to noncommercial outdoor recreational opportunities, such as lakes and hiking trails, should be identified, provided, and protected wherever appropriate.

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

**Goal 9:**

To encourage and strengthen agricultural and forest industries.

Choose an item.

Pages:

(A) Strategies to protect long-term viability of agricultural and forestlands should be encouraged and should include maintaining low overall density.

(B) The manufacture and marketing of value added agricultural and forest products should be encouraged.

(C) The use of locally-grown food products should be encouraged.

(D) Sound forest and agricultural management practices should be encouraged.

(E) Public investment should be planned so as to minimize development pressure on agricultural and forest land.

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

**Goal 10:**

To provide for the wise and efficient use of Vermont's natural resources and to facilitate the appropriate extraction of earth resources and the proper restoration and preservation of the aesthetic qualities of the area.

Choose an item.

Pages:

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

**Goal 11:**

To ensure the availability of safe and affordable housing for all Vermonters.

Choose an item.

Pages:

(A) Housing should be encouraged to meet the needs of a diversity of social and income groups in each Vermont community, particularly for those citizens of low and moderate income.

(B) New and rehabilitated housing should be safe, sanitary, located conveniently to employment and commercial centers, and coordinated with the provision of necessary public facilities and utilities.

(C) Sites for multi-family and manufactured housing should readily available in locations similar to those generally used for single-family conventional dwellings.

(D) Accessory apartments within or attached to single family residences which provide affordable housing in close proximity to cost-effective care and supervision for relatives or disabled or elderly persons should be allowed.

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

**Goal 12:**

To plan for, finance and provide an efficient system of public facilities and services to meet future needs.

Choose an item.

Pages:

(A) Public facilities and services should include fire and police protection, emergency medical services, schools, water supply and sewage and solid waste disposal.

(B) The rate of growth should not exceed the ability of the community and the area to provide facilities and services.

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

**Goal 13:**

To ensure the availability of safe and affordable child care and to integrate child care issues into the planning process, including child care financing, infrastructure, business assistance for child care providers, and child care work force development.

Choose an item.

Pages:

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

**Goal 14:**

To encourage flood resilient communities.

(A) New development in identified flood hazard, fluvial erosion, and river corridor protection areas should be avoided. If new development is to be built in such areas, it should not exacerbate flooding and fluvial erosion.

(B) The protection and restoration of floodplains and upland forested areas that attenuate and moderate flooding and fluvial erosion should be encouraged.

(C) Flood emergency preparedness and response planning should be encouraged.

Choose an item.

Pages:

How has the Town Plan addressed this goal:

If the goal is not relevant or attainable, how does the plan address why:

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## STANDARD OF REVIEW

### 24 V.S.A. § 4302(f)

(1) As used in this chapter, "consistent with the goals" requires substantial progress toward attainment of the goals established in this section, unless the planning body determines that a particular goal is not relevant or attainable. If such a determination is made, the planning body shall identify the goal in the plan and describe the situation, explain why the goal is not relevant or attainable, and indicate what measures should be taken to mitigate any adverse effects of not making substantial progress toward that goal. The determination of relevance or attainability shall be subject to review as part of a consistency determination under this chapter.

(2) As used in this chapter, for one plan to be "compatible with" another, the plan in question, as implemented, will not significantly reduce the desired effect of the implementation of the other plan. If a plan, as implemented, will significantly reduce the desired effect of the other plan, the plan may be considered compatible if it includes the following:

(A) a statement that identifies the ways that it will significantly reduce the desired effect of the other plan;

(B) an explanation of why any incompatible portion of the plan in question is essential to the desired effect of the plan as a whole;

(C) an explanation of why, with respect to any incompatible portion of the plan in question, there is no reasonable alternative way to achieve the desired effect of the plan, and

(D) an explanation of how any incompatible portion of the plan in question has been structured to mitigate its detrimental effects on the implementation of the other plan.

**Details of CCRPC's review process can be found in "Chittenden County Regional Planning Commission Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans," as adopted October 19, 2016.**

# Appendix B – Municipal Plan Implementation Assessment Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans

Municipality: \_\_\_\_\_

Date: \_\_\_\_\_

Municipal Plan Expiration: \_\_\_\_\_

Planning Process Currently Confirmed?: ☐ Yes ☐ No

Activity	Progress? (select all that may apply)	Explanation of Progress
Preparation or adoption of bylaws or amendments:	<input type="checkbox"/> Activity Completed <input type="checkbox"/> Currently Implementing <input type="checkbox"/> Not a Priority During Time Period <input type="checkbox"/> Not a Priority in Plan <input type="checkbox"/> Hindered or Delayed <input type="checkbox"/> No Activity	
Capital budgets and programs:	<input type="checkbox"/> Activity Completed <input type="checkbox"/> Currently Implementing <input type="checkbox"/> Not a Priority During Time Period <input type="checkbox"/> Not a Priority in Plan <input type="checkbox"/> Hindered or Delayed <input type="checkbox"/> No Activity	

<p>Supplemental plans: [list one or more identified in the plan, but not necessarily all]</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activity Completed</li> <li><input type="checkbox"/> Currently Implementing</li> <li><input type="checkbox"/> Not a Priority During Time Period</li> <li><input type="checkbox"/> Not a Priority in Plan</li> <li><input type="checkbox"/> Hindered or Delayed</li> <li><input type="checkbox"/> No Activity</li> </ul>	
<p>Other actions, programs, or measures undertaken or scheduled to implement the adopted plan:  [list one or more identified in the plan, but not necessarily all]</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activity Completed</li> <li><input type="checkbox"/> Currently Implementing</li> <li><input type="checkbox"/> Not a Priority During Time Period</li> <li><input type="checkbox"/> Not a Priority in Plan</li> <li><input type="checkbox"/> Hindered or Delayed</li> <li><input type="checkbox"/> No Activity</li> </ul>	

**24 V.S.A. 4350(c):** *In order to retain confirmation or the planning process, a municipality shall document that it has reviewed and is actively engaged in a process to implement its adopted plan.*

- (1) When assessing whether a municipality has been actively engaged in a process to implement its adopted plan, the regional planning commission shall consider the activities of the local boards and commissions with regard to the preparation or adoption of bylaws and amendments; capital budgets and programs; supplemental plan; or other actions, programs, or measures undertaken or scheduled to implement the adopted plan. The regional planning commission shall consider factors that may have hindered or delayed municipal implementation efforts.*
- (2) The consultation may include guidance by the regional planning commission with regard to resources and technical support available to the municipality its adopted plan and recommendations by the regional planning commission for plan amendments and for updating the plan prior to readoption under section 4387 of this title.*

In order to obtain or retain confirmation, a municipality must be actively engaged in a process to implement its adopted plan. Actively engaged is defined as making progress in all of the four implementation categories above or a determination that the plan does not call for any implementation actions in a category.