Appendix B – Municipal Plan Implementation Assessment

Guidelines and Standards for Confirmation of Municipal Planning

Processes and Approval of Municipal Plans

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| **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 | □ Activity Completed |   |
| bylaws or amendments: | □ Currently Implementing |   |
|   | □ Not a Priority During |   |
|   | Time Period |   |
|   | □ Not a Priority in Plan |   |
|   | □ Hindered or Delayed |   |
|   | □ No Activity |   |
| Capital budgets and programs: | □ Activity Completed |   |
|   | □ Currently Implementing |   |
|   | □ Not a Priority During |   |
|   | Time Period |   |
|   | □ Not a Priority in Plan |   |
|   | □ Hindered or Delayed |   |
|   | □ No Activity |   |

|  |  |  |
| --- | --- | --- |
| Supplemental plans: | □ Activity Completed |   |
| [list one or more identified in | □ Currently Implementing |   |
| the plan, but not necessarily | □ Not a Priority During |   |
| all] | Time Period |   |
|   | □ Not a Priority in Plan |   |
|   | □ Hindered or Delayed |   |
|   | □ No Activity |   |
| Other actions, programs, or | □ Activity Completed |   |
| measures undertaken or | □ Currently Implementing |   |
| scheduled to implement the | □ Not a Priority During |   |
| adopted plan: | Time Period |   |
|   | □ Not a Priority in Plan |   |
| [list one or more identified in | □ Hindered or Delayed |   |
| the plan, but not necessarily all] | □ No Activity |   |

***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.