



CHITTENDEN COUNTY RPC
Communities Planning Together

Introduction to CCRPC

Board Training, July 21, 2021

Agenda

- Being a Citizen Planner
- Role of Committees
- Basic RPC and MPO Duties
- Partner Acronyms 101

Being a Citizen Planner

Representatives are responsible to:

- Communicate with the municipality/constituency that you represent, to inform them and be aware of their perspectives on proposed Commission decisions;
- Participate in one or more CCRPC Committees to provide oversight of specific Commission programs/projects and to make recommendations to the full Commission; and
- Participate in decisions of the full Commission (typically at CCRPC's monthly meetings).

Communicating Effectively & Promoting Mutual Respect

- Conduct regular outreach with the public
- Seek input beyond Board members
- Convey the regional issues back to your local legislative body/organization, seek input, and relay their perspectives back to the Board or relevant Committee
- Provide constructive and timely feedback
- Respect the diversity of thoughts and opinions
- Speak for the Board only when authorized to do so

Role of Committees

The CCRPC Board has to “do twice the amount of work in the same amount of time.” (Marc Landry, 9/21/2011)

- Committees are the Primary Reviewer of Issues
 - Focus attention on most critical issues
 - Present questions in their proper sequence
 - Ensure sufficient information to make a decision
- Committees Recommend Proposed Actions to Full Commission

Committees

- **Executive Committee** – overall administration, personnel and administrative policies, Act 250 and Section 248 comments
- **Finance Committee** – budget and audit
- **Board Development Committee** – nominations, board training, Public Participation Plan
- **Unified Planning Work Plan Committee** – UPWP
- **Transportation Advisory Committee** – MTP, TIP, UPWP, consultant contracts
- **Planning Advisory Committee** – municipal plans, Act 250 & Section 248 review guidelines
- **Long Range Planning Committee** – Regional Plan and MTP
- **Clean Water Advisory Committee** – watershed basin plans, MS-4 assistance
- **ad hoc committees** – as needed

RPC Duties – VT Law

- Promote the mutual cooperation of member municipalities and cooperate with neighboring states, regions, counties, and municipalities;
- Assist and advise municipalities in the preparation of plans, studies, and Bylaws regarding the appropriate development and use of the region's physical and human resources;
- Prepare a Regional Plan at least every eight years;
- Review proposed State capital expenditures for compatibility with the RPC's Regional Plan and assist municipalities in assessing compatibility with municipal plans;
- Appear before District Environmental Commissions to aid in Act 250 reviews and appear before the Public Service Board to aid in Section 248 reviews of proposed utilities; and
- Confirm municipal planning programs, approve municipal plans and determinations of energy compliance.

Regional Plan – ECOS Plan

- Regional Plan per State law addressing 14 planning goals in 11 elements
- Metropolitan Transportation Plan per federal law addressing 10 planning factors
- Comprehensive Economic Development Strategy adopted with GBIC addressing EDA requirements.
- Some key components:
 - Regional energy plan
 - Future land use map

Municipal Plan Review

- The CCRPC can assist municipalities in development of their Comprehensive Plans – including mapping, data development and updates, drafting content, facilitating meetings and public engagement activities.
- 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).
- CCRPC has adopted a [“Guidelines” document](#) identifying the procedures and standards that the CCRPC will use for confirming the planning processes and approving the plans of its member municipalities.

Act 250 & Section 248 Review

Act 250

- Act 250 is Vermont's land use and development law. The law provides a public, quasi-judicial process for reviewing major developments in Vermont.
- CCRPC has a responsibility to “appear before district environmental commissions to aid them in making a determination as to the conformance of developments and subdivisions with the criteria of 10 V.S.A. § 6086” (24 V.S.A. §4345a(13)).

Section 248

- Section 248 is a section of Vermont Statute that requires utilities and companies to obtain approval from the Public Utilities Commission (PUC) for projects including electric generation and transmission facilities.
- The 2018 ECOS Regional Plan includes enhanced standards for CCRPC to review proposed projects.
- The ECOS Plan was granted a Determination of Energy Compliance on August 9, 2018, which means the PUC will give it a higher level of review than it would otherwise receive in Section 248 proceedings.

CCRPC has an adopted [Guidelines and Standards for Reviewing Act 250 and Section 248 Applications](#) for review of these applications by the Executive Committee

Basic MPO Responsibilities

- The MPO is required by Federal law
- It is a representative group of local governments with VTrans and leads the transportation planning process for the metropolitan area
- It is the region's policymaking organization responsible for prioritizing transportation initiatives
- It carries out the metropolitan transportation planning process in cooperation with VTrans and GMT

Basic MPO Duties – Federal Law

- Follow a continuing, comprehensive, and cooperative (3C) planning process
- Address the 10 FAST Act planning factors

MPO Business Items:

- Metropolitan Transportation Plan (MTP) every 5 years
- Unified Planning Work Program (UPWP) – annually
- Transportation Improvement Program (TIP) – at least every 4 years, functionally: annually plus amendments
- Public Participation Plan (PPP) – as desired (2022)

Metropolitan Transportation Plan (MTP)

- Metropolitan Planning Organizations, like the CCRPC, are required by Federal law to develop a long-range Metropolitan Transportation Plan (MTP) at least every five years.
- This document must include the strategies, actions and projects that will lead to “an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods.”
- Federal funds cannot be used for projects and services unless they are consistent with an adopted long-range plan.
- The MTP must also be financially constrained by the reasonably expected level of transportation funding.

Unified Planning Work Program (UPWP)

- Projects solicited from end of November to late January –
Driven by municipalities, state agencies, and partners
- UPWP Committee reviews Feb – April
- Finance Comm, Exec Comm, Board reviews draft UPWP &
Budget April to May
- Board approves UPWP & Budget in May for program year
starting in July
- Updated through a Mid-year Adjustment in January

Transportation Improvement Program (TIP)

- The TIP is a prioritized, fiscally-constrained, four-year list of federally-funded, multimodal transportation projects and operations in the CCRPC region: Chittenden County.
- Under federal law, the TIP must cover at least a four-year program of projects and be updated no less frequently than every two years.
- In addition, projects in the TIP must be prioritized at the regional level and have clearly identified funding sources.
- All transportation projects, programs, and operations receiving federal funds in Chittenden County must be authorized through the CCRPC TIP process.
- The exception are federal airport funds for Burlington International Airport, which are not subject to the CCRPC's prioritization process, but are listed in the TIP for information and coordination purposes.

Public Participation Plan (PPP)

- Federal regulations require that the CCRPC, as the region's metropolitan planning organization, develop and use a documented participation plan (CFR Part 450.316).
- It is intended to be a resource for the CCRPC to use in its efforts to reach out to and engage community members in the neighborhoods and towns impacted by its projects.
- While we are proud of our strong relationships with local residents, advocacy and interest groups, and state and federal agencies, we strive to improve our efforts to involve the public in our planning and policy work, as inclusive community engagement is the foundation that will lead to improved problem-solving methods, decision-making and long-term solutions that meet the needs of our diverse community.

Intro to How we Operate

- CCRPC operates like a public-sector consulting agency
- 95% of our funding is through performance-based grant agreements
 - VTrans (MPO), ACCD (Regional Planning), Brownfields, Emergency Management, Water Quality, etc.
- The other 5% is municipal dues (\$250,000). These funds are primarily used as required local match for the MPO funding.
- We bill every hour of staff time and consultant/partner expense.
- In FY22, 56% of funding goes to partners and consultants.
- We have an indirect rate that is applied to every billable hour to capture those expenses that are not directly attributable to one grant (board meeting time, rent, etc.).

Major Sources of Revenue

~\$5,200,000 FY22 Budget

Transportation Program - 72%

Primarily MPO funding. Almost all through VTrans.

Federal Government provides 80%, VTrans 10%, and Municipalities 10%

The majority of our funding each year – about

Land Use Program - 13%

Primarily Vermont Regional Planning Grant through ACCD

Also direct service agreements with municipalities – plan, DRB or zoning assistance

Natural Resources & Energy – 8%

Water Quality planning and implementation through DEC and VTrans

Energy planning and implementation from ACCD, DPS or Efficiency Vermont

Emergency Management & Health – 2%

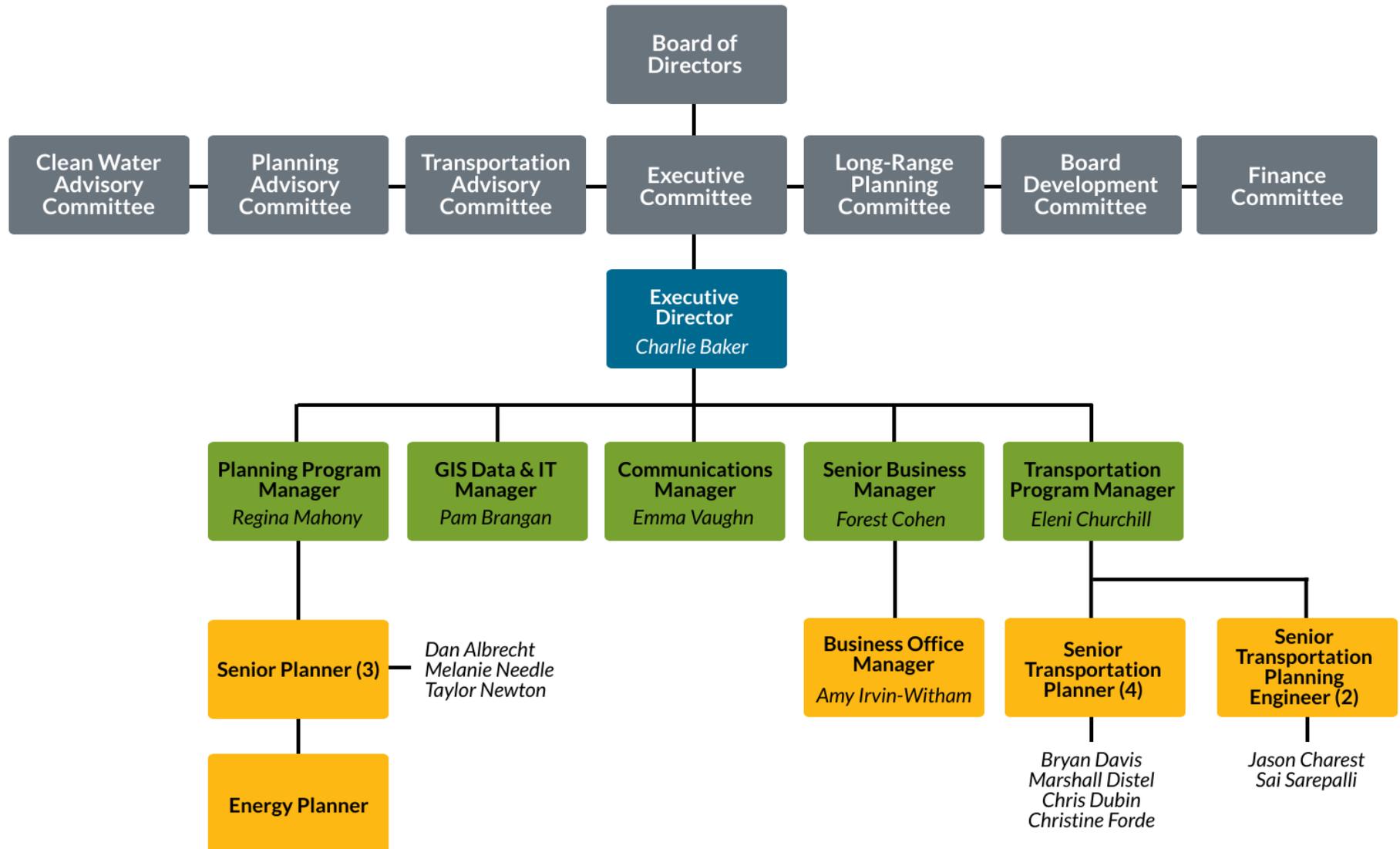
Emergency Management and Hazard Mitigation planning through VEM

Public Health planning through Department of Health

Municipal Dues – 5%

Primarily used to provide match to the MPO funding

Organization Chart



Partners

- **GBIC** – Greater Burlington Industrial Corp. - Nonprofit Regional Development Corporation (RDC)
- **LCC** - Lake Champlain Chamber of Commerce
- **VHFA** – Vermont Housing Finance Agency
- **CHT** - Champlain Housing Trust
- **ACCD** – Agency of Commerce & Community Development – mostly the Department of Housing and Community Development (DHCD)
- **ANR** – Agency of Natural Resources – mostly the Department of Environmental Conservation (DEC)
- **VEM** – Vermont Emergency Management
- **VDH** – Vermont Department of Health
- Other **RPCs** – Regional Planning Commissions

Transportation Partners

- **VTrans** - Vermont Agency of Transportation
- **FHWA** – Federal Highway Administration
- **FTA** – Federal Transit Administration
- **BIA** – Burlington International Airport
- **GMT** – Green Mountain Transit
- **CATMA** – Chittenden Area Transportation Management Association
- **Local Motion**
- **CarShare Vermont**
- **United Way of Northwest Vermont** – NeighborRides
- **VEIC** – Vermont Energy Investment Corporation (Drive Electric Vermont)
- **TRC** – University of Vermont’s Transportation Research Center

 = Funded partner

Board Member Resources

Visit this page:

<https://www.ccrpcvt.org/about-us/commission/commissioners-alternates/>

- More specific training materials
- Board Member Handbook
- CCRPC Bylaws
- Board Member Roles, Responsibilities and Duties

Questions?

- Any specific follow-up training topics that you'd like to review next time (October)?