

**ADDISON COUNTY REGIONAL PLANNING COMMISSION  
ANNUAL WORKPLAN FY 2022 - 2023**

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**ADDISON COUNTY REGIONAL PLANNING COMMISSION  
FY2017 (July 1, 2022 – June 30, 2023)  
ANNUAL WORKPLAN**

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**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (“DHCD”)**  
**MUNICIPAL DUES Core Funding**

**I. REGIONAL PLANNING**

Work to satisfy the statutory responsibilities of RPCs as specified in 24 V.S.A. §4345 and §4345a and to implement the goals of 24 V.S.A. §4302. Specific tasks include:

**A. Regional Plan.** The Regional Plan shall be revised to be up to date and in compliance with State statute. ACRPC shall continue its work to revise the following elements of its regional plan:

- A. Economy
- B. Forest Blocks
- C. Childcare
- D. Future Land Use
- E. Implementation
- F. Introduction

Additionally, ACRPC agrees to continue to rewrite the plan to improve its usability and user-friendliness.

**B. Implementation.** ACRPC will utilize the VAPDA implementation template in its update process and report on items it implements over the course of the year in the individual annual report to DHCD.

**C. Act 250/Section 248.** Review Act 250 major applications and Section 248 applications with hearings (or potential applications) in relation to the regional plan. Report on the number of applications commented on, providing more detail about those involving substantive comment, reporting in the mid-term and final reports.

**D. Energy Planning.** Promote the implementation of energy efficiency measures in the Region.

**II. MUNICIPAL PLANNING AND TECHNICAL ASSISTANCE**

Work to satisfy the local technical assistance statutory responsibilities of RPCs as specified in 24 V.S.A. §4345 and §4345a and to implement the goals of 24 V.S.A. §4302, emphasizing assistance to towns in town plan and bylaw adoption. Specific tasks include:

**A. Municipal Plan Approval.** Review municipal plans as requested by municipalities and document results using the standard procedures, checklists and forms for approval of municipal plans.

**B. Municipal Consultations.** Conduct municipal consultations with municipalities with plans expiring within 12-24 months and document results using the standard procedures, checklists and forms for regional consultations. Contact municipalities with plans expiring in FY 22/23 and offer help to meet statutory requirements.

**C. State Designations.** Help interested municipalities obtain or renew state designations, including updating plans to meet statutory requirements.

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- D. **ERAF.** Provide assistance to interested municipalities to complete steps necessary to meet ERAF requirements including:
  - 1. Help towns improve eligibility for ERAF match;
  - 2. Assist with updating municipal flood resiliency elements;
- E. **Municipal Implementation Plans.** Help interested towns create Implementation plans using the Regional Plan Implementation template.

### III. MUNICIPAL TRAINING AND EDUCATION

Provide education and training opportunities for municipal officials, commission members, and staff through the following tasks:

- A. **Deliver Training.** Deliver at least two trainings using previously developed statewide training modules including:
  - The Essentials of Land Use Planning and Regulation**
  - Planning for Economic Development**
  - Village Center/Village Neighborhood**
  - Housing essentials of land use planning and regulation**
  - Resiliency of water quality**
  - Zoning for Great Neighborhoods**
  - Other statewide training**
- B. **Commission Programs.** Provide informative programs at full Commission meetings.
- C. **Website.** Support and improve access to information by working to incorporate the regional and town planning data and information on the RPC website.
- D. **Media Coverage.** Create media coverage of the Commission's informational programs and other Commission activities that are of general interest to the Region.
- E. **Newsletter.** Continue to provide a newsletter to an updated mailing list for public outreach.

### IV. REGIONAL AND STATE ISSUES.

- A. **VAPDA.** Continue to work with other regional planning commissions and DHCD to help promote planning throughout the State of Vermont.

### V. REGIONAL PLANNING CORE FUNCTIONS

Work to satisfy the statutory responsibilities of RPCs as specified in 24 V.S.A. §4345 and §4345a and to implement the goals of 24 V.S.A. §4302 and report on priorities implemented in a comprehensive annual report. Specific tasks include:

- A. **Commission Meetings.** Facilitate Commission, Executive Board and Committee meetings.
- B. **Regional Information Center.** Serve as a Regional Information Center by:
  - Maintaining and updating planning and permitting databases. Providing data through our website
  - Provide research and data services.

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- Serve as an associate of Vermont Center Geographic Information (VCGI)
- Continuing as an affiliate of the State Data Center for receipt of US Census and state agency population, housing, economic, and other similar data.
- C. Facilitate Common Agendas.** Encourage and support multi-town cooperation on common issues.
- D. GIS.** Make GIS services, data resources, and maps available to municipalities and members of the community.
- E. Statistics and Assistance.** Provide statistical resources, research, and analysis to municipalities and members of the community. Provide on-call technical assistance to municipalities including the latest information on planning, zoning grants, emergency management, and legislative changes.
- F. Planning and Zoning** - Work with municipalities to update town plans, zoning bylaws, subdivision regulations, floodplain regulations, and emergency management preparedness.
- G. Municipal Planning Grants** - Provide technical assistance to towns in drafting plans, zoning bylaws, subdivision regulations and help to promote other planning projects.
- H. Capital Plans and Budgets** - Encourage, support, and provide training for preparation and adoption of capital plans and budgets by municipalities.
- I. Development Review Boards** - Provide assistance to those municipalities interested in the formation of Development Review Boards.
- J. Grants** - Make grant information and applications available, write support letters where appropriate, and assist in the preparation of grant applications as time allows.
- K. Operating Policies** - Help municipalities to adopt procedural and ethics bylaws and continue to improve procedural practices.
- L. E-911** - Provide assistance, as appropriate, for E911 service.
- M. Broadband Planning and support**. Continue to work with and support Maple Broadband's (Addison County CUD) efforts to provide high speed, reliable broadband service to underserved portions of the Region.
- N. EDA CEDS**. Continue to work with adjacent RPCs to create a CEDS for the Region.
- O. Lamoille Health Equity Project**. Plan for healthy communities in the Region.

## VI. Transportation Planning.

Work cooperatively with the Agency of Transportation ("VTrans") to implement ACRPC's TPI contract to facilitate the integration of land use and transportation planning at the local and regional levels. A brief description of elements within ACRPC's TPI contract are listed below. For more detail please refer specifically to ACRPC's TPI contract with VTrans.

- a. **Administration.** Work necessary to facilitate the proper function of the transportation element of the office and transfer of funds.
- b. **Public Participation and Coordination.** Outreach work to the general public, local officials, and the Transportation Advisory Committee.
- c. **Long-Range Transportation Planning.** This group of tasks includes transportation planning and analysis for projects with a long-term time horizon of 10 years or greater and work on VTrans' Modal plans.
- d. **Short Range Transportation Planning.** These tasks include transportation planning and analysis for projects with time horizons of less than ten years.

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- e. **Project Development Planning.** Activities for this task support specific community or project level tasks by providing detailed planning and analysis and cost and impact studies necessary to implement the highest priority projects.
- f. **Middlebury Exchange Street Sidewalk**: Serve as the Project Manager to develop this section of sidewalk in Middlebury.
- g. **Vergennes Main Street Sidewalk**. Serve as the Project Manager to develop this section of sidewalk in Vergennes.
- h. **MRGP Grants in Aid**. Work with Municipalities to improve roads for water quality in accordance with the Municipal Road General Permit.
- i. **Bike Ped Project Management**. Manage at least one additional municipal bike/ped grant project.
- j. **PELS Study Vergennes and surrounding communities**. Continue to coordinate with VTrans leading the effort on his planning study for an alternative route to improve downtown Vergennes and serve surrounding businesses and properties.
- k. **Vergennes Public Art Corridor**. Conduct a planning study with the City of Vergennes to create public art in the downtown.

V. **Natural Resources and Energy Planning**.

Provide technical assistance and support to municipalities for ongoing natural resource and energy planning initiatives and regulations.

- a. **Stormwater Planning**. Provide technical assistance on stormwater management regulations and work with grants available to implement stormwater improvements.
- b. **WQ 604B (Water Quality)** – Continue to help Addison County Riverwatch Collaborative (“ACRWC”) with its water quality monitoring, database reporting, and publication of results.
- c. **Water Quality Planning**. Continue to facilitate the region’s interaction with ANR’s basin planning process in lower Otter Creek and help with the outreach connected to the Statewide water quality permits.  
Work with local groups to evaluate, plan and implement river corridor improvements in the region.  
Maintain and enhance the countywide Natural Resource GIS database.
- d. **WQ Project Development**. Administer a grant for ANR funding water quality project development
- e. **Clean Water Service Provider**. Serve as the **Clean Water Service Provider** for Basin 3.
- f. **Brownfields**. re-establish ACRPC’s program to access brownfields for redevelopment.

VI. **Emergency Planning**.

Guide and assist the development and implementation of regional and municipal pre-disaster mitigation plans, emergency management planning grants (EMPG), and other forms of emergency operations planning, as appropriate, according to the provisions set forth in 44 CFR §201.6. Work toward integration and incorporation (to the extent practicable and when appropriate) of these efforts with other state, local, and regional initiatives, such as comprehensive plans, economic development plans, capital

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improvement programs, land development and/or other emergency management plans, and FEMA programs/initiatives. (See 44 CFR §201.5 (b)(1) and 44 CFR §201.6 (4)(ii)).

- a. **EM EMPG 23 (Emergency Management Planning Grant).** Serve as local coordinators and point of contact for Vermont Emergency Management, attend State emergency management meetings as required and fulfill all other obligations stemming from the Emergency Management Planning Grant contract with Vermont Emergency Management
  - i. Coordinate/ schedule appropriate training events.
  - ii. Develop disaster awareness through outreach to the community.
  - iii. Assist local school districts in the development and maintenance of Disaster Plans
  - iv. Provide emergency services grant application assistance where requested.
  - v. Serve as a source for public Hazardous Materials information.
  - vi. Work to promote the county and municipal disaster preparedness through development and maintenance of Emergency Operations Plans for all hazards.
  - vii. Participate in statewide and local training exercises
  - viii. Support the Addison County Emergency Planning Committee
  - ix. Work with municipalities on floodplain mapping and zoning.
- b. **EM HMGP planning for towns.** Work to create all-hazards plans for several additional municipalities in the Region.
- c. **Local Liaison:** Serve as the liaison between Vermont Emergency Management and local communities in the event of a disaster.