

**ADDISON COUNTY REGIONAL PLANNING COMMISSION
ANNUAL WORK PLAN FY 2025 - 2026**



**ADDISON COUNTY REGIONAL PLANNING COMMISSION
FY2025 (July 1, 2025 – June 30, 2026)
ANNUAL WORK PLAN**

ADDISON COUNTY REGIONAL PLANNING COMMISSION ANNUAL WORK PLAN FY 2025 - 2026

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 with the goal of having a plan completed and adopted prior to July, 2026:

- A.** Economy
- B.** Forest Blocks
- C.** Childcare
- D. Future Land Use (as per Act 181)**
- E.** Implementation
- F.** Introduction
- G.** Transportation
- H.** Energy

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.

ADDISON COUNTY REGIONAL PLANNING COMMISSION

ANNUAL WORK PLAN FY 2025 - 2026

- C. **Act 181.** Help interested municipalities obtain or renew state designations, including updating plans to meet statutory requirements, prior to their adoption of future land use plans in conformance with Act 181. Work with Towns and citizens to ensure the Future Land Use section in the Addison Regional Plan satisfies their needs and that they understand it and its implications.
- 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**
 - ADUs**
 - Housing Changes for the HOME ACT**
 - 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:

ADDISON COUNTY REGIONAL PLANNING COMMISSION ANNUAL WORK PLAN FY 2025 - 2026

- 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.
 - 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 an Economic Development District for the Region in support of previous CEDS work.
- O. St. Stephen's Accessory Dwelling Unit Program:** Administer a grant from St. Stephen's Church to help create ADUs for affordable housing in the Addison Region.
- P. ARPA Technical Assistance to Municipalities:** Additional support to Towns to help them capture a portion of State ARPA funding.
- Q. Housing Navigator:** Support the ADU Guide ACRPC created to help individuals desiring to create ADUs in the Addison Region.
- R. Shared Services:** ACRPC will work to help facilitate shared services among its member municipalities.

ADDISON COUNTY REGIONAL PLANNING COMMISSION

ANNUAL WORK PLAN FY 2025 - 2026

- S. **MTAP**: Work with the Town of Salisbury to help administer their Municipal Technical Assistance Funding MTAP funding.
- T. **Act 172, Municipal Energy Retrofit Program (MERP)**: Work with BGS and municipalities to provide energy retrofits to municipal buildings 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. **Planning.** These tasks include transportation planning and analysis for projects with time horizons of less than ten years.
- d. **Data Collection.** This tasks involves collecting information on transportation usage in the Region.
- 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. **Bike Ped Project Management.** Manage at least one additional municipal bike/ped grant project.
- g. **PELS Study Vergennes and surrounding communities.** Continue to coordinate with VTrans to find the funding to advance the selected alternatives in the PELS project to the NEPA process.
- h. **Middlebury Exchange Street Sidewalk:** Serve as the Project Manager to develop this section of sidewalk in Middlebury.
- i. **MRGP Grants in Aid.** Work with self-selecting municipalities to improve roads for water quality in accordance with the Municipal Road General Permit.
- j. **Weybridge Slope Failure/ Bridport Culvert Upgrade:** Serve as Municipal Project Manager for grants to the Town of Weybridge to repair a slope failure on a local road and Bridport to repair a large culvert on a local road.
- k. **Bristol Sidewalk:** Serve as Municipal Project Manager for grants to the Town of Bristol to install a sidewalk in the village.
- l. **RAISE Grant:** Work with the Towns of Ferrisburgh and Middlebury and the City of Vergennes to plan for housing development near transit resources.

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

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

- a. **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.

ADDISON COUNTY REGIONAL PLANNING COMMISSION ANNUAL WORK PLAN FY 2025 - 2026

Work with Addison County Riverwatch Collaborative (“ACRWC”) to support its water quality monitoring, database reporting, and publication of results.

Work with other local groups to evaluate, plan and implement river corridor improvements in the region.

Provide technical assistance on stormwater management regulations and work with grants available to implement stormwater improvements.

Maintain and enhance the countywide Natural Resource GIS database.

- b. **Clean Water Service Provider.** Serve as the **Clean Water Service Provider** for Basin 3.
- c. **Panton and Bristol Flats CWSP grants:** Implement CWSP grants in Panton at Arnold’s Bay and Bristol in the area of Bristol Flats.
- d. **2022 Partnership Project Development Grants:** Finish administering Block grants to partner agencies to help them develop Water Quality projects.
- e. **Brownfields.** re-establish ACRPC’s program to access brownfields for redevelopment.
- f. **Moosalamoo NRA Master Plan:** Work with the Us Forest Service to create a Master Plan for the Moosalamoo National Recreational Area.
- g. **Middlebury College Master Planning:** Wrap up work with Middlebury College to create a database of its lands and to provide it with natural resource management planning on open parcels.
- h. **NRPC Climate Pollution Reduction:** Grant to reduce green house gases planning study from the Agency of Natural Resources administered through Northwest Regional Planning Commission. Include elements in the regional Energy Plan and two municipal energy plans.
- i. **Energy Efficiency and Conservation Block Grant:** A block grant from the Federal Energy Administration to promote energy efficiency in the region. Pending funding

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 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. **Local Liaison:** Serve as the liaison between Vermont Emergency Management and local communities in the event of a disaster.
- b. **EM EMPG 25 (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.

ADDISON COUNTY REGIONAL PLANNING COMMISSION ANNUAL WORK PLAN FY 2025 - 2026

- 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.
- c. **EM HMGP planning for towns.** Work to create all-hazards plans for several additional municipalities in the Region.