

## **Town of Woodbury Planning Commission**

### **August 17, 2020 Meeting Minutes**

**Planning Commission Members Present:** Thomas “Skip” Lindsay-Chair; Michael Gray, Dave Barnowski; Jim Schweithelm, PhD

The “virtual” meeting was called to order at 6:03 PM.

**Members of the Public Present:** Clare Rock & Zach Mia-Central Vermont Regional Planning Commission

**Adjustments to the Agenda:** None

### **Municipal Plan Project Approval:**

Skip reported the Select Board approved the Planning Commission’s selection of the Central Vermont Regional Planning Commission (CVRPC) as the vendor to assist in the creation of a new municipal plan at the Board’s August 12, 2020 meeting. The Planning Commission will now enter into contract negotiations with the CVRPC.

The commissioners discussed applying for a FY 2021 Municipal Planning Grant (MPG) administered by the Department of Housing and Community Development (DHCD). Skip noted the Select Board, during their August 12, 2020 meeting, read and signed a FY2021 Municipal Resolution document required by the DHCD in order for a municipality to apply for the FY 2021 MPG. Here’s the URL that gives a complete description of the MPG program: <https://accd.vermont.gov/community-development/funding-incentives/municipal-planning-grant>. Note that Woodbury was unsuccessful in a bid for FY 2020 MPG funds. The DHCD received FY 2020 MPG applications totaling \$850,000; their budget however was \$468,552. Here’s the URL that describes the successful projects and Municipalities that received grant monies

<https://accd.vermont.gov/sites/accdnew/files/documents/CD/CPR/MPG/CPR-MPG-FundedProjects-FY20.pdf> .

The Commissioners and the CVRPC will complete the FY 2021 MPG application and have it ready for submission to the DHCD prior to the October 1, 2020 deadline. The DHCD will announce the successful applicants in December 2020.

The FY 2021 application document was displayed and discussed in some detail by the Commissioners and the CVRPC. Michael noted that 2008 Woodbury’s Town Plan has lapsed and is no longer considered valid. Zach directed the group to Section 3: Planning Status Eligibility Guidance to Applicants which states that “unless applying to create a plan approvable by the Regional Planning Commission, the Municipality must have an adopted plan to be eligible for funding”. Therefore, Woodbury’s grant application is limited to the

creation of a municipal plan. Skip and Jim will work on the application and send a draft to the commissioners and CVRPC for their review.

The Commissioners and the CVRPC discussed which aspects of the planning process are vital in order to create a successful project. All agreed that community outreach is crucial in helping the Planning Commission frame policies and actions and incorporate them in the Municipal Plan. Outreach activities considered include holding community workshops, producing and distributing a community survey, and creating a visioning statement that articulates the current and future goals that Woodbury citizens deem critical to the Town's future. Clare shared a couple of thoughts including the buzz-word "building civic infrastructure". Clare described building civic infrastructure as a way to build up the capacity of volunteerism in Woodbury so there are more people who are willing help in community projects such as the municipal planning effort.

Michael shared a 1994 Land Use Opinion Survey produced by the Woodbury Planning Commission that was utilized to help develop a Town Plan and a Zoning Ordinance. Michael reported the response to the survey was considerable. The Commissioners noted that many of the survey questions are as relevant in 2020 as they were in 1994.

#### **Municipal Plan Project Approval:**

- Contract Discussion:
  - An earlier contract between Woodbury and the CVRPC was displayed and discussed. Clare noted the contract format will be the same. Skip and Clare will complete a draft contract and distribute to the Commissioners. Subsequently, the final contract will be presented to the Select Board for their approval and signatures.
- Project Time Line:
  - A GANNT Chart was displayed listing Tasks, Sub-Tasks, Start and Complete Dates, and Resources. Clare proposed moving the project completion date from May to September 2021 which would put the Town in position to apply for FY 2022 MPG funds. By doing so, the Town would be in a position to apply for funds earmarked for different planning activities.

A discussion ensued with Michael indicating that having a draft plan ready in March is especially ambitious. Jim remarked that delaying the project could benefit the public outreach aspect of the project hoping that things will have opened up again allowing face-to-face public engagement events. Michael commented that the delay could help engagement with Lake Associations in Town as well.

All agreed to move the project complete to September 2021.

- Next Steps:

- The Planning Commission meets monthly now and the Commissioners believe more meeting could be needed. The Commissioners discussed holding additional meetings as the project unfolds. Skip will contact the Vermont League of Cities and Towns to ensure the additional meetings are held in compliance with the State's open meeting statute.
- Skip and Jim will work on the FY 2021 MPG Grant Application.
- The 1994 Land Use Opinion Survey was displayed and discussed in detail. The Planning Commissioners thought it is a good first step in the public outreach aspect of the project. The Survey will be brought up-to-date and expanded as needed.
- Skip and Zach will revise the project timeline and share the document with the Commissioners prior the September 21, 2020 meeting.
- Skip and Clare will complete a "draft" contract and distribute to the Commissioners.

**Adjourn:**

Skip introduced a motion to adjourn at 7:28 PM and the motion was approved unanimously.

*The next regularly scheduled Planning Commission Meeting is September 21, 2020 at 6:00PM.*