

Town of Woodbury Planning Commission

October 19, 2020 Meeting Minutes

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

The “virtual” meeting was called to order at 6:05 PM.

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

Adjustments to the Agenda: None

Municipal Plan Project Update:

Central Vermont Regional Planning Commission Contract:

- Skip noted the CVRPC contract was signed by the Woodbury Select Board Chair and the Executive Director of the CVRPC. The Contract may be found on the Woodbury Web Site: <https://www.woodburyvt.org/wp-content/uploads/2020/10/Woodbury-2020-Town-Plan-CVRPC-Contract.pdf>
- The contract deliverables were discussed along with the project timeline.
 - Payments to the CVRPC are based on completion of deliverables spread out over the course of the contract.
 - The project timeline discussion centered on advancing one of the first deliverables; Completing a town-wide survey. Originally scheduled for starting and completing in the 1st quarter of 2021, the survey now will be rolled out on November 9, 2020 with a planned completion date of no later than January 8, 2021. Jim raised his concern that this compressed timeline would not give respondents sufficient time to complete the survey. Zack replied the survey is five minutes in length and the timeline could be extended if the Planning Commission feels that more time is needed. Skip will edit the project timeline accordingly. The edited timeline may be found on the Woodbury Web Site: <https://www.woodburyvt.org/wp-content/uploads/2020/10/October-20-2020-Town-Plan-Timeline.pdf>

Municipal Plan Review:

- Clare displayed a 2017 document produced by the CVRPC that presented a summary of the CVRPC’s evaluation of the Draft 2016 Woodbury Town Plan (Plan). (Note the 2016 Woodbury Town Plan was not approved by the CVRPC)

- The evaluation detailed both strengths and weaknesses in the 2016 Plan and lists opportunities to improve subsequent Plans. This document will serve as one of the tools used by the Planning Commission and CVRPC in their task to produce a Plan that meets Woodbury's goals and fulfills State requirements for Town Plan approval.

Communication Strategy:

- With data provided by the Planning Commission, Clare displayed a draft communications strategy document that detailed a targeted approach in an effort to reach out to Woodbury residents, businesses, societies, commissions, trustees, Friends of the Woodbury Elementary School, Volunteer Fire Department and other stakeholders in Woodbury. Clare described several communications techniques that are planned for this outreach including:
 - Town Website
 - Meeting Notices
 - Woodbury Front Porch Forum
 - Social Media
 - Direct Mailings
 - On-Line Survey
 - Email Distribution Lists (Lake Associations, etc)
 - Public Meetings (Virtual and/or in-person)

Planning Commissioner's Roles

- The Planning Commissioners will serve as spokespeople tasked with reaching out to targeted audiences and explain why a Town Plan is required. Additionally, the Commissioners will seek public input in-person, over the phone, via email or other means. The Commissioners will be asking citizens to talk about what can be accomplished to ensure the Town Plan provides guidelines and recommendations for thoughtful future growth in Woodbury and provide opportunities for improvement while maintaining a sense of community and protecting Woodbury's natural resources.

FY2021 Municipal Planning Grant (MPG) Application Update:

- Skip reported Woodbury's FY2021 MPG application was submitted on October 1, 2020 to the Department of Housing and Community Development. Woodbury, along with numerous other municipalities, submitted applications for this round of competitive grant awards. The application entitled "Town of Woodbury Municipal Plan Update in a Pandemic Era", requested grant monies earmarked to facilitate second homeowner surveys, crowd source polling, and additional GIS map production. Grant award announcement is scheduled for December 15, 2020.

Adjourn:

Skip introduced a motion to adjourn at 7:52 PM and the motion was approved unanimously.

The next regularly scheduled Planning Commission Meeting is November 16, 2020 at 6:00PM.