

# FY15 RPC/DHCD WORK PLAN

June 11, 2014

\* = Collective actions that involve all RPCs  
Needs Improvement = retainage held or lost

## OUTCOME (population level):

*Sustain and promote the historic settlement pattern of compact villages and urban centers surrounded by rural countryside and the working landscape.*

## OUTCOME (Regional Planning Commissions)

*Increase the quality and consistency of planning statewide.*

### 1. REGIONAL PLANNING

Outcome: *Regional Plans implement the state planning goals, are up to date and in compliance with state statute.*

Activities:

- Update Regional Plans in accordance with the adopted progress plan.
- Develop consistent mapping protocols to develop regional mapping measures to identify land use activity within and outside of planned growth areas in regional plans.\*
- Provide additional data as necessary to complete the “centers” mapping data as requested by DHCD.
- Work collectively with DHCD to arrive at additional measures for the statewide planning goals \*

<p><b>How much was done?</b> Yes/no - Regional Plan updated Yes/no - Method for analysis of land use activity in/out of centers established* Yes/no – Method for data collection and reporting established*</p>	<p><b>How well was it done?</b> Regional Plan updates were adopted in accordance with adopted progress plan (as may be amended) Methodology for additional measures of statewide planning developed by 12/31/2014 and applied by 6/30/2015.</p>
<p><b>Is anyone better off?</b> Regional plans updated to address deficiencies as proposed in progress plans. # and % of development located in and outside of the regional plan growth areas: baseline for 2014 produced Measures for statewide planning goals with baselines established.</p>	
<p><b>Narrative</b></p>	

### Needs Improvement:

Plan adoption is delayed beyond adopted progress plan and no updated progress plan was submitted and approved by DHCD;  
Maps not completed by 12/31/2014

**2. MUNICIPAL PLAN ASSISTANCE**

Outcome: *Municipalities are provided with the assistance and information needed to keep their plans up to date and consistent with state statute.*

Activities:

- Review municipal plans as requested by municipalities.
- Conduct municipal consultations with municipalities with plans expiring within 12-24 months and document results.
- Contact municipalities that have expiring state designations in FY 15 and offer to assist with updating the plans to meet the new municipal plan requirements before their renewal date. (DHCD will provide each RPC with a list of the expirations and DHCD prepared guidance on updating the plans)
- Contact municipalities with plans that will be adopted after July 1, 2014 and offer assistance with the new flood resilience element.
- Offer assistance to complete economic development elements where needed.

<p><b>How much was done?</b>          # of municipal plan approval requests reviewed          # of consultations completed          # of municipalities provided assistance with state designation renewal requirements          # of municipalities provided assistance with flood resilience or economic development elements</p>	<p><b>How well was it done?</b>          % of municipal plan reviews completed within statutory schedule          % of municipal consultations completed on time according to the attached consultation schedule</p>
<p><b>Is anyone better off?</b>          # and % of municipal plan approvals requested that are approved by RPC          # and % of municipalities with adopted plans          # and % of municipalities with adopted plans that contain economic development, flood resiliency and/or state designation requirements          # and % of municipalities incorporating consultation recommendations in plan updates</p>	
<p><b>Narrative – Which towns received assistance and what was done? Any additional explanation.</b></p>	

**Needs Improvement:**

Less than 80% of FY15 municipal plan reviews were completed within the statutory time frame;  
 Less than 80% of FY15 consultations occurred or reports were submitted late.

**3. MUNICIPAL TRAINING AND EDUCATION**

Outcome: *Municipal staff and volunteers have access to training that will ensure a sound base of knowledge and provide information to address emerging issues.*

Activities:

- Collectively prepare modules, test them at an RPC staff gathering, and offer one statewide training on each.\*
- Deliver at least one training on each of the two training modules within the region with user surveys completed.

- Module Topics:

Regional Services and Municipal Agreements – Each RPC will convene municipal managers and administrators, elected officials, or other appropriate parties to discuss the legal framework for inter-municipal agreements, regional collaboration on specific projects or functions, and what role the RPC might play. Due to local issues and the timing of any current efforts, the specific topics will vary as needed to meet regional needs.

The Essentials – In collaboration with DHCD, update and improve the existing presentation on the *Essentials of Land Use Planning and Regulation* with a focus on Planning Commission and Development Review Board Process and Procedures.

<p><b>How much was done?</b>          # and location of trainings held          # of participants          # and % of municipalities attending</p>	<p><b>How well was it done?</b>          Regional Services training module outline completed by 12/31/2014,* meetings completed and summarized by 6/30/2015          Essentials training updated by 12/31/2014*, trainings completed and summarized by 6/30/2015</p>
<p><b>Is anyone better off?</b>          % of municipalities attending regional meetings and training          % of attendees rating the meeting and training useful</p>	
<p><b>Narrative</b></p>	

**Needs Improvement** – Training not completed or late.

**4. ACT 250/SEC 248 PARTICIPATION**

Outcome: *The state planning goals are supported and promoted when Act 250 and Section 248 reviews consider regional plans and the input of regional planning commissions when making permit decisions.*

Activities:

- 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, using attached form for reporting.

<p><b>How much was done?</b>          # of major permit applications reviewed          % considered consistent with the regional plan</p>	<p><b>How well was it done?</b>          % of Act 250 major applications and Section 248 that received review and comment</p>
<p><b>Is anyone better off?</b>          % and type of comments that were addressed in project or in permit condition</p>	

**Narrative – Explain RPC comments that were addressed.**

**Needs improvement:** Less than 80% of major applications reviewed, summary not completed or late.

**5. REGIONAL AND STATE ISSUES \***

Outcome: *Policy issues of statewide importance are addressed; regional and local viewpoints are considered through RPC involvement; policy issues are informed by RPC research and analysis.*

Activities:

- Agriculture Land Use Reforms – host a regional meeting if requested by the State and collectively assign 2 VAPDA designees to participate in the State working group.\*
- State Planning Manual Update – collectively assist DHCD by providing guidance on the update and assign two VAPDA designees to the advisory group.\* Review drafts as requested.
- Partner on the Business, Agriculture, Historic and Cultural Damage Assessment On-line Information Collection – all RPCs attend annual training and coordinate data collections with regional partners pursuant to the ICS priorities of the SEOC.
- Infrastructure Needs Assessment – work with DHCD and others to develop and test a methodology to regionally assess public water and wastewater needs to assist the RPC and state agencies in improving policies and priorities for local assistance. The methodology is proposed to assess existing capacity in villages and downtowns to 1) retain existing businesses and residences, and 2) support the development of additional housing and businesses. This may include an assessment of parcel sizes relative to wastewater and drinking water permitting requirements, existing water and sewer system capacity and permit limitations (if present), presence of known (to the RPC) brownfields sites with aquifer contamination issues, and known physical constraints such as watercourses, soils, ledge, and physical infrastructure (roads, sidewalks).\*

<p><b>How much was done?</b>                  # of Agricultural Land Use meetings held with RPC as host*                  Yes/No comments provided on Agricultural Land Use reforms                  Yes/No comments on State Planning Manual                  Yes/No attended Damage Assessment Training                  # RPCs attending Damage Assessment Training with list of those participating*</p>	<p><b>How well was it done?</b>                  # of attendees at Agricultural Land Use Meetings.                  Infrastructure Needs Methodology:*</p> <ul style="list-style-type: none"> <li>• convene an interdisciplinary working group and prepare a schedule by 9/30/14 for completing the methodology</li> <li>• report on progress - 12/31/14</li> <li>• complete testing by 3/31/2015, dates set for next steps and project completion</li> <li>• ready for RPCs to apply statewide by 6/30/15*</li> </ul> % RPCs participating in at least one collective activity* % of RPCs attending Damage Assessment Training*
<p><b>Is anyone better off?</b>                  # of outreach meetings conducted and summary of Agricultural Land Use recommendations produced*                  % of RPCs completing damage assessment as needed*</p>	
<p><b>Narrative</b>                  Summary of Agricultural Land Use Reform recommendations produced</p>	

Summary of State Planning Manual recommendations produced
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**Needs Improvement:**

Did not participate in hosting meetings as requested. Did not participate in damage assessment training. Did not complete infrastructure methodology on time. Did not participate in at least one collective activity outside the damage assessment.

**6. CORE FUNCTIONS**

Outcome: *RPCs support the state planning goals by completing required and optional statutory duties as funding permits.*

Activities:

- Local technical assistance and implementation activities.
- Emergency, transportation natural resources, economic/community development planning and implementation.
- Board development, staff education and participation on state or non-profit Boards, Commissions, Legislative Study Committees etc.

<p><b>How much was done?</b>                  # and type of municipal technical assistance (map)                  # and type of major regional planning and implementation efforts</p>	<p><b>How well was it done?</b>                  % of municipalities receiving RPC assistance                  Consistent reporting completed by 6/30/15</p>
<p><b>Is anyone better off?</b>                  \$ leveraged and type of project completed through RPC activities                  # and % of municipalities eligible for ERAF reduced match under new rules (map)</p>	
<p><b>Narrative</b></p>	

**Needs Improvement:**

Less than 50% of municipalities receive assistance.

**7. RPC COMPREHENSIVE ANNUAL REPORT**

Activity: Annual report on support provided and duties performed released by VAPDA on or before 9/30.15.\*