

Appendix I

Agency of Commerce and Community Development Contract with Regional Planning Commissions (RPCs)

FY14 Regional Planning Commission Work Plan

June 24, 2013

1. **Information Gathering and Gap Analysis:** Work with ACCD to identify and collect available datasets to assess progress on state's land use and smart growth goals (development in and around compact centers; protection of natural resources; housing and transportation options, etc.)
 - a. **Identify data by September 30, 2013** – form a work group of RPC Directors, staff and ACCD staff to identify state, regional, and local datasets that could use be used to measure progress toward the objectives.
 - b. **Analyze and report on data by December 31, 2013** – identify the gaps/limitations that exist, create a strategy to fill gaps and achieve the objective
 - c. **Apply the analysis by May 30, 2014** – create a common methodology to map/report data statewide

MEASURES: RPCs collectively meet target dates.

2. **Regional Plan:** Address the required and recommended regional plan changes identified by the independent review of regional plans.
 - a. **Submit a progress plan** approved by the RPC board to DHCD by November 30, 2013. The progress plan will respond to the review, lay out a schedule for any plan amendments to address the D's and F's, and describe a plan and schedule for addressing the other recommendations from the review, through plan amendment, policy changes, or implementation actions. Individual RPC progress plans to be incorporated into the FY 14/15 contacts.

MEASURES: Best – plan approved by RPC and submitted; Better – draft plan submitted pending RPC approval or is improved upon after review by DHCD; Needs Improvement – plan not submitted.

- b. **Update plans to meet statutory minimums** – if applicable, RPCs to address recommendations with a grade of D or F, excluding the new flood resilience element.

MEASURES: Best – F (and D if appropriate) requirements included in updated adopted plan or addressed by other RPC action by June 30, 2014; Better – F (and D if appropriate) requirements are being addressed and should be completed by June 30, 2015; Needs Improvement – F (and D if appropriate) requirements are delayed until after FY2015.

3. Municipal Assistance:

- a. **Create schedule of municipal consultations** – develop a meeting schedule – based on expiration dates and other considerations – with the goal of meeting with municipalities at least 12-24 months before plans are updated.

MEASURE consultations conducted with towns due for expirations. Best – 100% Complete; Better – 80%; Needs Improvement – less than 80%

- b. **Use and improve bylaw checklist** – continue to use/refine checklist and work with ACCD staff to encourage its use when local bylaws are reviewed. Checklist may be used in the future to identify priority MPG projects. *No measures for FY14.*
- c. **Submit municipal data by September 30, 2013** – send municipal data to ACCD in a format determined by RPCs and ACCD (*ACCD identifies what to count and RPCs to develop a consistent reporting format*).

MEASURES: RPCs collectively meet target date. Individual RPCs: Best/Better - submit data in agreed-upon format on time; Needs Improvement – does not submit data in agreed-upon format on time.

4. **Develop municipal training materials by December 31, 2013** – work with ACCD (and partners) to develop two standardized training modules on:

Village Center/Vermont Neighborhood – update and refresher on state land use goals, designation programs and the new municipal plan requirement

Housing – tools to assess and address housing needs including the designation of Neighborhood Development Areas.

- a. **Present training materials at ACCD-RPC biannual staff meeting** – share materials (PowerPoint, script, model bylaws, sample budgets, check lists, tip sheets, etc.) for peer-feedback and incorporation into final modules/products.
- b. **Deliver training to municipalities by June 30, 2014** – make one statewide presentation for each topic (one or more RPCs on behalf of all) and one presentation of each topic in each region

MEASURES: RPCs collectively meet target dates. Individual RPCs: Best/Better – conduct at least one training on each topic for region; Needs Improvement – conducts training for region in one or fewer of the two topics.

5. Act 250/248 Participation:

- a. Review projects in support of the regional plan.

MEASURE: provide the total number of applications with a hearing that were commented on and/or participated in.

- b. Create narrative summary of any positive or critical comment(s) that impacted the application or permit. Examples: met with applicant to discuss application and made suggestions and/or provided input or recommended permit conditions.

6. **Regional and State Issues Participation:** Support broader understanding for the value of planning and support the Growth Center reform stakeholder process outlined in H.377. (Note that participation in the stakeholder process will change as this initiative evolves.) Likely activities include:
 - a. Organize or participate in 1 focus group
 - b. Provide up to 30 hours of GIS support
 - c. Share information and updates on the designation reform in regional newsletters, if applicable.
 - d. Forward ACCD newsletters and requests for information via regional e-mail lists when requested by ACCD.
 - e. Develop a consistent reporting format to document/measure participation/support for ACCD by December 1, 2013.

MEASURES: Best/Better – provided listed services or came to agreement on reporting format by December 1; Needs Improvement – did not provide listed services or a reporting format by December 1.

7. **RPC Core Functions:** RPCs to define consistent reporting categories and format to create annual narrative summary. Report in bullet points under the reporting categories, focus on annual highlights and achievements, flag emerging issues or trends, and combine regional reports into one document by the year-end report deadline. The report includes:
 - local and regional implementation projects identified in consultations, by the RPC Board or through work with regional and state partners
 - emergency, transportation, natural resources, economic/community development, Board development and participation on state or non-profit Boards, Commissions, Legislative Study Committees, etc.

MEASURES: Best- submitted report as required; Better – submitted report but information was limited or not on time; Needs Improvement – did not submit report

8. **Develop and Submit Draft FY15 Performance Measures by May 15, 2014:** RPCs to develop FY15 performance measures to uniformly document the range of work and the benchmarks to measure how that work is measuring success and meeting the goal in statute.

MEASURES: Best- submitted performance measures as required; Better – submitted performance measures but information was limited or not on time; Needs Improvement – did not submit performance measures