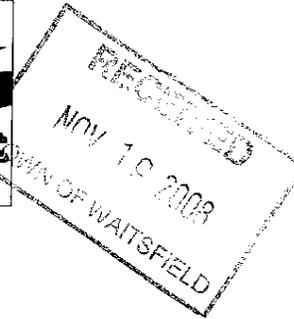


# CENTRAL VERMONT REGIONAL PLANNING COMMISSION



**TO: Town of Waitsfield**  
**FROM: Laurie Emery, Office Manager**  
**DATE: November 18, 2008**

**RE: FY 2010 Dues Assessment**

The FY 2010 dues assessment for your membership and participation in the services of CVRPC covers the period July 1, 2009 through June 30, 2010. The dues assessment will be **\$1,688.15**. This number is based on the 2005 estimated Census figure and a per capita rate of \$.95, and remains the same amount as FY 2009. Please include this figure in your annual budget.

The dues continue to support the match required for the contract with the Agency of Transportation for transportation planning and project prioritization which includes such work as traffic counts, culvert inventories, and intersection studies. In addition, the dues support the continued technical assistance work provided by CVRPC, particularly as it relates to updating town plans, zoning and flood hazard bylaws and subdivision regulations, and assisting with their implementation. The dues also cover the administrative costs of the EPA brownfields grants since the EPA funding does not cover that cost.

CVRPC offers each participating municipality the following planning services, in addition to access to regional data and our resource library:

- technical consultation, review and comment on municipal plans, zoning bylaws, subdivision regulations, flood hazard area bylaws, capital budget and programs;
- advice regarding statutory requirements for adoption of any of the above listed documents;
- advice regarding administration of bylaws;
- advice and assistance regarding the Vermont Community Development Grant Program;
- local review assistance on Act 250 permit applications;
- assistance with transportation planning, including traffic counts, culvert inventories, and special studies; (CVRPC's transportation planning services are funded 80% through Federal funds, 10% State, and 10% from local assessments.)
- copies of municipal plans and/or bylaws; and
- contractual services that are available for GIS mapping, special planning or transportation studies, analyses, grant administration, and project oversight.

Be sure to visit our web site at [www.centralvtplanning.org](http://www.centralvtplanning.org). It has Census data for each town, information about CVRPC and its services, as well as workshops, publications, and a blog that includes the latest planning news and provides the opportunity for you to post comments.

# CENTRAL VERMONT REGIONAL PLANNING COMMISSION



## **POLICY OF THE CENTRAL VERMONT REGIONAL PLANNING COMMISSION Adopted December 13, 1988 and amended November 3, 2008**

### **SERVICES TO MUNICIPALITIES**

Pursuant to Act 200, as of July 1, 1989 municipalities within the Region are voting members of the Regional Planning Commission. Participating membership in CVRPC also includes assisting with the funding of CVRPC through payment of an annual dues assessment. The following policy outlines services to municipalities and has been adopted by Central Vermont Regional Planning Commission so that municipal officials will be fully aware of services that are available through the Commission. It is intended that these categories be used as a guideline by the Executive Board and Director in determining which services will be available without additional charge to participating members as part of their annual assessment. It is the intent of the Commission to offer the maximum level of basic services and offer those additional special services that member municipalities may need and can finance.

#### **SERVICES REGARDLESS OF MEMBERSHIP**

Central Vermont Regional Planning Commission serves all of the 23 towns in the Region and their citizens with the following **DATA**:

- **Regional Planning and Development**
  - . Central Vermont Regional Plan; Regional Transportation Plan
  - . Solid Waste Data
  - . Review of State Plans
  - . Regulatory Proceedings - Act 250, Certificates of public good (30 VSA S. 248), federal review processes
  - . Provision of information on other available planning services in Central Vermont
  
- **Resource Library and Data Center** – brochures, state and regional publications, census materials, plus:
  - . Regional Data Profile
  - . Newsletter

#### **SERVICES PROVIDED WITHOUT ADDITIONAL CHARGE TO PARTICIPATING MEMBERS:**

Participating members are entitled to the following additional services:

- Technical consultation, review and comment on municipal plans, zoning bylaws, subdivision regulations, flood hazard bylaws, capital budget and programs, downtown and village center designation

- Transportation Planning Studies including culvert inventories, road surface management system, traffic counts as time permits. (Partial funding is available as a minimum; inquire of staff as to availability and scheduling.)
- Advice to planning commissioners and select board regarding statutory requirements for legal adoption for any of the above listed documents. Provide advice relative to administration of bylaws.
- Advice to members who wish to participate in the Vermont Community Development Program.
- Copying (100 copies or 2500 pages total of municipal plan and/or zoning ordinance per year; above 100 copies @ cost).
- Act 250 local review assistance, when requested.

#### **CONTRACTUAL SERVICES AVAILABLE**

Municipalities may also contract with CVRPC to obtain other planning and development services. These services are intended to be an in depth analysis of issues. Cost estimates will be provided in advance. Fees will be based on staff time devoted to research, coordination, organization, and dissemination of the analysis. In some cases, grants may be available to cover all or a portion of the local costs. Contractual services include, but are not limited to:

- Special Projects
  - . GIS mapping (plan maps, zoning district maps, build out analyses)
  - . Specialized Plans and Programs (housing, urban design, agricultural land conservation)
  - . Housing Rehab Programs
  - . Growth Impact Analysis
  - . Traffic Impact Analysis
  - . Fiscal Impact Analysis
  - . Housing Needs Analysis
  - . Regional Capacity Studies
  - . Establishment of Design Control Districts/Historic District Ordinances
  - . Scenic Road Designation
  - . Grant applications for municipal planning funds
  - . Grant administration
  - . Solid Waste Planning Assistance
- Planning Services (Circuit Rider)
  - . Liaison between public and planning commission, technical advisor to planning commission
  - . Review site plans and subdivision applications, critique for completeness
  - . Draft correspondence for planning commission