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## Town Plan Update

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November 22, 2024

Dear Richmond Committee/Commission Chairs,

The Planning Commission is beginning the process of reviewing our Town Plan, which is due for re-adoption in 2026. It is important that we do not allow the plan to expire, as there are certain penalties for not having a current Plan. We are aiming to complete the updating work in 2025, for re-adoption at Town Meeting in March of 2026. The entire plan was rewritten in 2018, so we are hoping that most of the material is still relevant, and that not many changes will be needed. Reasons to make changes include:

- completion of a listed Action item; addition of a new item
- changes in community needs and circumstances over the last 6-8 years
- new requirements placed on municipal plans by the state legislature
- new goals and strategies put forward by our regional planning commission (CCRPC) for Chittenden County

Step 1: To start the process, we are asking each of the relevant town committees to examine Action items to which they have been assigned in the existing Plan, both in their relevant plan section(s) and in the comprehensive list of Actions at the end of the Plan, and report on the status of these items: Completed? No longer relevant? Currently working on? Difficulty completing? New item, not listed anywhere? There may be Actions that you have been working on that have been assigned to another group – please check for those. This report may take the form of answering the attached questions; sending us a copy of your annotated Town Plan spreadsheet tabs (p 41 – 51 of Town Plan), or any other way you find efficient. Your report should be forwarded to the Planning Commission by the end of January 2025.

Step 2: During the month of February 2025, CCRPC will report on its review of our current Plan to identify any deficiencies that we would need to correct before the Regional Commission could approve (as required) our updated version prior to its 2026 re-adoption. The Planning Commission will discuss these deficiencies with the relevant committees, and work out a strategy for making needed (or desired) changes. If you are interested, we can supply you with a copy of the progress report your committee provided in 2021.

Step 3: Over the course of the first half of 2025, your committee should seek out relevant information and consider local, regional and statewide changes that may lead you to suggest

new text, Goals or Actions for your section(s) of the Plan, and consider which parts of the current Plan are still relevant. The Planning Commission hopes to coordinate with you some public outreach sessions to gather town-wide input.

Please contact me ([vclarke@gmavt.net](mailto:vclarke@gmavt.net)) or Keith Osborne, Director of Planning and Zoning, ([koborne@richmondvt.gov](mailto:koborne@richmondvt.gov)) with any questions.

Thank you for your help with this important work!  
Virginia Clarke,  
Chair, Richmond Planning Commission

### **Current Town Plan Goals / Actions: Check-in Prior to Plan Revisions**

1. What date was your Committee created, if since 2018? Was it created as an Action by a different Committee?
2. Which Actions from the Implementation Plan have you completed?
3. Is your Committee still functioning? Is membership adequate?
4. Which Actions are you currently working on?
5. Which Actions do you feel are the most important or relevant?
6. Which Actions are you finding the most difficulty with?
7. Are there Actions which you feel should belong to a different Committee?
8. Are there Actions that will require outside assistance, collaboration, Selectboard action or other external work to complete?
9. Are there Actions that are no longer relevant?
10. Are you working on any new Actions that were not identified in this Plan? Should there be new items in the new Plan?
11. Do you have any additional comments about your work that you would like to share with the Planning Commission that would usefully inform work on the newly updated Plan?