

Richmond Town Plan 2026 Steering Committee
A Subcommittee of the Richmond Planning Commission

3.23.25

Purpose

The Richmond Town Plan 2026 Steering Committee will coordinate the development of Richmond’s Town Plan 2026 by engaging with the public, the Planning Commission and the Selectboard and by reviewing and revising the 2018 Plan according to the public input received as well as new regional and state requirements.

Membership

1. The Committee will be comprised of five to nine volunteer members who are Residents of Richmond.
2. Membership shall include at least one Planning Commission member, one Selectboard member, and several town residents.
3. Municipal staff and/or consultants will not be considered members but will attend committee meetings.
4. In addition to the Steering Committee, a list will be generated by the Planning Commission and/or the Steering Committee entitled “Friends of the Steering Committee,” which will consist of persons with specific areas of expertise or interest who represent a broad spectrum of age, local interests, and demographic and cultural diversity. The Committee will make every effort to include people who are representing the following areas of interest:
 - Critical facilities and services (such as first responders and the food shelf);
 - Development and property management.
 - Environmental stewardship (including farming, forestry and agro-businesses and environmental organizations).
 - Local business community.
 - Outdoor recreation and tourism.
 - Richmond Village and Municipal Water & Sewer Users.
 - Richmond neighborhoods and environs (including the Village; Riverview Commons & Governor Peck Rd; Jericho Rd; Stage Rd & Snipe Ireland Rd; Jonesville; Dugway Rd & Wes White Hill Rd; Huntington Rd; Hinesburg Rd; Hillview, Williams Hill & Cemetery Rd; Fays Corner & East Hill).
 - Youth, seniors and families.
 - Low-income and other Environmental Justice communities
5. Membership of the “Friends of the Steering Committee” may be comprised of individuals who are seasonal residents, representatives of local civic or non-profit organizations, business or commercial property owners, or those working, but not residing within the Town.
6. Members of the public are always welcome to attend meetings.

Tasks

1. The Committee will act as an advisory body to the Planning Commission for up to 18 months or as necessary to complete the required elements of the plan, as outlined in Vermont State Statue, and bring the Plan to an approval vote by town residents.
2. The Members will:

- a. Attend and participate in committee meetings up to twice per month,
 - b. Collaborate with planning staff on community outreach and engagement plans and methods,
 - c. Solicit input from individuals and groups with specific expertise or interests in Plan areas.
 - d. Review drafts, background and interim materials relating to the development of the Plan
 - e. Attend or participate in community outreach and engagement activities
 - f. Represent the project to the public in an honest and constructive way.
3. Town staff and consultants will:
 - a. Collaboration with the Committee on the development of materials for committee discussion and review
 - b. Provide materials in a timely way
 - c. Seek the committee's approval before submitting policy drafts to the public or Planning Commission
 - d. Collaborate with the Committee on the design and coordination of meetings and public outreach activities
 - e. Make information available to the public frequently and notify the public about meetings, events and work in progress.
 4. Initial approval of Town Plan 2026 is the responsibility of the Richmond Planning Commission. Final adoption of the Municipal Plan is the responsibility of the Richmond Selectboard and town voters.
 5. All members of the Committee will serve without remuneration.

Schedule

1. The Committee will develop and publicize a regular meeting schedule.
2. The Committee will determine if/when additional meetings are necessary for any reason and set dates and times for these meetings.
3. The meetings of the Committee will be appropriately warned.

Structure and Procedures

1. Town staff will communicate with members by email or phone to coordinate meetings and share materials for review. Paper copies of materials will be made available upon request.
2. Members will communicate with Town staff as necessary and will notify staff when they are unable to attend meetings.
3. Members who feel they are regularly unable or too busy to participate in committee activities will resign from the committee by notifying staff, and a new member may be selected.
4. Town staff, and/or consultants or Committee members shall be responsible for taking the minutes. The minute-taker will be established at the beginning of each meeting. The meetings will be recorded by MMCTV, and the recordings will be archived.
5. The Committee may also consider the following regular roles if considered appropriate and assign them to members on a standing or rotating basis:
 - a. Transparency Monitor – To ensure the discussion, materials, and decision-making process is clear, accessible and available to the public.
 - b. Outreach & Communications Reviewer – To ensure that the outreach/engagement/communications activities reach a broad spectrum of community members.
 - c. Volunteer Coordinator – To coordinate and manage volunteers for engagement events activities.

- d. Liaisons and Ambassadors – To liaise with specific audiences/demographic groups/stakeholder groups.

6. Decisions

- e. A quorum (50% plus one of the Committee) will not be necessary to hold meetings or make decisions unless the Committee decides otherwise.
- f. Recommendations and decisions of the Committee will be made by a majority of members in attendance at a meeting, regardless of whether there is a quorum. The Committee will work towards consensus.
- g. For major decisions, such as decisions on final drafts of Town Plan chapters and maps, the committee will work towards consensus in both developing options and in deciding to recommend certain policies, options, or full drafts of policies for public or Planning Commission review. The committee and Town staff will work to provide relevant information and to address and resolve issues before decisions are made. Levels of consensus include: (1) I support this proposal without reservation; (2) I support this proposal though I do not completely agree with everything in it; (3) I disagree with or have reservations about this proposal but will not block the group's decision to move forward; (4) I block this proposal because I have severe reservations and/or would like more information.