

## WRC: Town Plan Review Duties and Responsibilities 2007

*(Approved by PCC 1/10/2007)*

	Towns	Planning Coordination Committee (PCC)	PCC staff	Panels	Panel Staff Support	WRC
<b>Getting Started</b>	Submits Town Plan to WRC for either: Comment or Approval (the latter requires a request from the Selectboard per Title 24: Chapter 117: 24 V.S.A. § 4350 (b))	Reviews status of Town Plan approval needs monthly.  Chair appoints 3 person panel of WRC commissioners for review of each new Town Plan and designates a chair of the panel.	Receives the Plan at WRC and informs PCC Chair of need for panel.  Mails plan, comments from previous plan review, checklists and procedures to panelists.	With staff support and assistance, the panel lays out a work plan.	Director appoints staff support for Panel. Staff contacts panel to work out schedule.	
				Reviews plan for compatibility with other approved Town Plans in the region and with the WRC Regional Plan per Title 24: Chapter 117: 24 V.S.A. §4350 (b)(2)&(3)		
<b>Process</b>	The Planning Commission conducts a Public Hearing, and then transmits the plan to the Selectboard. Another Public Hearing is held by the Selectboard (Title 24: Chapter 117: 24 V.S.A. § 4385).	Reviews the panel's findings, recommendations and comments and sends conclusions to WRC via staff.	Notices WRC Public Hearing in the town, newspapers and sends same to abutting towns.  Keeps PCC informed and acts as a liaison between panel and PCC. Includes drafts of the "Findings, Recommendations and Comments" on the PCC meeting agenda.	Panel Chair contacts Selectboard and Planning Commission Chairs to let them know that panel has been established and is reviewing the plan.  Reviews plan utilizing staff's comments on technical compliance, makes suggestions and recommendations and provides input to draft technical findings.  Conducts WRC Public Hearing.	Reviews plan for technical compliance with VT Planning laws and reports to panel.  Drafts findings, recommendations and comments per Panel instruction for PCC meeting.  Attends Public Hearing with panel if requested.	
<b>Conclusion</b>	Selectboard either adopts the Plan or sends it back to the Planning Commission for revision. (If the latter, the adoption process starts all over again.)		Completes final edit of findings, recommendations and comments and places them on WRC Agenda for action.  Informs Towns of WRC actions.		Forwards panel's findings, recommendations and comments to PCC staff.	Takes action on town plan approval. <i>(and planning consultation process.)</i> Confirms town planning process if so recommended and if plan is approved.