

TOWN OF GLOVER, VERMONT

GLOVER PLANNING COMMISSION

PURPOSE AND OPERATING GUIDELINES

Section 1. Establishment

The Town of Glover hereby establishes the Glover Planning Commission to assist the Selectboard and the voters of the Town in matters relating to municipal planning and the orderly physical development of the community.

The Planning Commission shall operate in an advisory capacity and shall provide recommendations regarding municipal planning, land use policy, and long-term community development.

This Commission is established pursuant to the authority granted under:
Vermont Municipal and Regional Planning and Development Act (24 V.S.A. Chapter 117)
24 V.S.A. §4321 – Planning Commission Creation and Organization
24 V.S.A. §4325 – Duties of Planning Commission

Section 2. Purpose

The purpose of the Planning Commission is to assist the Selectboard and the voters of the Town of Glover, Vermont by providing research, analysis, and recommendations regarding the orderly physical development of the Town.

The Commission shall support the long-term health, safety, welfare, and sustainability of the community by evaluating:

- land use patterns
- infrastructure needs
- environmental stewardship
- housing needs
- economic development opportunities
- community facilities and public spaces

The Planning Commission shall also assist in developing and maintaining the Town Plan in accordance with Vermont law.

Section 3. Membership

The Planning Commission shall consist of members who are residents of the Town of Glover and are appointed by the Selectboard. There shall be more than three and less than nine members.

Members should possess an interest or experience in one or more of the following areas:

- community planning
- land use and development
- environmental conservation
- housing and economic development
- municipal administration
- infrastructure or transportation planning

Members shall serve without compensation unless otherwise authorized by the Selectboard.

Section 4. Appointment and Terms

Members of the Planning Commission shall be appointed by the Selectboard.

Each member shall serve a term of one (1) year.

Terms shall begin April 1 following Town Meeting and shall expire on March 31 of the following year.

Members may be reappointed without limitation at the discretion of the Selectboard.

Vacancies occurring during the year shall be filled by the Selectboard for the remainder of the unexpired term.

Members serve at the pleasure of the Selectboard and may be removed or replaced when the Selectboard determines such action is in the best interest of the Town.

Section 5. Organization of the Commission

At its first meeting following annual appointments, the Planning Commission shall organize itself and elect a **Chair** from among its members.

The Chair shall serve for the duration of the member's term or until a successor is elected.

The Commission may also elect additional officers as it deems necessary, including but not limited to:

- Vice Chair
- Clerk or Secretary

Chair

The Chair shall preside at meetings, coordinate agendas, serve as liaison to the Selectboard, and present Commission findings and recommendations to the Selectboard.

Vice Chair

The Vice Chair shall perform the duties of the Chair in the Chair's absence.

Clerk or Secretary

The Clerk or Secretary shall record meeting minutes and ensure that records are filed with the Town Clerk.

Section 6. Meetings and Public Transparency

The Planning Commission shall comply with all applicable provisions of:

- Vermont Open Meeting Law
- Vermont Public Records Law

The Commission shall:

- Post meeting agendas at least 24 hours in advance
- Maintain written minutes of all meetings
- File minutes with the Town Clerk
- Meet no less than six (6) times per calendar year

A majority of appointed members shall constitute a quorum.

Section 7. Attendance and Automatic Vacancy

Members are expected to actively participate in the work of the Planning Commission.

Any member who fails to attend three (3) consecutive regular meetings without good cause may be considered to have vacated their position.

Upon such absence, the Selectboard may declare the position vacant and appoint a replacement to serve the remainder of the term.

Section 8. Responsibilities

A. Municipal Plan Preparation

The Commission shall prepare, adopt, and periodically update the Town Plan in accordance with Vermont statutory requirements and public participation standards.

B. Public Engagement

The Commission may conduct surveys, hold public meetings, facilitate workshops, and gather community input regarding planning initiatives.

C. Planning Studies

The Commission may conduct studies relating to:

- land use and zoning considerations
- housing and population trends
- transportation and infrastructure planning
- natural resource protection
- economic development opportunities
- recreational and public space planning

D. Advisory Recommendations

The Commission may provide recommendations to the Selectboard regarding planning initiatives, land use policy, or potential municipal projects.

E. Coordination

The Commission may coordinate with regional planning organizations, neighboring municipalities, state agencies, and other organizations on matters related to planning and development.

Section 9. Financial Authority and Limitations

The Planning Commission shall not independently expend, obligate, or commit municipal funds.

The Commission shall not:

- enter into contracts on behalf of the Town
- authorize the expenditure of municipal funds
- apply for or accept grants in the name of the Town without prior approval of the Selectboard
- represent that a project or proposal has been approved by the Town unless such approval has been granted by the Selectboard or the voters

All municipal financial transactions remain under the authority of the Selectboard.

Section 10. Project Development and Implementation

The Planning Commission may develop conceptual plans, studies, or proposals related to community improvements.

Such plans shall be considered advisory and conceptual unless formally adopted or approved by the Selectboard.

Implementation of any project involving construction, contracting, or financial commitments must be authorized by the Selectboard or the voters of the Town.

Section 11. Conflict of Interest

Members shall disclose to the Selectboard any personal or financial interest in matters under consideration by the Commission.

Members shall refrain from participation in discussions or recommendations where a conflict exists.

Conflicts may include, but are not limited to:

- financial interests in property or businesses affected by a proposed project or plan
- employment or contractual relationships related to a project under consideration
- immediate family relationships that may benefit from a Commission recommendation

Any disclosure and recusal shall be recorded in the meeting minutes.

Section 12. Advisory Role

The Planning Commission shall serve solely in an advisory capacity.

Authority to adopt municipal policies, approve expenditures, accept grants, or implement projects remains with the Selectboard, and final approval of major municipal planning matters may rest with the voters of the Town of Glover at Town Meeting where required by law.

Section 13. Effective Date

This policy shall take effect upon approval by the Glover Selectboard and shall remain in effect until amended or repealed by the Selectboard or by vote of the Town.

Est. _____ (formally)

Adam Heuslein, Chair

Date

Anne Eldridge

Tabitha Armstrong