

Curriculum for Local Land Use Officials

BASIC CURRICULUM

A. What Every Municipal Official Needs to Know

1. Duties and Responsibilities – roles, relationships and responsibilities of municipal boards and commissions and staff.
2. Ethics and Conflicts of Interest -- conflicts of interest and other ethical matters. Policies and Rules of Procedures for each board and commission.
3. Running Effective Meetings – meeting dynamics and conduct, meeting management procedures, Open Meeting Law and other public hearing requirements, quorums and voting.
4. Resources – where to find help and access to information (RPCs, VLCT, DHCA, ANR, Local Roads Program, CRS, etc.).

B. Fundamentals - Municipal Land Use Planning and Regulation

1. Basis for Land Use Planning and Regulation -- Why plan? Historic basis and statutory authority for municipal land use planning and regulation. Evolution of zoning, comprehensive planning and subdivision review in United States and Vermont.
2. Planning Principles and Process -- Vermont's planning goals and the process of local, regional and state planning as mandated in the Planning and Development Act. The municipal plan as the key document in local planning and regulation.
3. Regulatory Processes and Issues – overview of zoning and subdivision regulations, statutory requirements and the general function of each type of regulation. A brief overview of state and federal land use permitting processes and their relationship with local plans and regulations.
4. Other Implementation Tools -- non-regulatory methods for implementing the municipal plan such as targeted public investments, capital budgets, infrastructure ordinances, public education, land conservation, and economic development.