



Rutland City Planning Commission

Meeting Minutes

Wednesday, August 13, 2025

City Hall, 2nd floor Conference Room
52 Washington Street, Rutland, VT 05701

Attendance: Rebekah Stephens, Aaron Hildebrand, Susan Starr-Adams, Clair Purcell, and Ed Bove

1. **Call to Order** – The meeting was called to order at 5:30 PM by Chair Stephens.
2. **Additions/Deletions to Agenda** – Agenda approved as presented.
3. **Minutes** – Motion by Stephens to approve Meeting Minutes from May 28, 2025 and July 9, 2025. Second by Hildebrand. Approved by voice vote.
4. **Public Comment** – No public present.
5. **Planning Commission Action Plan** – Chair Stephens distributed an updated draft of the Action Plan. The status of the Act 250 Tier 1A application, Designated Areas Update, Special Flood Hazard Area Bylaws, and Rutland City Municipal Plan were discussed.

The draft Land Use Development Regulations (LDR) were discussed at the Charter and Ordinance Committee on July 28th and moved to the Board of Aldermen for a public hearing and approval. The public hearing will take place at 6PM on August 18th, before the regularly-scheduled Board of Aldermen meeting.

Adoption of the LDR will further the Act 250 Tier 1A application and conclude work on the Special Flood Hazard Area Bylaws, as the State of Vermont model Flood Hazard Area and River Corridor language will have been adopted. Ed will send a clean version of the LDR to the PC members.

Rutland City Municipal Plan – The PC reviewed the last five American Planning Association “Plan of the Year” award winners. Likes and dislikes of each of these plans was discussed. Also reviewed were the webpages hosting the plans and other planning-related information presented, that the Rutland City Planning

Commission may want to include on the City of Rutland site or a dedicated Planning and Zoning website. This is something the selected consultant will assist with.

Potential Municipal Plan data and mapping topics were discussed, including:

- land use characteristics
- property sales and prices
- assessed property value
- tax revenue per acre
- vacant properties
- rental units
- Killington growth data
- redevelopment focus areas
- land suitability (soils)

The RFP for consulting services to assist with the Municipal Plan update was issued on July 8th. Due date is August 15th. The potential contract maximum amount is \$19,400. Consultant selection, including potential interviews was discussed. The RFP response from the Rutland Regional Planning Commission was reviewed.

Additional RFP responses that are received will be reviewed at the September Planning Commission meeting. Issues with the consultant used for the LDR update process were discussed. Preference would be for a “local” consultant to take on the project.

- 6. Planning Commission Membership** – Clair Purcell introduced herself and background in planning and development. Each of the other Planning Commission members introduced themselves.

The Planning Commission discussed transitioning the Planning Commission back to a five-member board, as it had been prior to 2023. State statute (§4322) allows Planning Commissions to have from three to nine members.

The creation of a Planning Commission vision and mission statement was discussed, as well as the creation of a PC on-boarding process. Ed will send VT municipal plan information to Clair.

- 7. Correspondence** – No Correspondence items.

- 8. Adjourn** – Meeting adjourned at 6:15 PM. Next meeting September 10th.