



## RUTLAND CITY PLANNING COMMISSION

P.O. BOX 969  
RUTLAND, VT 05702

**Minutes**  
**March 8, 2017**

**Present:** Susan Schreibman (SS), Alvin Figiel (AF), Dave Coppock (DC), Patrick Griffin (PG) and Larry Walter (LW).

**Also present:** Tara Kelly, Zoning and Planning Administrator; Barbara Spaulding, recording secretary; Dave Cooper, Chair RRA; and Mike McClallen, DRB.

SS, Chair, called the meeting to order at 5:15 pm.

- I. **ADDITIONS/DELETIONS** – None.
- II. **PUBLIC COMMENT** – None.
- III. **APPROVAL OF MINUTES** – **February 22, 2017.**

AF moved to approve the minutes of February 22, 2017. DC seconded. Motion carried unanimously.

- IV. **NEW BUSINESS** – SS presented a letter in support of Tara Kelly's re-appointment as Zoning Administrator. The letter was circulated for signature. SS will draft another letter in support of Bob Tanner's re-appointment as Building Inspector for the next meeting.
- V. **OLD BUSINESS** – **Discussion of References.**

Tara and SS discussed their conversations with the references for Landworks and OPD. The references were generally favorable.

### **Interviews.**

The Commission discussed questions for the first interview with Landworks. The major questions would be in regard to capacity to meet timelines; the cost schedule and fee breakdown; and the timing of the draft and survey tasks.

Landworks was called at 5:45 pm. David Raphael, Natalie Steen and Sarah Pelkey participated. David Raphael gave an overview of the process to include a project startup conversation; civic engagement strategy; summary checklist after review and research.

A series of questions were asked regarding the proposal and the approach suggested by the firm.

Landworks was thanked for their time for the interview.

The Commission discussed questions for the OPD interview. The major questions would be regarding the "Planning Week"; accessibility to consultants and travel expenses.

Orion Planning and Design (OPD) was called at 6:30 pm. Juli Beth Hinds and Carol Rhea participated. Juli Beth gave an overview of the process to include a discussion of which aspects need facilitation; public process; stakeholder needs, research of regs, survey and public engagement, and Planning Week to build excitement.

A series of questions were asked regarding the proposal and the approach suggested by the firm.

OPD was thanked for their time for the interview.

**Choose a consultant.**

Following a straw poll the Committee decided it needed additional information. Tara was asked to check up on the following for OPD:

- St. Albans Zoning
- Carol's involvement
- Duxbury Zoning
- Rutland Town

It was moved and seconded to reconvene the meeting on March 15 at 8 am at City hall. Motion carried unanimously.

For the Commission  
Barbara Spaulding, Recording Secretary