



# Rutland Regional Planning Commission Preapplication Review October 16, 2025, Site Visits

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State of Vermont  
Land Use Review Board  
10 Baldwin Street  
Montpelier, VT 05633-3201  
<https://act250.vermont.gov/>

## What is a site visit?

Site visits are an opportunity for the Land Use Review Board (the “Board”) to tour the region and view specific areas to better understand the context of the regional plan, future land use (FLU) map, and Tier 1B requests under the Board’s review. Site visits facilitate the Board’s review of requests from regional planning commissions for approval of future land use maps and Tier 1B status areas. The Board’s goal in undertaking these visits is to ensure that it reviews evidence derived from the physical environment itself and not solely from application documents and statements made by parties participating in the review process.

During site visits, no party is placed under oath, and no record is maintained. Site visits are exempt from the Open Meeting Law, which otherwise applies to meetings of public boards like the Land Use Review Board.

## Who can attend?

Any person can attend all or any portion of the site visits. The Board has arranged for a public bus to provide transportation for the planned stops around the region.

## Who will be there?

The Land Use Review Board and staff

The Rutland Regional Planning Commission (RRPC) and staff

Partner agencies – representatives of entities entitled to notice by statute (see 24 V.S.A. § 4348(d)(1) and the Board’s [Regional Planning Commission Application Guidelines](#), Section 1.104(b)(2)).

Observers – Anyone may attend the site visit.

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## **What happens at the site visit?**

The Board and the RRPC will follow a prepared itinerary that includes visits to proposed downtown and village centers and planned growth and village areas—the future land use map categories that are eligible for Tier 1B status. RRPC staff have prepared informational packets specific to each of the four sites with proposed Tier 1B areas that will be visited. The Board will have a speaker and two microphones to facilitate discussion at each site in a manner that all participants can hear.

Participants will meet at **25 Evelyn Street** (Amtrak parking lot) in Rutland City at **12:00 PM** for a brief introduction and headcount before boarding the bus, which will travel along the itinerary route. At each stop, there will be an opportunity for everyone to get off the bus and discuss their observations as a group. The goal of the site visit is to familiarize the Board with each location and its surroundings and allow the Board to assess how the proposed map categories meet various statutory characteristics. The Board will be able to observe pedestrian amenities, traffic, parking, area topography, and other aspects of the location that may not be immediately apparent from the preapplication materials.

Because site visits are not on the record, any comments and observations made during the site visit must be repeated and referenced during the preapplication review meeting for those comments to be considered by the Board. We recommend that anyone who has information to share from the site visits submit their comments in writing as well.

## **Limiting Communications with Board Members**

The Board's review of regional planning commission applications is a quasi-judicial procedure in which the Board will apply existing statutes and rules to make a decision based on evidence and testimony. When acting in their quasi-judicial capacity, Board members may not initiate, permit, or consider communications made to them concerning a pending or impending matter outside of the presence of all other public participants in the proceeding. This type of communication is what is called an *ex parte* communication.

Help us avoid improper *ex parte* communications by only discussing aspects of the regional plan, FLU map, and proposed Tier 1B areas when comments are requested by the Board. That way, everyone participating in the site visit will have the opportunity to hear and respond to those comments. **Please do not engage in one-on-one or small group discussions about the RRPC application with Board members or Act 250 staff, either on the bus, or during the site visit stops.**