

**OPERATING PROCEDURES FOR THE  
Chamberlin Neighborhood Planning Committee  
As accepted by the Committee**

**April 8, 2015**

*Committee Purpose: To review and discuss key information, data (traffic, environmental, etc.), vision and alternatives for the Chamberlin Neighborhood area and make recommendations relative to a preferred alternative to the South Burlington City Council. Active Neighborhood Planning Committee involvement and input will help define an acceptable and implementable alternative for the City, and provide an ongoing basis for constructive communication with the Burlington International Airport.*

I. Duties and Responsibilities

A. Members of the Chamberlin Neighborhood Planning Committee (“the Committee”) are expected to:

- a.* learn about the issues relevant to the project;
- b.* disseminate this information to the community they represent;
- c.* advise the Project Team of their opinions and those of their community in a timely manner;
- d.* encourage early and broad community participation; and promote and affirm the outreach process for this effort.
- e.* Have an open mind for creativity in seeking solutions.
- f.* Be aware of the big picture to work toward broader public good.

***It is the responsibility of each committee member to regularly report to the organization or constituency to which s/he represents and to present to the Neighborhood Planning Committee the views of his or her constituency.***

- B. All participants are requested to respectfully listen to the opinions of others in an effort to ensure a constructive discussion and a successful project outcome.
- C. Committee members will be expected to participate in scheduled public meetings and to encourage others to attend and share their opinions at the meeting or by communicating with the Project Team. All Committee meetings will have opportunity for public comment following each agenda item.
- D. We understand that members of the Committee have many personal and professional commitments aside from this one. However, we ask that members make every possible effort to attend the meetings consistently. Anyone who misses more than two meetings in a row will find it difficult to participate in the work of the committee effectively.

- E. The ultimate objective of the Committee is to recommend strategies for transportation improvements, land use changes, and policy improvements for advancing the shared vision of the Neighborhood. This recommendation will be submitted to the South Burlington City Council for their review and action.
- F. The Project Team, consisting of staff from the Chittenden County Regional Planning Commission (CCRPC), City of South Burlington, and the consultant team (Consultants) commits to the following responsibilities:
  - a. to schedule Committee meetings on a regular basis that will allow the participants to consider issues and offer timely input;
  - b. to consider and respond to this input and concerns;
  - c. to provide understandable and accurate data and project information;
  - d. to provide timely notice of meetings, with agendas; and,
  - e. to record and distribute accurate summaries of the discussions.

II. Membership

A. Committee members have been appointed as follows:

- Walden Rooney, Neighborhood Area 1 Resident
- Greg Severance, Neighborhood Area 1 Resident
- Linda Brakel, Neighborhood Area 2 Resident
- Marc Companion, Neighborhood Area 2 Resident
- Lisa LaRock, Neighborhood Area 2 Resident
- Carmine Sargent, Neighborhood Area 3 Resident
- George Maille, Neighborhood Area 3 Resident
- Kim Robison, Neighborhood Area 3 Resident
- John Simson, South Burlington Resident
- Patrick Clemins, South Burlington Resident
- Tracey Harrington, S.B. Planning Commission Representative
- Karsten Schlenter, S.B. School District Appointee
- Pat Nowak, Airport Commissioner (South Burlington)
- Bill Keoh, Airport Commissioner (Burlington)
- David Hartnett, City of Burlington Appointee

- B. The public is welcome to attend the Neighborhood Planning Committee meetings as observers. A public comment period will be offered at each meeting at the end of each agenda item.

III. Project Management and Committee Staffing

Overall project management will be provided by CCRPC staff. Professional analysis and technical assistance will be provided by a consultant team led by RSG. Third Sector Associates will assist with public/community outreach which takes place at 3 public meetings and in focused stakeholder interviews.

IV. Consensus

The Committee will seek to achieve consensus on concepts, proposals or alternatives.

It is anticipated that most issues discussed by the Committee will not be brought to a formal vote. In such cases, the Committee chair, in coordination with the Project Team, will seek to synthesize the Committee's discussion as a way to acknowledge when general or substantial agreement is present in the Committee. For cases where significant fragmentation of opinion occurs, these will be noted in the notes of the meeting. For the few issues that are brought to a vote, the Committee Chair will manage the voting in a customary fashion. For votes where there is an absence of a consensus, the opinions of dissenting parties will be recorded in a written summary and taken into consideration by the Project Team.

The opinions of the community are an important element in the process of developing alternatives, but the Committee must ultimately approve and recommend a preferred alternative to the City Council.

V. Duration

It is anticipated that the Neighborhood Planning Committee will continue to function until they formulate a recommendation to the South Burlington City Council, anticipated in February 2016.

VI. Meetings

- A. The Chamberlin Neighborhood Planning Committee will meet 5 times through the duration of the project as determined by the project work and schedule.
- B. All Neighborhood Planning Committee meetings will be open to the public. Meeting dates, agendas, and notes will be posted on the project's website.

*The Project Team appreciates the time and effort that individuals commit to this project and thank you for representing your community and working to enhance the planning process.*