



## RUTLAND CITY PLANNING COMMISSION

City Hall – 52 Washington St. – Rutland, VT 05701  
Mailing Address: P. O. Box 969 – Rutland, VT 05702  
Phone: 802-773-1800

9/28/2016

### **Minutes September 28, 2016**

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

Also present: Tara Kelly, Planning and Zoning Administrator; and Bob Barrett, Building Inspector.

SS, Chair, called the meeting to order at 5:32 pm.

- I. ADDITIONS/DELETIONS – None.**
- II. PUBLIC COMMENT – None.**
- III. APPROVAL OF MINUTES – September 14, 2016.**

PG moved to approve the minutes of September 14, 2016. DC seconded. Motion carried unanimously.

- IV. NEW BUSINESS – None.**
- V. OLD BUSINESS – Municipal Planning Grant – Zoning Rewrite.**

Tara had emailed the MPG draft narrative for the Zoning rewrite effort to the Commission and asked for feedback. She said she had been to the various City boards to discuss the effort and received full support. The following is a list of suggestions made by the Planning Commission:

- Include the fact that the City now has a full time Planner and a new Planning Commission.
- Explain the reference to Chapter 117 Title 24 and how it governs the ordinance.
- Define Vermont Land Use & Development Law.
- Identify the anticipated duties of those in-house vs. consultant.
- Define Leadership Committee as the Planning Commission and 1-2 reps from other City Boards.
- Instead of conducting three “dialogues” with various constituencies, use focus groups.

There was considerable conversation regarding the need to further define the role of the consultant for the RFQ and whether the roles of the consultant and Leadership Committee should be reversed. The \$28,000 quote received in response to the narrative would not cover drafting of the zoning. Consideration

was given to including an alternate to the base bid in the RFQ to include drafting the document. VLCT is expected to provide a quote for its primary review by the end of the week.

Tara added that some procedural work could commence in relation to the zoning rewrite as the grant award is not expected until December. She will make the Commissioners' changes to the narrative and submit the narrative for inclusion on the Aldermen's agenda for Monday, Oct. 3. SS asked the Commission to attend the Aldermen's meeting if possible.

### **Sign Ordinance Review and Outreach**

SS had emailed everyone a copy of the draft sign ordinance. The following is a list of suggestions made by the Planning Commission to the draft:

- 1401 Purpose – Remove the word “section” from paragraph 2.
- 1402 Definitions – Flag the Gateway Zoning Districts as these may change with the Zoning rewrite. Create a separate map for sign ordinance that delineates sign “sections” as defined in the table.
- Define reader board.
- Sign, Area – change to “The space enclosed within the extreme edges of the sign for each sign face, not including the supporting structure. Where attached directly to a building wall or surface sign area is the space within the outline enclosing all the characters of the words, numbers and design.
- Sign, Window – add to definition “facing the exterior.”
- 1403 Administration and Interpretation A. Sign Permits – remove Zoning Administrator and revise as follows “Before the alteration, construction, or installation of any sign, a sign permit shall be secured from the Building Inspector.
- B. Violations and Penalties – Confirm whether the section noted in 24 VSA is appropriate.
- C. Appeals and Variances - Confirm whether the section noted in 24 VSA is appropriate.
- 1404 Required Reviews A. (b) – Change building inspector to Architectural Review Committee.
- A. (c) – Add limit of 1 temporary sign for 14 days.
- 5) (e) (2) – Change “or” to of.
- 5) (e) (3) – Change “contain” to support.
- Decide whether temporary banners if denied require an appeal process and to whom the appeal is made.
- 1407 Signs Permitted in Any District A. Temporary Signs – Change to permit 1 sign for 14 days.

**VI. CORRESPONDENCE.**

PG moved to receive and file the following correspondence. LW seconded.  
Motion carried unanimously.

8/11/16, Green Mountain Power, Petition for Certificate of Public Good authorizing installation and upgrade of electric transmission facility in Pittsford, Proctor, West Rutland, Rutland Town and Rutland City;

8/12/16, VT DEC, Wastewater System and Potable Water Supply Permit, WW-1-2842R, demolition of existing pool, filter building and bath house to construct new facilities at 21 Avenue B, Rutland City.

**VII. ADJOURN.**

AF moved to adjourn. DC seconded. Motion carried unanimously. The meeting ended at 7 pm. The next meeting will be held October 12. Barbara will be unavailable for the meeting.

For the Commission  
Barbara Spaulding, Recording Secretary