

Minutes
July 17, 2019

Present: Susan Schreibman (SS), Alvin Figiel (AF) and Dave Coppock (DC).

Also Present: Tara Kelly, Planning Director and Zoning Administrator; and Barbara Spaulding, recording secretary.

Absent: Larry Walter (LW) and Patrick Griffin (PG).

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

- I. ADDITIONS/DELETIONS** – SS asked to add Sign Ordinance Update under Old Business and table the Zoning Bylaws Update for the next meeting.
- II. PUBLIC COMMENT** – None.
- III. APPROVAL OF MINUTES – June 26, 2019.**

DC moved to approve the minutes of June 26, 2019. AF seconded. Motion passed unanimously.

IV. NEW BUSINESS – Municipal Planning Grant Discussion.

Tara explained that the current Master Plan is due to expire in 2020. While it is largely eligible for re-adoption as written, Ed Bove provided a checklist for RRPC confirmation.

Tara said she thought a re-adoption of the plan with the checklist of items addressed could be done in-house. Completing the zoning would benefit more from a Municipal Planning Grant. Funds could be used to draft materials to help educate the public on the changes to the zoning bylaws.

SS asked whether the City would be eligible, given that we had not completed the zoning that was funded with the previous grant. Tara said she would reach out to the grant administrators and ask but believed from previous conversations that it would.

DC discussed including the current trend for smaller homes considering the unaffordability of housing in Rutland and incorporating tiny houses in the zoning rewrite. Tara felt the trend might be better vetted in the Master Plan for now. She encouraged the Commission to attend the presentation of the Housing Needs Update at 5 pm on Thursday at the Police Station Community Room. A copy of the draft update will be forwarded to the Commission.

The timing of the grant was discussed as it pertained to the current Planning Commission review of the draft zoning bylaws.

Alderman Mattis asked how the zoning bylaws draft was developed. Tara explained that using a Municipal Planning Grant, Juli Beth was hired to conduct a Planning Week to discuss the issues with the current zoning. The current zoning is not in Chapter 117 compliance and there was confusion regarding the responsibilities of the DRB, ARC and Building & Zoning office. There was also a need to make the document user-friendly with standards and expectations spelled out to facilitate consistent interpretation by staff and developers. All of these discussions lead to the current draft.

Alderman Mattis suggested including a review of the draft bylaws by a professional in addition to the education materials. Tara said the ZBAG still needs to review the draft.

DC moved to apply for assistance with the Zoning Bylaws Rewrite. AF seconded. Motion passed unanimously. Tara will report this out to the RRA at their meeting on Tuesday, July 23.

There was discussion as to who is responsible for writing the City's Master Plan and whether a professional planner should be hired for future major rewrites.

V. OLD BUSINESS – Sign Ordinance Update.

Alderman Mattis sent a list of questions to the Commission from the Charter & Ordinance Committee. Tara previously responded to several of the questions. The Commissioners responded to the remaining questions as follows:

1. Insurance – Not an issue of the PC;
3. Incentives – Not an issue of the PC; and
5. Awnings/Signs in right-of-way – addressed in another ordinance, needs to be integrated.

Alderman Mattis discussed how she was mediating the sign ordinance discussion with her committee.

VI. CORRESPONDENCE.

DC moved to receive and place on file the following correspondence. AF seconded. Motion passed unanimously. Tara added that the high school project will need zoning and building permits to review structural integrity and traffic circulation.

6/27/19, Facey Goss & McPhee PC, re: Coughlin Inc. 150kw Group Net Metering Project, application for Certificate of Public Good; and

7/16/19, Facey Goss & McPhee PC, re: Rutland City Public Schools 150kw (AC) Group Net Metering Project, service and Notice of Application.

VII. ADJOURN.

DC moved to adjourn. AF seconded. Motion passed unanimously. The meeting ended at 6:38 pm. The next meeting will be held August 14.

For the Commission:

Barbara Spaulding, Recording Secretary

DRAFT