



## RUTLAND CITY PLANNING COMMISSION

City Hall – 52 Washington St. – Rutland, VT 05701  
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### Minutes July 26, 2017

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

**Also Present:** Alderman Mattis; Mike McClallen, Stephanie Lorentz and Dave Cooper, of the Zoning Bylaws Advisory Group; and Tara Kelly, Planning Director & Zoning Administrator.

SS, Chair, called the meeting to order at 5:30 pm. Barbara Spaulding was unable to attend the meeting. Tara Kelly will take the minutes.

- I. **ADDITIONS/DELETIONS** – None.
- II. **PUBLIC COMMENT** – None.
- III. **APPROVAL OF MINUTES – June 28, 2017.**

DC moved to approve the minutes of June 28, 2017. PG seconded. Motion was unanimously approved.

#### IV. **NEW BUSINESS**

#### V. **OLD BUSINESS – Zoning Bylaws Advisory Group Meeting.**

##### Zoning District Purposes

TK provided a handout which listed all of the Zoning districts and what the “purpose” of the district is – as written in the City’s Master Plan. One element of the Master Plan is an envisioned new district around College of St Joseph. This needs to be reviewed and incorporated in some way since the current district is Single Family Residential.

TK then reviewed several of the districts in some detail to highlight how it is currently treated in the ordinance as well as issues to explore during this update process.

Issues to review / discuss / decide upon during this update process:

##### ***Single Family Residential***

- Are duplexes in single family neighborhoods okay?
  - *There might be a difference between neighborhoods where this is acceptable versus not. Might need a district to be created that distinguishes between the two.*
- What should the parameters for accessory units be?

- *Chapter 117 says they must be allowable – but range of regulations to consider*
- How should short-term rentals in SF areas be handled?
  - *Currently, treated the same as Bed and Breakfast in all districts.*
- Review standards (lot size, setbacks, and building widths)

#### ***Mixed Residential District***

- Should anything in conditional uses become allowable – if stronger site plan is incorporated? (e.g. offices)
- Take a close look at “Two Family Dwelling” calculation that allows multi-family.
  - *Incorporate strong site plan standards and possible caps on number of units.*
- Review standards (lot size, setbacks, and building widths)
- Review boundaries

#### ***Planned Office Park District***

- Review list of uses in district to support Hospital/Medical zone
- Review standards (lot size, setbacks, and building widths)
- Review boundaries

#### ***Neighborhood Business District***

- Clarify purposes
- Incorporate stronger site plan standards
- Review list of uses
  - *Currently anything goes in this small district embedded in a residential area*
- Review standards (lot size, setbacks, and building widths)

#### ***Industrial District***

- Incorporate stronger site plan standards
- Review boundaries

#### **General across all districts**

- Stronger, clearer definitions are needed to support consistent administration and enforcement of the ordinance.
- Home occupations should be reviewed. Possible tightening of language and variation across districts.

- Create greater authority for site plan review during administrative permitting of allowable uses.
- Review day care sizes and how they are allowed and reviewed
- Create a list of uses that are ALLOWED versus NOT ALLOWED in each district. All others would be Conditional Uses.
  - *Dave Cooper suggested a table of uses be provided to the group so that ZBAG can review and start thinking about this*

#### Gateway Business Districts

TK handed out a map and associated text that outlines standards for review in these districts. This was created by Alvin Figiel as a draft for further consideration. A special session will be scheduled during Planning Week to delve in deeper.

#### Issues for Community-Wide Survey

The scope of the zoning update process envisioned a community-wide survey. The group highlighted a couple of issues they want included in that survey.

- Uses in Single Family Residential areas (including duplexes)
- Short-term rentals
- Home occupations

#### Schedule for Planning Week

TK distributed a draft schedule for Planning Week (Aug 7 – 10). The group reviewed it. Key meeting times for the ZBAG and Planning Commission will be:

- Mon Aug 7 5:30 PM working session
- Tues Aug 8 9:00 AM session about design review districts
- Weds Aug 9 5:30 PM debrief with consultants on feedback heard

Other times of note: Tues Aug 8 5:30 PM Neighborhood walk-through TBD

Several members suggested that the schedule for public participation include drop-in times (versus restricting participation to only certain sessions). TK will discuss with consultants. Final schedule to be distributed to all ZBAG members. Support in spreading the word is requested.

#### **Sign Ordinance Rewrite – Outstanding Issues.**

Susan is sending the ordinance to VLCT to request a cost estimate for legal review of the Ordinance prior to presenting it for consideration to the Board of Aldermen. It is expected the Sign Ordinance will be ready for circulation in early fall.

**CORRESPONDENCE** – PG moved to receive and place on file the following correspondence. DC seconded. Motion was unanimously approved.

7/13/17, Murphy Sullivan Kronk, Verizon Wireless application for Certificate of Public Good, 258 North Main St. Rutland.

**VI. ADJOURN.**

LW moved to adjourn. DC seconded. Motion was unanimously approved. The meeting ended at 6:54 pm.

For the Commission:

Tara Kelly, Recording Secretary