

**Minutes**  
**August 14, 2019**

**Present:** Susan Schreibman (SS), Patrick Griffin (PG), 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).

SS, Chair, called the meeting to order at 5:30 pm.

- I. ADDITIONS/DELETIONS** – SS asked DC to update the Commission on the Housing Needs Assessment.
- II. PUBLIC COMMENT** – None.
- III. APPROVAL OF MINUTES – July 17, 2019.**

AF moved to approve the minutes of July 17, 2019. DC seconded. Motion passed unanimously.

**IV. NEW BUSINESS – Housing Needs Assessment Update.**

DC attended the presentation of the Housing Needs Assessment Update on July 18 led by the consultant Eric Hangen. DC said the update discussed the reasons why the City is struggling and what measures key players need to focus on including continuing with the regional marketing plan, incentives and leveraging federal and state grants to improve the housing stock. Tara has made Eric aware of the City Owned Property sales and process, as well as, current trends the Building & Zoning office is seeing. She added that her office has put together a database of multi-unit houses in the City for Eric to map. The database has a lot of potential purposes now that it has been compiled. There are pieces of information that can now be gleaned and examined further. Tara also added that one of the report's findings is there could be a niche for higher end rental housing.

PG asked if the City has the tools to improve the housing stock for renters. Tara said the new building inspector is focused on code enforcement and the office is being proactive regarding CO inspections. Tara has been researching other ideas such as incentives for developers purchasing older homes with the intent to keep the architectural integrity.

DC also gave an update on LW's cross country bicycle tour.

**V. OLD BUSINESS – Zoning Bylaws Update – Section 4 – Development Review.**

Tara distributed copies of some Chapter 117 bulletins.

There was discussion on lowering the non-recreational vehicle permit requirement on page 24. It was recommended to change the wording to allow a person to stay to 14 days (two weeks) without permit.

Discussion continued regarding whether 1 acre size subdivision is the right size (page 28 #4). The consensus is that the section needs more work and “Principal Structure” needs a more clear definition.

SS said all reference to VSA Chapter 117 needs “or as amended” added for each citation.

The Commission talked at length as to the Architectural Design Committee’s purview for review and whether the additional workload would be onerous. The Commission agreed that ADC should review all projects in all design districts including Downtown, Courthouse and Gateways with the Zoning Administrator having administrative control over whether a project needs review. Tara said there needs to be triggers for what would require the extra level of review. AF added that a list of guidelines, criteria and prohibitions has been requested for a while now. The conversation included what triggers DRB review and in which districts this should occur.

#### **Municipal Planning Grant.**

Tara discussed her conversation with MPG staff who suggested the City might want to consider sections of the Zoning instead of trying to get the entire rewrite passed. The consensus of the Commission is to apply for funding for the whole document continuing with the work that has been done to date. The application is due Oct. 1 and will require the Planning Commission sign a resolution to apply which will be followed by the Aldermen’s signatures. The Commission will meet Tuesday September 10 to review the scope of work and sign the resolution.

#### **VI. CORRESPONDENCE.**

PG moved to receive and place on file the following correspondence. AF seconded. Motion passed unanimously.

8/2/19, CBRE, re: AT&T Mobility LLC collocation of antennas at 55 West Street, Rutland.

#### **VII. ADJOURN.**

It was moved and seconded to adjourn. Motion passed unanimously. The meeting ended at 6:55 pm. The next meeting will be held September 10.

For the Commission:

Barbara Spaulding, Recording Secretary