



RUTLAND CITY PLANNING COMMISSION

P.O. BOX 969
RUTLAND, VT 05702

Minutes January 11, 2017

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

Also present: Tara Kelly, Zoning and Planning Administrator and Alderman Gides.

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

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

AF moved to approve the minutes of December 14, 2016 with an amendment to change the word “size” to width in paragraph 2 under the Tiny House discussion. DC seconded. Motion carried unanimously. Short discussion about tiny houses and regulation. Commission members suggested this be tackled as an issue during the Zoning update. Tara will monitor and continue research potential new regulations. She will bring an update back to the Planning Commission if it is deemed that action is needed prior to the full Zoning update.

- IV. **NEW BUSINESS** – AF discussed requesting copies, on behalf of the Planning Commission, of the National Association of Realtors Walkable Neighborhoods magazine. The copies would be distributed to the Aldermen. The Commission agreed AF should proceed with requesting the copies.
- V. **OLD BUSINESS – Zoning Update.**

Tara distributed copies of the draft RFP for the Zoning rewrite consultant. It was determined that the RFP Schedule Summary would be incorporated in the document as follows: Proposals due 2/7/17; Interviews on or about the first week of March; Consultant Selection by 3/31/17; Project work to begin April 2017 and Complete project by June 2018. The finalized RFP will be posted on the VT Bid System, VPA Listserv, City website and sent to the 9 consultants on the CDBG list. Susan will create the scoresheets.

Barbara asked the Commission to approve the first requisition for \$8,000/40% of the grant funds. The Assistant City Treasurer will create a line item in the general fund to keep track of the revenue and expenses. PG moved to approve and have the Chair sign off on the first requisition. LW seconded. Motion carried unanimously.

Rutland Sign Ordinance Review and Outreach – Tara distributed copies of the draft City of Rutland Sign ordinance which captures all of the input from the Commission. She

also provided a list of issues still to be resolved and discussed the list with the Commission. She added “abandoned vs. non-operational signs” to the list.

The Commission was asked to review scenarios, as homework, for the next meeting as they relate to the draft sign ordinance. The scenarios were assigned as such: LW – 1; DC – 2; PG – 3; SS – 4; AF – 5; and Tara -6.

PG presented a draft PowerPoint presentation. The following recommendations were made:

- Underline the important words in the Bulletin Board Law
- Emphasize motivation for updating the ordinance
- Reconsider 8 ft. height restriction on freestanding signs
- Discuss aesthetic motivation
- Include a drive-thru of streets as they currently exist
- Include a photo of the lighting changes from internally-lit to externally-lit

Discussion continued on who should see the PowerPoint presentation and how business owners may react to the changes. A point of discussion for the next meeting will be “grandfathered” signs.

VI. CORRESPONDENCE – None.

VII. ADJOURN

AF moved to adjourn. LW seconded. The next meeting will be held January 25. The meeting ended at 6:59 pm.

For the Commission
Barbara Spaulding, Recording Secretary