



## RUTLAND CITY PLANNING COMMISSION

City Hall – 52 Washington St. – Rutland, VT 05701  
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### **Amended Minutes March 22, 2017**

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

**Also Present:** Tara Kelly, Zoning Administrator and Barbara Spaulding.

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

**I. ADDITIONS/DELETIONS** – None.

**II. PUBLIC COMMENT** – None.

**III. APPROVAL OF MINUTES** – **March 8 and March 15, 2017.**

AF moved to approve the minutes of March 8 and March 15, 2017. PG seconded. Motion carried unanimously.

**IV. NEW BUSINESS** – SS discussed the letter of endorsement for Bob Tanner as Building Inspector. Despite the Mayor having submitted Bob's name for re-appointment on Monday night; the Commission signed the letter of support.

SS discussed the condition of the City sidewalks and the City Ordinance related to sidewalk snow removal. There is a City Ordinance that puts the responsibility of snow removal on property and business owners and there exists fines associated with non-compliance. DC talked about snow removal from sidewalks to allow for better access to crosswalks and common areas. PG would advocate for additional sidewalk plows. AF said sidewalks are more dangerous after being plowed as the weather cools and ice is formed. SS suggested adding review of the sidewalk snow removal to the zoning rewrite process.

SS informed the Commission that she invited Mayor Allaire to attend the April 26 meeting to discuss his position on the City being a more livable, walkable and bikeable community. AF agreed that it would be a good idea to inform the Mayor on the many things the PC is working on for the City.

**V. OLD BUSINESS**

Zoning Update. Tara discussed an email she sent out to the Zoning Rewrite Committee asking for "audit" feedback and direction in preparation for the May 10 meeting with Juli Beth of Orion. Discussion continued on what the PC wanted the Zoning to look like. Tara will provide examples of zoning types to the Committee.

Alvin had drafted gateway design guidelines and will forward them to Tara after he updates them.

Tara will let the Commission know when Juli Beth arrives in April. She asked that the deadline for feedback be April 3. She is also looking for feedback on when the Commissioners are unavailable in July to help schedule the "Planning Week."

SS said she asked Sharon Davis to appoint [the PC] a liaison to the Planning Commission, as well as a representative on the Zoning Update Committee.

Sign Ordinance. Tara distributed a copy of the 3/14/17 Draft Sign Ordinance. The following issues were discussed and resolved.

- The "poster" definition was removed.
- The relationship to 10 VSA Chapter 21, City Ord. 4453 and City Ord. 1451 will be deferred to the City Attorney.
- District Boundaries – TK will scan and send to the Commission.
- Abandoned/non-operational signs – Tara consulted with Bob Tanner and then condensed on pg. 7 per his recommendation.
- Safety Concerns – SS suggested changing [Board of Highway Commissioners] to Traffic Safety Committee.
- Monument signs – Tara said monument and free-standing signs differ in pole height. She presented a diagram depicting all sign types.
- Monument signs will be no more than 4 ft. tall and have a base not more than 1 ft. off the ground. Woodstock and Hospital Districts max size 32 sq. ft.; Main Street/Gouger Hill (Court House District) 16 sq. ft.; Downtown 16 sq. ft; Residential maximum 4 sq. ft.
- Add language to clarify only one pole sign or monument sign per property
- Bollards – removed.
- Pole Signs – AF suggested that pole signs in Woodstock/Gouger Hill district could be 16 sq. ft. instead of 12 sq. ft.

\*Commissioner Griffin left the meeting.

There was lengthy discussion regarding signage for Howe Center vs. business parks and medical office parks. Tara suggested that based on Larry's research of existing sign sizes, the new size limits reflected in the table may be seen as too drastic of a change from the current ordinance. She suggested the Planning Commission needs to be clear about what they feel they can support and defend once presenting this draft to the public bodies. She also suggested a place-holder be put into the document regarding whether existing signage will be "grandfathered" or subject to amortization. This might be a good issue for public input and debate with the business community and other policy makers.

There was additional discussion on drive-thru menu board sizes. DC said it depends on how visible the boards are to the public. AF agreed on the importance of the impact on the view. It was agreed that drive-thru menu boards should be fully screened from the public right-of-way. Tara mentioned Mike Gauthier has expressed an interest and willingness to provide input to the new ordinance. SS suggested inviting Mike Gauthier

to the next meeting to share his perspective. Tara will follow up and send the draft to Mike for review.

**VI. CORRESPONDENCE** – AF moved to receive and file the correspondence. DC seconded. Motion was unanimously approved.

Murphy, Sullivan, Kronk, 3/14/17, Application for a Certificate of Public Good, Verizon Wireless telecommunications facility, 258 North Main St., Rutland.

**VII. ADJOURN.**

SS moved to adjourn. AF seconded. Motion was unanimously approved. The meeting ended at 6:57 pm. The next meeting will be April 12.

For the Commission:

Barbara Spaulding, Recording Secretary