



## RUTLAND CITY PLANNING COMMISSION

City Hall – 52 Washington St. – Rutland, VT 05701  
Mailing Address: P. O. Box 969 – Rutland, VT 05702  
Phone: 802-773-1800

5/25/2016

### Minutes May 25, 2016

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

DC, Acting Chair, called the meeting to order at 5:34 pm.

- I. **ADDITIONS/DELETIONS** – None.
- II. **PUBLIC COMMENT** – None.
- III. **APPROVAL OF MINUTES** – April 27, 2016.

PG moved to approve the minutes of April 27, 2016. DC seconded. Motion carried unanimously.

- IV. **NEW BUSINESS** – None.
- V. **OLD BUSINESS** – Sign Ordinance.

PG briefed LW and SS on the Downtown signage decisions that were made at the last meeting.

SS distributed copies of the DRAFT City of Rutland Sign Ordinance pages 1-6. She explained that she used the Manchester sign ordinance as guidance. She proceeded to read and review the draft. The following changes were made.

1401 Purpose – The word outdoor was removed from the first sentence. Additionally meeting the public's concern for free flow of information and to the greatest extent possible were removed from the first paragraph. In paragraph 2 it was noted that the word section would be replaced with "ordinance." Also, the word outdoor and that is compatible with an economy were removed.

1402 Definitions.

Signs – The definition for "sign" was replaced with the definition from the Saratoga sign ordinance. SS said she drafted the definitions using those found in the VLCT, Manchester and Rutland ordinances.

Discussion continued regarding the Architectural Review Committee's (ARC) role in reviewing signs with regard to the Rutland Downtown Redevelopment Area.

SS asked for clarification on the sign face. It was agreed that the signs were two-sided and therefore considered two-faced and that "per side" should be added to the grid.

The Commission determined that and not including ground mounted signs would be removed from the free standing sign definition. As well as, not including a mansard roof, canopy or other fascia removed from the Roof sign definition.

The definition for Temporary Sign would remain as in the current Rutland City ordinance.

The Commission asked Barbara to email a copy of the sign application to them.

1403 Administration and Interpretation.

The word exterior was removed from the Sign Permits section.

It was noted that administrative officer would be replaced with "building inspector."

1404 Architectural Review Committee Review Required.

The Commission decided to strike the section and replace with the City's current ordinance 1409 Rutland Downtown Development Area.

1405 Administrative Review - Discussion continued on what constitutes a temporary sign and whether the size and that they are taken down after hours is sufficient definition. LW volunteered to survey the existing pedestrian signs downtown and report back at the next meeting.

SS said that Tara Kelly's nomination for Zoning Administrator is an excellent choice. The Commission agreed and discussed sending a letter in support of the nomination. DC said he would follow up with the Mayor.

## **VII. ADJOURN.**

PG moved to adjourn. LW seconded. Motion carried unanimously. The meeting ended at 7:06 pm. The next meeting will be held June 22.

For the Commission  
Barbara Spaulding, Recording Secretary