



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

Rutland City Planning Commission Minutes of Zoning Bylaws Advisory Group August 7, 2017

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

Also Present: Mayor Allaire, David Cooper, Ed Clark, and Brennan Duffy, of the Zoning Bylaws Advisory Group; and Tara Kelly, Planning Director & Zoning Administrator.

Facilitators: Juli Beth Hinds and Carol Rhea, Orion Planning & Design

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

Schedule for the week was reviewed. Members were encouraged to attend as many as they could and to continue spreading the word to others that may want to provide early input to this process.

JB Hinds reviewed the work ahead. Described the statutory framework of V.S.A. 24 Chapter 117 and its relationship to local zoning.

Per Chapter 117, there are various types of approval authorities that can be considered. These were reviewed. A fairly standard table of uses typical for a community our size was distributed. Advisory Group members were asked to review the table of uses and start to fill in what they thought would be the right level of review for the various uses:

- a. No approval needed (NA) – no permits needed for zoning purposes
- b. Zoning permit (ZP) – ZA reviews to confirm conformance with district and record the change of use for assessor
- c. Administrative Site Plan (ASP) – ZA reviews and applies conditions/standards as clearly defined in the ordinance
- d. Site Plan (SP) – DRB reviews in a public meeting and applies conditions / standards as clearly defined in ordinance
- e. Conditional Use (CU) – DRB hold a public hearing to deliberate and approve or deny based on ability to meet standards
- f. Prohibited (X) – not allowable under any circumstance

This exercise is “homework” and will be reviewed at a future meeting TBD.

The group was asked to reflect upon the following:

- o *Maintain:* What areas of the City are desirable to maintain in their current form from the standpoint of density, land use pattern, land uses, and design quality?

- *Evolve*: Where in Rutland should zoning regulations help change some of the aspects of the land use and development pattern, if not make wholesale change? For example, where might the area benefit from more or improved landscaping or building design, while keeping the overall density? Where should uses be allowed to transition out over time?
- *Transform*: What areas would benefit from more whole-sale transformation, whether through authorizing new land uses (e.g. changing underlying zoning from residential to commercial or vice versa), prohibiting the expansion of current land uses, or making changes that enable significant redevelopment?

Various aspects were discussed such as:

- neighborhoods which are currently zoned Single Family Residential (SFR) and which should continue to be “protected” for primarily single family use (Note: an accessory unit is permitted per state statute);
- neighborhoods currently zoned Single Family Residential which, in reality, have a lot of housing diversity within them and should be re-considered;
- Problems with too much density out of proportion to the building stock and/or lot size;
- Areas where “commercial nodes” exist and where zoning could change to accommodate these “mom and pop” stores in residential areas;
- Areas where conversion of homes to offices might be appropriately allowed;
- Site plan standards that address issues such as parking, intensity of use, green space to help better integrate more intense uses in neighborhoods;
- Home occupations currently limited to within or attached to residential unit – some discussion about use of detached garages;
- Suggestions that drive-thrus should not be allowed on any streets within residential neighborhoods – even if other small-scale restaurants may be acceptable;

The group was given draft language about the “purpose” of each zoning district. Draft was created based upon language contained within the City Master Plan. Group was asked to review and start to edit these statements. They will be embedded into the updated Zoning code and become important guides from making any interpretations of the code. This exercise is “homework” and will be reviewed at a future meeting TBD.

The purpose of this meeting was to discuss and understand issues. No decisions were made.

I. ADJOURN.

The meeting adjourned at 7:30 pm.

For the Commission:
Tara Kelly, Recording Secretary



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

Rutland City Planning Commission Minutes of Zoning Update Input Session – focus on Design Review August 8, 2017

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

Also Present: David Cooper, Ed Clark, and Brennan Duffy, of the Zoning Bylaws Advisory Group; Jim Pell of the Development Review Board; Matt Whitcomb of the Rutland Redevelopment Authority Board; and Tara Kelly, Planning Director & Zoning Administrator.

Facilitators: Juli Beth Hinds and Carol Rhea, Orion Planning & Design

SS, Chair, called the meeting to order at 9:00 am.

Carol Rhea began with a brief overview of design guidelines in small, rural communities and how they can make a big difference even with minimal regulations (copies of the presentation are available).

The group reviewed current practices, how the current ordinance addresses design review and where it is insufficient or inconsistent and therefore can cause uncertainty for both applicants and the DRB.

The role of the Architectural Review Committee was discussed. JB Hinds informed the group that according to State Statute (24 V.S.A. 117) the ARC should be re-established as an advisory board to the Development Review Board. There was a discussion about what the purview of the ARC would be in terms of scope of review and in which districts.

Concepts such as basic landscaping, enclosing dumpsters, parking circulation, downcast lighting (30 foot poles provide good lighting and requires less poles), and curb cut control were discussed.

The purpose of this meeting was to discuss and understand issues. No decisions were made.

I. ADJOURN.

The meeting adjourned at 11:00 am.

For the Commission:
Tara Kelly, Recording Secretary



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

Rutland City Planning Commission Minutes of Zoning Bylaws Advisory Group August 9, 2017

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

Also Present: David Cooper, Ed Clark, and Brennan Duffy, of the Zoning Bylaws Advisory Group; and Tara Kelly, Planning Director & Zoning Administrator.

Facilitators: Juli Beth Hinds and Carol Rhea, Orion Planning & Design

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

The consultants and committee members reflected on the input received throughout the week. A number of specific issues were brought forth for specific consideration. The following general direction was settled upon. These will provide the basis for initial concepts and language to be drafted:

- Basic site plan requirements such as landscaping, building location, trash enclosures and curb cut control
- Waivers should be allowed to accommodate unique site conditions. Integrate an option to allow 10% dimensional waivers approved by staff with others going to the DRB.
- Interest in conditional uses, using them more and using them more efficiently
- Role of the ARC
 - ARC should be involved in areas with historic resources
 - If the ARC can add value without adding time and cost then their role should be expanded to include the gateway districts
 - ARC should be advisory
 - Be strategic in what goes to the ARC
 - ARC needs standards
- Staff should be allowed to approve projects that clearly meet well defined design standards
- Will work on table of uses and district purpose statements—will take up as a group at next PC meeting

The purpose of this meeting was to discuss and understand issues and provide initial guidance. No final decisions were made.

I. ADJOURN.

The meeting adjourned at 7:30 pm.

For the Commission:

Tara Kelly, Recording Secretary