



## 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

### Minutes

September 14, 2016

**Commission Members Present:** Susan Schreibman (SS), Patrick Griffin (PG), and Dave Coppock (DC).

**Also Present:** Tara Kelly (TK) and Melinda Humphrey (MH) joined for a portion of the meeting.

SS, Chair, called the meeting to order at 5:32 PM. Barbara Spaulding (Clerk to the Planning Commission) was called away to a family emergency. TK and SS will produce the minutes for this meeting.

**I. ADDITIONS/DELETIONS – None.**

**II. PUBLIC COMMENT – None.**

**III. APPROVAL OF MINUTES – August 10, 2016.**

SS noted some minor typos in the minutes. PG moved to approve the minutes of August 10, 2016 with the edits provided by SS. DC seconded. Motion carries unanimously.

**IV. NEW BUSINESS**

#### **Update on the Rutland Creek Path**

SS provided an update about the Rutland Creek Path project. She has been hired by the City to be the Municipal Project Manager for this effort.

A presentation was made to the Board of Highway Commissioners regarding Segment 5 of the path which extends along Dorr Drive from the bridge at River St to College of St. Joseph. The Commissioners heard from the project engineer about issues regarding constraints posed by floodways, natural resource concerns etc. They reviewed the proposal for narrowing the lane widths along this section to 11 feet in order to accommodate the path construction. This solution was unanimously approved.

SS also stated that progress is being made on Segment 4. The conceptual plans have been submitted to VTRANS and the Right of Way documents are being created.

**V. OLD BUSINESS**

#### **Municipal Planning Grant – Zoning Rewrite.**

SS introduced the topic reminding the members that this effort began more than a year ago when the Planning Commission identified the need for a substantial rewrite of the City's Zoning Ordinance and the possibility of pursuing a Municipal Planning Grant to support that effort. The last major overhaul of the ordinance was in 2004. In 2008, the State Statute underwent a major rewrite. Many of the new requirements and tools provided by the Chapter 117 update have been integrated into the City's ordinance through minor tweaks since that time.

TK and SS have met with Barbara Spaulding of the RRA about the process for submitting a grant application. A timeline was distributed to the members. The goal is to have a fleshed out draft of the scope and costs in time for the October 3, 2016 Board of Aldermen meeting so that they can review and consider a resolution to pursue the funds.

The big picture goals of the update and use of MPG funds are as follows:

- Bring the City's Zoning into alignment with State Statute (Chapter 117) and the City's Master Plan
- Clarify processes and best practices for administering the Ordinance
- Hire an outside consultant to create and implement an effective process for creating the public dialogue and input needed on key sections of the Ordinance
- Use this process to create alignment between the various boards (Planning Commission, Development Review Board, Architectural Review Board, Rutland Redevelopment Authority), staff, and others such as the Board of Aldermen.
- Form a leadership team (reps from the above groups) to make decisions on the content of the draft Ordinance
- Conduct legal review of the ordinance language and integrity of the document
- Provide training and education for board members

The committee then reviewed a draft list of priorities for the update process and provided input as to which of the brainstormed list would be highest priority. TK will revise the list based upon the input.

SS attended the September 7, 2016 Development Review Board meeting along with Larry Walter and Alvin Figiel. They informed the DRB of this update process. The DRB was enthusiastic about the concept of an update and noted area where improvements to the Ordinance would help them in their roles.

PG and DC suggested that it would be helpful for the DRB and the RRA to demonstrate support for this effort by either attending the October 3<sup>rd</sup> meeting of the Board of Aldermen or providing a letter of support. TK will work on getting the letters and informing the others of the meeting date.

TK and SS will work on drafting a more complete scope for the Planning Commission to review based on the input from the PC and the DRB. This will then be circulated to potential consultants so that an estimated cost for services can be determined and incorporated into the budget for the grant application.

SS shared a resolution with the PC. This resolution is a requirement of the Municipal Planning Grant application. It will become an action at the Board of Aldermen meeting. PG made a motion that Susan Schreibman is authorized to sign the resolution on behalf of the Planning Commission. DC seconded. Motion passed unanimously.

**Sign Ordinance.**

PC members reviewed the status of this effort. SS will take the various pieces of work done to date and integrate them into one document. PG will re-send the chart and check with Larry about best ways to document examples of the sign sizes being outlined in the draft regulations. This will be the focus of the next meeting, scheduled for September 28<sup>th</sup>.

**VI. CORRESPONDENCE**

The correspondence was not available for review. This item was tabled until the next meeting. PG asked that the items be sent to the PC member via email. TK will follow up with Barbara.

**VII. ADJOURN**

SS suggested that the Planning Commission meetings should have a standard ending time of 7pm. There was general agreement. Next meeting was confirmed for September 28, 2016 at 5:30 pm. Meeting was adjourned at 7:05pm.