



## RUTLAND CITY PLANNING COMMISSION

City Hall – 52 Washington St. – Rutland, VT 05701  
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Phone: 802-773-1800

1/20/2016

### Minutes January 20, 2016

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

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

**I. ADDITIONS/DELETIONS** – SS asked to add discussion of the Downtown Transportation Fund grant and resolution under new business.

**II. PUBLIC COMMENT** – None.

**III. APPROVAL OF MINUTES – December 2, 2015.**

SS moved to approve the minutes of December 2, 2015. AF seconded. Motion carried unanimously.

**IV. NEW BUSINESS**

**Downtown Transportation Grant** – SS told the Commission that the RRA/RRPC and DRP are working on an application to the Downtown Transportation Fund to supply lighting in the Center Street Marketplace. Originally the City applied for lighting funds through the VTrans Alternatives Program but was recently denied.

The Center Street Marketplace received an earmark from Senator Leahy in 2010. The City hired Stantec to do the engineering and the RRPC to act as project manager. The project is through the right-of-way phase and is in final review with VTrans. Construction is expected to go out to bid in March. The construction budget will only complete the bare bones of the project and elements like lighting, fences, benches, landscaping are not covered. Therefore, the City is applying to other funders to complete the project.

The application to the Downtown Transportation Fund is for approximately twenty (20) pole lights throughout the marketplace and sixty (60) linear feet of string lighting from Merchants Row into the marketplace. The total project cost is \$62,320 with the earmark being used as the 50% required match. The funder requires that the Municipal Planning Commission support the project and sign a resolution that will be forwarded to the Aldermen. The application is due March 7 and the resolution will go to the Aldermen at their February 1 meeting.

PG moved to recommend applying for the grant and authorize the Chair to sign the resolution. LW seconded. Motion carried unanimously.

**VLCT Training** – Attorneys Sarah Jarvis and Carl Andeer from VLCT made a presentation to the Commission that included the following training:

- Legal parameters of Municipal Land Use Planning and Regulation
- Roles and responsibilities of Municipal Land Use Officials
- The Municipal Plan
  - Substantive Considerations
  - Procedure: Adoption and Amendment
- Implementation of Municipal Plan
  - Non-regulatory Implementation
  - Regulatory Implementation (Bylaws)

**V. OLD BUSINESS.**

**Sign Ordinance:** There was agreement that the Commission is working toward a document that includes easy to understand text, graphics depicting good and bad sign placement and a maximum sign square footage limit for all Gateway Districts.

The goal is to come to agreement at the next meeting on: max. square footage for free standing signs, min. and max. sign height for free-standing signs, and appropriate setbacks for free-standing signs.

**VI. CORRESPONDENCE – None.**

**VII. ADJOURN.**

The Commission will meet on both Feb. 3 and Feb. 17 due to the increased workload. It was moved and seconded to adjourn. Motion carried unanimously. The meeting ended at 7:53 pm.

For the Commission  
Barbara Spaulding, Recording Secretary