

**CITY OF RUTLAND, VERMONT**  
**Development Review Board Minutes**  
**Wednesday, September 8, 2016**

Development Review Board Members: Stephanie A. Lorentz, Al Paul, Jim Pell, Steve Wilk and Mike McClallen.

Members present: Chair Lorentz, Board members McClallen, Paul, Pell and Wilk. Also present, Zoning Administrator Tara Kelly.

At 6:04 PM Chair Lorentz called to order the hearing for 10 Terrill Street. Chair Lorentz described the hearing process and the issue under consideration. Chair Lorentz swore in the property owner, Mark Foley Sr. of P&R Properties, and 10 members of the public in attendance on this issue.

Mr. Foley had previously submitted certified mail receipts from the letter sent to abutting neighbors to the Zoning Administrator. Those are on record in the file.

Mr. Foley explained the general site of the building, its past uses and the desire to bring in a tenant to use the space for a small church. Mr. Showens of the Redemption Church of Rutland was invited to come forward and share additional information about their interest in locating at this property. They currently have 15 adult members but aim to expand to as many as 50 adults in the first year. They envision using the space for Sunday mid-day services, weeknight bible study, and bimonthly events to feed the public.

Chair Lorentz explained that this application was for a variance since the proposed use, a church, is neither a permitted nor conditional use in this zoning district. She reviewed the five criteria for issuing a variance and asked the applicant and proposed tenant to provide information for the DRB's consideration.

The members of the public were invited to raise concerns or ask questions. Each person was given time and opportunity to do so. The issue raised by all revolved around parking impacts within the adjacent neighborhood. Some potential solutions were discussed.

Chair Lorentz adjourned the hearing. She noted that the Board had forty-five days (45) to make its decision. Based on the decision anyone present at the hearing would have 30-days to appeal the Board's decision to Environmental Court.

The hearing for 10 Terrill Street was adjourned. The DRB took a brief recess to allow the hearing participants not wishing to stay for the rest of the agenda to disperse.

Planning Commission members Susan Schreiber (Chair), Alvin Figiel, and Larry Walter joined the DRB members for a discussion about updating the Zoning Bylaws. Susan explained that for more than one year the Planning Commission was interested in this project. They are now ready to proceed. A Municipal Planning Grant is being prepared to attract funds to bring in an outside consultant to help facilitate discussions and establish open communication with the various stakeholders within the City's staff and boards, elected officials, and members of the public.

The DRB members expressed support for this idea. They shared some ideas they had for updates. There was general agreement on the need for this process to start as soon as possible. The grant application will be submitted by the deadline of October 31<sup>st</sup>. A decision will be announced by the beginning of December. This project could then kick-off in full force by the early part of 2017. It is expected this process will take a minimum of 12 months to do it right. Following the process of

developing the new bylaws, there are a set of required public hearings to adopt. This more formal process will be the last step.

The Planning Commission members also described some research they have been doing on creating an updated Sign Ordinance. They have been thoroughly researching examples from other towns and taking a look at how Rutland's current ordinance is structured and implemented. They will bring a draft of the new ordinance to the DRB once it is ready for review and additional input prior to circulating it more widely, including to business groups.

The final discussion of the evening revolved around procedures for enforcing DRB decisions and timelines. There was also a cursory review of two specific properties the DRB has asked the Zoning Administrator to review for potential enforcement.

Meeting adjourned at 7:39 PM.

Respectfully submitted,

**Tara Kelly**  
**Development Review Board Clerk**