



RUTLAND CITY PLANNING COMMISSION

City Hall – 52 Washington St. – Rutland, VT 05701
Mailing Address: P. O. Box 969 – Rutland, VT 05702
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Amended Minutes April 28, 2021

The meeting was held by teleconference because of the new COVID-19 protocols.

Present: Patrick Griffin (PG), Alvin Figiel (AF), Rebecca Mattis (RM), Sarah Roy (SR) and *Dave O'Brien (DO).

Also Present: Alderman Doenges, Tara Kelly and Andrew Strniste, Planning and Zoning Administrator, and Barbara Spaulding, recording secretary.

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

- I. ADDITIONS/DELETIONS – None.**
- II. PUBLIC COMMENT – None.**
- III. APPROVAL OF MINUTES – March 10, 2021.**

PG moved to approve the minutes of March 10, 2021. AF seconded. Motion passed unanimously.

*Dave O'Brien arrived.

IV. NEW BUSINESS – Welcome New Commissioners.

Tara introduced the incoming Planning and Zoning Administrator Andrew Strniste. She explained her last day at City Hall will be May 5. Tara was thanked for her assistance to the Planning Commission. Andrew introduced himself and provided information on his background and experience with updating zoning regulations and rewriting town plans.

PG suggested that everyone introduce themselves and give some information as to their backgrounds.

Election of Officers and ARC Members.

DO nominated Rebecca Mattis as Chair. PG seconded. AF nominated Pat Griffin as Vice Chair. DO seconded. Both nominations were unanimously approved. The nominations were then voted on and unanimously approved.

RM took over as Chair of the meeting.

Following discussion of the current makeup and responsibilities of the Architectural Review Committee (ARC), PG moved for AF to remain on the ARC. DO seconded.

Motion was unanimously approved. AF moved for Rebecca Mattis to be on the ARC. DO seconded. Motion was unanimously approved.

PG discussed the meeting schedule of the Planning Commission as the [first] second and [third] fourth Wednesdays of the month from 5:30 to 7 pm. There was also discussion of the statutory responsibilities of the Planning Commission including Zoning and Municipal Plan rewrites.

V. OLD BUSINESS – Draft Zoning Bylaws Review.

Tara provided the history of the City's zoning bylaws rewrite process beginning in 2018 with bringing the existing bylaws into compliance with Chapter 117. During that process two major issues came to light: the role and process of the ARC and Rutland's multi-family housing issues. Currently the City has a Municipal Planning Grant that funded hiring Brandy Saxton of Place Sense to assist the City in working through these two issues and getting a draft document prepared for the public hearing process.

Brandy has been attending meetings with the Planning Commission and the Zoning Bylaws Advisory Group (ZBAG) and reviewing sections of the zoning and taking input from the combined committees. Brandy is also responsible for public outreach. The public outreach may be done with videos to communicate with the public, Aldermen and local developers as to how the zoning bylaws have changed. The grant was awarded an extension to September 30 due to COVID and a timeline was created to get the draft document to the formal adoption process. Tara believes the timeline is still do-able with the goal being to provide the Board of Aldermen a document that the Planning Commission is satisfied with and has all the issues worked out. AF added that this will require some homework on the part of the new Commissioners to get up to speed.

DO asked for a bullet list, an executive summary, from Brandy as soon as possible to assist them in understanding the current status of the draft document. SR asked if there was a place where the document lives or if it could be emailed to them. RM asked for hard copies of any documents.

Discussion continued on how to structure the next meeting of the Planning Commission. The consensus was to have Brandy attend but not the ZBAG.

VI. ADJOURN – DO moved to adjourn. AF seconded. Motion passed unanimously. The meeting ended at 6:50 pm. The next meeting will be held May 12, 2021.

For the Commission: Barbara Spaulding, Recording Secretary