Rutland City Planning Commission
Meeting Minutes
August 23, 2023

Present: Rebecca Mattis (RM), Patrick Griffin (PG), Sarah Roy (SR) and Alvin Figiel (AF).

Also Present: Andrew Strniste Planning & Zoning Administrator, Mayor Doenges, Barbara Spaulding and John Ruggiero.

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

I. **ADDITIONS/DELETIONS –** Andrew suggested adding discussion of the Municipal Planning Grant under New Business. RM so moved and SR seconded. Motin was approved.

II. **PUBLIC COMMENT** – None.

III. **APPROVAL OF MINUTES – July 26, 2023.**

SR moved to approve the minutes of July 26, 2023. PG seconded. Motion was approved 3-0 with 1 abstention RM. PG provided a recap of the meeting for RM.

IV. **NEW BUSINESS - Municipal Planning Grant.**

Andrew discussed the potential to apply for a Municipal Planning Grant to hire a consultant to assist the City with creating a Capital Improvement Program (CIP). The Commission discussed other possible projects for this funding including an update of the Municipal Plan or a City-wide engineering study of the City's road network. Andrew said in light of the passing of the 1% Option Tax, the timing may be appropriate for the Capital Improvement Program. He added that the responsibility of the Planning Commission will be making sure the projects in the CIP are in compliance with the City's Municipal Plan. PG asked if there was a more involved role for the Commission. Andrew suggested that a member of the Commission could be named to the Capital Improvement Program Committee that the Mayor will be creating. Barbara added that the Commission will be asked to sign a resolution in support of the application at an October meeting. Andrew added that discussion of the MPG will be held at a C&ED Committee meeting at a date to be determined.

V. **OLD BUSINESS – Update by Brandy Saxton on the scheduling of the neighborhood walks.**

Brandy provided an update about three of the scheduled walks including the Northeast on Tuesday August 28, Southwest on Thursday August 30 and Southeast on September 6. All of the walks will start at 6 pm. She explained she has been unable to confirm the Calvary Bible Church and may need to consider alternative locations, so this walk may need to be postponed until later in September.

Andrew suggested rescheduling the walks due to not being able to advertise them with enough lead time. The Commission agreed considering the timing of schools reopening, the Allen Street construction project and the Labor Day holiday. Brandy said she and Andrew will discuss rescheduling the walks Thursday morning and report back to the Commission with their decision.

Proposed Zoning Bylaws – Chapter 4 Administration.

Andrew suggested that in lieu of the homework assigned at the July 26 meeting to review Chapter 4 Administration and list, individually, regarding any questions or concerns; the Commission should use the remaining time to review the Dimensional Standards.

AF said Brandy prepared and Andrew has reviewed Chapter 4 and their opinions are the ones that matter most. Andrew said the section does reflect best practices. PG said he did review the chapter and found items to discuss that are pertinent to Rutland. The consensus was to do the homework for the next meeting in September.

Dimensional Standards.

Andrew distributed copies of the dimensional standards for each zoning district as currently proposed in the draft bylaws. He first suggested that allowing landowners to build to the current side and rear building lines without it being considered "increasing the degree of nonconformance" would be advantageous. He then suggested focusing on minimum side or rear setback. Andrew said the Commission could elect to use a combined total setback so as not to increase non-conforming lots. The Commission agreed to the following setbacks:

- R5 – 6 ft one side minimum 20 ft total
- R7 - 6 ft one side minimum 20 ft total
- R10 – 10 ft. minimum 30 ft. total
- MU – 5 ft minimum 5 ft total
- HMU – Remain 10 ft
- BC – 5 ft from abutting residential lot 10 ft total; and a 40 ft front setback

VI. CORRESPONDENCE – SR moved to receive and file the following correspondence. AF seconded. Motion was approved.

8/8/2023 – Enman Kesselring Consulting Engineers, Act 250 Land Use Permit Application 1 RO772-2, Incompleteness Letter #2 Response, West Campus, CSJ;

8/21/2023 – ACT 250 Jurisdictional Opinion JO 1-435, 133 Forest Street, new construction 30 affordable housing units; and

8/21/2023 – Land Use Permit Administrative Amendment, 1 R0772-2, HFCU and Casella Waste Systems Inc., West Campus CSJ.

VII. **ADJOURN –** AF moved to adjourn. RM seconded. Motion was approved. The meeting ended at 7 pm. The next regularly scheduled meeting is Sept. 13 in the Hub CoWorks.

For the Commission: Barbara Spaulding, Recording Secretary