

**Rutland City Planning Commission
Meeting Minutes
April 27, 2024**

Present: Rebecca Mattis (RM), Patrick Griffin (PG), Sarah Roy (SR), Aaron Hildebrand (AH), Susan Starr-Adams (SA) and Jacob Pluta (JP).

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

RM, Chair, called the meeting to order at 9 am.

- I. ADDITIONS/DELETIONS – None.**
- II. PUBLIC COMMENT – None.**
- III. APPROVAL OF MINUTES – April 24, 2024.**

The minutes were tabled for the next meeting on May 8.

- IV. NEW BUSINESS - None.**
- V. OLD BUSINESS – Proposed Zoning Regulations.**

[9:03 am] DEVELOPMENT STANDARDS – Chapter 3

The Commission resumed discussion of the Development Standards with §321 Rooming and Boarding House through §339 Necessary Improvements. The Commission agreed to table the discussion regarding §321 Rooming and Boarding House, which is to be included in a larger discussion about shared housing arrangements. The following changes to the draft zoning regulations were made:

§323 Home Occupation

§323.B (7) – modify the language to read: “Not occupy more than 25% of the habitable floor area of the principal structure and/or not to exceed 600 sq. ft. of an existing accessory structure.”

§323.B (9) – Strike

§324 Home Business

§324.A (8) - Strike

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§326 Bed and Breakfast

326.B (5) – Strike

§327 Short-Term Rental

This section will be replaced by a standalone Short-Term Rental Ordinance. The draft ordinance is being reviewed by the City Attorney after which it will be referred to the Charter & Ordinance Committee.

Planned Unit Development Standards

§330 Applicability

§330. C – Change “must” to “may.”

§331 Use Standards

§331.B – Allow PUD in all districts, Strike “Industrial”

§332 Dimensional Standards

§332.A (5) – Remove “and footprint”

§333 – Design Standards

§333.B (3) – Add subsection (h), which reads “Streets must be designed to provide emergency vehicle access.”

§333.B (3) - Add subsection (i) which reads “the applicant must provide water for fire protection.

§324 Applicability

§324.A – Add “and State & federal law” to end of the sentence

§337 Lot Design and Configuration

§337.B (5)(c) – Change ratio to 4:1

§338 Open Space, Natural Resource Protection and Recreation - Strike

Add definition of major/minor subdivision to Chapter 5

§339 Necessary Improvements

§339.E (2) (j) – Strike

§339.E (4) (a) – Add e.g. curbing

§339.F – Edit to “The applicant must install contiguous sidewalks along at least one side of new or extended streets.”

[10:20 am] GENERAL – Chapter 1

§103 Applicability and Relationship Without Other Laws

§103.F – Add various references which will be provided by AH

§108 General Exemptions

§108.C – Heat pumps in the Architectural Review Overlay Districts were discovered to be addressed in a later exemption relating to Mechanical Equipment.

§108.C (3) – Exempt demolition except in Architectural Review Overlay Districts

§108.C (4) – Remove “occupied by a non-residential use”

§108.C (6) – Remove “that does not disturb more than 2500 square feet of soil”

§108.C (8)(a)(iii) – Clarify fence wall materials

§108.C (8)(b)(i) – Remove commas and add parenthesis

§108.C (9) – Take language from Chapter 2 and add here

§108.C(11) – Add “including but not limited to” ground mounted...

§108.C (12) – Remove “on single- or two-unit residential property that;,” as well as subsections (a), (b) and (c)

§108.C (13)(a) – Change to “do not exceed length/width/diameter of 20 feet or a depth of 5 feet”

§108.C(13) – Add (d) “are located on the side, rear or behind the front building line of the principal structure”

§108.C (15) – Add (e) landings for ADA ramps that do not exceed 50 sq. ft. and landings for stairs not to exceed 36 sq. ft.

§108.C(16) – Add “lot coverage” after “setback”

§108.C(18) – Outdoor Light Fixtures – Discuss lighting as a whole at a later date

[11:50 am] BREAK FOR LUNCH

[12:30 pm] Resume GENERAL – Chapter 1

§108.C(19) – Strike

§108.C(20) – Strike

§108.C(22) – Change square footage from 300 to 200

§108.C(25) – Change from 15 feet to 12 feet

§108.C(27)(a) – Change “dwelling” to “principal structure”

§108.C(27) – Add (g) does not have an undue adverse effect upon the character of the residential area in which the principal structure is located.

§108.C(29) – Strike

§108.C(30) – Strike

§117 Expansion of Use

§117.B – Add to the end of the paragraph: “an expansion of use may require state and local permits

§119 Abandoned Development

§119.A – Add two-year time limit and define “substantially completed”

§121 Nonconforming Structures

§121.F(1) – Strike and reword, which will be provided by Andrew.

§122 Nonconforming Uses

§122.D – Remove “parking and” and add to the end of the paragraph: “Any expansion not considered a minor expansion will be considered a major expansion”

§123 Nonconforming Lots

§123.B – Refer to City Attorney

§123.C(4) – Change to not less than “30” feet wide or deep and exempt in Downtown Business District.

[2:37 pm] DEFINITIONS – Chapter 5

Discussion regarding rearranging all of the provided definitions in the draft, noting that the floodplain definitions will remain with the floodplain regulations with a reference in the definition’s sections similar to §102.

§103 Defined Terms

§103.A – Add cross references for “Accessory Dwelling Unit” and “Accessory Structure”

§103.A(5) – Add “demolition” to the end of the definition

§103.B(1) – Remove “one closet”

§103.B(6) – Define condominium

§103.D(3) – Incorporate the new nonconforming language into definition

§103.D(5) – If not used in document, strike

§103.D(9) – Add “than” before 3 lots

§103.D(11) – Add Single-Family Dwelling reference

VI. CORRESPONDENCE – None.

VII. ADJOURN – JP moved to adjourn. SR seconded. Motion was approved 6-0. The meeting ended at 3 pm. The next scheduled meeting is May 8 at City Hall.

For the Commission: Barbara Spaulding, Recording Secretary