



Development Review Board

Meeting Minutes

Wednesday, May 20, 2026

City Hall, Aldermen's Chambers
52 Washington Street, Rutland, VT 05701

Attendance

DRB Members Present:

Mike McClallen, Chair
Stephanie Lorentz
Al Paul
Jim Pell
Steve Wilk (via phone)

Staff Present:

Ed Bove, Planning Director & Zoning Administrator
Luke Alexander, Asst. Zoning Administrator

Media Present:

Gordon Dritschillo (Rutland Herald)

62 Merchants Row Hearing:

Sherri Prouty (Applicant, 45 Kinglsey Ave)
Christine Zullo (60 Merchants Row)
Terry Zullo (60 Merchants Row)
Matt Prouty (45 Kinglsey Ave)
Mark Foley Jr. (Appellant, 50 Oak Ridge Pl, Rutland Town)
Erica Jokinen (26 Laverne Dr)
Jerry Jokinen (26 Laverne Dr)

6 Preville Ave. Hearing:

Courtney Allen (Applicant, 69 Killington Ave)
Joan Sienicki (88 Curtis Ave)

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- No public comment was provided prior to the beginning of the meeting.
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Public Hearing –Appeal of Administrative Officer– 62 Merchants Row

The hearing was called to order at 6:06 PM by Chair M. McClallen and the appellant was sworn in.

The Appellant, Mark Foley Jr., was before the board to provide an overview of the notice of appeal relating to the zoning permit (Z-26-0073).

- The property is currently used as a restaurant (Prouty's Parlor).
- The subject zoning permit proposes to convert the entire structure, including the first-floor commercial space, into a single-unit dwelling (Air BnB).
- M. Foley Jr. expressed his opinion regarding why first floor, street facing residential spaces are problematic for Downtown areas and his reasoning for the appeal of the issued zoning permit.
- M. Foley Jr. requested the zoning regulations be changed to prohibit this type of residential development within a certain portion of the Downtown Business District, including the subject property.
- S. Lorentz clarified if the appellant thought that the Development Review Board can alter the existing zoning regulations.
- S. Lorentz asked what aspect of the proposed project would be irreversible. M. Foley Jr. expressed that often times renovations to convert commercial spaces into residential spaces are very expensive and considered permanent.

- Chair M. McClallen inquired regarding specific regulatory provisions that M. Foley Jr. is questioning. M. Foley Jr. explained that he is not aware of a specific regulatory provision within the zoning to prohibit this use and that this was previously a widely held belief. He continued that it was revealed that wasn't written in the regulatory document a few years ago.
- Asst. Zoning Administrator L. Alexander was sworn in and before the Board to explain his basis for approval of the zoning permit.
- L. Alexander described what the application consisted of, and the process in which he used the regulations to review the project. He further explained what projects are required to be reviewed by the Architectural Review Committee and what projects would not require additional review.
- M. McClallen inquired regarding the specific regulations and exemptions within the regulations that were discussed. L. Alexander clarified.
- S. Lorentz inquired parking information was contained within the application and parking required review for this application. L. Alexander explained that parking information was not included in the application and administrative review does not have any parking requirements.
- M. McClallen inquired further with L. Alexander about specific regulatory provisions and the process regarding administrative review versus design review by the Architectural Review Committee.
- M. McClallen inquired if the Municipal Plan was used to review this project or other applications eligible for administrative review. L. Alexander responded that there are no criteria to look at the Municipal Plan while reviewing administratively eligible zoning permits.
- S. Lorentz expressed that more in-depth research may be needed to determine if Appendix A should be reviewed during administrative review.
- Both M. McClallen and S. Lorentz discussed other regulations contained within Appendix A.
- L. Alexander discussed a zoning permit from 2021 for 32 Merchants Row, that was approved by prior administration, for a first-floor residential space in the Downtown Business District. He explained that his review process was the same as what was followed by prior City Staff.
- M. McClallen clarified the specific location of the project approved in 2021.
- M. Foley Jr. requested to ask the Planning Director questions regarding the zoning regulations.
- Planning Director E. Bove was sworn in. E. Bove explained that the Planning Commission is currently discussing street facing and ground floor residential spaces for the upcoming zoning update.
- M. Foley Jr. further expressed his concern with allowing street facing ground-floor residential spaces in the Downtown Business District.
- E. Bove explained the specific area of the Downtown Business District that is being discussed in the zoning update and further discussed the current review process.
- M. Foley Jr. recited an example regulatory provision that would prohibit this use within this area of Downtown Business District.
- Erika Jokinen asked if any outside changes were included in the application and if a fire escape would be required. L. Alexander explained that a fire escape towards the rear would be exempt from zoning review and egress requirements would be reviewed by the Building Department.

- The landowner/applicant Sherri Prouty explained further specifics regarding egress and the proposed use.
- M. McClallen further clarified with L. Alexander regarding the review process for a fire escape.

The hearing was adjourned at 6:54 PM.

Public Hearing – Conditional Use Review – 6 Preville Ave

The hearing was called to order at 6:56 PM by Chair M. McClallen and the applicant was sworn in.

The applicant, Courtney Allen and current landowner, Joan Sienicki, were before the Board to explain the project.

- C. Allen described that the project was completed a long time ago without permits, not to her knowledge, and the problem of not having a prior permit was revealed through the process of selling her house.
- J. Sienicki explained that she is now the current owner of the house, as it was sold while the zoning permit was pending.
- The Board and the Applicant discussed specific details about the location of the deck relative to the river.
- The Board clarified that the existing house is closer to the river than the deck which is being discussed.
- No members of the public were present to provide comment.

The hearing was adjourned at 7:03 PM.

Other Business – Closed deliberation.

Adjourn – The meeting was adjourned at 7:08 PM.

Respectfully submitted by Luke Alexander, Asst. Zoning Administrator