

WATERBURY PLANNING COMMISSION
SPECIAL MEETING
APPROVED MINUTES
Monday, January 23, 2012

Members present: Kane Smart, Chair; Chris Viens; Jason Wulff; Rebecca Washburn
Staff present: Stephen Lotspeich; Patti Spence

MINUTES

The minutes of January 9, 2012 were reviewed.

Rebecca Washburn moved and Jason Wulff seconded the motion to approve the minutes of January 9, 2012, as amended.

The motion passed unanimously.

ZONING AMENDMENTS

Steve distributed a draft of proposed amendments, dated 1-16-12. Changes were redlined.

1. Need to add the definition of sub-division."Division of land ..." (see Stowe definition)
2. Need to add the definition of a boundary line adjustment.

The following language was suggested: "The movement of a line that doesn't create any additional parcels." This wording is from the Stowe Subdivision Regulations and includes changing "new" to "additional". Another possibility is to use the wording for this term that is in the May 19, 2010, Draft Subdivision Regulations.

Boundary line adjustments were discussed relative to exemption from site plan review and the need for Final Plat Review by the Development Review Board. The issue of grandfathered sub-divisions versus new sub-divisions was also discussed.

It was agreed to change Section 301(a)(3) to read: "A project, with the exception of a subdivision, that does not involve any intensification..." The use of the word development rather than project was also discussed.

It was agreed to add a timeframe to Section 301(a)(6) in the draft changes at the end of the first sentence. The suggested wording is "not receiving sub-division approval under these by-laws within the previous five years."

An edit was suggested in Section 301(l) to read: "...four(4) or more total parcels, including the original parcel, within a five year period"

LONG TERM COMMUNITY RECOVERY PLAN

Becca Washburn presented information that the Long Term community Recovery (LTCR) process has been moving along very nicely. There are descriptions of all the projects. Some restructuring has taken place and priorities are being work on. Two projects that might affect the Planning Commission are

1. Hiring a long term recovery plan coordinator who would be on staff or a consultant.
2. Hiring a consultant to do an assessment of the zoning by-laws.

MUNICIPAL PLAN RE-WRITE

Chapter 4:

Rebecca presented what the Economic Development Committee is intending to work on:

1. Branding & marketing
2. Economic development program to support businesses
3. Arts feasibility study (to understand the ability to support)
4. Food systems development. (developing a capital fund, clustering, networking, infrastructure and development, attracting food businesses)

Available space in the downtown area and parking issues were discussed as impediments to economic growth.

E-mailing a list of questions for community business owners to respond to was discussed. Jason Wulff agreed to prepare a questionnaire and distribute to the PC members and then forward to business owners via Revitalizing Waterbury, Inc. (RW), Rotary, Waterbury Tourism Council and others that he can get contact lists from.

Chapter 5 was not reviewed and will be discussed at the next meeting.

OTHER BUSINESS

1. The North Moretown, Routes 2 and 100 Intersection Study meeting was held. The project purpose and framework was reviewed. The next public meeting will present alternatives for improving the intersection of Routes 2 & 100 near the Juniper's Fare Restaurant.
2. The Interim Flood Hazard Area by-laws have not been passed yet. They are still being reviewed by State and FEMA. There should be a final draft within a few weeks.

PLANNER'S REPORT

Steve Lotspeich reported that he is still very much focused on flood related issues and applying the Interim Flood Hazard Area Regulations which are now in effect since the public hearing was warned and held.

NEXT MEETING:

February 13th

ACTION ITEMS:


ITEM	UPDATE: 6/27/11	UPDATE: 11/28/11
7/11: S. Lotspeich to dig in to availability of new census data.	On-going	
7/11: Research methods and costs for a survey regarding planning.	Lead times	ongoing
7/25: Develop a list of other resources/groups to invite in.		ongoing
8/08: Waiver provision	Draft the criteria	
8/08: Home occupation		
9/26: Historic Preservation data	Jeanne Kirby to provide	
11/28: Chapter 2 Historical Information	Distribute and ask for input from Revitalizing Waterbury, Historical Society and community members.	Steve to distribute; Craig to receive and edit.
11/28: Move forward with getting a 7th member. 1/9/12: Hold until the March Town Meeting	Get notice out of opening on PC	S Lotspeich
11/28: Chapter 4 review at next meeting	Look ahead to this chapter so that we can discuss changes/updates, potential stakeholders.	All
12/12: Continued review of subdivision review at the next meeting.	Send out draft wording to stakeholders.	S Lotspeich
12/12: Chapter 4	See what RW has done or has for information. Generate a list of questions to go out to area businesses about encouraging new business in town.	All
12/19: Chapter 5	Review prior to the 1/23/12 meeting	All
1/23: Municipal planning grant	Update and bring to next meeting examples of prior submissions for consultants.	S Lotspeich
1/23: Long Term Recovery Plan	Job descriptions for potential coordinator and consultant.	R Washburn

1/23: Town Plan	Write Planning Commission section	K Smart
1/23: Community business survey	Write questionnaire and distribute to PC and then send out	J Wulff
1/23: Make recommended changes to the draft zoning amendments.	Finalize draft and distribute to stakeholders; follow up with stakeholders.	S Lotspeich; PC members to follow up

ADJOURNMENT:

The meeting was adjourned at 9:00 p.m.

Respectfully submitted:


Patti Spence
Secretary

*These minutes were approved on February 13, 2012 *