

WATERBURY PLANNING COMMISSION
SPECIAL MEETING
APPROVED MINUTES
Monday, September 14, 2015

Planning Commission Members present: Rebecca Washburn, Chair, Ken Belliveau, Mary Koen,
Staff present: Steve Lotspeich, Community Planner

The meeting was opened at 7:05 p.m.

AGENDA REVIEW:

A discussion of the open Planning Commission position was added to the agenda.

COMMENTS FROM MEMBERS OF THE PUBLIC

No members of the public were present to provide comments.

OPEN PLANNING COMMISSION POSITION

There have been no applications received to date for the open Planning Commission position.
Possible candidates were discussed.

**DISCUSS FINAL STEPS FOR AMENDING THE FLOOD HAZARD AREA
REGULATIONS**

A joint meeting with the Select Board and Trustees has been scheduled for the next Planning
Commission meeting on September 28th to discuss the proposed amendments to the Flood
Hazard Area Regulations. Steve will reach out to the various landowners identified in the
minutes for the meeting on August 24th to discuss the proposed amendments.

The issue of the preliminary approval of the partial exemption was discussed. The formal
approval by the state and FEMA will be made after the municipality approves the draft
amendments. Rebecca Pfeiffer will do a revised checklist once the Planning Commission
approves a revised draft of the amendments, that will identify any outstanding issues.

DISCUSS PLANNING COMMISSION WORK PLAN

The Municipal Planning Grant application for the project that is titled "Future Development
Study for the Villages of Waterbury and Waterbury Center", was discussed. The Village
Trustees would like to be included as a co-applicant. The Planning Commission wants to make
sure that this is not just a study on how to extend the Village wastewater service area. The
Arnett Muldrow Downtown Action Team study was discussed. Mary Koen suggested bringing a
copy of the final report for this study to the next meeting for the Planning Commission to review.
The letter from Resilience Planning & Design, LLC, with a proposed budget was discussed.
They identified a policy audit that would be an analysis of the Zoning Regulations and would
identify areas of the regulations that should be amended to address issues and opportunities
identified in the planning study.

MOTION:

Mary Koen moved and Ken Belliveau seconded the motion to recommend to the Select Board
and Trustees to apply for the Municipal Planning Grant for the Future Development Study of the
Villages of Waterbury and Waterbury Center, and authorize Becca Washburn to sign the Grant
Resolutions for the Town and Village.

VOTE:

The motion was approved unanimously.

The list of items for the Work Plan in a set of minutes was discussed. It was suggested to look for the list in the range of the meetings just after the first set of amendments to the flood hazard area regulations were approved for public hearing in April of 2015.

The Interim Campus Overlay Amendments that expired on February 13, 2015 were discussed. The possibility of establishing them as permanent regulations was also discussed. It was agreed to take a thoughtful approach to considering this option. It is important to make sure that interim regulations don't expire before they are considered as permanent regulations. It was suggested that Ryan Morrison help keep track of the various deadlines of when regulations expire. These kinds of deadlines could also be an attachment to the Planning Commission agendas.

The Planning Commission would like to meet with Ryan to discuss issues and projects of common concern. Ryan was appointed to a three year term by the Select Board under state statute. The Zoning Administrator is supervised by the Municipal Manager and operates very independently. He is a Certified Floodplain Manager and his job is set up to work 10 hours per week on flood related projects such as our application to the Community Rating System. Another topic that the Planning Commission would like to discuss is the comprehensive list of amendments to the Zoning Regulations that Ryan is managing.

There is also concern about the interaction between the Planning Commission and the Development Review Board (DRB), and making this more interactive. There is a desire to see what the experience has been with the implementation of the Interim Campus Overlay Bylaw Amendments. Ryan, Jeff Larkin, the Chair of the DRB, and other members of the DRB would be good ones to invite to a discussion about this topic at a future Planning Commission meeting.

A timeline should be developed for reviewing the Campus Overlay amendments with the Village Trustees to get their input. This topic can be discussed at the joint meeting with the Trustees and Select Board. The Planning Commission would like to have an electronic copy of the Interim Campus Overlay District Amendments.

Mary will follow up on the list of Work Plan projects that was developed and discussed on April 27, 2015.

REVIEW OF MINUTES

The minutes for the meeting held on August 24, 2015 were reviewed.

MOTION

Ken Belliveau and Mary Koen seconded the motion to approve the Planning Commission minutes from August 24, 2015 as amended.

VOTE: The motion passed unanimously.

UPCOMING MEETING SCHEDULE

The meeting that is normally on October 12th is a holiday. October 5th and the 19th are options for an alternate date for the meeting. Becca will be available on October 19th but not on the 5th. Steve will follow up via e-mail to find out when Judi is available to meet. The meeting normally

scheduled on October 26th has been changed to November 2nd when a tentative public meeting on the amendments to the Flood Hazard Area Regulations has been scheduled. The public hearing on these amendments is tentatively scheduled for November 9th.

ADJOURNMENT

The Planning Commission meeting was adjourned at 9:08 pm.

Respectfully submitted,



Stephen Lotspeich
Community Planner

These minutes were approved on December 14, 2015 *