

WATERBURY PLANNING COMMISSION
Approved Minutes
Monday, June 12, 2017

Planning Commission: Mary Koen, Acting Chair; Becca Washburn; Eric Gross; Mark Ray

Staff: Steve Lotspeich, Community Planner; Patti Spence, Secretary

Public: Alyssa Johnson, Economic Development Director

The Chair opened the meeting at 7:05 p.m. at the Municipal Center at 28 N. Main Street.

AGENDA REVIEW AND MODIFICATIONS

There were no changes made to the agenda.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

Mark Ray introduced himself as the newest member of the Planning Commission. Mark lives in Waterbury Center and is the co-owner of Stowe Cider.

WATERBURY ZONING REGULATIONS – RE-WRITE

There was a discussion that was in part, a follow up to May 22nd meeting held jointly with the Development review Board (DRB).

Steve would like to make the organization and the format of the regulations as a priority. Brandy Saxton, the project consultant, needs some direction on this aspect of the project. A few examples of the table of contents from other municipal zoning Regulations related to how we may organize the re-written Regulations were distributed.

Steve reviewed some of the priorities of the Planning Commission including #1-4 from the May 22nd minutes:

1. We should look at the use regulation table and consider the range of allowed uses for each zoning district. Other zoning regulations such as Williston have a table for each zoning district along with a purpose for the district. We should consider this model.
2. We need to consider where we can encourage more multi-family use in our village zoning districts.
3. Regarding the dimensional table, we should do an inventory of the current building setbacks in our denser areas to see where setback requirements should be more realistic. The setback requirements should more closely reflect what the actual existing building setbacks are.
4. The setbacks to the rights-of-way for shared driveways and private roads needs to be addressed. The requirement to have the setbacks be to the edge of the right-of-way for roads serving more than five dwelling units or lots can be problematic, especially for subdivisions that are created in phases. This is an instance where requiring a master plan for the ultimate subdivision is helpful. Note: The Town of Warren may have a good model that addresses this situation.
5. Consider zoning changes for in home businesses with the possible addition of a home industry use that might require DRB approval to address screening, noise and other concerns.

6. Parking regulations as they apply to the downtown area of the Village need to be addressed. It is a substantial issue and needs a thorough review and update. We should consider models from municipalities such as Montpelier.
7. The Planned Unit Development (PUD) regulations haven't changed significantly since the early 1990's and need to be reviewed. There may be opportunities for commercial PUD's that may need additional standards of review and more flexibility?
8. Signage now needs to be content neutral rather than having content that is regulated based on the business type.
9. The Ridgeline, Hillside, Steep Slope regulations need to be re-visited. We should consider changes that might require that development between 1,200' and 1,500' in elevation to be more closely aligned with the review criteria for development that is above 1,500' in elevation.

Structure and organization of the Zoning Regulations was then discussed. The regulations from Barre City, Town of Stowe and Town of Williston were distributed as examples of different formats. The following concerns were discussed:

1. How can they be more user friendly for applicants that are general property owner as well as commercial developers?
2. How can we make the document searchable? (good for #1, above)
3. Make everything referenced or available in one document.
4. Add a listing/section for each zoning district in the table of contents and spell out the full reference name and a page# to find them (see Stowe example)
5. Navigating tips, FAQ's, user guide should be located in the front of the regulations.
6. Becca suggested we look at East Montpelier's regulations as a good example to follow.

NEXT STEPS:

1. Steve will discuss all of this input with Brandy and provide a revised table of contents.
2. There is a document that has been prepared by past and present Zoning Administrators that is a compilation of needed edits. Consideration of this document needs to be scheduled for review at a future PC meeting.

ENERGY PLANNING PROJECT

The Planning Commission reviewed the Act 174 checklist prepared by CVRPC that identifies the energy standards that are already addressed in the current Waterbury Municipal Plan. Steve distributed the maps and energy usage data that has been developed by CVRPC for all municipalities in the Region for developing the local energy planning projects.

Steve distributed the Energy Standards planning document for Waterbury. This was the input we were looking to receive by today. Sections were highlighted by color, as follows;
(grey sections – still need to be completed by the municipality, but is in the draft that has already been completed by CVRPC and can be found via a link that was sent out by Steve.

(white sections – standards we have not met yet).

(blue sections – Standards and instructions guidance from State statutes)

NEXT STEPS:

1. PC members need to go to the CVRPC website and thoroughly review the document for Waterbury and be prepared for input at the June 26th meeting that will be held jointly with the Conservation Commission. Focus for that meeting will be on the natural resource constraint areas in the mapping. to come on June 26th can't come July 10th.
2. The Waterbury Local Energy Action Partnership (LEAP) will be invited to the July 10th meeting to focus on energy resources. If they can't do that date and can come to the June 26th meeting then we will schedule more time on the agenda for this topic.
3. Complete the final draft by the end of July (24th of July is the last July meeting) Eric Vorwald with CVRPC will be drafting the language related to the white sections of the outline for review and approval by the Planning Commission.

OTHER BUSINESS

The suggestion was made to move the approval of minutes to the beginning of the meeting.

REVIEW AND APPROVAL OF MINUTES

MOTION:

Becca Washburn moved and Mark Ray seconded the motion to approve the Planning Commission minutes for May 22nd, 2017, as amended.

VOTE: The motion passed 4, 0

ZONING ADMINISTRATOR'S REPORT

The report for May 2017 was distributed. A few items were discussed.

PLANNER'S REPORT

The project to update the Hazard Mitigation Plan is continuing. There is a Floodplain Management Working Group meeting including Barb Farr (the long-term recovery planner) on 6/13/17 to continue working on the update. Steve offered to forward the minutes from these meetings to the Planning commission. Ultimately the Planning Commission will be asked to review the draft Hazard Mitigation Plan. Becca asked to add this to our agenda under other business.

Waterbury staff attended the public hearing on the cell tower proposed on North Hill by Verizon Wireless. Briefs are in and responses are due by the end of June. A decision will be made by the Public Service Board after that.

ADJOURNMENT

The meeting was adjourned at 9:05 pm.

Respectfully submitted,


Patti Spence

Secretary

Zoning Administrator's Report May 2017

Permit #	Applicant/Owner	Location/Project	Dated Submitted	Action
29-16V	Quinland Properties Two LLC	53 North Main Street (sign)	11/18/2016	<i>On hold—Incomplete</i>
015-17	Grayson Charles Timothy	Sweet Road (revise clearing limits in RHS)	3/8/2017	DRB Approved (RHS)
018-17	Village of Waterbury	546 River Road (place storage structure)	3/13/2017	DRB Approved (SP)
020-17	Madcam Real Estate LLC	1 Stowe Street (expand pub)	3/17/2017	DRB Approved (SP)
021-17	Viens Christopher & LeeAnne	Evergreen Woods Rd (subdivision and BLA)	3/21/2017	DRB Approved (BLA-SD)
023-17	Alchemy Holding Waterbury LLC	35 Crossroad (accessory structure)	3/23/2017	Cont. to 6/21 DRB (SP-CU-WR)
026-17	Schindler John	Off Ring Road & Ripley Road (subdivision)	4/3/2017	DRB Approved (SD)
030-17	Baker Joel	Lot 4 Sharkyville Road (single family dwelling)	4/13/2017	Issued
031-17	Scott Whitney	2069 Blush Hill Road (conditional use)	4/17/2017	DRB approved (WR)
033-17	95 GHR LLC	95 Gregg Hill Road (change building design)	4/18/2017	DRB approved (SP)
034-17	Sweeney Daniel	Lot 2C Snowshoe Trail (single family dwelling)	4/24/2017	Issued
035-17	King John & Gretchen	653 Perry Lea Rd (addition)	4/27/2017	Issued
036-17	Palermo Christopher & Terri	Keefe Lane (subdivision)	5/1/2017	Issued
037-17	Muller Todd	476 Shaw Mansion Rd (accessory structure)	5/1/2017	Refer to 6/21 DRB (WR)
038-17	Fish Nathaniel & Abigail	40 Clover Lane (deck)	5/2/2017	Issued
039-17	Blauvelt Jake	1002 Sweet Road (skateboard ramp)	5/3/2017	Refer to 6/7 DRB (WR)
040-17	Grace James	6 Swasey Court (addition)	5/5/2017	Issued
041-17	State of Vermont (Hanks & Weeks buildings)	144 & 166 Horsehoe Drive (renovate to historic standards)	5/5/2017	Refer to 6/21 DRB (SP-Campus FHA)
042-17	Aaron Flint Builders	11 North Main Street (remove barn & renovate)	5/8/2017	<i>On hold—Incomplete</i>
043-17	Sherman John & Natalie	21 Union Street (pergola)	5/10/2017	Refer to 6/7 DRB (WR)
044-17	Smith Ian	2 Meadow Crest Lane (accessory apartment)	5/12/2017	Issued
045-17	Conoscenti Dale & Ripley Shawna	1800 Shaw Mansion Road (raise roof)	5/15/2017	Issued
046-17	Peterson Duane & Laura	678 Bear Creek Lane (boundary line adjustment)	5/15/2017	Issued
047-17	Malone 46 South Main Street Properties LLC	46 South Main Street (establish new use)	5/15/2017	Issued
048-17	Kellett Kristin	225 Sugar House Road (single family dwelling)	5/13/2017	Refer to 6/21 DRB (RHS)
049-17	Sweeney Dan	200 Showshoe Trail (Home Occupation)	5/17/2017	In progress
050-17	Blauvelt Barbara	980 Loomis Hill Road (garage)	5/22/2017	In progress
051-17	Eget George & Wrask Betsy	15 Hill Street Ext (shed)	5/23/2017	Refer to 6/21 DRB (WR)
052-17	Blood Lawrence	1165 Harvey Farm Road (deck)	5/30/2017	In progress
053-17	Brownie Whitney	299 Farr's Landing (single family home)	5/30/2017	In progress

OTHER

Maintain list of recommended changes for 2016-2017 ZR re-write

Issue zoning compliance letters: 2