

# **WATERBURY PLANNING COMMISSION**

## **Approved Minutes**

**Monday, November 13, 2017**

Planning Commission: Ken Belliveau, Chair; Mark Ray, Mary Koen, Rebecca Washburn

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

Consultant: Brandy Saxton, Place Sense

Public: Alyssa Johnson, Economic Development Director, Mike Hedges, Waterbury Conservation Commission, Alan Thompson, Waterbury Conservation Commission, Jane Brown, Waterbury Selectboard

The Chair opened the meeting at 7:00 p.m. at the Municipal Center at 28 N. Main Street

### **AGENDA REVIEW AND MODIFICATIONS**

Steve stated that he has requests he wants to cover regarding the timeline and committees/groups that have requested to meet with the PC.

### **ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC**

There were none.

### **REVIEW AND APPROVAL OF MINUTES**

Mary Koen moved and Mark Ray seconded the motion to approve the Planning Commission minutes of Oct 23, 2017, as amended and corrected.

**Vote:** The motion passed 4 - 0

### **WATERBURY ZONING REGULATIONS – RE-WRITE SURVEY**

Brandy Saxton, our Planning Consultant, reviewed the preliminary survey results.

1. There was a low amount of agreement on merging the three zoning districts: MDR, LDR, & CNS.
2. There was more agreement in having the district lines follow property boundary lines.
3. A majority of the respondents agree with protecting Waterbury's working lands and natural resources, including those in higher elevation areas.
4. There was a discussion regarding the survey question that addressed design review and the historic districts. This included possibly extending design review to all our historic districts and individually listed structures. Steve pointed out that the Village is re-surveying the Waterbury Village Historic Districts and the other four historic districts and individually listed structures should be re-surveyed if design review is extended to those areas and structures. One important aspect of design review for historic districts and structures is that it provides a review process for proposed demolition of historic structures.

## NEXT STEPS:

1. Pick key issues and work on those aspects of Brandy's draft.
2. Brandy has finished the administrative pieces and the next section she is working on is the zoning district maps.

## DRAFT RE-WRITE DISCUSSION

The following individual Sections in Chapter 200, Administration were discussed with Brandy Saxton:

### 220 Zoning Permits

1. 2202 D – “conditions of approval”, grants that the ZA the ability to place conditions on a zoning permit. Currently it is more black and white, “yes or no”.
2. 2203 – includes provision that allow a delay in the effective date of a permit when other related permits are pending.
3. The topic of inspections by the ZA was brought up and discussed.
4. Section 2204 – grants the ZA discretionary authority to make minor amendments to permits in certain situations. Brandy will provide some examples from other towns.
5. Section 2207 – requires Certificates of Compliance for any development that is subject to site plan review. Performance bonds are a tool that is sometimes used if a temporary Certificate of Compliance is issued pending completion of certain items such as landscaping.

### 230 – Development Approvals

6. 2303.C; sets up a new process for minor vs. major site plan requirements.
7. 2306 - Subdivision Review section needs work and should “mirror” the sections in the current Subdivision Chapter.

### 240 – Appeals of Zoning Administrator Decisions

8. 2404 – waivers; suggesting setting limits on the extent of the waiver that can be asked for such as 10% from the stated setback.

### 250 – Notice, Hearings and Decisions

9. 2501.B - provides for the shorter 7-day notice for other DRB reviews such as Site Plan Review

### 260 – Enforcement

10. 2604 - sets up a civil complaint ticket process similar to a traffic ticket that can work well for zoning violations and might be considered for sign violations.

## TIMELINE

Waterbury LEAP and the Waterbury Conservation Commission have asked to meet with the PC regarding the re-write. Brandy suggested she meet with LEAP initially to see how their comments can be incorporated into the draft.

Steve stated that he will e-mail the Conservation Commission the Planning Commission agendas so they will be aware of the topics of interest to them on each agenda and then they can attend those Planning Commission meetings.

## **OTHER BUSINESS**

The Floodplain Management Working Group has a meeting on December 12<sup>th</sup> and will be discussing the River Corridor mapping with Gretchen Alexander with the state Dept. of Environmental Conservation, Rivers Program.

The Zoning Administrator's Report was postponed to the next Planning Commission meeting on December 4<sup>th</sup>.

**ADJOURNMENT**

The meeting was adjourned at 0915 pm.

Respectfully submitted,



Patti Spence  
Secretary

