

WATERBURY PLANNING COMMISSION

Approved Minutes

Monday, February 28, 2022

Planning Commission: Alyssa Johnson (Chair); Martha Staskus, Mary Koen, Steve Karcher, Eric Gross

Staff: Steve Lotspeich (Planning and Zoning Director, Zoning Administrator), Patti Martin (Secretary)

Alyssa Johnson (Chair), opened the meeting at 7:02 p.m. at the Steele Community Room, 28 N. Main St. The Planning Commission (PC) members and staff participated in person and via Zoom

Public:

Kathi Grace, Resident

Chris Younce, Resident

JOINT MEETING WITH THE WATERBURY SELECT BOARD

A joint meeting was held with the Waterbury Select Board to discuss a proposed Downtown Transportation Fund Grant application and consider recommending that the Town of Waterbury apply for the grant. The grant includes the replacement of the sidewalks on both sides of Randall St. and on Park Row from Randall St. to the intersection with S. Main St. The project also includes replacing the four pole lights and adding four refuse / recyclable dual receptacles at Rusty Parker Park. The Planning Commission discussed recommending to the Select Board that the town apply for this grant.

Martha Staskus moved and Eric seconded the motion to recommend to the Select Board that the town apply for the Downtown Transportation Fund grant and approve the resolution.

Vote: The motion was approved 4 – 0.

The Select Board subsequently adjourned their meeting. Mary Koen joined the PC meeting.

AGENDA REVIEW AND MODIFICATIONS

The agenda was modified to include discussing examples of definitions for home occupation and home business from other municipalities.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

The members of the public in attendance did not make any general comments.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The minutes for the meetings held on February 7, 2022 and February 14, 2022 were reviewed.

MOTION:

Mary Koen moved and Eric Gross seconded the motion to approve the minutes of February 7, 2022, as amended.

VOTE: The motion was approved 5 - 0.

Waterbury PC Approved Meeting Minutes

2-28-22

Page 1 of 3

The minutes for the meeting held on February 14, 2022 were reviewed.

MOTION:

Martha Staskus moved and Mary Koen seconded the motion to approve the minutes of February 14, 2022, as presented.

VOTE: The motion was approved 5 – 0.

DISCUSS THE DRAFT UNIFIED DEVELOPMENT BYLAW – PHASE #1

1. Kathi Grace was in attendance to discuss the proposed zoning for land adjacent to her South Main Street residential properties that is of concern to her. Her concern is that the residential density and associated dimensional requirements that are proposed for areas within and adjacent to the 100-year flood plain may displace additional flood water that will affect negatively affect existing properties and structures, including her own. She is asking the PC to re-reconsider the density that would be allowed by the draft zoning requirements for the open land between her properties and the railroad tracks. She presented a letter and photos of how floodwaters back up from an existing undersized culvert that drains a large area to the north and east of her properties.
2. The various definitions and special use standards for the *Home Business and Home Occupation* uses were reviewed and discussed. It was agreed that the following review criteria need to be included in the draft definitions and special use standards in the Unified Development Bylaws – Phase #1:
 - a. The number and types of vehicles kept on the property;
 - b. Parking requirements;
 - c. The maximum number of people from outside the family can work in the home occupation or business.
 - d. The maximum size of the home occupation or business;
 - e. The use of an accessory dwelling for a home occupation or business

The Planning Commission will give Steve L. input and Steve L. will prepare a set of draft definitions and special use standards for these uses for the next meeting on March 14, 2022.

The following proposed uses in the draft R-10 zoning district were discussed:

3. *Family Childcare Home* was discussed and is currently a permitted use. By consensus the PC agrees this can stay as drafted.
4. *Assisted or Supported Living*. By consensus the PC agrees this can stay as a conditional use as drafted.
5. *Skilled Nursing Care*. Discussion included limiting the capacity and size of this type of facility. Level of care and how State licensing might restrict the definition was discussed. Steve L. will research the state definition for further discussion at the next PC meeting.
6. *Bed and Breakfast*. By consensus the PC agreed this can stay as permitted use as drafted.
7. *Inn*. By consensus the PC agreed this can stay as a conditional use drafted.

8. The definition for *Funeral and Cremation*, proposed at the 2/7/22 meeting and included in the minutes, was reviewed and approved as drafted in the minutes.

OTHER PLANNING COMMISSION BUSINESS

1. Update on the Asst. Planning & Zoning Administrator search: The applicant accepted the verbal offer for the position and the background check will be underway soon. His start date will be in two to four weeks.
2. Planning & Zoning Director's Report: Steve L. did not have any additional items to report on.
3. Update on State permitting activity: There were no updates.
4. Other Chair updates: Mary requested that the PC look at the proposed zoning for the properties between the I-89 and the railroad tracks off South Main St. in the vicinity of Demeritt Place and to the north of there.

NEXT MEETING

The next regular Planning Commission meeting is scheduled for Monday, March 14, 2022 at 7:00 p.m.

ADJOURNMENT

The Planning Commission meeting was adjourned at 9:10 p.m.

Respectfully submitted,


Patti Martin, Secretary