

**WATERBURY PLANNING COMMISSION**  
**Approved Minutes**  
**Monday, April 24, 2023**

Planning Commission: Martha Staskus (Chair), Kati Gallagher, Mary Koen, Billy Vigdor  
Staff: Neal Leitner (Asst. Planning & Zoning Administrator)  
Public: Doug Greason

The Chair opened the meeting at 7:00 p.m. at the Steele Community Room, 28 N. Main St. and via ZOOM.

**AGENDA REVIEW AND MODIFICATIONS**

No adjustments to the agenda were made.

**ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC**

No announcements or comments were made.

**ELECTION OF COMMISSION OFFICERS**

Mary Koen motioned to nominate Martha Staskus as Chair and Kati Gallagher as Vice Chair.

**REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

The draft minutes for the meetings held on April 10<sup>th</sup>, 2023 were reviewed.

**MOTION:**

Mary Koen moved and Dana Allen seconded the motion to approve the minutes for March 27, 2023, as written.

**VOTE:** The motion was approved 3 – 0.

**CONTINUED REVIEW OF DRAFT UNIFIED DEVELOPMENT BYLAW – PHASE #1 (UDB-P1)**

The *Outdoor Lighting* section that has been added to the UDB-P1 was reviewed, along with the Richmond lighting regulations.

Discussion over the two different lighting tables under review continued. The Richmond example is preferred. It was noted that the Richmond table addresses different lighting regulations in different zoning districts. Time limits on lighting was discussed. A consensus that requiring lighting to be downcast and shielded is more important than time limits was reached.

The commission agreed to delete “Special Use Lighting” and to delete the mounting height maximums in the lighting table.

Staff made the recommended changes to the document during the meeting. At the end of the discussion regarding lighting, the lighting section under Standards of Development was finalized in the draft.

The Planning Commission agreed to start the next meeting at “Standards for Development: Landscaping”.

Staff will present the existing bylaws related to landscaping at the next meeting.

#### **OTHER PLANNING COMMISSION BUSINESS**

- Housing Task Force Report  
Kati Gallagher stated that the Housing Task Force is scheduling their second meeting, the date is to be determined.
- Next Steps for Bylaw Modernization Grant  
SE Group has presented a contract to the Town Manager for review and approval.

#### **NEXT MEETING**

The next regular PC meeting is scheduled for Monday, May 8, 2023 at 7:00 p.m. at the Steele Room at the Municipal Center.

#### **ADJOURNMENT**

The PC meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Danny Velez, Secretary