

# **WATERBURY PLANNING COMMISSION**

## **Approved Minutes**

**Monday, August 7, 2017**

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

Staff: Steve Lotspeich, Community Planner; Dina Bookmyer-Baker, Zoning Administrator; Patti Spence, Secretary

Consultant: Brandy Saxton, Place Sense

Public: Alyssa Johnson, Economic Development Director; Maddie Hughes, Waterbury Record

The Chair opened the meeting at 7:10 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**

There were none.

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

#### **MOTION:**

Becca Washburn moved and Mary Koen seconded the motion to approve the Planning Commission minutes of July 10, 2017, as amended.

**VOTE:** The motion passed 5 – 0.

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

Consultant, Bandy Saxton with Place Sense, was present to discuss the Municipal Planning Grant funded project to re-write the Zoning Regulations.

Ken pointed out that we need major input from the DRB and from the Zoning Administrator. The draft table of contents was supported, with some suggestions:

1. Consider taking out the Sub-sections under the Sections.

Review by Chapter.

1. Chapter 1
  - a. Consider moving exemptions from Chapter 2 to Chapter 1
  - b. Add “vesting” to this Chapter.
2. Chapter 2 – regroup and add some sub-sections.
  - a. Instead of 2-1, 2-2 and 2-3 make this one section with sub-sections.
  - b. Group what requires DRB review, what requires ZA approval
  - c. Permitted Uses and Conditional Uses were discussed including recognizing that the site plan and conditional use reviews need to be discussed from a policy perspective at a future meeting.

3. Chapter 3 – this is intended to be a section that is descriptive of the Zoning Districts.
  - a. Should we add in review standards for the overlay districts or leave this aspect in Chapter V, Development Review?
  - b. Steve’s opinion is that projects that go through multiple reviews, including those in the overlay districts, should be addressed in Chapter V.
4. Chapter 4
  - a. Include specific standards for lighting and landscaping.
  - b. Group similar items by category.
5. Chapter 5
  - a. Section 5.2 Limitations on Municipal bylaws and Review - add some specifics in sub-sections including this one.
6. Chapter 8
  - a. Section 8-4, Consider calling Exemptions something else, i.e. Administrative Review because it addresses exemption from DRB review.
7. Chapter 9, Telecommunications – considering simplifying the language in this Chapter since virtually all the developers of these facilities chose to exempt them from review under zoning.

Next step:

1. Look at possibly re-doing and simplifying the zoning districts and consider having a public feedback process on this topic as an initiative this Fall.

#### **DRAFT ENERGY PLAN UPDATE**

The draft local Energy Plan was finalized and submitted to the Northwest Planning Commission. They are gathering the plan submissions by all the Regional Planning Commissions including CVRPC.

Next step:

1. Review with LEAP the detailed input they gave and determine what additional comments should be included in the final plan. Some of the comments that involved policy were not included or addressed in the draft submitted by CVRPC.

#### **OTHER BUSINESS**

Ken raised some concerns about the SunCommon site on Route 2. Dina will investigate the issues of outside storage of materials and signage facing I-89 southbound.

Steve mentioned the Floodplain Management Working Group meeting/activities including the update to the Waterbury Hazard Mitigation Plan, which is progressing well. Steve will circulate the draft Hazard Mitigation Plan for discussion at an upcoming meeting.

The hearing officer for the proposed Verizon Cell Tower project is recommending that the project be denied due to the wildlife corridor in the area and the associated critical wildlife habitat.

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**ZONING ADMINISTRATOR'S REPORT**

The report for July, 2017 was distributed.


**NEXT MEETING:**

August 28<sup>th</sup>, Possible agenda items include the zoning re-write (review the draft purposes for the Zoning Districts and the existing Zoning Maps), the local energy plan (schedule a time to meet with Waterbury LEAP to discuss their comments), and schedule for updating and re-approving the Municipal Plan.

**ADJOURNMENT**

The meeting was adjourned at 9:00 pm.

Respectfully submitted,



Patti Spence  
Secretary

## Zoning Administrator's Report July 2017

Permit #	Applicant/Owner	Location/Project	Dated Submitted	Action
29-16V	Quinland Properties Two LLC	53 North Main Street (sign)	11/18/2016	Issued
023-17	Alchemy Holding Waterbury LLC	35 Crossroad (accessory structure)	3/23/2017	DRB approved (SP-CU-WR)
042-17	Aaron Flint Builders	11 North Main Street (remove barn & renovate)	5/8/2017	<i>On hold—Incomplete</i>
048-17	Kellett Kristin	225 Sugar House Road (single family dwelling)	5/13/2017	DRB approved (RHS)
055-17	Bank Hill LLC	19 S. Main Street (change of use: office to day-spa)	6/7/2017	In progress—waiting on Village w/ww allocation
056-17	Melinda Pockoski	419 Maggies Way (residential garage)	6/8/2017	Continued to 8/2 DRB (WR)
057-17	Clark Courtney	621 Spruce Haven (addition)	6/13/2017	DRB approved (WR)
059-17	J Farms LLC	343 Laurel Lane (barn)	6/19/2017	DRB approved (WR)
060-17	Louise Reed Living Trust	Bear Creek Lane (boundary line adjustment)	6/23/2017	<i>In progress—submitted revised plans 8/7/17</i>
061-17	Quinland Properties Two LLC	53 North Main Street (signs)	6/27/2017	Issued
062-17	QB Properties LLC	31 North Main Street (sign)	6/28/2017	Issued
063-17	Haupt Wendy	610 Ripley Road (subdivision)	7/5/2017	Refer to 8/2 DRB (SD)
064-17	Old Mill Cider Holdings LLC	3600 Waterbury-Stowe Road (expand deck)	7/5/2017	Issued
065-17	Boudreau Jon	1638 US Route 2 (single family home)	7/5/2017	Refer to 8/2 DRB (FHA)
066-17	J Farms LLC	343 Laurel Lane (dormers, add garage bay)	7/10/2017	Issued
067-17	Route 11 Investments	994 Waterbury-Stowe Road (sign)	7/13/2017	Issued
068-17	Austin Deborah	1387 Ripley Road (accessory dwelling & garage)	7/14/2017	Refer to 8/16 DRB (WR)
069-17	Louise Reed Living Trust	Bear Creek Lane Lot 7 (single family dwelling)	7/17/2017	Refer to 8/16 DRB (RHS)
070-17	Buckingham Tim, Decker Anne	228 Mansion Hollow Road (addition)	7/20/2017	In progress
071-17	179 Guptil Road LLC	179 Guptil Road (signs)	7/21/2017	In progress
072-17	Betts Leon	6058 Waterbury Stowe Road (fence)	7/26/2017	In progress
073-17	Blush Hill Trust/Lowe William	1214 Blush Hill (boundary line adjustment)	7/25/2017	In progress
074-17	Ogelby Matt & Monica	751 Kneeland Flats (mudroom & porch)	7/26/2017	In progress
075-17	Tarbox Brian & Lague Jennifer	404 Evergreen Woods (single family dwelling)	7/31/2017	<i>In progress—submitting revised plans</i>

### OTHER

Maintain list of recommended changes for 2016-2017 ZR re-write  
 Issue zoning compliance letters: 3