

# WATERBURY PLANNING COMMISSION

## Approved Minutes

Monday, October 23, 2017

Planning Commission: Ken Belliveau, Chair; Eric Gross, Mary Koen

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

Public: Alyssa Johnson, Economic Development Director; Krista Battles, Waterbury Conservation Commission

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

### AGENDA REVIEW AND MODIFICATIONS

None were made.

### ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were none.

### REVIEW AND APPROVAL OF MINUTES

Mary Koen moved and Eric Gross seconded the motion to approve the Planning Commission minutes of Oct 11, 2017, as amended and corrected.

**Vote:** The motion passed 3 - 0

### WATERBURY ZONING REGULATIONS – RE-WRITE

Steve distributed the tracked changes draft of Part 2 for review.

Mary requested that substantive changes not be made by the consultant without the PC being consulted. She would rather see recommendations for change versus the change being made in a draft and then having to put it back in. Ken explained that he thinks that is part of the role of the consultant to recommend changes, including substantive ones, in the draft re-write.

#### Chapter 2 – Administrative

1. The draft allows the Zoning Administrator to be a member of the Planning Commission (PC) but not of the Development Review Board (DRB) where there clearly would be a conflict. The advisability of having the Zoning Administrator (ZA) be a member of the Planning Commission was discussed.
2. Ken brought up an option that they have used in Williston where the ZA is not appointed by the Select Board but by the Municipal Manager.
3. The PC would like the number of PC members to remain at 5, as per the current regulations versus taking out the number of members altogether.
4. 2002C – start off in the positive and end with the negative. “The PC makes recommendations ..., the PC does not ...
5. 2002D – The PC discussed expanding this regarding all the various tasks that the PC takes on, or to go back to the original wording referencing the state enabling statute that is followed.

6. 2003A – keep the reference to the state statute that is followed by the DRB. Steve noted – it is a challenge to keep the references to state statute which are periodically updated and changed by the state legislature. The PC members present prefer to keep the references in.
7. In 2003B the two options are to leave in the specific duties of the DRB that have been red-lined and taken out or to put in the statutes sections referencing the responsibilities. It was agreed to go with the second option.
8. Add - “The DRB is the appropriate municipal panel for the Town of Waterbury”
9. Changing the numbering system for the Sections was discussed again. Steve agreed to present an alternative numbering system for discussion at the next Planning Commission meeting.
10. 2004 – Advisory Committees - do we want to consider having a Design Review Committee in Waterbury. The feeling is that we don't have the capacity to entertain this. Ken suggested if we leave this in we could add “The Town does not currently have an Design Review Committee for the DRB but one might be considered and added at a later time”. The consensus was to just leave the reference to Review Committees out altogether since the DRB currently fulfils this function.
11. Section 210 – Fees and Filing Requirements – This is an entirely new section. Waterbury does not issue a certificate of occupancy and does not have a compliance review process once permitted development is completed with the exception of Certificates of Completion for Flood Hazard Review. Certificates of Occupancy would add a major component and requires additional administrative work and staff time from the Town. It is forward thinking. Steve suggested he could take this section to the Municipal Manager and get his input before we pursue it further.
12. 2106 – As-Built Drawings – this is not currently a requirement of our regulations unless stated in a specific section such as Flood Hazard Regulations that require Certificates of Completion.
13. 2017 – Other permits, approvals and certifications – the wording is awkward.
14. 220- Zoning Permits – this appears to be a total rewrite of the current section 300. Steve will do a comparison of the two existing and proposed language.
15. 2201B – make a change that the submittal of applications and fees go to the Town Clerk
16. Section 220 – reference VSA Section 4449 one time, not with every subsection.

The remainder of the updates and changes were tabled until the next meeting. Steve will review with Bill Shepeluk #11 above.

#### **OTHER BUSINESS**

Zoning Administrator's Report – the September report was distributed and Steve answered questions regarding some of the permits.

#### **ADJOURNMENT**

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

  
Patti Spence  
Secretary

## Zoning Administrator's Report August 2017

Permit #	Applicant/Owner	Location/Project	Dated Submitted	Action
042-17	Aaron Flint Builders	11 North Main Street (remove barn & renovate)	5/8/2017	<i>On hold—Incomplete</i>
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	DRB approved (WR)
060-17	Louise Reed Living Trust	Bear Creek Lane (boundary line adjustment)	6/23/2017	Issued
063-17	Haupt Wendy	610 Ripley Road (subdivision)	7/5/2017	DRB approved (SD)
065-17	Boudreau Jon	1638 US Route 2 (single family home)	7/5/2017	DRB approved (FHA)
068-17	Austin Deborah	1387 Ripley Road (addition)	7/14/2017	DRB approved (WR)
069-17	Louise Reed Living Trust	Bear Creek Lane Lot 7 (single family dwelling)	7/17/2017	DRB approved (RHS)
070-17	Buckingham Tim, Decker Anne	228 Mansion Hollow Road (addition)	7/20/2017	Issued
071-17	179 Guptil Road LLC	179 Guptil Road (signs)	7/21/2017	Issued
072-17	Betts Leon	6058 Waterbury Stowe Road (fence)	7/26/2017	Issued
073-17	Blush Hill Trust/Lowe William	1214 Blush Hill (boundary line adjustment)	7/25/2017	Issued
074-17	Ogelby Matt & Monica	751 Kneeland Flats (mudroom & porch)	7/26/2017	Issued
075-17	Tarbox Brian & Lague Jennifer	404 Evergreen Woods (single family dwelling)	7/31/2017	Issued
076-17	Lamson Scott & Mary Ellen	1025 Maple Street (single family dwelling)	8/2/2017	Issued
077-17	Hedges William & Brenda	26 Henry Hough Road (accessory dwelling)	8/3/2017	Issued
078-17	Brown Duncan & Jane	244 Howard Ave (addition)	8/7/2017	Refer to 9/6 DRB (WR)
079-17	Luce Kathleen	21 Butler Street (deck)	8/11/2017	Issued
080-17	Hackerson Blake	437 Lonesome Trail (subdivision)	8/14/2017	Issued
081-17	Garland Robert	Farr Road Lot 2 (Garage apartment)	8/14/2017	Issued
082-17	Staley Carl	113 Thatcher Meadow Lane (deck)	8/15/2017	Issued
083-17	Touchette, Brian	110 South Main Street (garage)	8/17/2017	In progress
084-17	Connaway IV Elberon	496 Farr Road (single family dwelling)	8/29/2017	In progress
085-17	Brown Duncan F II	244 Howard Ave (Dormers)	8/31/2017	Issued

### OTHER

Maintain list of recommended changes for 2016-2017 ZR re-write  
 Issue zoning compliance letters: 3 (July); 3 (August)