

WATERBURY PLANNING COMMISSION
Unapproved Minutes
Monday, November 11, 2019

Planning Commission: Ken Belliveau (Chair), Mary Koen (Vice-Chair), Martha Staskus, Eric Gross

Staff: Steve Lotspeich, Community Planner

Public: Alyssa Johnson, Economic Development Director

The Vice-chair opened the meeting at 7:10 p.m. in the Steele Community Room in the Municipal Center located at 28 S. Main Street.

AGENDA REVIEW AND MODIFICATIONS

There were no modifications to the agenda.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were no announcements or comments from the general public. Ken Belliveau joined the meeting.

REVIEW OF MINUTES

MOTION:

Eric Gross moved and Mary Koen seconded the motion to approve the minutes of October 28, 2019 as drafted

Vote: The motion was approved 4 – 0

DISCUSS OF THE WAYFINDING SIGNAGE SYSTEM

The proposed wayfinding signage system that will be constructed in conjunction with the Main St. Reconstruction project was presented by Steve Lotspeich. The system was previously supported in concept by the Planning Commission when the Town applied for a state Downtown Transportation Fund grant in 2017. The Town is now having the consulting firm, LandWorks, do the graphic layout for the back side of four of the five kiosks that are part of the wayfinding system. Each of the four panels will have a different theme such as the history of flooding and natural history in Waterbury, the historic buildings in the first block of Stowe St., the history of the railroad in Waterbury, and recreation resources in the area such as the Perry Hill bike trail system.

Steve explained that wayfinding signage system covers the vicinity of Main St. from the roundabout and Post Office to the bridge over the Winooski River at the south end of the street. This area is divided into four districts that describe the different geographic areas: Gateway, Bank Hill, Village Green, and South End. The names were devised by the Wayfinding Committee that developed the system with the consultant. The Planning Commission had the following comments:

- The detail enlargement maps of each district that are on the front of the five kiosks need to indicate “You Are Here” to make sure people are oriented adequately.
- We need to make sure that all of the seven pedestrian “paddle” signs are located at crosswalks.
- We need to check and make sure that there is enough room for pedestrian circulation in the

vicinity of the pedestrian “paddle” signs since these areas are very tight with a lot going on.

It was noted that the kiosks will not have their own built in lighting. Lighting will be provided by the nearby street lights for all of the kiosks as well as the pedestrian “paddle” signs

MOTION:

Mary Koen moved and Eric Gross seconded the motion that the Planning Commission approve the draft wayfinding design development system and recommend its adoption by the Select Board. The Planning Commission finds that the proposed wayfinding sign proposal is consistent with the general and specific goals in Chapters 1, 4, and 8 of the 2018 Waterbury Municipal Plan.

Vote: The motion was approved 4 – 0

DISCUSS DRAFT INTERIM BYLAWS FOR A HISTORIC OVERLAY DISTRICT

The various existing historic districts were discussed. Steve explained that there is an existing Vermont State Hospital Historic District that includes all the buildings in the reconstructed State Office Complex. All these buildings are also part of the expanded Waterbury Village Historic District. Steve explained that the state statute, 24 V.S.A. Section 4413, Limitations on Municipal Bylaws, does not give municipalities the authority to require either Historic District Review or Design Review for state owned buildings and sites such as those in the state office complex. Typically re-development projects in the state office complex are reviewed locally under most of the criteria in site plan review and are typically subject to Act 250 review that includes the review of historic buildings. The state Division for Historic Preservation comments on these Act 250 reviews of the historic buildings and the Planning Commission has automatic party status so they can choose to comment on the application through this Act 250 process.

The Lyons Farm Historic District on Gregg Hill Rd. was discussed. This district includes the main farmhouse, the old dairy barn, the tenant house, and other outbuildings. It was agreed that this additional district should be included in the proposed Historic Overlay District.

The process for reviewing and approving the proposed Historic Overlay District Bylaws was discussed. It was also agreed that the draft bylaws should go through the standard review and adoption process for zoning amendments and should not be handled as interim bylaws. That way the Planning Commission will have at least one public hearing and will be able to address comments from the public at their own hearing and figure out how to address those comments in the draft bylaws. Under this process the draft bylaws will go through the Planning Commission’s public hearing process before they go to the Select Board for their review and public hearing process. It was agreed that all the property owners, including the owners of the individually listed structures and sites, should be notified of the first public hearing on the proposed bylaws. It was agreed that this process will better serve the Waterbury community.

The Planning Commission agreed that all the individually listed historic structures and sites should be included in the Historic Overlay District. It was noted that there are many additional individual structures and sites outside the current historic districts that aren’t currently listed on the State or National Registers of Historic Places and are over 50 years old. These may be eligible for designation as historic structures and sites. These properties would need to be surveyed, nominated and have the owners notified to have them considered for addition to the State or National Registers

of Historic Places. To consider having the proposed Historic Overlay District bylaws apply to these additional structures and sites, the amount of time for getting the bylaws reviewed and adopted would be extended for a significantly.

The process of nominating structures and sites for the State and National Registers of Historic Places was discussed. All the property owners are notified of the proposed nomination of their structures and sites by letter and can chose to object. Individual properties can be left out of a district at the request of the owner. The only way to prevent an entire historic district from being nominated is for more than 50% of the owners to object to the nomination. It was noted that being listed on the State and National Registers of Historic Places is not recorded in the town land records. This is another reason that it is important for the Town to update our surveys of historic buildings and sites.

The mapping for the proposed Historic Overlay District was discussed. It was agreed to include all five of the existing "village" historic districts, the Vermont State Hospital Historic District, the Lyons Farm Historic District, and all the individually listed historic structures and sites that are outside of these districts. Steve will re-write the draft as regular bylaw amendments and have the map of the proposed Historic Overlay District edited as needed, for consideration at the next Planning Commission meeting on November 25th.

OTHER BUSINESS

1. Mary Koen reported on the Vermont League of Cities and Towns, Planning and Zoning Forum that was held on October 23rd in South Burlington. One of the workshops was on the state's Neighborhood Development Area Designation program. This program is intended to assist with building more residential density in village areas and provide incentives for developers to provide suitable and increased housing density in these areas. In order to receive this designation, the municipality must require streetscape amenities such as sidewalks as well as the undergrounding of utilities. It was agreed to have Jake Hemmerick with the state Dept. of Housing and Community Development (DHCD) come and discuss this program with the Planning Commission so it can be considered in conjunction with rafting the Unified Development Bylaws. The state DHCD is developing an additional program called Zoning for Great Neighborhoods as a strategy to assist with creating more dense and livable residential neighborhoods.
2. Steve circulated the Zoning Administrator's Report for October and gave a brief overview of on-going enforcement cases.
3. Steve announced the upcoming public meeting on the Community Center Feasibility Study that will be held in the Steele Community Room at the Municipal Center on Tuesday, November 19th at 6:00 p.m.

ADJOURNMENT

The meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Steve Lotspeich, Community Planner

ZA Report October 2019

Permit #	Appn-date	Project location	Owner / Applicant	ZA	DRB	DRB date	zp	Project description
012-19	2/14/19	217 HENRY HOUGH ROAD (parcel 470-0217)	CHARLES MAGNUS	P	—	—		3-lot subdivision. — <i>Proposal does not comply, on hold, Applicant revising.</i>
048-19	5/20/19	0 WOOD FARM RD & STAGECOACH LN	RIPLEY SPRINGS / DAVID LACHTRUPP	P	—	—		4 lot SD/PUD 3 building lots, minor-RHS (PUD-RHS) — <i>incomplete/On Hold.</i>
076-19	7/8/19	1045 RING RD	LAURIE BRADY / CRESCENT RIDGE DEVELOPMENT LLC	R	P	8/7/19 9/18/19 10/16/19 12/18/19		After-the-fact dwelling and deck. (WR-RHS) — <i>Cont. to 12/18/19</i>
093-19	9/10/19 11/4/19	2687 WATERBURY-STOWE RD	DAVID & JOANN SCHERK	R	P	12/4/19		Commercial storage building. (SP-CU) — <i>11/4 application complete.</i>
096-19	9/17/19	150 SOUTH MAIN ST	YAO ALATE, KEKELI LLC / JUD HUDSON	R	P	10/16/19 1/8/20	P	New commercial accessory structure or addition for vehicle repair & service. (SP-CU- WR-SFHA) — <i>Cont. to 1/8/20</i>
097-19	9/30/19 10/10/19	LOT 18 RING RD	TIMOTHY SIMPSON / ROB SHEA	G	—	—	G	New SFD with attached 3-car garage. — <i>10/10 application complete.</i>
098-19	10/1/19	396 EAST WIND DR	CARL PAYNE & JEAN DOW	G	—	—	G	New SFD & pole barn, undeveloped lot.
099-19	10/2/19	168 SHAW HEIGHTS	A. JAMES WALTON, JR.	G	—	—	G	Replace and expand existing deck.
100-19	10/2/19	11 NORTH MAIN STREET	AARON FLINT BUILDERS	G	—	—	G	New ground sign.
101-19	10/8/19	LOT 15 CARRIE LANE	ARNOT DEVELOPMENT GROUP, INC / WATERBURY COMMONS LLC	G	—	—	G	New SFD on undeveloped Lot 15.
102-19	10/15/19	21 UNION STREET WBY	JOHN & NATALIE SHERMAN	R	P	11/20/19		Dwelling addition, in the setback, exceeding max. lot coverage. (WR-V)
103-19	10/21/19	47 W HARVEY FARM RD	TIMOTHY FREEMAN / PAUL ROUSSELLE	G	—	—	G	New 2-story barn/garage for workshop and storage.
104-19	10/21/19	21 HILL STREET EXT	CHARLES O'BRIEN SR FAMILY TRUST	R	P	11/20/19		Single family residence within the setback. (WR)
105-19	10/22/19	78 BLUSH HILL ROAD	TIM MACK / TRADER TIM LLC	R	P	12/4/19		After-the-fact deck addition. (WR)
106-19	10/25/19	18 LINCOLN STREET	MARION GERMANA / FRIENDS OF THE WINOOSKI RIVER	G	—	—	G	Remove stone abutment, stabilize & naturalize bank to mitigate erosion.
107-19	10/30/19	1603 U.S. ROUTE 2	LINNAE & RYAN HORAN	G	—	—	G	Establish home occupation bakery, sell off- site.
108-19	10/31/19	10 RANDALL STREET	LUCY ELY PAGAN	P	—	—		Certificate of Completion for porch project in SFHA. (Incomplete)

Status (ZA/DRB/zp): P-Pending; R-Referred; G-Granted; D-Denied; W-Withdrawn.

Project description (DRB Review): A-Appeal; CU-Conditional Use; DDR-Downtown Design Review; RHS-Ridgelines/Hillsides/Steep Slopes; SD-Subdivision;
SFHA-Special Flood Hazard Area; SP-Site Plan; V-Variance; WR-Setback Waiver Request.