

WATERBURY PLANNING COMMISSION
Unapproved Minutes
Monday, April 12, 2021

Planning Commission: Ken Belliveau (Chair); Mary Koen; Eric Gross

Staff: Steve Lotspeich, Community Planner; Patti Martin, Secretary.

Public: Alyssa Johnson, Steve Karcher

The Chair opened the meeting at 7:08 p.m. The Planning Commission (PC) members, staff, and members of the public participated via Zoom.

AGENDA REVIEW AND MODIFICATIONS

The agenda was reviewed and no changes were made.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were none.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION:

Eric Gross moved and Mary Koen seconded the motion to approve the minutes of March 29, 2021, as drafted.

VOTE: The motion was approved 3 - 0.

DISCUSSION OF THE DRAFT INTERIM BYLAWS FOR DOWNTOWN ZONING DISTRICT

1. The Draft Interim bylaws for the Downtown Zoning District that were recommended by the Planning Commission were discussed by the Select Board (SB) at their meeting on 4-5-21.
2. Steve Lotspeich reviewed the discussion at the SB meeting as follows:
 - a. The Select Board public hearing on the draft Interim Bylaws was scheduled for April 26, 2021 at 7:00 p.m. The draft is available via the home page of the municipal website along with the information on the upcoming public hearing. There will also be an article in the Waterbury Reader and the public hearing will be publicized on Front Porch Forum.
 - b. There was discussion about the square foot thresholds for permitted vs. conditional use for various uses and the maximum square footage for three of the uses. The maximum building footprint in the dimensional requirements was also discussed.
 - i. These will likely be topics of comment and further discussion at the public hearing on 4-26-21.
 - ii. Nothing was changed in the draft from the recommendations that the Planning Commission decided on for these requirements.
 - c. The language in Section 1607.2, Accessory Dwelling was discussed. Steve reported that the municipal attorney recommended changing the language regarding the maximum limits on square footage and percentage of the habitable floor area. The bylaw must allow the greater of these to control the size of the accessory dwelling rather than the lesser and there can be no firm upper square foot

limit that rules, in order to be in conformance with state statute, 24 V.S.A. Section 4412.

DISCUSSION OF NEXT STEPS AND POSSIBLE PHASING FOR THE DRAFT UNIFIED DEVELOPMENT BYLAW.

The following suggestions for phasing the implementation of the Unified Development Bylaw were discussed:

1. Steve recommended that the first phase of the “permanent” bylaws focus on the entire area of the former Village of Waterbury that is served by municipal wastewater. This area would include the proposed mixed use zoning districts, the industrial district, and the higher density residential districts.
2. Mary recommended including the amendments to the Downtown Design Review overlay bylaws in this phase including the review criteria for demolition of historic buildings. Ken added that consideration should be given to developing criteria for review in all the historic districts in the former Village of Waterbury.
3. Steve recommended including the existing mixed commercial / residential area along Waterbury-Stowe Rd. (Route 100) just north of Colbyville that has been discussed previously by the Planning Commission.
4. Steve recommended that consideration of the rest of the Route 100 corridor be included in a future phase because it will take more time to develop consensus on the new zoning for this area.
5. The Ridgeline, Hillside, Steep Slopes overlay district was discussed. The Planning Commission has already decided to re-name this as the Upper Elevation overlay district. The Conservation Commission (CC) has developed a new map of this Upper Elevation area to include the Shutesville Wildlife Corridor. The CC has drafted amended bylaw language for this area as well as the Subdivision and Planned Unit Development bylaws that are part of the draft Unified Development Bylaw. Steve recommends that this be a subsequent phase of the implementing the Unified Development Bylaw. He also recommends a joint meeting with the CC to discuss their proposed map and bylaw changes.
6. Steve recommends waiting on the bylaw changes for the rural zoning districts, including the minimum lot sizes for these areas, since it will take time to build consensus on these issues.

Further discussion of the phasing was tabled until the PC meeting on May 10th. Steve will draft a written proposal or outline of his recommendations for that meeting.

OTHER BUSINESS

1. The status of the timing for returning to in-person meetings at the municipal offices was discussed. Steve will check with Bill Shepeluk to see if this will be discussed by the Select Board at an upcoming meeting. The town now has an Owl-Pro camera to facilitate hybrid meetings with people being able to participate both in-person and via Zoom. It will also be possible to screen share materials for everyone in the meeting to view.
2. Ken inquired about the status of the one-year check in that was part of the Planning Commission’s nomination of the Zoning Administrator for a second three-year term. Steve will discuss this with Bill Shepeluk and will report back at the next PC meeting. The approximate four-month furlough of the Zoning Administrator and the pandemic has been a factor in the delay of this required one-year check-in and report.
3. Zoning Administrator’s Report was reviewed and the following was discussed:
 - a. It was requested to add a new status of “A” for approved when projects are approved by the Development Review Board but the zoning permit may not be issued yet.

- b. It was also requested to expand abbreviations the first time they are listed or add those that aren't defined to the key at the bottom of the report.
4. Steve discussed scheduling the meeting with Clare Rock, Senior Planner with the Central Vermont Regional Planning Commission (CVRPC) for the mid-term check-in for our 2018 Municipal Plan. Mary wants to be prepared for that meeting and requested that the Planning Commission get information from Clare on the purpose of the meeting.
 - a. State statute was changed just prior to the 2018 approval of the Waterbury Municipal Plan, to extended validity of a municipal plan from five to eight years. The new statute requires that the Regional Planning Commissions check in at a mid-point in the eight-year period and CVRPC has requested that the check-in be done this year.
 - b. Steve will ask Clare for a description of the purpose of the meeting and a list of questions she wants to review with the PC. Then the PC can schedule a date for the meeting that will allow for adequate preparation.
5. Steve asked who is planning on attending the public hearing on April 26th? Eric said yes and Ken hopes to be back in town to attend. Mary will be out of town on that date. Steve will notice it as a PC meeting in case there is a quorum of the PC attending.

Thanks was expressed to Ken Belliveau for his eight years served on the Planning Commission.

NEXT MEETING

The next regular scheduled Planning Commission meeting will be held on Monday, May 10th, 2021 at 7:00 p.m.

ADJOURNMENT

The Planning Commission meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Patti Martin, Secretary