

WATERBURY PLANNING COMMISSION
SPECIAL MEETING

Approved Minutes
Wednesday, October 20, 2022

Planning Commission: Martha Staskus (Chair), Kati Gallagher (Vice Chair), Mary Koen, Eric Gross, Dana Allen

Staff: Steve Lotspeich (Planning and Zoning Director, Zoning Administrator)

Public: None present

The Chair opened the meeting at 7:01 p.m. at the Steele Community Room, 28 N. Main St. and via ZOOM.

AGENDA REVIEW AND MODIFICATIONS

The agenda was modified to add a discussion of the Housing Task Force established by the Select Board, and then the continued review of the draft Unified Development Bylaw - Phase 1 (UDB-P1). The remaining items will be taken in the order on the agenda.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were no members of the public present and there were no announcements.

DISCUSS HOUSING TASK FORCE

Applications for being a member of the Housing Task Force are due by November 2nd for consideration at the Select Board meeting scheduled for November 7th. The possibility of having two representatives from the Planning Commission on the Task Force was discussed. One could be the official representative and the other one could be an alternate for the PC or representative of the public at large.

MOTION:

Mary Koen moved and Dana Allen seconded the motion to appoint Kati Gallagher as the Planning Commission representative and Dana Allen as the alternate Planning Commission representative if he is not selected as a representative of the general public.

VOTE: The motion was approved 5-0.

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

The discussion of the draft Unified Development Bylaws - Phase 1 (“UDB-P1”) included the following:

The Buildings section of the Dimensional Table was discussed. It was decided that the unit of measure for “Minimum principal building height” will be feet and not stories. It was also agreed that the definition for “Minimum principal building height” will have the same basis and general wording as the definition of “Maximum building height”.

Changing the name of the proposed R-10 zoning district to the Neighborhood zoning district was

discussed. It was noted that the name “Neighborhood” zoning district is part of the Vermont Dept. of Housing and Community Development’s Enabling Better Places guide.

MOTION:

Mary Koen moved and Eric Gross seconded the motion to change the name of the R-10 zoning district to the Neighborhood zoning district.

VOTE: The motion was approved 5-0.

The discussion of the UDB-P1 at the next Planning Commission meeting will start with a review of the Base Zoning District descriptions in Section 1604 for the remaining zoning districts, including the Purpose statements.

Steve will prepare a draft definition of “Corner lots” that have frontage on multiple public or private roads/streets. This definition also relates to the definitions of “Setbacks”. Steve will also prepare a recommendation for how to reference Corner lots in the Dimensional Table.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The draft minutes for the meeting held on October 12, 2022, were reviewed.

MOTION:

Kati Gallagher moved and Eric Gross seconded the motion to approve the minutes for October 12, 2022, as amended.

VOTE: The motion was approved 4 – 0. (Mary Koen had to leave the meeting prior to this item.)

DISCUSS BYLAW MODERNIZATION GRANT APPLICATION

Kate reported that the Bylaw Modernization grant application to the State Dept. of Housing and Community Development was authorized for submittal by the Select Board on Monday, October 17, 2022, including the commitment for the \$2,500.00 (10%) local cash match. Kati said that she presented the draft application to the Select Board including a more compressed and re-arranged time line in the draft budget table. Steve will be drafting and coordinating letters of support from Revitalizing Waterbury, Inc., the Central Vermont Regional Planning Commission, and Downstreet Housing and Community Development.

OTHER PLANNING COMMISSION BUSINESS

Steve reported that the Visioning Framework for the Study of Hope Davey Park and the area in the vicinity of the Ice Center has been drafted and reviewed by the Steering Committee for the project. The next step is for the consultant to develop the concept plans for the two park areas.

The Zoning Administrator’s Report for August, September, and October 1st - 5th was discussed. The proposed multi-family housing project at 102 S. Main St. was discussed. It will include a total of nine apartments/townhouses with a long two-story addition on the rear of the existing historic building.

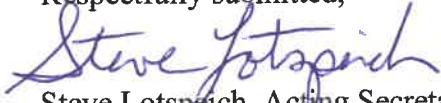
NEXT MEETING

The next regular PC meeting is scheduled for Monday, November 14, 2022 at 7:00 p.m.

ADJOURNMENT

The PC meeting was adjourned at 9:09 p.m.

Respectfully submitted,



Steve Lotspeich, Acting Secretary