

**WATERBURY PLANNING COMMISSION**  
**Approved Minutes**  
**Monday, January 9, 2023**

Planning Commission: Martha Staskus (Chair), Kati Gallagher, Dana Allen  
Staff: Steve Lotspeich (Planning and Zoning Director)  
Public: None

The Chair opened the meeting at 7:00 p.m. at the SAL Room in the Waterbury Public Library, 28 N. Main St. and via ZOOM.

**AGENDA REVIEW AND MODIFICATIONS**

There were no adjustments to the agenda.

**ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC**

There were no members of the general public present and no announcements were made.

**REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

The draft minutes for the meeting held on December 28, 2022, were reviewed.

**MOTION:**

Dana Allen moved and Kati Gallagher seconded the motion to approve the minutes for December 28, 2022, as amended.

**VOTE:** The motion was approved 3 – 0.

Discussion of process and software compatible for the review and posting of Meeting minutes. It was agreed to try Google Docs to facilitate advance review and editing by all PC members.

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

- Review Section 1608, Performance Standards, and discuss how they relate to specific uses and zoning districts.

The examples of performance standards on the Vermont Planning Information Center (VPIC) website (<http://www.vpic.info/PlanningZoning.html>) were discussed. It was noted that these are quantifiable standards.

Noise: The noise ordinance from the Town of Williston and the associated table was discussed. Noise can be measured and regulated as average decibels or instantaneous maximum decibels. An ordinance or bylaw should detail the specific standard that is being applied so it is enforceable by the municipality. Noise is typically required to be recorded at the property line. Considerations may include what the adjacent zoning districts are i.e. industrial and residential. Time of day when the noise is generated may be a factor too. Martha offered to inquire with the engineering firm, RSG, regarding their experience with municipal noise bylaws and ordinances. It was noted that the

Development Review Board may want the ability to make exceptions under a given set of bylaws. Steve will research this aspect.

Glare: The current practice is for the Development Review Board to condition permits that all exterior lighting be downcast and shielded. Many exterior light fixtures, such as those on street lights, have cut-off shields to limit the extent of the light pattern on the pavement or ground. Light fixtures complying with the “Dark Sky” standards were discussed.

Odor: One suggestion is for this performance standard to require that all uses shall meet state and federal air and water quality requirements with the understanding that agricultural uses may be exempted under Vermont state law and best practices.

Vibration: the VPIC guidance was discussed. Consider the exception language in Section 18.13 of the Town of Williston bylaws at this URL: [\(WDB Oct 4 2022 Chapter 18 Compatibility Potential Hazards Potential Nuisances.pdf \(williston.vt.us\)](#) in place of the third sentence in the Vibration Standard in the draft UDB-P1.

It was requested that the Planning Commission members review Section 4.3, Site Design Standards from the parent Unified Development Bylaw document prior to the next meeting. Consider no review of Sub-section 4.3.6, Signs, at this time, due to Interim Sign Ordinance in place and required incorporation into the draft bylaw. It was also requested that the Planning Department bring a proposal to the Planning Commission for how to incorporate the draft Site Design and Performance Standards into the current Section 301, Site Plan Review.

At the next Planning Commission meeting, the discussion of the draft Performance Standards in the UDB-P1 will continue. Consider application of the Standards to all Site Plan Reviews. Resume review of Section 1608 with Electrical or Radio Interference

## **OTHER PLANNING COMMISSION BUSINESS**

- **Zoning Administrator’s Report**  
The Zoning Administrator’s Report for the period through December 31 2022 was presented.
- **Housing Task Force Report**  
Kati Gallagher reported that a meeting of the Task Force is being scheduled before the end of January.
- **Planning & Zoning Director’s Report**  
The Town is working on developing a state Better Connections grant application for Waterbury Center village. Revitalizing Waterbury is a stakeholder and is assisting with developing the scope of the project. A draft project description will be presented for review at the next PC meeting. The grant application is due by February 17, 2023.
- **Recent State permitting activity**  
No current permit activity was reported.

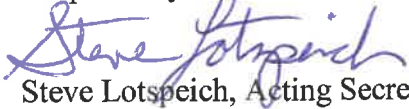
**NEXT MEETING**

The next regular PC meeting is scheduled for Monday, January 20, 2023 at 7:00 p.m. and will be held in the SAL Room in the Library.

**ADJOURNMENT**

The PC meeting was adjourned at 9:10 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Steve Lotspeich". The signature is written in a cursive style with a large initial "S".

Steve Lotspeich, Acting Secretary