

WATERBURY PLANNING COMMISSION
Unapproved Minutes
Monday, June 12, 2023

Planning Commission: Martha Staskus (Chair), Billy Vigdor, Kati Gallagher, Mary Koen
Staff: Neal Leitner (Asst. Planning & Zoning Administrator)
PC Liaison: Alyssa Johnson

The Chair opened the meeting at 7:00 p.m. at the Steele Community Room, 28 N. Main St. and via ZOOM.

AGENDA REVIEW AND MODIFICATIONS

The addition of Executive Session to discuss a personnel matter.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

No announcements were made.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The draft minutes for the meeting held on May 22nd, 2023 were reviewed and approved as amended.

MOTION:

Billy Vigdor moved and Kati Gallagher seconded the motion to approve the minutes for May 22nd, 2023, as amended.

VOTE: The motion was approved 4 – 0.

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

The Planning Commission briefly reviewed previous progress under the Landscaping Section. They began review of the landscaping standards where they left off at the last meeting. Resumption of the review and discussion of “Streetscape and Shade Vegetation” began at 7:15 PM. General Standards subsection C: Streetscape and Shade Vegetation were discussed and revised to agreed upon language. The next subsection D: Parking Lot Landscaping were discussed and revised to agreed upon language. subsection E: Protection of Natural Resources were discussed and revised to agreed upon language. The final subsection F: Planting Specifications were discussed and revised to agreed upon language.

Upon completion of the Landscaping Purpose, Applicability and General Standards, the Planning Commission agreed that more detailed landscaping regulations are more appropriate under specific zoning district sections.

Kati Gallagher will research where regulations pertaining to natural resources should go in the draft bylaws.

The Planning Commission will begin review of Sections 1604.4 through 1604.8 at the next meeting on June 26th.

OTHER PLANNING COMMISSION BUSINESS

Housing Task Force Report

Alyssa Johnson updated the Planning Commission on the Housing Task Force. The task force will look at data analysis and data collection. A housing needs assessment survey is being discussed. It was noted that the SE Group plans to conduct a survey as part of the bylaw modernization grant, and perhaps some elements of the housing needs assessment survey could be incorporated into the SE Group survey if that would help the Housing Task Force.

S.100 HOME Bill update

Staff updated the Planning Commission on the status of the HOME bill. It was signed by the Governor. The current draft includes some changes that will affect some sections of the current Waterbury zoning regulations. A copy of the UDB-P1 with highlighted sections noting where the bill would affect the bylaws was distributed. Staff also pointed out language in the bill that would classify Accessory Dwelling Units (ADU) as public buildings, which would fall under the authority of the State Fire Marshall. Currently, ADUs are not inspected by the State Fire Marshall. If an ADU is rented out, it will be treated as a public building when the bill becomes effective on July 1st, 2023. Furthermore, if the ADU is appurtenant to a single-family house, the State Fire Marshall would have jurisdiction over the owner's portion of the building per 20 V.S.A. 2730. Finally, the bill eliminated single-family zoning by permitting duplexes on residentially zoned properties. Duplexes would also fall under the jurisdiction of the State Fire Marshall.

SE Group & the Bylaw Modernization Grant

The SE Group will attend the Planning Commission meeting on Friday, July 24th to discuss progress and next steps in the public outreach process.

EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER

MOTION

Kati Gallagher moved and Mary Koen seconded the motion to enter into an executive session to discuss a personnel matter.

VOTE: The motion was approved 4-0.

MOTION

Mary Koen motioned to come out of executive session, it was seconded by Kati Gallagher.

Vote: The motion was approved 4-0.

NEXT MEETING

The next regular PC meeting is scheduled for Monday, June 26, 2023 at 7:00 p.m. at the Steele Room at the Municipal Center.

ADJOURNMENT

The PC meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Danny Velez, Secretary