

**WATERBURY PLANNING COMMISSION**  
**Approved Minutes**  
**Monday, August 28, 2023**

Planning Commission: Martha Staskus (chair), Mary Koen, Billy Vigdor, Kati Gallagher, Dana Allen  
Staff: Neal Leitner  
Select Board Liaison: Alyssa Johnson  
SE Group: Gabby Voeller, Noelle Gignoux  
Public in attendance: None

The meeting was opened at 7:00 p.m. in the SAL Room, 28 N. Main St.

**AGENDA REVIEW AND MODIFICATIONS**

A meeting with the SE Group regarding progress on the bylaw update outreach materials was added to the agenda.

**ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC**

No announcements were made, members of the public were not present.

**REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

The draft minutes for the meeting held on August 7<sup>th</sup> and August 21<sup>th</sup>, 2023 were reviewed and discussed. Some changes and edits were made to both minutes.

Dana Allen motioned to approve the August 7<sup>th</sup> minutes as amended, it was seconded by Billy Vigdor.

Motion passed 5-0.

Dana Allen motioned to approve the August 21<sup>st</sup> minutes as amended, it was seconded by Kati Gallagher.

Motion passed 5-0.

**PROGRESS UPDATE FROM THE SE GROUP ON PHASE #1 (UDB-P1) BYLAW UPDATE MATERIALS FOR PUBLIC OUTREACH MEETINGS**

The SE Group joined by zoom. They wanted to review the materials they have produced thus far with the Planning Commission to get their feedback as they move forward. The SE Group first presented the goals of the project. The PC provided input to keep the goals restricted to Phase-1, rather than include any goals that may be part of Phase-2, which is generally all areas north of I-89. The PC will put together their list of goals for Phase-1 and email them to the SE Group. The Storyboard was reviewed and commented on. Next, the Visualization examples were reviewed for the NH (Neighborhood District). The PC complimented the SE Group on the visualization examples. One issue that was identified was the lot coverage examples. The PC mentioned that lot coverage is defined in the UDBP-1 as including driveways and parking lots, not just building footprints. The SE Group will make changes in their visualization examples to reflect that. Additionally, the SE Group noted a dimensional standard in the NH district that should be modified to reflect S.100 (HOME Bill), which should allow for duplexes by right.

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

Billy Vigdor prepared and emailed a Bylaw Uses Analysis spreadsheet. He asked the PC to review prior to the next meeting and comment with an Agree or Disagree on each item so that the review can go quickly at the next PC meeting.

The PC will review the remaining uses in the CI district at the September 5<sup>th</sup> meeting. When the review of the CI district is completed, the PC will move on to the Conservation (CNS) district, followed by the Residential-1 (R-1) district.

## **OTHER PLANNING COMMISSION BUSINESS**

### **NEXT MEETING**

The next PC meeting is scheduled for Tuesday, September 5, 2023 at 7:00 p.m. in the Municipal Offices.

### **ADJOURNMENT**

#### **MOTION**

The PC meeting was adjourned at 9:33 p.m.

Respectfully submitted,

Danny Velez, Secretary