

WATERBURY PLANNING COMMISSION
Approved Minutes
Monday, July 8, 2024
6:00 P.M.

Planning Commission: Martha Staskus, Dana Allen, Robbie Adler, Kati Gallagher, and Billy Vigdor.

Staff: None

Public in attendance: Amy Marshall Carney (joined at 7:15 pm).

The meeting was called to order at 6:00 p.m. in the municipal offices at 28 N. Main Street.

AGENDA REVIEW AND MODIFICATIONS

No modifications were made to the agenda.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

No comments from the general public were made at this time.

APPROVAL OF MINUTES

Kati Gallagher moved to approve the June 24, 2024 minutes, as amended, and it was seconded by Dana Allen. Those minutes were approved, as amended, by a 5-0 vote.

DISCUSSION OF SELECTBOARD FEEDBACK, RE: PROPOSED SCHEDULE FOR TOWN PLAN UPDATE AND PHASE II BYLAWS

The Commission discussed the sharing of Town Plan Update working documents and the following motion:

The Commission will establish a publicly accessible folder on the Commission Google Drive that will contain working documents that have “view only” access; are dated; and are identified as a “working draft, subject to change.” The folder will be managed solely by Neil and the Commission will agree upon the documents to be uploaded.

Kati made the motion, Dana seconded the motion, and the motion passed 5-0. The Commission agreed to post its “macro” timeline, the one presented to the Select Board, in the public folder.

The Commission discussed the July 1, 2024 Select Board request for the Commission to check in regarding how well the Phase I Bylaws were working in about six months. The Commission agreed to include a check in at the Commission’s December meeting with the Select Board. It was noted that the Development Review Board would be in the best position to provide feedback.

The Commission discussed the Select Board feedback to its proposed timeline and concluded no changes are necessary.

The Commission discussed the Town Plan timeline and tasks.

- Schedule may need to be adjusted to target timing for funding.
- Planning Components: The Commission will generally follow the Agency of Commerce and Community Development, *State Planning Manual* (Planning Manual). Steps 1 and 2 of that manual (Community Assessment and Developing a Shared Community Vision) were discussed.
 - The Commission will ask Neal to have the Central Vermont Regional Planning Commission (CVRPC) join a Commission meeting during the summer to discuss the Town Plan process.
 - The Commission began to identify detailed tasks and add them to the Schedule. Kati agreed to draft additional details.
- Listening Sessions and the Survey will be planned together
- Listening Sessions: Martha and Billy will revise the listening session invitation to focus on the Town Plan and present a draft at the next Commission meeting. The Commission agreed to structure listening sessions along themes that are associated with Town Plan chapters.
- Surveys: The Commission will work toward developing and issuing a town wide survey in September and soliciting responses during September and October. The survey will use the prior survey (attached to the current Town Plan) as a basis for the September survey.
- Community Assessment Data: Neal will be asked to identify the data sources that are available for the Community Assessment, including: data used for the 2018 Town Plan; CVRPC data; Economic Data; data available from Revitalizing Waterbury (RW) as inputs to the Economic Plan, RW surveys, Housing Task Force Data and natural resource data sources compiled by the Conservation Commission and others yet to be identified.
- There was a brief discussion about Conservation Commission work and the status of its data collection. Amy indicated the Conservation Commission will be available to come to a PC meeting when the Commission is at that stage.
- Next Steps: the Commissioners will:
 - Review the Planning Manual;
 - Review the goals and objectives of the existing Town Plan;
 - Review the survey attached to the Town Plan (2013 Survey);
 - Propose additional or deletions to the 2013 Survey; and
 - Review the data used in the Town Plan

The Commission will ask Neal to identify the data sources that are available or when they could be accessed, review the updated detailed timeline; and review the draft listening session invitation.

8:05 p.m. Adjournment