

WATERBURY PLANNING COMMISSION
SPECIAL MEETING
MINUTES
December 2, 2004
APPROVED

PRESENT:

Members: Bob Butler, Bob Murray, Rebecca Ellis, Joe Greene, Hal Ranney, Joel Baker, Rick Weston

Staff: Steve Lotspeich

Bob Butler, chair, called the meeting called to order at 7:05 p.m.

COLBYVILLE SIDEWALK/PATH/TRAFFIC CALMING MASTER PLAN

A Planning Commission subcommittee of Rebecca Ellis, Rick Weston, Hal Ranney, and Bob Murray reported that they met at 6:30 p.m. at the Municipal Offices, before this regular Planning Commission meeting, to compare evaluations of the proposals for the Colbyville Sidewalk/Path/Traffic Calming Master Plan. Two proposals were received from the consultant firms of Weston and Sampson Engineers, Inc., and Vanasse Hangen Brustlin, Inc. (VHB). The Planning Commission members that were not on the subcommittee reviewed the two proposals briefly.

The subcommittee members unanimously recommended hiring VHB to carry out the Master Plan. They generally felt that VHB is very well qualified, has experience with similar projects here in Vermont, has a solid work plan for the project, and a reasonable schedule. The VHB cost proposal of \$19,997.30 is within the \$20,000 project budget in the Request for Proposals.

The Planning Commission members asked Steve Lotspeich to contact VHB and ask the following questions prior to taking action to recommend hiring the consultant: Concerning the estimate of the cost of constructing the various segments of the sidewalk/path system, will the cost include engineering and design? There are four meetings identified in the proposal. If additional meetings are necessary is VHB prepared to meet with the Planning Commission, Project Advisory Committee, or staff as needed? Steve Lotspeich will contact VHB and report back to the Planning Commission via e-mail on the answers to these questions prior to the Planning Commission's next meeting on Thursday, December 9th.

MIXED-USE DISTRICT REGULATIONS

Rick Weston and Steve Lotspeich met with Sandy Levine of the Smart Growth Collaborative and their consultant Brian Shupe, to discuss developing zoning regulations for the proposed Mixed-Use District in Pilgrim Industrial Park. The document prepared by Brian Shupe entitled "Waterbury Pilgrim Park Mixed Use District, Concepts & Questions" was discussed. In general the document recommends additional review standards for the proposed district that will facilitate carrying out the vision in the New Models Study, which is appended to the Municipal Plan, of a mixed-use, high-density "village" type development pattern for this northwestern portion of Pilgrim Park. The possibility of referencing certain Planned Unit Development (PUD) Standards of Review was discussed. The open space requirement in the PUD regulations would have to be modified to suit the Mixed-Use District.

The Planning Commission agreed to have a more detailed review and discussion at a later date and provide feedback to the Smart Growth Collaborative.

It was agreed that the Planning Commission needs a quick response from the Vermont League of Cities and Towns (VLCT) on the question posed to them regarding whether or not proposing an Overlay District is legal or is it in conflict with the state planning and zoning statute, Chapter 117. If an Overlay District is not advisable then the Planning Commission requested that Mr. Lotspeich draft Interim Regulations for a separate Industrial Mixed-Use District covering the same area as the proposed Mixed-Use Overlay District. Mr. Lotspeich agreed to get an opinion as soon as possible from VLCT and re-draft and circulate the proposed Interim Zoning Regulations prior to the Village Trustees public hearing on December 8th.

It was agreed that the setbacks for the Mixed-Use District should all be 50'. In addition the setback for structures in the Industrial District should be 50' where they are adjacent to the Mixed-Use District, and the setback for the Industrial District should remain 100' adjacent to residential zoning districts.

PLANNER'S REPORT

SMART GROWTH LEADERSHIP INSTITUTE ASSISTANCE INTERVIEW

Steve Lotspeich reported that he was interviewed by Jessica Millman, staff with the Smart Growth Leadership Institute, for possible technical assistance. The Institute is in its second year of a U.S. Environmental Protection Agency (EPA) grant to provide technical assistance to municipalities on how to follow principals of "smart growth" in their development reviews and related practices. This is a competitive program and the Institute is going back to the municipalities that were short-listed last year but did not obtain assistance from the Institute.

Mr. Lotspeich reported that the interview went very well and may be followed up by a second phone interview. If we are successful the assistance would focus on an evaluation of our regulations and other programs and make specific recommendations on how to be more successful in obtaining "smart growth". The Institute intends to make a decision on which municipalities are offered assistance by the end of this year.

The issue of the desired cash match was discussed. The Vt. Smart Growth Collaborative committed to a \$3,000 cash match for Waterbury last year and may be willing to make that commitment again. Any local cash match funds would have to be included in the Planning Dept. budget.

STATE PERMITTING

WW-5-2966, Richard & Barbara Woodard, the Wastewater System and Potable Water Supply Permit was issued for a new system to serve the applicants existing commercial space and apartments on Route 100 in Waterbury Center.

WW-5-2043-2, Ronald & Christiana Cantwell, the Wastewater System and Potable Water Supply Permit amendment was approved to relocate the house and well site on Lot 2, Georges Way off Shaw Mansion Rd. in Waterbury Center.

WW-5-3016, Dan Murphy, an application for a Wastewater System and Potable Water Supply Permit was received to convert an existing out-building into a 2-person office at the Murphy residence on Twin Peaks Rd., off Kneeland Flats in Waterbury.

ADJOURNMENT

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Stephen Lotspeich, Community Planner