

**WATERBURY PLANNING COMMISSION  
MEETING  
Wednesday, February 2, 2011  
Approved Minutes**

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Members: Joel Baker, Vice-Chair; Craig McKenzie; Rebecca Washburn; Kane Smart; Jason Wulff  
Staff: Stephen Lotspeich, Patti Spence  
Public: Paul Reed, Malcolm Willard, Karen Anderson, Peter Monte

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Joel Baker opened the meeting at 7:05 pm.

**REVIEW MINUTES**

The minutes of January 19, 2011 were reviewed.

**MOTION**

Rebecca Washburn moved and Craig McKenzie seconded the motion to approve the minutes of January 19, 2011, as amended.

**VOTE**

The motion passed unanimously.

**APP. NO. 03-11-T, PAUL REED**

At 07:15 pm Joel Baker opened the Site Plan Review for adding an apartment to an existing duplex, creating a three-unit multi-family building at 32 Ruby Raymond Rd.

The applicant was sworn in.

The following testimony was offered:

- The Town Highway Dept. supervisor has looked at the proposed curb cut for access to the proposed parking area and has determined that it will be safe and can be approved.
- There is water and sewer already in place for the additional apartment.
- There will be two exterior lights added.
- The property is in the Route 100 Zoning District.
- This is a conditional use so the project will need Zoning Board of Adjustment approval.
- The most noticeable change to the site will be the new parking area that will be close to the road.
- Concerns with the location of the parking area were discussed to see if there were any better options.

The public testimony portion of the site plan review was closed.

**EXHIBITS:**

Exhibit A      Zoning Permit Application  
Exhibit B      Site Plan dated 1-24-11  
Exhibit C      Notice sent to Adjacent Landowners dated 1-17-11

#### FINDINGS OF FACT:

This project is Site Plan Review for adding an apartment to an existing duplex, creating a three-unit multi-family building at 32 Ruby Raymond Rd. The project will be as shown on Exhibit B, the Site Plan. The three-unit building and the garage will remain as they currently exist with no exterior changes to the buildings except lighting as detailed below. The three-unit building requires 1½ parking spaces for a total of five parking spaces. Six spaces are provided as shown on Exhibit B, the Site Plan.

There will be two light fixtures mounted near the door into the new lower level apartment. Each fixture will have one maximum 60-wat incandescent bulb or energy efficient equivalent.

The subject parcel and building is located in the Route 100 Zoning District. There is a heavily wooded area that screens the three-unit building and the associated garage from view from Waterbury-Stowe Rd. It is not practical to locate the parking areas to the rear of the multi-family building and garage due to the location of the on-site septic and water tanks and other facilities.

#### **Conclusion:**

The Planning Commission finds that all the site plan review criteria are met including the Special Considerations for projects bordering Routes 2 and 100.

#### MOTION

Jason Wulff moved and Craig McKenzie seconded the motion to approve application 03-11-T, Paul Reed, to add an apartment to an existing duplex, creating a three-unit multi-family building at 32 Ruby Raymond Rd. with the following the following conditions:

1. *This permit is granted on the condition that the applicant complete the project consistent with the Commission's findings and conclusions and the approved plans and exhibits.*
2. *Any lights on the interior of the building that are designed or directed so as to increase the amount of light outside of the building require a revision of the site plan.*

#### VOTE

The motion passed unanimously.

#### **APP. NO. 70-10-T, REED-WALKER REALTY**

At 8:00 pm Joel Baker opened the Site Plan Review for a 600 sq. ft. shed for a wood-fired boiler and firewood storage, including related modifications to the parking and site layout for the existing contractors' storage yard, shop, and offices at 5950 Waterbury-Stowe Rd.

The following testimony was offered:

- The structure is intended to keep wood dry and to improve the look of the exterior area.
- An additional parking area on the south side of the site has been established.
- There are no changes to the exterior lighting.
- The Town ZBA will be reviewing a variance for the shed.

The public testimony portion of the site plan review was closed.

**EXHIBITS:**

- Exhibit A Zoning Permit Application
- Exhibit B Site Plan dated 1-24-11
- Exhibit C Detailed Site Plan dated 2-15-11
- Exhibit D Memo to Waterbury Zoning Board of Adjustment dated 1-25-11
- Exhibit E Notice sent to Adjacent Landowners dated 1-17-11

**FINDINGS OF FACT:**

This project is the Site Plan Review for a 600 sq. ft. shed for a wood-fired boiler and firewood storage, including related modifications to the parking and site layout for the existing contractors' storage yard, shop, and offices at 5950 Waterbury-Stowe Rd. (Route 100). The 20' x 30' shed will be located on the site as shown on Exhibit B, the Site Plan, and Exhibit C, the Detailed Site Plan. The shed is a wood frame structure that is earth tone in color. The shed has no exterior lighting.

The shed is located to the rear of the sediment pond for the Reed/Walker mixed-use commercial building. Seven parking spaces will be relocated to the parking area for 20+ cars to the south of the main building as shown on Exhibit B, the Site Plan, to make space for the shed. There is a row of mature evergreen trees that screens the view of the shed from Waterbury-Stowe Rd. The shed is set back 90' from the edge of the 70' wide right-of-way for Waterbury-Stowe Rd. requiring a variance from the front setback from the Town of Waterbury Zoning Board of Adjustment.

All other Findings of Fact, Conclusions, and Conditions in Permits No. 90-02-T and No. 158-03-T shall remain in effect.

**Conclusion:**

The Planning Commission finds that all the site plan review criteria are met including the Special Considerations for projects bordering Routes 2 and 100.

**MOTION**

Rebecca Washburn moved and Jason Wulff seconded the motion to approve App. No. 70-10-T, Reed-Walker Realty, Site Plan Review for a 600 sq. ft. shed for a wood-fired boiler and firewood storage, including related modifications to the parking and site layout for the existing contractors' storage yard, shop, and offices at 5950 Waterbury-Stowe Rd., with the following conditions:

1. *This permit is granted on the condition that the applicant complete the project consistent with the Commission's findings and conclusions and the approved plans and exhibits.*
2. *Any lights on the interior of the building that are designed or directed so as to increase the amount of light outside of the building require a revision of the site plan.*

**VOTE**

The motion passed unanimously.

## **ZONING AMENDMENTS**

The Planning Commission discussed the meeting to be held on February 23<sup>rd</sup> with the Town Select Board and the Village Trustees to discuss Draft #2 of the proposed Zoning Amendments for Establishing a Development Review Board, dated January 19, 2011. Work on the draft amendments to the Flood Hazard Area Regulations will continue at the next Planning Commission meeting on February 16<sup>th</sup>.

## **PLANNERS REPORT**

Steve Lotspeich reported on the following projects:

- VLCT sponsored Interactive T.V. Workshop on Public service Board proceedings and the municipal role. Kane Smart will attend.
- Draft Flood Hazard Area regulations were received from the Town of Huntington. A number of the Planning Commission members expressed an interest in reviewing the draft.

## **APP. NO. 32-10-T, WARREN NELSON**

This is the continuation of the Planned Unit Development Review for a four-lot residential subdivision located at 2320 Blush Hill Rd.

The chair continued the hearing for App. No. 32-10-T, Warren Nelson, to April 6, 2011 at 7 pm.

## **APP. NO. 02-11-V, MALCOLM WILLARD**

This project is the Site Plan Review for adding a part-time animal hospital/veterinary clinic to the existing commercial building at 38 N. Main St.

Those attending were Malcolm Willard, property owner; Karen Anderson, Veterinarian; and Peter Monte. All those wishing to provide testimony were sworn in.

The following testimony was offered:

- The plan is to use part of the building as a Veterinary Clinic which is a conditional use. The local veterinarian, Stephen Woodard, passed away recently and there is a need for additional veterinarian service in Waterbury.
- This is a change in use that has not been permitted in the past.
- There will be no changes to parking.
- There will be no changes to lighting.
- Any signage will be applied for separately.
- The proposed use is similar to those already permitted in terms of traffic generation and parking needs.
- The proposed roundabout at the nearby intersection Route 100 and Route 2 is planned for construction in the near future.
- The hours of operation will be 6:00 a.m. to 10:00 p.m., seven days per week, plus emergencies as needed.

The public portion of the review was closed at 9:35 pm.

EXHIBIT LIST:

- Exhibit A Zoning Permit Application
- Exhibit B Site Plan dated 2-2-11
- Exhibit C Notice sent to Adjacent Landowners dated 1-13-11

FINDINGS OF FACT:

This project is adding the animal hospital/veterinary clinic use for the existing building at 38 N. Main St.

The additional uses to which the property will be put are all permitted (as opposed to conditional) uses in the Village Neighborhood Commercial Zoning District insofar as the use or uses in combination do not violate the Village's parking requirements at the time the use or uses commence. If there are to be any changes to the exterior of the building or to the exterior lighting, the owner of the property shall seek approval for such changes from the Planning Commission. The regular hours of operation for all the uses on this property will be from 6:00 a.m. to 10:00 p.m., seven days a week. Emergency hours may take place at other times. The parking configuration, location of dumpster, and snow removal will be as approved for App. No. 01-08-V, February 21, 2008.

Access to the site will continue to be via the existing two-lane curb cut on N. Main St. that accesses the nine-space parking area shown on Exhibit B, the Site Plan. Circulation on the site is via the aisle down the middle of the main parking area. There are two parking spaces that are accessed off N. Main St. on the north-west side of the building by a separate curb cut that may be discontinued when the roundabout at the intersection of Waterbury-Stowe Rd. and North Main St. is constructed. In the meantime, these two parking spaces will be used for employee parking only. Truck deliveries will be made via the center aisle in the main parking.

The parking requirement for the animal hospital hospital/veterinary hospital will be two spaces for the veterinarian and an assistant, and two spaces for clients for a total of four spaces. A total of nine spaces are provided on the site after the roundabout is constructed, providing an additional five spaces for the other uses taking place in the building when the veterinary clinic is in operation.

There is a handicap ramp that is within the rear addition to the building that provides pedestrian access into the building. There is also a front door that provides pedestrian access to the building from the public sidewalk on N. Main St.

Landscaping and screening for the site consists of two planters in front of the building and three evergreen trees along the common boundary with the Crossroads Beverage / Quinn property. This landscaping will remain unchanged. Since the site is very compact there is very little other opportunity for landscaping and screening for the building and parking areas. There are no changes proposed for the exterior lighting for the site.

The dumpster will be located at the rear of the main parking area as shown on Exhibit B, the Site Plan. The dumpster will be screened by a 6' tall stockade fence with 6' tall wooden gates on the front.

**Conclusion:**

The Planning Commission finds that all the site plan review criteria are met including the Special Considerations for projects bordering Routes 2 and 100.

**MOTION**

Craig McKenzie moved and Rebecca Washburn seconded the motion to approve app. no. 02-11-V, Malcolm Willard, Site Plan Review for adding a part-time animal hospital/veterinary clinic to the existing commercial building at 38 N. Main St. with the following conditions:

1. *This permit is granted on the condition that the applicant complete the project consistent with the Commission's findings and conclusions and the approved plans and exhibits.*
2. *Any lights on the interior of the building that are designed or directed so as to increase the amount of light outside of the building require a revision of the site plan.*

**VOTE**

The motion passed unanimously.

**COMMUNICATION AND OUTREACH**

The possibility of Planning Commission members attending other municipal board meetings on a rotating basis was discussed. This will be further discussed at the joint meeting with the Select Board and Trustees on February 23<sup>rd</sup>.

**ADJOURNMENT**

Meeting adjourned at 9:45 pm.

Respectfully Submitted,



Patti Spence  
Secretary

**\*\*THESE MINUTES WERE APPROVED ON February 16, 2011.\*\***