

**WATERBURY PLANNING COMMISSION  
MEETING  
Monday, May 23, 2011  
Approved Minutes**

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Members: Darren Higgins, Chair; Craig McKenzie; Rebecca Washburn; Kane Smart, Jason Wulff,  
Chris Viens, Eric Nealy  
Staff: Stephen Lotspeich  
Public: Natalie Howell-Sherman

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Darren Higgins opened the meeting at 7:02 p.m.

This was the first meeting of the new Planning Commission after the formation of the Development Review Board. The members introduced themselves.

**REVIEW MINUTES**

The minutes of May 4, 2011 were reviewed.

**MOTION**

Kane Smart moved and Craig McKenzie seconded the motion to approve the minutes of May 4, 2011, as amended.

**VOTE**

The motion passed unanimously.

**ELECT VICE-CHAIR FOR PLANNING COMMISSION**

The position of Vice-chair of the Planning Commission was discussed. Darren Higgins will be continuing as the Chair of the Planning Commission. Kane Smart expressed his willingness to serve as the Vice-chair.

**MOTION:**

Rebecca Washburn moved and Jason Wulff seconded the motion to elect Kane Smart as the Vice-chair of the Waterbury Planning Commission.

**VOTE:**

The motion was approved unanimously.

**ESTABLISH REGULAR MEETING SCHEDULE**

The regular meeting schedule for the Planning Commission was discussed and it was decided that the second and fourth Mondays of each month would work best for all the members. It was agreed that the meeting would generally go from 7:00 p.m. until approximately 9:00 p.m. It was also agreed to set times for each agenda item.

**MOTION:**

Eric Nealy moved and Jason Wulff seconded the motion to have the regular Planning Commission meetings held on the second and fourth Mondays of each month starting at 7:00 p.m.

**VOTE:**

The motion was approved unanimously.

## **CONSIDER LETTER OF SUPPORT FOR WATERBURY SKATEPARK GRANT APPLICATION**

Steve Lotspeich introduced the Waterbury Skatepark that is proposed to be constructed on one half of the new multi-purpose court on the north side of the existing playground at Hope Davey Park. The community organization Waterbury Skates is applying for a grant from Green Mountain Coffee Roasters and is requesting a letter of support from the Planning Commission. Concern was raised about whether neighbors to the skatepark site support the skatepark. Mr. Lotspeich noted that a zoning permit application will be submitted for the skatepark and the neighbors will be notified by certified mail of the site plan review with the Development Review Board for the proposed facility.

The Planning Commission reviewed a draft letter of support and made various changes to the draft.

### **MOTION:**

Rebecca Washburn moved and Jason Wulff seconded the motion to authorize Darren Higgins to sign the letter of support for the grant application for the Waterbury Skatepark.

### **VOTE:**

The motion was approved unanimously.

## **PLANNING COMMISSION WORK PLAN**

It was suggested that the Planning Commission develop a Work Plan for 2011. Steve Lotspeich reviewed the Planning Department Work Plan for 2011 with the Planning Commission. Many elements of this Work Plan, such as revising the Municipal Plan and developing Subdivision Regulations, will be part of the Planning Commission's Work Plan.

One project that is not listed in the Planning Dept. Work Plan is the possible re-zoning for parts of Waterbury Center village that was discussed by the Planning Commission in 2010 including a neighborhood meeting that was held at Hope Davey Park. At that meeting, residents of the area raised concerns about how the possible zoning changes would affect the character of the neighborhood. This project illustrates the need to examine the allowed uses in each zoning district. This would involve a broader look at the Zoning Regulations and possible recommendations for changing some of the allowed uses in the Use Regulations Table. The first step will be to revise the Municipal Plan then the examination of possible changes to the Zoning Regulations would follow.

It was agreed that revising the Municipal Plan should be the top priority in the Planning Commission Work Plan. It was also agreed that the Work Plan should be a written document.

## **PLANNING COMMISSION COMMUNICATION AND OUTREACH**

The goal is to reach out to other municipal boards and commissions. It was suggested that Planning Commission members could volunteer to sit in periodically on the meetings of these other boards in Waterbury and possibly in nearby towns to gather and share information and concerns relating to planning. It was agreed to bring a calendar of the Waterbury board and commission meetings to the next Planning Commission meeting so people could sign up to attend some of those other meetings.

## **PLANNER'S REPORT**

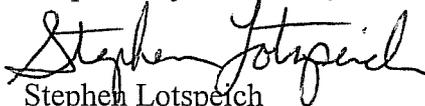
Steve Lotspeich passed out copies of the Planning Commissioner's Journal to the members. He explained that this is a quarterly journal produced in Burlington that is nationally circulated and is highly regarded. We have a subscription for all Planning Commission members.

Training for the Planning Commission members was discussed. The Vermont Planning Information Center website [www.vpic.info](http://www.vpic.info) was mentioned as a valuable resource. The Vermont League of Cities and Towns also gives excellent workshops on planning topics that are often held in the evening via Vermont Interactive Television that has a site at the Waterbury state Office Complex.

**ADJOURNMENT**

The meeting was adjourned at 9:05 p.m.

Respectfully Submitted,



Stephen Lotspéich  
Community Planner

\*\*THESE MINUTES WERE APPROVED ON June 13, 2011 \*\*