

**WATERBURY PLANNING COMMISSION
MEETING
Monday, June 13, 2011
Approved Minutes**

Members: Darren Higgins, Chair; Craig McKenzie; Rebecca Washburn; Kane Smart, Jason Wulff
Staff: Stephen Lotspeich, Patti Spence

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

REVIEW MINUTES

The minutes of May 23, 2011, were reviewed.

MOTION

Rebecca Washburn moved and Jason Wulff seconded the motion to approve the minutes of May 23 2011, as amended.

VOTE

The motion passed unanimously.

MUNICIPAL PLAN - REVISION

Darren brought up that he met with Jeanne Kirby of Revitalizing Waterbury to discuss the PC's review of the municipal plan. In order to retain our downtown Designation, our Municipal Plan needs to be approved locally and be approved by the Central Vermont Regional Planning Commission (CVRPC) by November. There may be a 90-day grace period after the November deadline. It is vital to have this in place otherwise the Downtown Designation is in jeopardy. S. Lotspeich will find out exactly what the CVRPC needs - i.e. does this submission need to be a major revision/update or can a limited number of updates be made with a more detailed plan to follow at a later date.

The CVRPC has two parts to its approval - the plan itself and our overall planning process.

Steve suggested that each PC member could take on a chapter or chapters that would be their priority to focus on and make recommendations for revisions. Word documents could be provided with tracked changes for each chapter.

A time line should be established prior to the next meeting. See details on the Action Item table.

PLANNING COMMISSION WORK PLAN

Items to be included:

1. Municipal Plan
2. Subdivision Regulations
3. Zoning Bylaws revision/update
4. Community Outreach including review and/or attend board meetings of other commissions/groups
5. Planning for Capital Investments

Some of this work needs to be done in tandem because the Municipal Plan provides the basis for the Zoning Regulations. Use of other resources to assist with the Plan review process was discussed.

OUTREACH AND COMMUNICATION

The Waterbury Record will be used to communicate information to the public on the Planning Commissioner's progress on the work plan once it is established.

The Town website could be used to communicate information.

The Select Board has a meeting on June 20th. The Conservation Commission will be making a presentation at 7:00 p.m. Sue Sinclair, the Executive Director of CVRPC, will be meeting with the Select Board at 7:30 p.m. PC members are welcome to attend. Rebecca Washburn volunteered to attend the meeting. Darren Higgins may attend.

PLANNER'S REPORT

Steve Lotspeich presented a letter and work map from the Federal Emergency Management Agency (FEMA) that addresses the inaccuracies of the Flood Insurance Rate Map (FIRM) for the vicinity of S. Main St. from Elm St. to Park Row. Mr. Lotspeich reviewed the detail of the letter which proposes that the draft FIRM needs to be revised to revert back to the existing 1998 FIRM for this area. This is consistent with the request that was made to FEMA by the municipality. The Planning Commission members indicated that they concur with the recommendations in the FEMA letter and the draft work map.

If the Select board concurs, a letter will be sent to FEMA requesting that they proceed with the issuance of a new revised map that will become the FIRM map to be used with the Flood Hazard Regulations.

S. Lotspeich will notify interested parties (landowners) and invite them to review the proposed flood hazard delineation on the work map.

ZONING ADMINISTRATOR'S REPORT

A current listing of applications and their current status was distributed and reviewed.

D. Higgins requested some follow through on a fence that was installed on Maple St. in the Waterbury Center village that is too close to the road.

A site walk of the McDermott / Blush Hill Meadows property was done by Steve Lotspeich with Dean Salvas, the developer of the property. Mr. Lotspeich reported that the clearing limits in the field are consistent with the site plan that was approved by the Waterbury Planning Commission.

A deck on a residence at Main St. & Winooski Streets was questioned. The deck that is under construction was permitted a little less than two years ago, but may have missed Design Review.

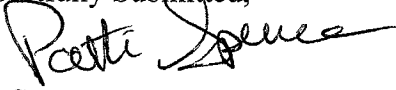
ACTION ITEMS

| ITEM | | | |
|---|--|--|--|
| <p>6/13/11: Municipal Plan S. Lotspeich to develop a time line for revising the Plan for the next meeting.</p> <p>S. Lotspeich will establish what the issues are from the RPC and what the 90-day grace period entails. A board member wants to know what is required at a minimum for the Downtown Designation certification process.</p> <p>Board members should review the plan and decide which chapters they would be interested in focusing on. Commitments would be made at the June 27 meeting.</p> <p>At the same time members can identify which chapters need significant work and which chapters have minimum edits.</p> <p>Consider what additional efforts might be needed, such as a Community Survey, during this process.</p> | | | |
| <p>6/13; Establish a Planning Commission Work Plan D. Higgins will work on a draft and distribute by email prior to the meeting on June 27, 2011.</p> | | | |
| <p>6/13: S. Lotspeich will bring the calendar of meetings of other Waterbury boards and commissions. What other groups/resources hold meetings and when are they?</p> | | | |
| <p>6/13: S. Lotspeich will distribute agendas for the DRB meetings to PC members.</p> | | | |

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

Respectfully Submitted,



Patti Spence
Secretary

**THESE MINUTES WERE APPROVED ON 6-27-11 **