

WATERBURY PLANNING COMMISSION
SPECIAL MEETING
APPROVED MINUTES
Monday, February 13, 2012

Members present: Kane Smart, Chair; Eric Nealy, Vice-Chair; Chris Viens; Jason Wulff;
Rebecca Washburn; Craig McKenzie
Staff present: Stephen Lotspeich

Kane Smart, Chair, convened the meeting at 7:08 p.m.

MINUTES

The minutes of January 23, 2012 were reviewed.

Rebecca Washburn moved and Eric Nealy seconded the motion to approve the minutes of January 23, 2012.

The motion passed unanimously.

ZONING AMENDMENTS

Steve distributed comments on the draft zoning amendments from Gunner McCain and Averill Laundon.

The comments from Gunner McCain, a land development consultant in Waterbury, along with a written response from Kane Smart, were discussed. The issue of when the licensed surveyor prepares the plat was discussed. 24 V.S.A. Section 1403(5) states that the plat to be recorded must be certified by a licensed land surveyor. The Planning Commission members didn't think that the initial submission would have to be prepared by a licensed surveyor but it would be advisable to have it prepared by either a licensed surveyor or professional engineer.

The addition of submission requirements for all subdivision applications was discussed. It was agreed that these requirements should apply to all applications whether they are exempt from site plan review or not. Section 300(i) in the draft amendments should have language added such as: "The review criteria for all subdivision applications shall include at a minimum the relevant criteria in Section 401, Dimensional Requirements, and Section 504, General Dimension, Location, and Height Requirements."

The topic of driveways, steep grades, and possible erosion issues was discussed. It was agreed that these aspects of an application could be reviewed under Section 301(1)(2)(A) and (B) of the draft amendments. It was agreed that more detailed criteria addressing this aspect of subdivision is probably outside the scope of these draft amendments.

The Planning Commission would like to find out if these amendments will act as subdivision regulations as they relate to Act 250 jurisdiction. In other words, will they change the Town and

Village of Waterbury so that the threshold for Act 250 review will go from commercial developments on lots of one acre or more to lots of ten acres or more. Also will the Act 250 jurisdiction threshold for the number of lots created by one landowner in a five year period in a five mile radius increase from the six or more to ten or more lots.

Action steps: Kane will work on addressing other aspects of Gunner McCain and Averill Laundon's comments before the next Planning Commission meeting.

LONG TERM COMMUNITY RECOVERY PLAN

Rebecca Washburn reviewed the status of the Long Term Community Recovery (LTCR) process including the preparation and submission of Project and Program Development Guides (PDG) by Friday, February 10th. All the projects that have been developed through the LTCR process are being presented on posters at the Recovery Fair that is being held on Thursday, February 16th at the Thatcher Brook Primary School gym. "Voting" on these projects will be informal to get a sense of the projects that the community supports and the priority for the various projects. The projects are in three general categories set up by FEMA that are disaster recovery, community recovery, and community interest.

The project to co-locate the municipal office, library, police station, and other related facilities is being led by Select Board member Karen Miller. A report on the LTCR process will be compiled in time for distribution at Town meeting.

MUNICIPAL PLAN RE-WRITE

Chapter 3, Historic Development and Resources:

Comments were received from a member of the Waterbury Historical Society with some corrections to this Chapter.

Chapter 4, Local Economy:

Jason Wulff has e-mailed out the survey of businesses. He will compile the responses in a Word document to share with the Planning Commission at a later date. The statistics in Chapter 4 will be updated by the consultant as part of the Municipal Planning Grant project. Once the statistics are updated that will help facilitate further discussion of the goals, objective, and actions in the Chapter. The business survey will also help inform this discussion. Comments on Chapter 4 have been received from Jeanne Kirby with Revitalizing Waterbury, Inc.

Chapter 5, Housing:

The creation of affordable housing and funding sources for these projects was discussed. The issue of the Irene flood and its impact on housing should be incorporated into the revision to this Chapter. Raising the quality of rental housing including promoting weatherization and renovation is an important aspect of creating more affordable housing. Creating a program to assist with financing these types of projects was discussed. The goal of making better utilization of the municipalities' revolving loan funds for these types of improvement programs should be included in the revisions to this Chapter.

Chapter 6, Natural Resources:

The review of this Chapter will begin at the next meeting. The Waterbury Conservation Commission will be providing suggestions for edits and changes to this Chapter. Steve Lotspeich will e-mail out the Word file for the current version of this Chapter.

OTHER BUSINESS

There will be a meeting to discuss the North Moretown, Routes 2 and 100 Intersection Study on February 22nd at the Crossett Brook Middle School library at 7:00 p.m. Various alternative solutions to improving the intersection will be presented at the meeting for comment.

PLANNER'S REPORT

Steve Lotspeich reported that the permitting for the houses and commercial businesses that were flooded it still very challenging. Many building owners have not applied for permits and that has already become a title issue with one duplex that was flooded and subsequently sold without obtaining a zoning permit for the repairs to the building.

NEXT MEETING:

February 27th

ACTION ITEMS:

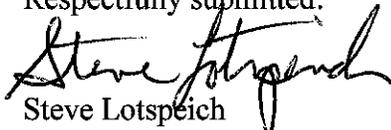
ITEM	UPDATE: 6/27/11	UPDATE: 11/28/11
7/11: S. Lotspeich to dig in to availability of new census data.	On-going	
7/11: Research methods and costs for a survey regarding planning.	Lead times	ongoing
7/25: Develop a list of other resources/groups to invite in.		ongoing
8/08: Waiver provision	Draft the criteria	
8/08: Home occupation		
9/26: Historic Preservation data	Jeanne Kirby to provide	
11/28: Chapter 2 Historical Information	Distribute and ask for input from Revitalizing Waterbury, Historical Society and community members.	Steve to distribute; Craig to receive and edit.
11/28: Move forward with getting a 7th member. 1/9/12: Hold until the March Town Meeting	Get notice out of opening on PC	S Lotspeich
11/28: Chapter 4	Look ahead to this chapter so that we	All

review at next meeting	can discuss changes/updates, potential stakeholders.	
12/12: Continued review of subdivision review at the next meeting.	Send out draft wording to stakeholders.	S Lotspeich
12/12: Chapter 4	See what RW has done or has for information. Generate a list of questions to go out to area businesses about encouraging new business in town.	All
12/19: Chapter 5	Review prior to the 1/23/12 meeting	All
1/23: Municipal planning grant	Update and bring to next meeting examples of prior submissions for consultants.	S Lotspeich
1/23: Long Term Recovery Plan	Job descriptions for potential coordinator and consultant.	R Washburn
1/23: Town Plan	Write Planning Commission section	K Smart
1/23: Community business survey	Write questionnaire and distribute to PC and then send out	J Wulff
1/23: Make recommended changes to the draft zoning amendments.	Finalize draft and distribute to stakeholders; follow up with stakeholders.	S Lotspeich; PC members to follow up

ADJOURNMENT:

The meeting was adjourned at 9:10 p.m.

Respectfully submitted:


Steve Lotspeich
Community Planner

*These minutes were approved on March 12, 2012