

**WATERBURY PLANNING COMMISSION**  
**SPECIAL MEETING**  
**APPROVED MINUTES**  
**Monday, March 12, 2012**

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

Kane Smart, Chair, convened the meeting at 7:05 p.m.

**MINUTES**

The minutes of February 13, 2012 were reviewed.

Rebecca Washburn moved and Eric Nealy seconded the motion to approve the minutes of February 13, 2012, as amended.

The motion passed unanimously.

**ZONING AMENDMENTS**

The members reviewed the latest draft amendments to site plan review, dealing with subdivision regulations. There was a discussion of how to move this forward and clear up the ambiguity in the Zoning Regulations. Then in the future a next phase would be to develop subdivision regulations. The following options for moving forward were identified:

1. Remove ambiguity by defining subdivision as a use and regulate under site plan review.
2. Clarify that subdivision is not a use and completely exempt from site plan review.
3. Exempt subdivision from site plan review only when there are subdivision regulations in place.

Consensus was to go with #1 and update the draft so that it can be presented to the Selectboard.

**MUNICIPAL PLAN RE-WRITE**

Steve presented two draft Request for Qualifications (RFQ's) to hire consultants to assist with revising the Waterbury Municipal Plan. One consultant would carry out a community survey and the second consultant would revise the statistics in the Plan.

Steve was given the go ahead to make the recommended edits and move forward in posting the two positions.

**LONG TERM COMMUNITY RECOVERY PLAN**

A recent email from Rebecca Ellis listed the results of the ranking of potential community projects.

**OTHER BUSINESS**

E Nealy recommended taking a look at the site [www.Orton.org](http://www.Orton.org), a foundation that is very involved with community Planning and might be of interest to the Planning Commission members.

The Capital Soccer field near the Ice Center was discussed. The issue of whether the river bank can be reestablished, perhaps as part of another project in the Long-term Community Recovery plan? The Planning Commission should keep this project mind.

**PLANNER'S REPORT**

S Lotspeich circulated information on the April 11th Planning and Zoning Forum. The focus will be on developmental review and enforcement. The agenda is on the VLCT web site or via Steve. The Town will pay the registration fee.

Planning Commissioner's Journal is no longer being published. An on-line version will be available by subscription and all members would receive it.

Permitting activity was discussed as per some of the items on the ZA report.

Route 100 and Route 2 intersection traffic study is underway.

**ZONING ADMINISTRATOR'S REPORT**

See attached Report.

**NEXT MEETING:**

March 26, 2012

**ACTION ITEMS:**

ITEM		
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.
3/12: Draft a recommendation to bring to the Selectboard	Kane to send out prior to or at least by the next meeting.	K Smart
3/12: Update the draft zoning amendment.	Steve and Kane to work on these and prepare for the Selectboard's review.	S Lotspeich, K Smart
3/12: Chapter 2	Updates w/feedback	C McKenzie
3/12: Pursue new members	A Schnarr	E Nealy

3/12: Business survey

Are there commercial businesses to  
send the survey to?

J Wulff

**ADJOURNMENT:**

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

Respectfully submitted:

*Patti Spence* <sup>SHL</sup>  
Patti Spence  
Secretary

\*These minutes were approved on

April 23, 2012

\*

# Zoning Administrators Report

March 12, 2012

## ZONING PERMITS

Permit #	Applicant/Owner	Location	Project	Action
01-12 V	Wolstenholme/Steele	46 S. Main Street	Sign	APPROVED
02-12 V	Weston	32 Union Street	Flood repairs (non sub)	APPROVED
03-12 V	Finucane	36 Randall Street	Flood repairs (non sub)	Requested additional info
04-12 V	Gates	38 Union Street	Flood repairs (non sub)	APPROVED
05-12 V	Clock Tower LLC/Amatulli	1024 Waterbury Stowe Road	Change in Use (comm to res)	Referred to DRB for Site Plan Review
06-12 V	Menard	34 Randall Street	Flood repairs (non sub)	APPROVED
07-12 V	ReBuild Waterbury/Village	Rusty Parker Park	Fundraising Sign	Referred to DRB
08-12 V	Laggis	24 & 26 Randall Street	Flood repairs (non sub)	APPROVED
09-12 V	Imhoff	6 Parker Court	Flood repairs (non sub)	APPROVED
01-12 T	Naylor	95 Gregg Hill	Subdivision	WITHDRAWN
02-12 T	Gristmill Properties	5430 Waterbury Stowe Road	Minor Revision	APPROVED
03-12 T	Nickerson/Grenier	Bear Creek Road	Boundary Line Adjstmnt / SF Dwell	Referred to DRB for Subdivision & RHS Review
04-12 T	Foregger	Loomis Hill Road	Subdivision	DENIED*
05-12 T	Lyon	327 Gregg Hill	Subdivision	Referred to DRB for Subdivision Review

\*Applicant already has active application for project, currently under appeal in Enviro Court

## ENFORCEMENT

Permit #	Applicant/Owner	Location	Description	Action
n/a	Rich	23 South Main	unpermitted sign	provided application
73-09 T	Flatow/Salls	3579 Waterbury Stowe Road	violation of conditions	received response to letter with plan of action