

WATERBURY PLANNING COMMISSION
APPROVED MINUTES
Monday, April 23, 2012

Members present: Kane Smart, Chair; Eric Nealy; Rebecca Washburn; Jason Wulff; Craig McKenzie

Staff present: Stephen Lotspeich

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

MINUTES

The minutes of March 12, 2012 and March 26, 2012 were reviewed.

MOTION:

Rebecca Washburn moved and Eric Nealy seconded the motion to approve the minutes of March 12, 2012 and March 26, 2012, as amended.

VOTE:

The motion was approved unanimously.

ZONING ADMINISTRATOR'S REPORT

Steve Lotspeich presented the Zoning Administrator's Report from Clare Rock that included reporting on active enforcement cases and State Wastewater and Water Supply Permits that have been issued recently.

MUNICIPAL PLAN RE-WRITE

Jackie Cassino and Jen Mojo from the Central Vermont Regional Planning Commission (CVRPC) gave an overview of the Enhanced Consultation Process for assisting with the revision of the Waterbury Municipal Plan. The following aspects of the Plan revision were discussed:

- The Enhanced Consultation Process identifies the strengths and weaknesses of the Plan. CVRPC's detailed evaluation of the Plan was circulated and reviewed.
- The process of updating the Plan by the Planning Commission was discussed, including ways to expedite the process. One suggestion was to get other committees and groups in the community to review and draft re-writes of certain Chapters in the Plan. Examples of these groups are the Conservation Commission and Waterbury LEAP. The Planning Commission can prepare an outline of desired tasks to give to these groups to assist in the review process.
- The Planning Commission may need a "task-master" to engage stakeholder groups in the community. The stakeholders can be given a focus or task list for them to work with. For guidance.
- Another strategy that was discussed is to have the Planning Commission focus on updating the Goals, Objectives, and Actions in the current Plan. The Community Survey being done will give guidance on updating the Goals, Objectives, and Actions.
- The CVRPC Regional Housing Distribution Plan was completed in 2005 and addresses the demand for affordable housing in the region and each member municipality. The Distribution Plan looks at 80% of the projected need and determines where that growth

should occur. CVRPC will give Waterbury the target figures for our municipality. The housing needs study that is being carried out by a consultant for the Central Vermont Community Land Trust was discussed. This needs analysis/market study includes Barre, Montpelier, and Barre and will utilize the 2010 Census data and other data sources. This study and its findings can be incorporated into the Municipal Plan as well.

- The Local Development Chapter in the Plan and new state statutory requirements for Economic Development Chapters was discussed. Chris Nordle mentioned that Revitalizing Waterbury will be preparing an Economic Development Study for the downtown area. This scope could be broadened to include more of the town.
- Jason Wulff offered to compile the results from the e-mail business survey that he initiated. There have been about nine responses so far.
- Clare Rock's report on our Plan from 2011 that she prepared for CVRPC as a staff member there will be shared with the Planning Commission. CVRPC will also share the review checklist for the current Plan with the Planning Commission.
- A workflow chart with deadlines by Chapter will be prepared by Planning Commission members for the Plan re-write process.
- The consultant work that will be carried out with funding from the Municipal Planning Grant was discussed. The submittals of Qualifications are due on May 4th and will be distributed by e-mail for review by the Planning Commission members. If desired, the top consultants could be interviewed at the Planning Commission meeting on May 14th.

DRAFT ZONING AMENDMENTS FOR SUBDIVISION REVIEW

The Draft Zoning Amendments for subdivision review were discussed. One goal is to exempt smaller subdivisions, i.e. three or fewer new lots, from Development Review Board (DRB) review, except subdivisions in the Route 100 Zoning District, Ridgeline, Hillside, Steep Slope Overlay District, and Planned Unit Developments that must be reviewed by the DRB.

It was agreed to make any subsequent minor edits to Kane Smart's draft that includes a new subdivision article within the Zoning Regulations. It was suggested that this revised draft should be discussed in a joint Planning Commission/Select Board/Trustees meeting to be scheduled. Chris Nordle agreed to work on setting up this joint meeting.

It was discussed to draft Interim Regulations that would make all subdivision review an administrative review process by the Zoning Administrator, except subdivisions in the Route 100 Zoning District, Ridgeline, Hillside, Steep Slope Overlay District, and Planned Unit Developments. These Interim Regulations would help expedite the subdivision review process until the "permanent" subdivision bylaw draft is completed, reviewed and approved.

LONG TERM COMMUNITY RECOVERY PLAN

The event with the project champions and potential funders on Thursday, May 3rd was discussed. The possibility of applying for a VISTA "volunteer" who would assist the municipality was also discussed. Rebecca Washburn agreed to assist with the application to the state. The meeting held with the Deputy Under Secretary of USDA for Rural Development, Doug O'Brien, was reported on.

STATE PERMITTING

Steve Lotspeich reported on the recent state Act 250 permit activity including the Steven Noyes project at the state farm in Duxbury, for a lumber yard and hardware store.

ACTION ITEMS:

ITEM		
3/12: Business survey	J Wulff will compile the responses in a Word document	J Wulff
3/26: Advertise open PC positions	Exit 10 and Front Porch Forum	C McKenzie
3/26: Post RFQ's for Municipal Plan community survey and statistical update Consultants	Have submittals reviewed for 1st meeting in May with possible interviews	S Lotspeich

ADJOURNMENT:

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

Respectfully submitted:


Steve Lotspeich
Community Planner

*These minutes were approved on June 7, 2012 *