

WATERBURY PLANNING COMMISSION
SPECIAL MEETING
APPROVED MINUTES
Monday, May 13, 2013

Members present: Becca Washburn, Chair; Jason Wulff; Judi Kamien; Mary Koen
Staff present: Steve Lotspeich, Patti Spence

Guest: Darren Winham, Economic Development Director for Town & Village of Waterbury

The meeting was opened at 7:00 p.m.

ELECTION OF OFFICER

Patti subsequently found the minutes from January 14, 2013 where Becca Washburn was elected the Chair and Ken Belliveau was elected the Vice-Chair of the Planning Commission.

REVIEW AND APPROVE MINUTES

The minutes for April 22, 2013 were reviewed.

MOTION:

Judi Kamien moved and Jason Wulff seconded the motion to approve the minutes of April 22, 2013.

VOTE:

The motion passed unanimously.

DISCUSSION OF ECONOMIC DEVELOPMENT ISSUES AND OPPORTUNITIES.

POSSIBLE ZONING AMENDMENTS

Darren Winham, Economic Development Director, requested that the Planning Commission consider a zoning change to the use regulation table to reduce the ambiguity that exists and is challenging businesses to move to Waterbury.

A copy of the language adopted by the Town of Randolph that addresses this issue was distributed for discussion.

Next steps:

1. Research how this model is working in other communities such as Randolph. - Darren Winham will follow up.
2. Provide more detail on the types of requests for different uses that may be ambiguous, and mapping the Village and Town areas that are of concern.
3. Work with the table to see what changes could be made to keep it up with the current types of business needs.

CHANGE OF USE

Currently change of use has to be reviewed by the DRB as site plan review.

An alternative approach is to have the Zoning Administrator (ZA) approve change of use, limit to changes from one permitted use to another permitted use that isn't a substantial change. The issue of more substantial changes of use and the review process was discussed.

Are there areas in the Town that could be defined as "appropriate" for change of use to be approved by the Planner or ZA?

Next step:

1. Ask ZA, Clare Rock, for her input and examples of what types of changes the ZA might approve. Schedule an agenda time for a presentation.

BUSINESS INSPECTION PROGRAM

To bring a process to Waterbury to keep property owners and properties to a standard where they would be held to inspections and a fine structure would be put in to place for enforcement and accountability, especially in situations where buildings are vacant and badly deteriorated. The flooding from Tropical Storm Irene created more of these derelict buildings to exist.

This process could be related to form based code. A proposed program in the Municipal Plan which would carry it forward for more evaluation, was discussed.

Waterbury doesn't have a building code which is a way other municipalities deal with this.

Next steps:

1. Follow up with the Town of Barre where there is a program in place.

MUNICIPAL PLAN RE-WRITE

Housing Chapter

Action:

1. Steve to draft a section on "housing density and distribution".
2. "Special needs housing" needs to be addressed.
3. Affordable housing which welcomes people at different stages in their lives is desirable.
4. We should encourage renovations to existing housing and consider modifications to land use regulations regarding the development of more housing, especially multi-family dwellings in and around our existing villages.
5. Goals section will be re-written once other sections are worked out.

Local Government

Judy to work on a rewrite of the section on "quality of local government".

Comments:

1. Add an introduction.
2. Tax base section should be reviewed and possibly expanded.
3. Dates merger votes took place needs to be updated.

Demographic Chapter

Inputting charts will be done once we are closer to a final draft.

Has the information from all the key charts been addressed in the current draft. Steve L. will discuss this with Ken B.

PLANNER REPORT

1. Discussed the Thatcher Brook Inn property and status of Act 250 permitting.
2. ANR decision on Ashford Lane has been issued regarding dogs.
3. Municipal Civic Project was discussed.
4. State reconstruction of the State Complex The project is moving forward to the demolition phase pending funding.
5. Main Street reconstruction project was discussed relative to stormwater issues and resolving conflicts the proposed stormwater system for the State Complex re-construction.

ZONING ADMINISTRATOR'S REPORT

Zoning Administrators Report April 9 - May 13 2013

TOWN ZONING PERMITS

Permit #	Applicant/Owner	Location	Project	Action
16-13-T	Bisceglia	75 Tamarack Ln	res acc structure (shed)	referred to DRB for Waiver
17-13-T	Zabel & Remy	62 S. Harvey Farm Rd	deck conversion (to porch)	approved
18-13-T	Kellet	1135 Loomis Hill Rd	res acc structure (shed)	approved
19-13-T	Apao & Miller	238 Back Pasture Ln	res acc structure (shed, barn)	approved
20-13-T	Fodor	off Ring Road	site develop for SFD	referred to DRB for R HS
21-13-T	Hathaway	103 Laurel Lane	SFD (replacement)	referred to DRB for Waiver
22-13-T	Touchette/Boedecker	149 Shaw Mansion	deck conversion (to porch)	approved
23-13-T	Dots on & Sullivan	1675 US RT 2	2-lot sub & duplex	referred to DRB for SFHA
24-13-T	Ainsworth	Lot 3 Farris landing	SFD	approved
25-13-T	Senecal	216 Beaver Pond Rd	res addition	approved
26-13-T	Metivier	545 Maple Street	pool	approved

VILLAGE ZONING PERMITS

Permit #	Applicant/Owner	Location	Project	Action
08-13-V	Mason	13 Meadow Crest	deck	requested add info
09-13-V	Apoth / Richardson	2 N. Main St	change of use (to Salon)	referred to DRB for Site Plan

STATE WASTEWATER PERMITS

Permit #	Applicant	Location	development type	Action
ww-5-176-2	Pilgrim Partnership	Pilgrim Ind Park	amend for add employees	
ww-5-6311	Fried	Barnes Hill Rd	new SFD and 2-lot subdivide	

ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

Respectfully submitted:

Patti Spence
Secretary

*These minutes were approved on Patti Spence 5/29/13 *

Planning Commission Approved Minutes, 5-13-13

Timeline for revising the Municipal Plan (updated 5/13/13)

05/13/13	Housing Demographics Local Government	Becca Steve, Ken Steve, Consultant
05/29/13	Natural Resources Local Economy Local Government	Becca, WCC Winham Lotspeich Darren Steve
06/10/13	Land Use Transportation Housing	Ken, Consultant Becca Steve
06/24/13	Community Facilities & Services Energy	Becca Jason
7/8/13	Loose Ends Demographics	
7/22/13	Loose Ends	