

WATERBURY PLANNING COMMISSION
SPECIAL MEETING
APPROVED MINUTES
Monday, August 26, 2013

Members present: Ken Belliveau, Acting Chair; Mary Koen; Judi Kamien; Jason Wulff
Staff present: Steve Lotspeich, Community Planner; Patti Spence, Secretary

The meeting was opened at 7:05 pm.

MUNICIPAL PLAN

Steve reviewed how consultant Brandy Saxton took the draft version of the plan as of 8/12/13 and formatted it as best she could, without making substantial edits but making a format that was consistent.

The Commission discussed the changes that need to be identified prior to or at the Public Hearing. It was decided to prepare an edit sheet to identify what pages have changes from the 8/12/13 draft

The changes will be put in a template format for identifying changes that Judi will develop and e-mail to everyone. Comments/changes should be e-mailed to Judi by 9/6/13.

Scheduling of Public Hearings

We need to get the dates of hearings and the time between two Select Board and Trustees hearings agreed to. Steve still needs to get legal input of scheduling two public hearings on the same date. He will get that opinion and have it e-mailed to the Commission members as quickly as possible.

It was agreed to get on the agenda for the next Select Board meeting that will be on Sept 3rd or Sept. 16th. Becca will send them by email to find out what they can offer for a timeline. It was decided that Jason would draft an email and send it to Becca and that Becca would send it to the Select Board as soon as possible.

8/26 ACTION LIST

1. Any proposed changes to the draft document should be written down and submitted by Friday, 9/06 to Judi.
2. Judi will send out a format tomorrow.
3. These will be discussed on September 9, at 7pm at the Steele Block conference room. (Steve to reserve)
4. Steve will get a legal opinion regarding warning two public hearings simultaneously or in quick succession.
5. Get some input from the Select Board prior to September 9th.
6. The goal is to finalize the Planning Commission draft of the Plan immediately after the public hearing on September 12th.
7. Determine the format for the presentation at the Public Hearing.
 - a. Becca presents the plan.
 - b. A brief synopsis of each chapter can be given by a member of the PC

c. Open comment period.

APPROVAL OF MINUTES

Judi Kamien moved and Jason Wulff seconded the motion to approve the minutes of Monday, July 8; Monday, July 15; Wednesday, July 24; Tuesday, July 30 and Monday, August 12th as amended. The minutes of Tuesday, August 6, 2013 will be tabled for further review.

VOTE: The motion passed unanimously.

ZONING ADMINISTRATOR'S REPORT

The Zoning Administrator's Report was distributed for review (to be attached in final minutes).

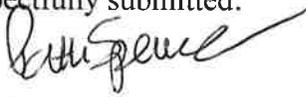
NEXT MEETING:

September 9, 2013 at 7:00 pm at the Steele Block Building conference room.

ADJOURNMENT

The meeting was adjourned at 9:15 pm.

Respectfully submitted:



Patti Spence
Secretary

*These minutes were approved on September 23, 2013.

09/12/13	Planning Commission Public Hearing	
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