

**WATERBURY PLANNING COMMISSION**  
**APPROVED MINUTES**  
**Monday, April 27, 2015**

Planning Commission Members present: Becca Washburn, Chair, Ken Belliveau, Jeff Kampion, Mary Koen

Staff present: Steve Lotspeich, Community Planner;

Public: Kathryn Grace, Matt Mientka, Don Schneider, Jane Brown, Mark Frier

The meeting was opened by Becca Washburn at 07:07 pm

**AGENDA REVIEW**

Discussion of Community Resilience Organizations was added to the report on the Floodplain Management Working Group under Other Business.

**COMMENTS FROM THE GENERAL PUBLIC**

Kathi Grace said that she talked to a Select Board member and discussed various options for moving forward with the draft amendments to the Flood Hazard Area Regulations. Ken Belliveau clarified that the Planning Commission is a recommending body and it is the elected officials that make the decision regarding adoption of the amendments and the final language of the regulations.

**ELECTION OF CHAIR AND VICE-CHAIR OF THE PLANNING COMMISSION**

The election of the Chair and Vice-chair of the Planning Commission was delayed until later on during this meeting or the next Planning Commission meeting when there will be more time to discuss the item.

**STATUS REPORT ON DRAFT #2 OF THE PROPOSED AMENDMENTS TO THE FLOOD HAZARD AREA REGULATIONS**

Steve Lotspeich gave an overview of the meeting with the Select Board and Trustees on April 20<sup>th</sup> when Draft #2 that the Planning Commission approved, was presented to and discussed with the Select Board and Trustees. There was a discussion of the various options for moving forward with the draft amendments. The Select Board and Trustees can warn a public hearing on Draft #2 as presented, or send the draft back to the Planning Commission for re-consideration. If a public hearing is warned by the elected officials on Draft #2 then any new zoning permits would have to be reviewed under the amendments for a period of 150 days after the warning comes out in the newspaper, or until new "permanent" Flood Hazard Area Regulations are adopted by the elected officials.

If the amendments are sent back to the Planning Commission for reconsideration, the municipality would revert back to the Flood Hazard Area Regulations that were in effect just prior to the Interim Flood Hazard Area Regulations that were initially adopted on May 21, 2012.

The recently completed Milone and MacBroom study of the economic benefits and impacts of floodplain regulation was discussed. The Select Board members present said that they would like to have Roy Schiff from Milone and MacBroom make a presentation on his study at the next joint meeting of the Select Board and Trustees. That would help educate the elected officials regarding the floodplain mapping and economic information that the Planning Commission has

been working on incorporating into the draft amendments. Steve Lotspeich agreed to contact Roy S. to see if he is available on May 4<sup>th</sup> to make a presentation.

Jeff Kampion said that he can attend the joint meeting on Monday, May 4<sup>th</sup> and Steve will contact Judi Kamien to see if she is able to attend as well. The other three Planning Commission members said that they have other commitments on May 4<sup>th</sup> and will not be able to attend.

#### **DISCUSS DEVELOPING A PLANNING COMMISSION WORK PLAN**

The Planning Commission discussed several possible projects to be part of a Work Plan for the next one to two years. One possible project is to consider developing Form Based Code regulations for a portion of Waterbury. Form Based Code typically deals with the volume and placement of buildings rather than the allowed uses. Uses may be taken into consideration but the design of the buildings and their relationship to the streetscape is usually the main concern. Form Based Code is best suited to urban, village and primarily commercial areas but can adapt to more rural and residential areas as well. The City of Newport, Vermont has adopted Form Based Code and it may be possible to have someone from Newport do a presentation to the Planning Commission on their regulations and experience implementing them.

The comprehensive re-write of the Zoning Regulations was discussed. This will take a considerable amount of time and may involve hiring a consultant to assist with the project. The comprehensive re-write is a priority that was identified in the survey for the Municipal Plan and should also be a priority in the Work Plan.

Developing siting criteria for renewable energy generation projects was also identified in the Municipal Plan and should also be considered as part of the Work Plan.

The Select Board and Trustees have discussed the possibility of extending the municipal wastewater service area up Route 100 in conjunction with the upcoming reconstruction of the roadway. The option of extending wastewater service to Waterbury Center village to support the further development of that village was discussed. The concern about avoiding strip development along Route 100 was also raised.

It was agreed that any major extension of the wastewater system should be done in conjunction with a growth center study that would guide where higher density areas would be served by future extensions of the wastewater system. One option is to apply for a Municipal Planning Grant from the state Dept. of Housing and Community Development in September to fund a growth centers study. The possibility of doing the growth centers study in conjunction with or prior to the comprehensive re-write of the Zoning Regulations was also discussed in case certain areas are re-zoned for higher density.

A general discussion followed about the current mapping for Waterbury's two growth centers on the Future Land Use Map in the Municipal Plan. The Planning Commission members would like to have a future discussion about the growth centers, the zoning districts, allowed land uses, to become better educated regarding these issues. The Central Vermont Regional Planning Commission did a build out analysis for Waterbury six to eight years ago and there is interest in getting copies of that study to review. This is envisioned as part of the preparation for the comprehensive re-write of the Zoning Regulations. This general topic should be on the agenda for the next Planning Commission meeting and should also include a review of the goals and objectives in the Land Use Chapter of the Municipal Plan.

The Planning Commission would also like to provide input into the design for the Vermont Agency of Transportation’s re-construction of Route 100 that is scheduled to take place in 2016 or 2017.

**OTHER BUSINESS**

The Future Land Use Element and Map in the draft amendments to the 2008 Central Vermont Regional Plan was discussed. Steve L. circulated the future land use map and explained that it reflects the locally designated growth centers in Waterbury. Steve will e-mail the Planning Commission the text for the proposed amendments to this chapter and the future land use map for review. The chapter will be reviewed at the upcoming meeting of the Central Vermont Regional Planning Commission on Tuesday, May 12<sup>th</sup>.

Steve L. described the Community Resiliency Organizations (CRO) project that is being organized by a planner named Peg Elmer. This a flood/disaster resiliency project that currently involves about seven to eight municipalities statewide. The project is focused on building “social capital” including community building events to help bring cohesion to communities and help them to be better prepared to face disasters and recover, when they occur. Waterbury has a CRO team going to a retreat on May 17<sup>th</sup> and 18<sup>th</sup> at the Basin Harbor Club and would like to get one more representative to attend to represent the Select Board. Natalie Howell-Sherman is representing the Village Trustees along with Rebecca Ellis and Steve L.

**ZONING ADMINISTRATORS REPORT - MARCH 10, 2015 - APRIL 27, 2015**

Steve L. circulated a Zoning Administrator’s report from Ryan Morrison.

**TOWN ZONING PERMITS**

Permit #	Applicant/Owner	Location/Project	Action
09-15T	Hanna, Josh & Akerley Theresa	Evergreen Woods Lot 6 (single family dwelling)	Approved
10-15T	Thompson, Alan & Boreanaz Melissa	224 Michigan Avenue (garage)	Approved
11-15T	Metayer, Joseph & Wendy	989 Guptil Road (garage)	Approved
12-15T	Emmons, Conrad & Lucille	108 Deer Haven Lane (addition to house)	Pending
13-15T	Keurig Green Mountain	228 Suss Drive (commerical addition)	Pending
14-15T	Adams, Jason	2026 Blush Hill Road (addition to house)	Pending
15-15T	Guyette, Henrietta Rev Trust	1889 Guptil Road (dormer addition)	Approved
16-15T	Shepeluk, William & Ingrid	743 Ripley Road (garage)	Pending
17-15T	JTJ, LLC	1901 US Rt 2 (expanded use)	Pending
18-15T	Baker, Joel	Sharkyville Road (single family dwelling)	Approved
19-15T	2069 Blush Hill Trust	2069 Blush Hill Road (subdivision)	Approved
20-15T	Ambler, Ian & Stacey	3384 Perry Hill Road (move barn & addition to house)	Approved
21-15T	Farr, Barbara	160 Appletree Lane (addition to house)	Approved
22-15T	Russell Jr., Richard	924 Loomis Hill (barn)	Approved
23-15T	Lovelette, Lisa	8 West Harvey Farm Road (expand deck/enclose)	Approved
24-15T	Hardie, Benjamin	US Route 2 (single family dwelling)	Pending
25-15T	Winter Woods LLC	Guptil Road (sign)	Approved

26-15T	Malone Properties LLC, US Route 2 Projects	US Route 2 (Commercial building)	Pending
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**VILLAGE ZONING PERMITS**

Permit #	Applicant/Owner	Location/Project	Action
04-15V	Steiner, Paul	21 Stowe Street (sign)	Approved
05-15V	Quinland, Properties LLC	38 No Main Street (sign)	Approved
06-15V	DeSanto, Daniel & Cedeno Dorienne	115 Stowe Street (garage & addition)	Pending
07-15V	Householder Family Trust	12 Adams Court (addition)	Pending
08-15V	Thatcher Hill LLC	1017 Waterbury-Stowe Road (sign)	Approved
09-15V	Tuscany, Alec & Jane	86 South Main Street (garage addition)	Approved
10-15V	75 North Main Street LLC	75 North Main Street (multi-family, commercial)	Pending

**DRB DECISIONS**

Permit #	Applicant/Owner	Location/Project	Action
04-15-T	Albert Fougel Revocable Trust	SE corner of Loomis Hill & Shaw Mansion - 2-lot subd	Approved
02-15-T	Robert Aughey	3595 Wat-Stowe Road - mini-storage facility	Approved
06-15-T	Gristmill Builders	5430 Wat-Stowe Road - light ind./commercial bldg	Approved
07-15-T	Matt Calcagni	217 Shaw Mansion Rd - setback waiver for porch	Approved

**OTHER**

Continued work for Waterbury's inclusion into the FEMA's Community Rating System  
Maintain list of recommended zoning changes ready for 2015 re-write

**REVIEW OF MINUTES**

The minutes for the Planning Commission meetings held on March 9 and 23, and April 13, 2015, were reviewed.

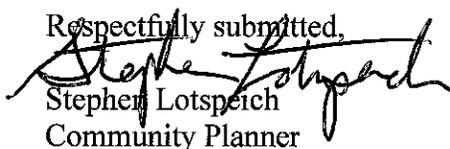
**MOTION:**

Mary Koen moved and Ken Belliveau seconded the motion to approve the minutes for the meetings held on March 9 and 23, and April 13, 2015, as amended.

**VOTE:** The motion passed unanimously.

**ADJOURNMENT**

The Planning Commission meeting was adjourned at 9:10 pm.

Respectfully submitted,  
  
 Stephen Lotspeich  
 Community Planner

These minutes were approved on \* May 13, 2015 \*