

WATERBURY PLANNING COMMISSION
Approved Meeting Minutes
Monday, February 22, 2016

Planning Commission: Rebecca Washburn, Chair, Ken Belliveau, Sarah McShane, Mary Koen

Staff: Steve Lotspeich, Community Planner; Judi Byron, Secretary

Rebecca Washburn opened the meeting at 7:04 p.m. at the new Municipal Offices at 28 N. Main St.

AGENDA REVIEW AND MODIFICATIONS

No changes were made to the agenda

COMMENTS FROM THE PUBLIC

No members of the public were present to give comment.

DISCUSSION OF PLANNING COMMISSION WORK PLAN

1. Steve Lotspeich gave an overview of the Future Development Study and Draft Project Description with Target Completion Dates, the goal being to be able to apply for a Municipal Planning Grant in the fall of 2016 to help fund a comprehensive re-write of the Zoning Regulations. Steve's idea was to structure the schedule to deal with the future growth of both of our villages separately and then at the end, view the project more holistically with an eye for the commonalities.
2. The overall consensus of the Planning Commission (PC) was that the project was ambitious and the timeline unrealistic to deal with the future growth of both of our villages. This is especially true given the Planning Commission's capacity for work load and the nature of the public's need to sift and digest the new info.
3. Becca Washburn pointed out that this schedule gives no room for any other issues that may come up. Steve explained that the schedule was set up working backward from the deadline for the Municipal Planning Grant in late September and if we want to analyze land use issues for both of our growth centers, this schedule could get us there. Becca's point was that the PC has worked really hard during the past three years dealing with drafting the amendments to the Flood Hazard Area Regulations and attempting an unreasonable work load is not necessary. Her question was could we recalibrate the timeline? Is there an interim step where we could apply for a Municipal Planning Grant? She also asked for an example of what the scope of the grant application would be.
4. Steve pointed out that this did not have to be a polished report, but could be very broad brush. We would come up with a draft land use map showing where our growth centers could expand. We would take a master planning approach with overlays using the maps in the Municipal Plan and additional mapping could be produced by the Central Vermont Regional Planning Commission. Some of the mapped data to be considered would be the opportunities of current areas served by the public water and sewer systems, suitable soils with on-site septic capacity, and various constraints such as flood plains, wetlands, etc. By comparing the mapped data we can see where there are opportunity zones for higher density future development. Steve sees this as laying the ground work and educating ourselves about the village areas and the associated land.
5. Ken Belliveau's suggestion was to start with a question for the public: what is your vision for the future and do you want to change anything? His point was to either focus on the Village of

Waterbury or Waterbury Center village and not try to do both as they are very separate in terms of population and geography. The general consensus of the PC was to look only at the Village of Waterbury in 2016. Again, Ken proposed asking a question: "What do the people want the Village of Waterbury to be, today, and in the future?" He pointed out that the Designated Downtown should be a tool that is used to achieve our goals.

6. Mary Koen asked for clarity on what was meant by a growth study for the village. "Is this the entire municipality or more specifically the concentrated downtown area?"
7. Sarah McShane will work with Steve to rewrite the draft in order to reframe the deadline and shuffle the tasks to make the game plan work.

The topic of stakeholders and partners in the future development study was discussed. The focus was on the role of Revitalizing Waterbury, Inc. (RW). The Memorandum of Agreement Between Revitalizing Waterbury and the Town of Waterbury and Village of Waterbury was circulated and discussed. Steve explained that the agreement focuses on funding for the Economic Development Professional position that is under RW. Ken asked when Bill Shepuluk could come and talk to the Planning Commission about Revitalizing Waterbury and the Economic Development Professional. There was concern about the Town paying for salary and administrative costs and not having performance measures. Steve gave a bit of history and explained the supervision was split between RW and the Municipal Manager. Becca wants to better understand how to integrate our conversations with the goals and visions of RW. Ken expressed a concern that RW has not demonstrated a desire to work in a collaborative way with the PC. Steve pointed out that there is often conflict between planning and economic goals within a community and that this is not unusual for there to be differences of opinion about topics such as regulating development in floodplain areas. Becca suggested that we get Bill scheduled to meet with the Planning Commission at a regular meeting. She would like to see the PC have a role in RW's subcommittee that oversees the work of the Economic Development Professional. Steve pointed out that he sits on the Design Subcommittee for downtown beautification. Ken sees the PC as having a broad perspective and can offer feedback to RW.

ACTING ZONING ADMINISTRATOR'S REPORT

Steve presented the Zoning Administrator's Reports dated October 20th to December 31st, 2015, and January 1, 2016 to February 22, 2016, (see Reports below) and gave an overview of the recent projects. These include the continued development in the Ridgeline, Hillside, Steep Slope Overlay District off Ripley Road. Ripley Springs, LLC and Paul Reed are two of the players developing lots for single family homes in this area.

Some interesting projects are Joel and Michelle Baker's brick house just north of Guptil Road on Route 100 that has been approved for mixed use including retail and offices. An additional project is on a parcel being purchased from Katherine Fritz that is on the corner of Gregg Hill and Route 100. This project will have two open pavilions for use as an environmental education center. This application will come before the Developmental Review Board on March 2nd. The other project Steve mentioned was the pavilion off Route 2 where the Flea Market is located, past River Road on John Farr's property. Regarding a question about the appeal of Todd Curtis' approval of Application #76-15T, it was an issue of the setback for a single-family house to a road right-away. The appeal from an adjacent property owner was upheld by the Development Review Board.

FEMA's Community Rating System was discussed. There are two separate applications, one for the Village and one for the Town, that have been submitted. Once some follow up information is submitted we should get our approval and rating by the Insurance Service Organization and FEMA.

Christine Bookmyer-Baker has been appointed as Zoning Administrator for a three year term by the Village Trustees. The Select Board will consider appointing her this coming Wednesday, February 24th.

APPROVAL OF MINUTES

The minutes for December 14, 2015, January 11, 18, 25, and February 8, 20-16 were reviewed.

MOTION:

Mary Koen moved and Sarah McShane seconded the motion to approve the Minutes of December 14, 2015.

Vote: Passed unanimously.

MOTION:

Sarah McShane moved and Mary Koen seconded the motion to approve the Minutes as amended for January 11, 18 and 25, 2016.

Vote: Passed unanimously.

MOTION:

Mary Koen moved and Sarah McShane seconded to approve the Minutes for February 8, 2016 as amended.

Vote: Passed unanimously.

STATE PERMITTING UPDATE

Joel and Michelle Baker's retail and office project on Route 100 is going through Act 250 review.

Verizon Cell Tower: Comments on wildlife were submitted to the Public Service Board in support of Select Board's opposition to the project.

Steve pointed out the panels on the wall indicating that interviews done by Robert Hoffman and Rep. Rebecca Ellis are included on four of the panels. One panel deals with the Milone and MacBroom study of the economic benefit of regulating the flood plain.

The Select Board and Trustee's public hearing on the Campus and Downtown Area Bylaw amendments will be on March 7th at 7:05 p.m. and the hearing on the amendments Flood Hazard Regulations will be at 7:25 p.m.

ADJOURNMENT

The meeting was adjourned at 9:16 p.m.

Respectfully submitted,

Judi Byron
Secretary



Zoning Administrator's Report October 20, 2015 - December 31, 2015

TOWN ZONING PERMITS

Permit #	Applicant/Owner	Location/Project	Dated Submitted	Action
65-15T	Momsen Katherine F Revocable Trust	485 Ruby Raymond Road (shed)	10/20/2015	Approved
66-15T	Gilson William & Rebecca	109 Twin Peaks Road (shed) 1800 Shaw Mansion Road	10/21/2015	Approved
67-15T	Conoscenti Dale & Shawna	(addition)	11/3/2015	Approved
68-15T	Haasper Carl	516 Ring Road (home office)	11/5/2015	Approved
69-15T	Apao, William & Miller, Carol	238 Back Pasture Lane (studio apartment)	11/9/2015	Approved
70-15T	Brown Duncan	244 Howard Ave (renovation)	11/25/2015	Approved
71-15T	Farmhouse Properties LLC	76 McNeil Road (sign)	11/25/2015	Approved
72-15T	Farmhouse Properties LLC	76 McNeil Road (sign)	12/9/2015	Approved
73-15T	McKenzie Alexander	150 Stuart Lane (Home Occupation)	12/7/2015	Approved
74-15T	Reed Paul	Lot 8 Bear Creek Lane (Modify clearing limits)	12/9/2015	Pending
75-15T	Kessler Theodore & Deborah	105 Misty Hollow Road (deck)	12/9/2015	Approved
76-15T	Curtis Todd	416 Henry Hough Road (Appeal of SFR)	11/5/2015	Pending

VILLAGE ZONING PERMITS

33-15V	Waterbury Town of	32 N Main Street (picnic shelter)	10/21/2015	Approved
34-15V	Waterbury Village of	0 River Road (shed for dog park)	11/2/2012	Approved
35-15V	Waterbury Commons LLC	Waterbury Commons Lot 5 (single dwelling)	11/3/2015	Approved
36-15V	Waterbury Town of	82 Armory Drive (storage shed)	11/4/2015	Approved
37-15V	Provencher Jay	137 S Main Street (add lighting)	11/19/2015	Approved
38-15V	Grace, Jeffrey & Jonathan	81 S Main Street (porch)	12/4/2015	Approved
39-15V	Steiner Paul F Family Trust	17 S Main Street (BLA)	12/14/2015	Approved

OTHER

Continued work for Waterbury's inclusion into the FEMA's Community Rating System
Maintain list of recommended zoning changes ready for 2016 re-write

Zoning Administrator's Report January 1, 2016 - February 22, 2016

TOWN ZONING PERMITS

Permit #	Applicant/Owner	Location/Project	Dated Submitted	Action
01-16T	Duffy Joseph	Wood Farm Road (boundary line adjustments)	1/4/2016	Permit issued
02-16T	Winter Woods LLC	Guptil Road (boundary line adjustments)	1/7/2016	Permit issued
03-16T	Ripley Springs LLC	Wood Farm Road (clear driveway, clearing)	1/11/2016	Approved by DRB
04-16T	Keaton Benjamin	1063 Maggies Way (renew permit)	1/19/2016	Permit issued
05-16T	Baker Joel & Michelle	1930 Waterbury Stowe Road (addition)	1/21/2016	Approved by DRB
06-16T	McKibben Daniel & Patricia	150 Deacons Way (addition, porch)	1/25/2016	Permit issued
07-16T	Palermo Christopher & Terri	116 Keefe Lane (boundary line adjustment)	1/28/2016	Permit issued
08-16T	Ripley Springs LLC/Liggett Steve & Joan	935 Wood Farm Road (boundary line adjustment)	1/29/2016	Permit issued
09-16T	Fritz Katherine	Off Gregg Hill Road (commercial building)	2/5/2016	Referred to DRB
10-16T	J T J, LLC	US Route 2 (pavilion)	2/5/2016	Referred to DRB
11-16T	Ryan Sean & Holly	Dundalk Road Lot 6 (single family dwelling)	2/18/2016	Referred to DRB

VILLAGE ZONING PERMITS

01-16V	Town of Waterbury	28 N. Main St.	2/4/2016	Permit issued
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OTHER

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