

WATERBURY PLANNING COMMISSION
Approved Meeting Minutes
Monday, September 26, 2016

Planning Commission: Chair: Ken Belliveau, Mary Koen

Staff: Steve Lotspeich, Community Planner; Patti Spence, Secretary

The Chair opened the meeting at 7:05 p.m. at the Municipal Center at 28 N. Main St.

AGENDA REVIEW AND MODIFICATIONS

It was requested that the meeting end by 8:45 pm.

COMMENTS FROM THE GENERAL PUBLIC

There were no members of the public attending.

DISCUSS FUTURE DEVELOPMENT STUDY FOR VILLAGE OF WATERBURY

The Commission members continued discussing the base mapping developed by the Central Vermont Regional Planning Commission including the land use / land cover, natural resources, public utilities and facilities, steep slopes, and historic districts maps, and a synthesis of these maps to be presented by staff.

Steve brought an enlargement of the zoning map, as requested. The various zoning districts areas were highlighted by different colors.

- The Downtown Design Review Overlay District was discussed relative to some of the industrial zoned parcels in the Mixed-Use Overlay Sub-district.
- Identifying potential sites to move forward with was discussed, relative to contacting property owners and doing some site walks.
- The presentation materials to be ready and prepared for the October 24th public meeting were discussed as well. It was agreed to have the base maps mounted to foam core and placed on easels for review and possible mark-up by the public to identify areas for future development.
- It was also agreed to send a letter out to property owners whose property is being looked at for higher density development to invite them to the public meeting.
- Certain limitations to development need to be addressed such as the adequacy of the existing transportation infrastructure.

Next steps:

1. Steve will draft a letter to property owners.
2. Steve will send an email to PC members to determine if the public hearing will be October 24th or November 14th.
3. The maps will be presented at the scheduled meeting with the first part of the meeting perhaps set up for attendees to have to look at and possibly mark up the maps.
4. Steve will look into the idea Sarah McShane put forth to post a map in the Town office where people could mark it up prior to the meeting date.

MUNICIPAL PLANNING GRANT

The Municipal Planning Grant to fund a comprehensive re-write of the Zoning Regulations is due October 31st. The Selectboard needs to approve the application prior to that date, at either their meeting on October 3rd or October 17th.

Steve asked Brandy Saxton if she was available to assist with development a cost estimate for the application. She is available and will review the draft scope of work that is being developed to provide the basis for the estimate.

The draft scope of work was handed out to review.

1. The Article VII, Signs was discussed. Steve pointed out that it has been a long time since the sign bylaws have been addressed and amended. Steve would like to keep included it in the scope. The PC would like to limit the review to "problematic" sections rather than updating all sections.
2. Should an examination of Article III, specifically Site Plan Review (Section 301) and Conditional Use Review (Section 303), be added? This relates to whether the threshold for Act 250 review in Waterbury is based on commercial sites one acre or more, or ten acres or more.
 - a. Ken feels we need clear direction from the Select Board and Trustees before taking up this issue.
 - b. Mary feels it is being added at the last minute and the PC should say "it was considered under the scope of this project".
 - c. Steve feels that the issue of the threshold for Act 250 review of commercial projects is going to be brought up during this process and should at least be considered.
3. Has the DRB been asked for input? Yes – The DRB is aware of this project and has provided input as issues with the Zoning Regulations have come up in the context of development reviews. Steve will add a discussion of this project to the agenda for the next DRB meeting.

Next steps:

1. Steve will present this scope of work to the Select Board to get their input and authorization to apply for the grant.
2. The application is due October 31st.
3. Steve is to modify the scope of the section on Article VIII, Signs.

OTHER BUSINESS

There was not a quorum to approve minutes.

Planner's Report

1. Verizon project - Oct. 5th and 7th there will be depositions in Burlington. The Town's attorney has submitted a group of questions for Verizon to answer, primarily regarding wildlife.
2. The Floodplain Management Working Group is participating in the river corridor mapping project being done by the Central Vermont Regional Planning Commission and

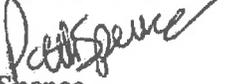
the state DEC River Management Program. Draft maps will be put forth to the PC for review once the draft is complete.

3. Regarding the Route 100 re-paving project, Steve will inform the PC members regarding any meetings regarding the improvements to the intersection of Guptil Rd. and Route 100 and the consideration of installing a traffic signal at the intersection.

ADJOURNMENT

The meeting was adjourned at 8:45 pm.

Respectfully submitted,


Patti Spence
Secretary

