

**WATERBURY PLANNING COMMISSION**  
**Unapproved Meeting Minutes**  
**Monday, December 12, 2016**

Planning Commission: Ken Belliveau, Chair; Mary Koen, Sarah McShane

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**

The agenda was changed to discuss the Energy Planning first before Sarah McShane would have to leave the meeting.

**COMMENTS FROM THE GENERAL PUBLIC**

There were no members of the public at the meeting to provide comments.

**ENERGY PLANNING STANDARDS**

Steve distributed a Central Vermont Regional Planning Commission (CVRPC) timeline for the tasks, milestones, and deadlines for addressing the energy standards in the state Act 174. This timeline includes both the preparation and approval of the required regional Energy Plan and the optional municipal Energy Component. The municipal Energy Component can either be a stand-alone local Energy Plan or it can be incorporated into the Energy Chapter in the Waterbury Municipal Plan. If Waterbury chooses to have a local Energy Component in the Municipal Plan, the deadline to have the component drafted is July 31, 2017. The Municipal Plan must be re-approved by December 9, 2017 so the timing is well coordinated

The deadline for municipalities to request technical assistance from CVRPC for drafting the Energy Component is December 19, 2016.

Steve distributed a document called “Act 174 – Frequently Asked Questions.” The Planning Commission discussed whether to request assistance from CVRPC. It was agreed that having an Energy Component incorporated in the Energy Chapter of the Municipal Plan would be very beneficial to the Town and Village.

**MOTION:**

Sarah McShane moved and Mary Koen seconded to request assistance from CVRPC to provide technical assistance in drafting an energy component that will address the energy standards.

**VOTE:** The motion was approved with a vote of 3–0.

**APPROVAL OF MINUTES**

**MOTION:**

Mary Koen moved and Sarah McShane seconded the motion to approve the Planning Commission minutes for November 28, 2016, with corrections.

VOTE: The motion was approved with a vote of 3-0

### **DISCUSSION OF FUTURE DEVELOPMENT STUDY FOR THE VILLAGE OF WATERBURY – FOLLOW UP TO PUBLIC MEETING**

Steve was able to talk on the phone with the Manager of the Country Club of Vermont. At this time they are not interested in opening up land for development.

An upcoming study of capacity at the Village Wastewater Plant and feasibility for extending the wastewater system was discussed. The Planning Commission would like to be involved in this project so it can be coordinated with the Future Development Study for the Village.

### **ZONING ADMINISTRATOR'S REPORT**

Steve distributed the Zoning Administrator's Report dated Oct 25 – Dec 12, 2016. Various development projects were discussed.

### **PLANNER'S REPORT**

Sarah requested that Steve provide a work plan and timeline for the Municipal Plan re-approval.

Mary and Ken will be attending the meeting regarding the parking study for downtown Waterbury to be held on December 14<sup>th</sup>. Steve will be attending the CVRPC workshop on addressing the energy standards in Act 174 on the same evening.

Waterbury received the Municipal Planning Grant from the State of Vermont for project to re-write certain chapters in the Zoning Regulations. This project will be discussed at the next Planning Commission meeting scheduled for January 9, 2017.

A letter from the Town of Moretown transmitting their proposed subdivision regulations was reviewed. The Town of Waterbury is an abutting municipality.

The Floodplain Management Working Group met on December 12<sup>th</sup> and discussed the following topics:

- a. The revision to the hazard mitigation plan was discussed.
- b. The elevation of the house on Healy Court has been completed.
- c. There are four homes left to possibly be elevated under the hazard mitigation grant program.

### **ADJOURNMENT**

The meeting was adjourned at 08:50 p.m.

Respectfully submitted,

Patti Spence  
Secretary

Next meeting: January 9, 2017 – Happy New Year!