

# **WATERBURY PLANNING COMMISSION**

## **Approved Minutes**

**Monday, April 24, 2017**

Planning Commission: Chair: Ken Belliveau, Sarah McShane, Mary Koen,  
Staff: Steve Lotspeich, Community Planner; Patti Spence, Secretary

Consultant: Brandy Saxton, Place Sense

The Chair opened the meeting at 7:00 p.m. at the Municipal Center at 28 N. Main Street.

### **AGENDA REVIEW AND MODIFICATIONS**

There were no changes made to the agenda.

### **COMMENTS FROM THE GENERAL PUBLIC**

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

### **RE-WRITE OF ZONING REGULATIONS**

Brandy Saxton joined the Planning Commission to kick off the Municipal Planning Grant funded project to re-write certain chapters in the Waterbury Zoning Regulations. She suggested that the first step in the process was to get Planning Commission input on the overall goals for the project.

The Planning Commission input was as follows:

1. Obtain input from the DRB and the Zoning Administrator on proposed changes.
2. Evaluate the extent of use of waivers; are there enough, too many?
3. How can the regulations be organized so a lay person can navigate them?
4. Route 100 concerns include signage and the allowance for drive-thrus.
5. One signage concern is how to effectively regulate window displays.
6. Can we include standards for private roads and driveways in the sub-division regulations or another area in the Regulations?
7. Evaluate our Use Regulation Table. Are there certain uses that can be simplified and combined?
8. Look at multi-unit housing density in specific areas.
9. Evaluate and re-write certain definitions including Light and General Industry.
10. Develop a more comprehensive and flexible set of home occupation/industry regulations and standards.

Brandy Saxton's initial recommendations were provided as a handout.

Public outreach – Survey: The overarching theme was what do we want to learn from the survey and what is the timing. Additionally it was agreed to:

1. Get specific feedback on items that we are considering for change
2. Hold the public meeting first to stimulate ideas related to specific areas that are proposed for change including: zoning districts, parking requirements (especially in the downtown area), signage (including addressing the issues raised in the Reed Vs. Town of Gilbert court case), density of multi-family housing.

3. Public outreach – the schedule for public meetings was discussed. Possibly hold a meeting for the business community in June with follow up meeting in September for the general public

Next Steps – Brandy Saxton agreed to:

1. Provide a more detailed project schedule.
2. Provide an outline of draft regulations.
3. Provide revised legal and administrative articles.

Action Items:

1. A history of waivers and variances issued by the DRB will be developed and shared by Steve Lotspeich.
2. Brandy Saxton will send Steve a copy of the format outline (example from Barre City) to forward to the Planning Commission.
3. Get Zoning Administrator, Dina Bookmyer-Baker's input prior to the May 8<sup>th</sup> Commission meeting.

### **FLOODPLAIN MANAGEMENT WORKING GROUP**

There were 65 responses to the Town Hazard Mitigation Plan survey done in conjunction with Town meeting in March. Steve shared the summary of the survey responses and will send out the draft summary document to the Planning Commission.

### **PLANNER'S REPORT**

Steve presented some new and more accurate mapping that the CVRPC has developed with the consultant Dubois and King, regarding the floodplain areas along the Winooski River and Thatcher Brook. The mapping will ultimately identify properties that are prone to flood damage.

Steve has been spreading word about the openings on the Planning Commission. Mary Koen also posted the openings on Front Porch Forum.

The hearing for the Verizon cell tower was last week. The presentation of information, especially regarding the Shutesville wildlife corridor, went well.

The \$100,000 Downtown Transportation Fund grant for the downtown wayfinding signage system that will be part of the Main St. reconstruction project, was received.

### **REVIEW AND APPROVAL OF MINUTES**

MOTION:

Sarah McShane moved and Mary Koen seconded the motion to approve the Planning Commission minutes for April 10, 2017, as amended.

VOTE: The motion passed 3-0.

**ADJOURNMENT**

The meeting was adjourned at 9:15 pm.

Respectfully submitted,



Patti Spence

Secretary