

WATERBURY PLANNING COMMISSION
Draft Minutes
Monday, October 22, 2018

Planning Commission: Ken Belliveau, Chair; Mary Koen; Martha Staskus; Eric Gross

Staff: Steve Lotspeich, Community Planner

Guest: Alyssa Johnson, Economic Development Director; Mark Metayer, Select Board member

The Chair opened the meeting at 7:06 p.m. at the Municipal Center at 28 N. Main Street

AGENDA REVIEW AND MODIFICATIONS

There were no changes.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

Alyssa Johnson said that there are members in the business community in the downtown that are expressing the need for additional promotional signage that would assist them during the reconstruction of Main St. The signage would be short term for just the construction period. Brandon is one example of where a signage program is in place during reconstruction of their main street.

APPROVAL OF MINUTES

Mary Koen moved and Eric Gross seconded the motion to approve the minutes of September 24, 2018, as amended.

Vote: Motion passed 4 – 0.

Eric Gross moved and Mary Koen seconded the motion to approve the minutes of October 15, 2018, as amended.

Vote: Motion passed 4 – 0.

**FOLLOW UP DISCUSSION OF THE SELECT BOARD PUBLIC HEARING ON
DRAFT #2 OF THE MUNICIPAL PLAN**

Mark Metayer raised the issue of the two task forces that are identified in the draft Municipal Plan that would address energy and housing. The Planning Commission has expertise in these areas from a planning perspective and can continue to provide input on forming these groups. The Planning Commission can also advise the Select Board in the formation of the groups. Ken mentioned the importance of finding people with the appropriate expertise, including people from the private sector, which can bring information and other perspectives to the groups. The energy task force would probably more of an advisory group monitoring the progress of renewable energy planning and promoting projects. The housing working group would be more of an implementation oriented group.

One of the challenges with forming task forces is that they need to have a “home” and be supported by the elected officials. These groups need to have very specific charges and a time line for delivery of recommendations.

The housing issues are important to economic development in the community, especially housing for people working at modest paying jobs. This should be integrated into our economic development program. The Planning Commission can help create opportunities for promoting “affordable” housing through the zoning re-write by allowing multi-family housing and overall higher housing density in appropriate areas, especially within our villages.

Alyssa Johnson expressed the importance of planning and promoting housing as part of our community’s economic development program. In conjunction with the town funding for Revitalizing Waterbury, there can be a request that RW be part of the housing task force. It would be best to form this group within the next several months. The Floodplain Management Working Group is a structural model that might work well for the housing task force.

It was noted that there was nothing in the Select Board commentary after the public hearing on October 15th that requested any official input from the Planning Commission or recommendations for changes or edits to the draft Municipal Plan at this point.

PLANNING COMMISSION WORK PLAN

Now that the draft Municipal Plan is heading into the final part of the public hearing process, the Planning Commission is now freed up to resume work on the draft Unified Development Regulations. Ken noted that Unified Development bylaws are enabled under state statute and combine zoning, subdivision, and sign bylaws. The Planning Commission decided to meet on November 12th since the Municipal Offices are open on Veteran Day and it is not a municipal holiday. That meeting will include an overview of the progress to date on the draft Unified Development Regulations and discussion of where to focus effort and discussion of further work and changes to the document.

OTHER BUSINESS

1. Steve passed out the Zoning Administrator’s Report for August, 2018, and it was reviewed. It was noted that a lot of accessory apartments are currently being permitted. This is way that affordable housing is being created. Some accessory apartments are being rented short-term through Air B & B. There are communities that are regulating short-term vacation rentals such as those rented through Air B & B. This issue should be discussed in conjunction with the zoning re-write.
2. Steve discussed the VLCT Zoning and Planning Forum that was held on October 17th and included a workshop he helped present on the Roles and Responsibilities of the Zoning Administrator.
3. The nomination of the expanded Waterbury Village Historic District was discussed. It will be considered by the state Historic Preservation Commission on November 15th. Steve will forward the letter that was sent to Chris Viens by the state Division for Historic Preservation regarding the nomination that has the link to the files for the nomination materials.

NEXT MEETING

November 12, 2018: Discuss the draft Unified Development Regulations and review the key topics for focused work moving forward.

ADJOURNMENT

The meeting was adjourned at 8:24 pm.

Respectfully submitted,

Steve Lotspeich, Acting Secretary

Zoning Administrator's Report August 2018

Permit #	Applicant/Owner	Location/Project	Dated Submitted	Action
039-18	179 Guptil Road LLC	179 Guptil Road (expand use and parking)	4/17/2018	DRB approved (SP-CU). Zp on hold for revised SP.
069-18	Henzel Stephen M & Lajoie Jennifer	18 Meadow Crest Lane (accessory apartment)	6/29/2018	Issued.
070-18	J. Cote	17 East Street (rebuild & enlarge porch, stoop)	7/18/2018	Refer to 8/15 DRB (WR)
071-18	Thurston, Gary & Tyler & Kelley & Kurt	9 Hollow Road (Boundary Line adjustment)	7/10/2018	Issued.
073-18	Dixon Kim	80 Keltan Heights (sign)	7/17/2018	Issued.
074-18	Bank Hill LLC	11 South Main Street (sign)	7/18/2018	Issued.
075-18	DHL Properties	4706 Waterbury Stowe Road (change of use office to residential)	7/18/2018	Incomplete.
077-18	Waringa Nick	1504 Loomis Hill Rd (deck, repairs)	7/20/2018	Issued.
078-18	Hiller Doug and Suzanne	160 Sugarhouse Road (barn)	7/25/2018	Issued.
079-18	Lyon Jeffrey P and Paula M	432 Gregg Hill Road (3 lot subdivision)	7/26/20018	Issued.
080-18	Evans Cynthia & Gregory	3079 Waterbury-Stowe Rd (replace stairs & railings)	8/2/2018	Refer to 9/5 DRB (WR)
081-18	2069 Blush Hill Road Trust	2069 Blush Hill Road (change SFD to duplex)	8/3/2018	Issued.
082-18	Kirby John C	43 Randall St (add accessory apartment & stairs)	8/3/2018	Issued.
083-18	Ben & Jerry's Homemade Inc	1281 Waterbury Stowe Road (expand existing use)	8/6/2018	Refer to 9/5 DRB (SP-CU)
084-18	Nelson Rick and Cindy	41 Palermo Lane (inground pool)	8/10/2018	Issued.
085-18	Buckingham Timothy & Decker Anne	228 Mansion Hollow Road (tent platform)	8/10/2018	Incomplete. (App revising)
086-18	Baker Joel & Michelle	Sharkeyville Road (single family dwelling)	8/13/2018	Issued.
087-18	Laundon Averill & Joan	170 Windlestrae Lane (shed)	8/14/2018	Issued.
088-18	Ashley James & Lori	2161 Waterbury-Stowe Rd (accessory apartment)	8/14/2018	In progress.
089-18	Senese David & Bonnie Paula	322 Evergreen Woods (single family dwelling)	8/22/2018	In progress.
090-18	Crossman Donald	12 East Street (shed)	8/28/2018	In progress.
091-18	Radio Vermont Inc	681 Blush Hill Road (boundary line adjustment)	8/28/2018	Incomplete.
092-18	Appletree Holdings LLC	21 North Main Street (move existing sign)	8/28/2018	In progress.
093-18	75 North Main Street LLC	75 North Main Street (sign)	8/28/2018	In progress.
094-18	Usine LLC	11 Cabin Lane (change of use and internal signs)	8/31/2018	Refer to 10/3 DRB (SP-CU)
095-18	Fuller Dan & Walk Elysa	Stagecoach Lane (adjust boundary; new dwelling and accessory dwelling)	8/31/2018	Refer to 10/3 DRB (BLA-RHS)

OTHER

Issue zoning compliance letters: 3