

# **WATERBURY PLANNING COMMISSION**

## **Draft Minutes**

**Monday, November 12, 2018**

Planning Commission: Ken Belliveau, Chair; Mary Koen

Staff: Steve Lotspeich, Community Planner

Guest: Alyssa Johnson, Economic Development Director

The Chair opened the meeting at 7:09 p.m. at the Municipal Center at 28 N. Main Street. There were only two members of the Planning Commission present however it was decided to proceed with the meeting without a quorum present.

### **AGENDA REVIEW AND MODIFICATIONS**

There were no changes.

### **ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC**

There were no announcements or comments from the general public.

### **DISCUSS THE INITIAL DRAFT OF THE UNIFIED DEVELOPMENT REGULATIONS**

The Planning Commission is going back to the initial draft of the Unified Development Regulations already prepared with the assistance of Brandy Saxton of the firm Place Sense. The timeline for moving forward with review and approval of the draft regulations was discussed. The issue of public input was also discussed. It was suggested that the Planning Commission should take time to re-work Brandy's draft before taking it back to the general public for additional comment. Once the Planning Commission has agreed on their own draft then it would be a good idea to the public for additional input.

The order of review of the draft regulations was discussed. The Planning Commission spent a lot of time on the administrative aspects included in the first two chapters and should move to the issues relating to the zoning districts and development standards as the first priority. This should be done first because those aspects will take a larger amount of time to review and revise. The members of the public will be more concerned about the mapping and development standards than the administrative aspects of the regulations as well. It was agreed to start with those aspects and deal with the administrative issues later on. Steve will re-work the time line to re-arrange it to have the discussion of the zoning districts, mapping, development standards first with teh administrative aspects to follow.

The river corridor mapping and the possible development of river corridor bylaws was discussed. This could be handled at a later time as a stand- alone set of regulations. They do need to interact with the flood hazard area regulations so there may be amendments needed to those regulations to coordinate properly with the river corridor regulations. Rebecca Pfeiffer is coming to the next Planning Commission meeting and will be able to inform and lead a discussion of the regulatory side of river corridors. Gretchen Alexander will go over the river science and mapping that would be associated with the regulations.

Alyssa Johnson mentioned that she would like to submit written comments on the draft so far on behalf of Revitalizing Waterbury and the business community that she works with as the Economic Development Director.

### **OTHER BUSINESS**

1. Finding a fifth Planning Commission member to fill the open position was discussed. Steve will ask Carla to advertise the open position.
2. Steve passed out the Zoning Administrator's Reports for August/September and October, 2018, and they were reviewed and discussed.
3. The future of Kuerig/Dr. Pepper was discussed with Alyssa. 200+ employees in Waterbury and Chittenden County have been laid off recently and it appears that the company's focus is shifting to developing facilities outside of Vermont. The long-term re-purposing of the industrial space in our community that they currently occupy was discussed.
4. Steve discussed the Northern New England Chapter of the American Planning Association (NNECAPA) conference that was held in Maine approximately two weeks ago. Sea level rise and the impacts of climate change was one of the tracks at the conference. Steve participated in this track that included a field trip to Vinalhaven Island that is in the middle of the Penobscot Bay.
5. The initiation of a housing task force was discussed at the last Select Board meeting on November 5<sup>th</sup> and they will be moving ahead in the near future with the formation of the group. Mary Koen volunteered to participate on behalf of the Planning Commission.
6. The Vermont Advisory council on Historic Preservation is meeting this Thursday, November 15<sup>th</sup> to review the nomination of the expanded Waterbury Village Historic District to be on the State and National Register of Historic Places. Steve will let the Planning Commission know what time they will discuss our nomination.

### **NEXT MEETING**

**November 26, 2018:** Meet with Gretchen Alexander and Rebecca Pfeiffer from the state Dept. of Environmental Conservation to discuss river corridor science, mapping and possible local regulation.

### **ADJOURNMENT**

The meeting was adjourned at 8:15 pm.

Respectfully submitted,

Steve Lotspeich, Acting Secretary

## Zoning Administrator's Report August-September 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).
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	DRB approved (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/completed; in progress.
077-18	Waringa Nick	1504 Loomis Hill Rd (deck, repairs)	7/20/2018	Issued.
078-18	Hillier 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)	7/26/2018	Issued.
080-18	Evans Cynthia & Gregory	3079 Waterbury-Stowe Rd (replace stairs & railings)	8/2/2018	Refer to 9/5 DRB; approved (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, cont. to 9/19; approved (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	App revised; issued.
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	Issued.
089-18	Senese David & Bonnie Paula	322 Evergreen Woods (single family dwelling)	8/22/2018	Issued.
090-18	Crossman Donald	12 East Street (shed)	8/28/2018	Issued.
091-18	Radio Vermont Inc	681 Blush Hill Road (boundary line adjustment)	8/28/2018	Issued.
092-18	Appletree Holdings LLC	21 North Main Street (move existing sign)	8/28/2018	Issued.
093-18	75 North Main Street LLC	75 North Main Street (sign)	8/28/2018	Issued.
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)
096-18	Ripley Springs LLC	Wood Farm Road (2-lot subdivision, create Lot 3)	9/4/2018	Refer to 10/3 DRB (SD-RHS).
097-18	DHL Properties	4706 Waterbury Stowe Road (sign)	9/4/2018	In progress.
098-18	Apao William & Miller Carol T	238 Back Pasture Lane (subdivision & BLA)	9/5/2018	Issued.
099-18	Waterbury Town of/EFUD	Various locations (signs for ARRTI Garden Club)	9/7/2018	Issued.
100-18	Simoes Stephen	571 Twin Peaks Road (garage)	9/11/2018	Issued.
101-18	Hackerson Blake	437 Lonesome Trail (dormers)	9/11/2018	Issued.
102-18	Edward Farrer Utility District	51 South Main Street (demolition)	9/14/2018	Refer to 10/17 DRB (DDR).
103-18	Ripley Springs LLC	Wood Farm Road (2-lot subdivision; create Lot 5)	9/17/2018	Refer to 10/17 DRB (SD-RHS).
104-18	Duffy Joseph & Judith	Wood Farm Road (2-lot SD (Lot E) & single-family dwelling)	9/17/2018	Refer to 10/17 DRB (SD-RHS).
105-18	Ndione Ann	Valley View Road (single family dwelling)	9/19/2018	In progress.
106-18	Brunell Ted	14 Lincoln Street (SFHA certificate of completion)	9/19/2018	In progress.
107-18	Maynard Robert & Cynthia	780 Kneeland Flats Rd (single family dwelling)	9/21/2018	Issued.
108-18	Quinland Properties LLC	52 North Main Street (sign)	9/24/2018	In progress.
109-18	Wallace Rosina	1903 Blush Hill Rd (single family dwelling & accessory apt)	9/26/2018	In progress.
110-18	Lapointe David	598 Perry Hill Rd (barn)	9/26/2018	In progress.

### OTHER

Issue zoning compliance letters: 5

## Zoning Administrator's Report October 2018

Permit #	Applicant/Owner	Location/Project	Dated Submitted	Action
075-18	DHL Properties	4706 Waterbury Stowe Road (change of use office to residential)	7/18/2018	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 primary & accessory dwellings)	8/31/2018	DRB approved (BLA-RHS).
096-18	Ripley Springs LLC	Wood Farm Road (2-lot subdivision, create Lot 3)	9/4/2018	DRB approved (SD-RHS).
097-18	DHL Properties	4706 Waterbury Stowe Road (sign)	9/4/2018	Issued.
102-18	Edward Farrer Utility District	51 South Main Street (demolition)	9/14/2018	Refer to 10/17 DRB (DDR)
103-18	Ripley Springs LLC	Wood Farm Road (2-lot subdivision, create Lot 5)	9/17/2018	Refer to 10/17 DRB (SD-RHS)
104-18	Duffy Joseph & Judith	Wood Farm Road (2-lot SD, create Lot E, & single-family dwelling)	9/17/2018	Refer to 10/17 DRB (SD-RHS)
105-18	Ndione Ann	Valley View Road (single family dwelling)	9/19/2018	Issued.
106-18	Brunell Ted	14 Lincoln Street (SFHA certificate of completion)	9/19/2018	In progress.
108-18	Quinland Properties LLC	52 North Main Street (sign)	9/24/2018	Issued.
109-18	Wallace Rosina	1903 Blush Hill Rd (single family dwelling & accessory apt)	9/26/2018	Issued.
110-18	Lapointe David	598 Perry Hill Rd (barn)	9/26/2018	Issued.
111-18	Soule Stephen	709 Maple Street (deck & steps)	10/1/2018	Issued.
112-18	Town of Waterbury	28 North Main St (standby power generator SFHA)	10/3/2018	Issued.
113-18	Sweeney Tracy	371 Shaw Mansion Road (accessory dwelling)	10/8/2018	Issued.
114-18	Town of Waterbury	Union & South Main (sign for railway art)	10/9/2018	Issued.
115-18	Van Sant Jeffrey & Edelstein Art	3159 Gregg Hill Road (addition in setback)	10/10/2018	Refer to 12/5 DRB (WR)
116-18	Northfeld Savings Bank	29 South Main St (sign, re-brand)	10/11/2018	In progress.
117-18	Parks Tim	1 Lincoln Street (bedroom, kitchen)	10/19/2018	In progress.
118-18	Waterbury Commons LLC	Lot 26 Waterbury Commons (single family dwelling)	10/22/2018	In progress.
119-18	Town of Waterbury	3530 Waterbury-Stowe Road (sign, interpretive exhibit)	10/24/2018	In progress.
120-18	Fisk Douglas W	103 Maggies Way (shed)	10/25/2018	In progress.
121-18	Blush Hill Country Club	141 Lonesome Trail (boundary line adjustment)	10/31/2018	In progress.

### OTHER

Issue zoning compliance letters: 2