

WATERBURY PLANNING COMMISSION

Approved Minutes

Monday, April 8, 2019

Planning Commission: Ken Belliveau, Chair; Mary Koen, Eric Gross, Katya d'Angelo

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

Alyssa Johnson, Economic Development Director; Nick Waringa, Conservation Commission member

The Chair opened the meeting at 7:10 p.m. in the Steele Room in the Municipal Center at 28 S. Main Street.

AGENDA REVIEW AND MODIFICATIONS

Steve noted there will not be a Zoning Administrator's (ZA) Report available at tonight's meeting because Dina Bookmyer-Baker just returned from vacation. The ZA Report for March will be available at the meeting on April 22nd.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

Nick Waringa announced a meeting of the Conservation Commission on May 14th at 4:30 p.m. here in the Steele Room. Steve Lotspeich will be meeting with them to discuss the project to map wildlife corridors in Waterbury and incorporating natural resource protection in the Unified Development Regulations.

April 11th – Ken is being given a Career Achievement Award by Vermont Planners Association at 4:00 p.m. at the Statehouse. The other Planning Commission members were invited to attend. The Planning Commission members extended their congratulations to Ken for getting this well-deserved honor.

April 25th at 5:00 p.m. the Central Vermont Regional Planning Commission (CVRPC) Town Plan Review committee will be holding a public hearing on the Waterbury Municipal Plan, adopted 12/3/18. This is for CVRPC review and approval of the Municipal Plan, certification of our Municipal Energy Plan, and our certification of our planning program. There was a discussion regarding why it took so long between the time that our Municipal Plan was adopted and it is being reviewed by CVRPC. Steve explained that CVRPC had other municipal plans under review this winter and was not able to schedule the review of our Plan until now. There was also discussion regarding whether Regional Planning Commission review and approval of municipal plans, to make sure that they conform to state statute, is required or not. Steve explained that his understanding of state statute is that Regional Planning Commission review of municipal plans is optional and is upon request of the municipality.

April 17th at 8:00 a.m. there is an appreciation breakfast event for Town volunteers and staff, held at St. Leo's Hall and the Planning Commission is invited to attend.

APPROVAL OF MINUTES

Eric Gross moved and Katya d'Angelo seconded the motion to approve the minutes of March 25, 2019 as amended.

Vote: Approved 4 - 0

DISCUSS INITIAL DRAFT OF THE UNIFIED DEVELOPMENT REGULATIONS

The discussion of the initial draft of the Unified Development Bylaws was continued with a focus on simplifying the allowed uses. Steve's draft of Table 1.1, Use and Dimensional Tables – Notes on Combining and Defining Uses - Draft 4-8-19, was reviewed.

Column A is what is in the initial draft of the Unified Development Bylaws. What is new on the table is the column that has been added with Steve's notes on recommended changes to combine and simplify the uses listed.

1. Recommendation – cross reference Family Childcare Home and Child Day Care. The PC wants further review of state statute for child day care to help determine what scale of child care facilities should go through site plan review.
2. Change- under current proposal - to permit family childcare home a permitted use in the downtown district and any other districts where single-family dwelling is permitted.
3. The definition and criteria for Accessory Dwellings and the related Single-family Dwellings were discussed. It was recommended to change the formula related to the maximum square foot size of the accessory dwelling in relationship to the size of the primary dwelling. It was decided to change the draft to read: "Not to exceed 1,400 square feet or not to exceed 50% of the primary dwelling, whichever is less."
4. Make accessory dwellings a permitted use in the Downtown district.

Action:

Research definition of accessory dwelling.

DRAFT INTERIM SIGN BYLAWS

The Banner Design Guideline Supplement drafted by Alyssa Johnson with Revitalizing Waterbury (RW) was discussed. It was agreed to keep the reference to "guideline supplement" in the interim bylaw text to be consistent with the title of the guidelines. Alyssa will reword the guideline supplement to incorporate the changes suggested by the Planning Commission. Then she will have the Board of RW review and approve the guidelines.

The question was asked, do the banner designs need approval by RW? RW will support businesses with design guidelines and any requested advice, but will not review and approve each banner design.

Motion:

Mary Koen moved and Eric Gross seconded the motion that the Planning Commission recommend to the Waterbury Select Board that they approve the interim sign bylaw amendments for banners as temporary signs, during the Waterbury Main Street Reconstruction period, as presented and amended.

Vote: Approved 4 - 0

OTHER BUSINESS

Steve presented the Neighborhood Development Area designation program that is available to municipalities in Vermont. This is a program of the state Agency of Commerce and Community Development. Steve met with Jake Hemmerick who oversees this program for the state and works with municipalities that apply for the designation. The designation facilitates exemptions for certain qualifying housing projects from Act 250 and reduces the fees paid for state water supply and wastewater permits. The Planning Commission decided to wait to pursue this program and put any possible application on hold due to the current work load related to the Unified Development Bylaws.

ADJOURNMENT

The meeting was adjourned at 9:10 pm.

Respectfully submitted,



Patti Spence