

# **WATERBURY PLANNING COMMISSION**

## **Approved Minutes**

**Monday, May 6, 2019**

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

Staff: Steve Lotspeich, Community Planner

Public: Linda Gilpin

The Chair opened the meeting at 7:03 p.m. in the Steele Room in the Municipal Center at 28 S. Main Street.

### **AGENDA REVIEW AND MODIFICATIONS**

There were no modifications to the agenda.

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

Linda Gilpin who lives off Perry Hill Rd. had many questions about the bylaw update.

### **APPROVAL OF MINUTES**

Eric Gross moved and Mary Koen seconded the motion to approve the minutes of April 22, 2019 as amended.

Vote: Approved 3 - 0

### **REVIEW THE GOALS AND TIME LINE FOR THE UNIFIED DEVELOPMENT BYLAWS**

Steve Lotspeich circulated a revised time line for drafting, reviewing, and adopting the Unified Development Bylaws. The Planning Commission discussed the over-arching goals of the Unified Development Bylaw re-write. The goals were identified in a Planning Commission meeting when the re-write project was initiated with the consultant, Place Sense. Steve offered to find the minutes of that meeting that includes the goals and circulate them to the Planning Commission members.

Steve identified some of the specific objectives of the zoning re-write that will implement the overarching goals including the following:

1. The zoning and subdivision bylaws should be written in plain language that is more understandable to the citizens of Waterbury and is generally more user friendly.
2. The overall number of zoning districts should be reduced. Now that the Village of Waterbury no longer exists, some of the former Village districts can be combined with those in the Town outside of the former Village.

Steve offered to create a more complete list of the specific overarching goals and objectives and circulate that list as prior to the next Planning Commission meeting on May 20th.

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

The Group Home use was discussed again. The state statute regarding Group Homes needs to be reviewed again to determine if they must be allowed in all zoning districts regardless of whether

single family dwellings are allowed or not. Alternatively, can Group Homes be allowed only in the zoning districts where single-family dwellings are allowed and disallowed in the zoning districts where single-family dwellings are not allowed. Steve will research this issue prior to the next Planning Commission meeting.

The proposed Assisted Living and Skilled Nursing Service uses were discussed. It was agreed that these uses should be located near public transit and other infrastructure such as municipal water and wastewater. It was also agreed that both of these uses should be allowed as conditional uses in all the districts where they are allowed. Concern was raised regarding locating these uses in certain areas of the proposed R-1 zoning district such as Laurel Ln. where the current access off Route 100 is very poor and includes a one-lane bridge. The uses may be appropriate in other areas of the proposed R-1 zoning district such as the area off Blush Hill Rd. to the north of Oakwood Estates. This issue should be revisited when the draft zoning maps are discussed.

The draft special use standards for the multi-family dwelling use in Section 4.2.1 were discussed again. Steve reported that he reviewed the zoning regulations for about six towns and cities and couldn't find any separate special use standards for multi-family dwelling projects. It was agreed to examine the draft special use standards again at the next Planning Commission meeting and make a decision regarding whether to include some or all of the draft standards in the proposed Unified Development Bylaws.

#### **OTHER BUSINESS:**

#### **PLANNERS REPORT**

Steve reviewed the Community Center Feasibility Study project that is underway. Responses to the Request for Proposals are due on Monday, May 20<sup>th</sup>. If any Planning Commission members are interested in participating in the Steering Committee they should let Steve know. The first task is reviewing the responses to the Request for Proposals.

Affordable housing initiatives in Waterbury were discussed. Mary inquired about the Housing Task Force that is identified in the 2018 Municipal Plan. Members of the Task Force have not been appointed yet by the Waterbury Select Board. Mary reiterated her desire to serve on that Task Force. Steve mentioned that he and Bill Shepeluk have had ongoing discussions with staff of Downstreet Housing & Community Development about planning another affordable housing project in Waterbury to add to the three that they have developed, own and manage. Planning an additional project and addressing other housing needs could form the basis of the work of the Task Force once it is formed.

The Central Vermont Regional Planning Commission (CVRPC), Town Plan Review Committee held a public hearing on Thursday, April 25<sup>th</sup> on the review of the 2018 Municipal Plan, including the Energy Plan, and our planning process. The hearing was well attended including Ken Belliveau and Mary Koen. After the hearing was closed, the Town Plan Review Committee decided to recommend approval of the two Plans and confirmation of our planning process by the full Board of Commissioners for CVRPC. The Board of Commissioners will discuss this item at their regular meeting on Tuesday, May 14<sup>th</sup> at 6:35 p.m. at the Central Vermont Chamber offices in Berlin.

### **ZONING ADMINISTRATOR'S REPORTS**

Steve presented the two attached Zoning Administrator's Reports for March and April. Some of the projects were discussed. Steve explained that these are the Detailed Permit Reports generated by the Town's permit tracking system and the format and content cannot be edited. He and Dina Bookmyer-Baker are working on a more compete and readable report format that will be created from the permit database. They plan on having this new format worked out for the May report that will be presented at the first PC meeting in June.

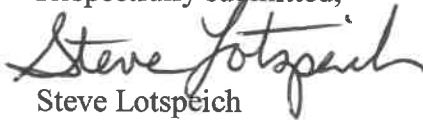
### **UPDATE ON STATE PERMITTING ACTIVITY**

T-Mobile has applied to the state Public Utility Commission for a Certificate of Public Good for the replacement/upgrade of existing telecommunication panel antennas on the roof of the Best Western Inn that is off Blush Hill Rd. These upgrades are necessary for the provision of adequate 4G service and will have minimal visual impact to the neighborhood of the Best Western.

### **ADJOURNMENT**

The meeting was adjourned at 9:08 pm.

Respectfully submitted,



Steve Lotspeich  
Community Planner

## TOWN OF WATERBURY Planning and Zoning

Detailed Permit Report *March*

Permit types included: Sign, Zoning

Approval status included: Any status

Occupancy status included: Any status

Application dates included: Between 03/01/2019 and 03/31/2019

Parcel number Land Record Book and Pages	Permit number	Owner's name Applicant's name Location	Permit type Cert. of Occ.	Decision		Fee paid Cost of project
149-0151	017-19	SANDRA HOMMEL JAMIE AND MARIA NELSON 151 SUNSET DRIVE	Zoning C.O. Pending	Granted	03/28/2019	25.00
650-1772	018-19	ALBERT E FOUHEL REVOCABLE TRUST PATRICK & KATHARINA CAHILL SHAW MANSION RD Single family dwelling	Zoning C.O. Pending	:		310.00
360-1825	019-19	SAME BERNARD WOODARD ESTATE OF 1825 GUPTIL RD 3-lot subdivision	Zoning C.O. Not required	Pending		475.00
926-0040-V	020-19	FINLUM LLC WATERBURY AREA MAKERS PLACE 30 FOUNDRY ST Change of Use - Waterbury Area Makers Place Coop	Zoning C.O. Pending	:		260.00
380-0227 Book 436 Page 169	021-19	MARC & MELISSA COVIELLO MARC & MELISSA COVIELLO GUILD HILL RD Single Family Dwelling	Zoning C.O. Pending	Granted	04/30/2019	210.00
200-1917 Book 436 Page 170	022-19	ROSINA WALLACE ROSINA WALLACE 1917 BLUSH HILL RD Single family dwelling	Zoning C.O. Pending	Granted	04/30/2019	210.00

*RHS review by DRB on 4/17.  
Approved - permit pending.*

*Route 100 Dist. review by DRB on 4/17.  
Approved - permit pending.*

*SP + Card. Use review by DRB on 5/1  
Decision? permit pending.*

## TOWN OF WATERBURY Planning and Zoning

Detailed Permit Report *April*

Permit types included: Sign, Zoning

Approval status included: Any status

Occupancy status included: Any status

Application dates included: Between 04/01/2019 and 04/30/2019

Parcel number Land Record Book and Pages	Permit number	Owner's name Applicant's name Location	Permit type Cert. of Occ.	Decision Date	Fee paid Cost of project
916-0023-V Book 436 Page 171	024-19	CHAD RICH ERIC WERNSTEDT 23 SOUTH MAIN ST Signage at Prohibition Pig	Sign C.O. Pending	Granted 04/30/2019	60.00
393-0201	027-19	GREEN MOUNTAIN SEMINARY HOUSING WATERBURY MAKERSPHERE 201 HOLLOW RD Sign	Sign C.O. Pending	<i>Pending</i>	60.00
926-0040-V	028-19	FINLUM LLC WATERBURY MAKERSPHERE 30 FOUNDRY ST	Sign C.O. Pending	:	60.00
916-0019-V	029-19	BANK HILL LLC WOOD & WOOD SIGNS 1 ELM ST Sign for the Wine Vault	Sign C.O. Pending	Pending	60.00
010-1295	023-19	KCOS HOLDINGS LLC CALEB AINSWORTH US RTE 2 Subdivision & building 2 duplexes, total of 4	Zoning C.O. Pending	:	1,175.00
230-0115	025-19	SAME EMMANUEL & MARIA AJANMA E COUNTRYSIDE RD Single family dwelling with porch and attached garage	Zoning C.O. Pending	:	410.00
372-0238 Book 436 Page 172	026-19	CAROL MILLER & WILLIAM APAO Karen Miller 246 BACK PASTURE LANE Single family dwelling with garage and barn	Zoning C.O. Pending	Granted 04/30/2019	325.00
230-0115	030-19	MILLER TRUST ERIC POULIN COUNTRYSIDE RD Single family dwelling	Zoning C.O. Pending	Pending	210.00
200-2069	031-19	SAME DEVYN LAFRANCE 2069 BLUSH HILL RD Single Family Dwelling	Zoning C.O. Pending	Pending	210.00

*See March Report**Pending Sel. Bd. approval for sign in ROW on 5/6.**Flood Hazard Review by DRB on 5/6. Decision + permit pending.**Referred to DRB for waiver review on 6/5*

**TOWN OF WATERBURY Planning and Zoning**  
**Detailed Permit Report**

<b>Parcel number and Record Book and Pages</b>	<b>Permit number</b>	<b>Owner's name Applicant's name Location</b>	<b>Permit type Cert. of Occ.</b>	<b>Decision Pending</b>	<b>Fee paid Cost of project</b>
240-0013	032-19	SAME BRUCE AND DONNA EPSTEIN 13 S PINNACLE RIDGE RD Garage	Zoning C.O. Pending	Pending	82.80
100-3952	033-19	RODERICK LAMOTHE RODERICK LAMOTHE 3952 WATERBURY-STOWE RD Build apartment above the garage	Zoning C.O. Pending	Pending	210.00
700-0380	034-19	TOWN OF WATERBURY TOWN OF WATERBURY 380 MAPLE ST Remove a shed	Zoning C.O. Pending	Pending	0.00
230-0120	035-19	JESSICA JOHNSON JESSICA JOHNSON E COUNTRYSIDE RD Single Family Dwelling	Zoning C.O. Pending	Pending	210.00