

WATERBURY PLANNING COMMISSION

Approved Minutes

Monday, June 10, 2019

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

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

Alyssa Johnson, Economic Development Director

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

AGENDA REVIEW AND MODIFICATIONS

Mary Koen requested that the Planning Commission (PC) discuss the design of additions to historic structures and Bud Wilson's email from this week regarding this topic.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were none.

REVIEW OF MINUTES

Mary Koen moved and Eric Gross seconded the motion to approve the minutes of May 20, 2019 as amended.

Vote: Approved 4 - 0

DISCUSSION ON DEVELOPMENT REVIEW FOR HISTORIC STRUCTURES

An e-mail from Bud Wilson, a member of the Development Review Board (DRB), regarding development review for additions to historic structures was reviewed. This arose out of the DRB review of a change of use for an historic structure that is individually listed on the State Register of Historic Places. The historic connected shed for the house is being replaced and the DRB had no authority over the design of the new shed wing.

The PC discussed what can be done to extend the design review standards to historic structures that are individually listed on the State and National Register of Historic Places and those in our historic districts that are not in the Designated Downtown? The only review criteria that currently address the development of historic structures outside the Designated Downtown are in the conditional use criteria and those criteria are very limited and general. Ken stated that adding this review of historic structures would require a bylaw amendment, either as interim bylaws or a regular bylaw amendment. That requires time, public hearings, and the support of the Select Board.

Steve suggested that an option for a next step would be to take the design review bylaws for the Downtown Design Review Overlay District and adapt them to apply to all the historic districts and individually listed historic structures.

Action: Steve will draft interim bylaws to address this issue for review by the Planning Commission.

DISCUSS THE INITIAL DRAFT OF THE UNIFIED DEVELOPMENT BYLAWS

The discussion continued the focus on the uses listed in Section 3.3, Use and Dimensional Tables, and where uses can be combined and simplified.

Lodging:

Short-term rental should be discussed relative to state statute. Steve commented that this use would be difficult to regulate and enforce. It was agreed to come back to a further discussion of the proposed short term rental use.

Steve suggested that the Rooming and Boarding House use is rarely used now and could be deleted from the draft.

For lodging uses, currently Waterbury uses the number of rooms for the categories of uses. A Hotel/Inn with less than nine rooms is one use and a Hotel/Inn with more than nine rooms is a different use. The proposed definitions for both Inn (not more than twelve bedrooms) and Hotel or Motel include accessory uses such as a restaurant/bar or event facility. The accessory use aspect needs further discussion. The scale of these lodging uses in terms of number of rooms needs further discussion. These uses will be discussed further at another time. An inventory of current properties in the downtown area was reviewed and discussed considering the square footage of current uses.

Commercial:

There was a discussion of whether to combine Retail Sales and Personal Service. It was decided to keep them separate but move them closer together in the table. It was agreed that if these uses are under 2,000 square feet they would be permitted uses in all zoning districts with only site plan review required. Breaking out hair salons as a separate use from Personal Service was discussed since hair salons typically require a larger water and sewer allocation than other services. In some cases the service use is accessory to the primary use, which might be retail, and needs further discussion.

The Repair Service use was discussed. Outdoor storage was discussed relative to the Rental and Sales, and the Repair Service uses. The review process needs to assure that there is sufficient space on the property with adequate screening. This aspect should be part of special use criteria.

It was agreed to change Financial Establishment to Bank/Credit Union. It was also suggested that this use could be combined with Office, Professional, Business or Administrative Service. The drawback of combining the uses is that banks and credit unions often have drive-thru service that may trigger the requirement for the use to be a conditional use in a given zoning district.

Conclusions:

- Convenience Store and Food and Beverage Store should be combined with Retail Sales.
- Repair Service stays separate. It should be specific to auto and equipment repair service.
- Keep Open Market or Auction House separate.
- Combine Lawn, Garden and Farm Supply Sales, and the Lumberyard and Building Supply Sales.

- Combine Sales Lot, and Rental and Leasing, and add some outdoor storage criteria in the special use criteria.
- Include Car Wash under the same Use as Fueling Station.

These changes will be incorporated in the tracking changes version of the draft in the Google Docs file.

The scale was discussed and needs further discussion.

Next meeting: The discussion of the uses in Section 3.3 will be continued.

OTHER BUSINESS:

1. Steve distributed Zoning Administrator's Report for May, 2019 and it was discussed.
2. Steve and Mary are meeting with the two members of the Montpelier Housing Task Force on June 19th and will report back on their discussion.
3. The second Central Vermont Regional Planning Commission (CVRPC) public hearing on the Waterbury Energy Plan is this Thursday, June 13th at 5:00pm. A second public hearing was required because CVRPC overlooked warning the first public hearing on our Energy Plan on the CVRPC website as required in state statute.
4. The Vermont League of Cities and Towns, Planning and Zoning Forum is being held on June 18th and Steve and Eric will be attending.

ADJOURNMENT

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,



Patti Spence, Secretary

ZA Report May 2019

Permit #	Appn-date	Project location	Owner / Applicant	ZA	DRB	DRB date	zp	Project description
010-19	2/12/19	510 RING RD	MARTHA STASKUS	R	G	5/15/19	P	Carriage barn with attached apartment, minor Ridgeline. (RHS)
020-19	3/19/19	30 FOUNDRY ST	FINLUM LLC / WATERBURY AREA MAKERS PLACE COOP	R	G	5/1/19	P	Change of Use - Waterbury Area Makers Place Coop (SP-CU)
023-19	4/2/19	US RTE 2	KCOS HOLDINGS LLC / CALEB AINSWORTH	R	P	5/1/19	P	Subdivision & building 2 duplexes, total of 4 residences.
025-19	4/2/19	Lot 40 E COUNTRYSIDE RD	EMMANUEL & MARIA AJANMA	G	—	—	P	Single family dwelling with porch and attached garage
026-19	4/4/19	246 BACK PASTURE LANE	CAROL MILLER & WILLIAM APAO / Karen Miller	G	—	—	G	Single family dwelling with garage and barn
027-19	4/5/19	201 HOLLOW RD	GREEN MOUNTAIN SEMINARY HOUSING / WATERBURY MAKERSPHERE	G	—	—	G	Sign
028-19	4/5/19	30 FOUNDRY ST	FINLUM LLC / WATERBURY AREA MAKERS PLACE COOP	G	—	—	P	Sign
029-19	4/8/19	1 ELM ST	BANK HILL LLC / WOOD & WOOD SIGNS	P	—	—	P	Sign for the Wine Vault (projecting sign requires Selectboard approval).
030-19	4/10/19	Lot 41 E. COUNTRYSIDE RD	ERIC POULIN	R	P	6/19/19	P	Single family dwelling in the setback. (WR)
031-19	4/12/19	2069 BLUSH HILL RD	DEVYN LAFRANCE	G	—	—	P	Single Family Dwelling
032-19	4/15/19	13 S PINNACLE RIDGE RD	BRUCE AND DONNA EPSTEIN	P	—	—	P	Garage. (5/14 Applicant revised.)
033-19	4/18/19	3952 WATERBURY-STOWE RD	RODERICK LAMOTHE	G	—	—	G	Build apartment above the garage
034-19	4/26/19	380 MAPLE ST	TOWN OF WATERBURY	P	—	—	P	Remove a shed
035-19	4/26/19	Lot 42 E COUNTRYSIDE RD	JESSICA JOHNSON	P	—	—	P	Single Family Dwelling. (Applicant revising, 5/29, 6/5.)
036-19	5/3/19	109 TWIN PEAKS RD	REBECCA GILSON	P	—	—	P	Home Occupation
037-19	5/6/19	284 RUBY RAYMOND RD	JAMES E MEGRATH	R	P	6/5/19	P	Garage in the setback. (WR)
038-19	5/6/19	3079 WATERBURY-STOWE RD	GREG & JANE EVANS	R	P	6/5/19	P	Garage with 2nd-floor accessory apartment and deck, in setback, and multi-family. (SP-CU)
039-19	5/8/19	75 APPLE BLOSSOM DR	LOREN & MARK MONTGOMERY / ANDREW VOLANSKY	G	—	—	G	Interior renovations, addition, deck
040-19	5/8/19	3579 WATERBURY-STOWE RD	GRACE INVESTMENT PROPERTIES	R	P	7/10/19	P	Building with eight condominium townhouse dwellings. (SP-CU)
041-19	5/10/19	318 EVERGREEN WOODS	DORCAS HANNA / DAN SWEENEY	P	—	—	P	Single family dwelling, garage
042-19	5/13/19	0 MIDDLESEX NOTCH RD	JOEL AND MICHELLE BAKER / PETER A J FLINT AND GILILAN SKOVRON	P	—	—	P	Boundary line adjustment
043-19	5/14/19	380 MAPLE ST	TOWN OF WATERBURY	P	—	—	P	Signage
044-19	5/14/19	480 BLACK BEAR HOLLOW	BETH GILPIN	P	—	—	P	Home office
045-19	5/16/19	327 GREGG HILL RD	MICHAEL MACLEOD	P	—	—	P	Small barn (3 horses).
046-19	5/20/19	143 SOUTH MAIN ST	PHYLLIS SIMON	P	—	—	P	Remodel second floor to to become one apartment

ZA Report May 2019

Permit #	Appn-date	Project location	Owner / Applicant	ZA	DRB	DRB date	zp	Project description
047-19	5/20/19	28 THURSTON LANE	ROBERT & LONI BOEHME	R	P	6/19/19	P	Addition to living room in the setback. (WR)
048-19	5/20/19	WOOD FARM RD & STAGECOACH LN	RIPLEY SPRINGS / DAVID LACHTRUPP	R	P	7/10/19	P	4 lot SD/3 building lots PUD, minor-RHS (PUD-RHS)
049-19	5/20/19	0 SWEET RD	CHARLES PELKEY	R	P	6/19/19	P	Single family dwelling in the minor-Ridgeline. (RHS)
050-19	5/20/19	846 MAPLE ST	THOMAS & MELISSA STEELE	R	P	6/19/19	P	Construction of a mound system located in the Thatcher Brook floodplain. (SFHA)
051-19	5/23/19	17 EAST STREET	JANET COTE	P	—	—	P	Shed expansion
052-19	5/24/19	3 SOUTH MAIN ST	BANK HILL LLC / DAVID NELSON	P	—	—	P	Sign for McGillicuddy's Pub (projecting sign in public ROW requires Selectboard approval).
054-19	5/30/19	289 MAGGIES WAY	ALAN DIBBELL	P	—	—	P	Patio/deck for gazebo.
053-19	5/31/19	2802 WATERBURY-STOWE RD	LJBC ASSOCIATES LLC / WOODSTOCK FARMERS MARKET	P	—	—	P	Sign for Woodstock Farmers Market (formerly Pete's Greens).
055-19	5/31/19	90 TYLER RIDGE	DAVID DI DOMENICO & SARAH DUNN	P	—	—	P	Deck, after-the-fact.
056-19	5/31/19	14 SOUTH MAIN ST	FURST MANAGEMENT VENTURES LLC	R	P	7/10/19	P	Realign existing parking lot to create more spaces. (SP)
057-19	6/3/19	1820 WATERBURY-STOWE RD	REDNECK ACRES LLC	P	—	—	P	Ground sign.
058-19	6/4/19	120 RIPLEY RD	JOHN & ANNA SCHINDLER	P	—	—	P	Shed (residential storage).
059-19	6/4/19	771 BLUSH HILL RD	DON & SHANNON LINDE / STOWEBURY CONSTRUCTION SERVICES	R	P	7/10/19	P	Remodel to expand first floor living space, add HA ramp, in the setback. (WR)
060-19	6/4/19	17 HIGH STREET	BEN WRIGHT	P	—	—	P	Deck, 10x12, for hot tub.
061-19	6/5/19	Lot 8 HOMESTEAD LANE	NORMA MARCELLINO / BUD WILSON ARCHITECT	P	—	—	P	Single family dwelling
062-19	6/5/19	641 SHAW MANSION RD	MIKE & CASSANDRA COAKLEY	P	—	—	P	Detached garage with lean-to and loft
063-19	6/5/19	289 MAGGIES WAY	ALAN DIBBELL	R	P	7/10/19	P	Remove front steps, build front porch with railing, steps, roof in the setback. (WR)
064-19	6/7/19	Lot 1 GUPTIL ROAD (The Knolls)	COLE SHEA	P	—	—	P	Single family dwelling
065-19	6/10/19	11 MOODY COURT	AARON SCHULMAN	R	P	7/10/19	P	Expansion of second story on existing dwelling in setback. (WR)

Status: P-Pending; R-Referred; G-Granted; D-Denied; W-Withdrawn.

DRB Reviews: A-Appeal; CU-Conditional Use; DDR-Downtown Design Review; SFHA-Special Flood Hazard Area; RHS-Ridgeline Hillside Steep Slope; SD-Subdivision; SP-Site Plan; WR-Setback Waiver Request.