

WATERBURY PLANNING COMMISSION
Unapproved Minutes
Monday, June 24, 2019

Planning Commission: Mary Koen (Vice Chair), Eric Gross, Katya D'Angelo, 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

Steve requested an addition to the agenda that is a discussion of coordinating with the Waterbury Conservation Commission on the subject of the draft Unified Development Bylaws.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were none.

REVIEW OF MINUTES

Eric Gross moved and Martha Staskus seconded the motion to approve the minutes of June 10, 2019 as amended.

Vote: Approved 4 - 0

HOUSING TASK FORCE

Steve and Mary met with Jen Hollar and Polly Nichol of the Montpelier Housing Task Force. The organization supports housing issues in the area and oversees Montpelier's housing trust fund. The Montpelier Housing Task Force is independent from the City of Montpelier whereas Waterbury proposes having a Housing Task Force appointed by the Select Board. The City of Montpelier now budgets approximately \$60,000 annually for the Housing Trust Fund that can carry over and accumulate funds from year to year. The fund is utilized to offer housing assistance programs such as financial assistance for first time home buyers. The fund is also used for match for state a federal funding for housing projects in Montpelier.

The next step in the formation of a Waterbury Housing Task Force is to reach out and develop a list of interested individuals for this committee. Those that may be interested include Mark Frier, Tom Stevens and Allysa Johnson. Steve and Mary will draft a proposal for the membership of the Task Force to present to the Waterbury Select Board.

DISCUSSION OF THE WATERBURY CONSERVATION COMMISSION AND THE UNIFIED DEVELOPMENT BYLAWS

A Waterbury citizen, Billy Vigdor, has put together an overview of the draft Unified Development Bylaw and will be presenting it to the Conservation Commission on Wednesday, June 26. Steve is planning on attending that meeting and Planning Commission members are welcome to attend as well. After discussion it was suggested that the Conservation Commission

be invited to a future Planning Commission meeting to discuss their recommendations in concept. It was agreed to invite them to attend the Planning Commission meeting on July 22nd for a half hour discussion.

DISCUSS THE INITIAL DRAFT OF THE UNIFIED DEVELOPMENT BYLAWS

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

Commercial Uses:

The site issue of drive-thru's was discussed relative to banks and other financial institutions.

Office, Professional, business or administrative service

It was agreed to combine Financial Establishment into Office Professional Business Admintrative Services by adding (d) bank/credit union.

Veterinary Pet/Animal Service

A discussion took place on primary and accessory uses in this category. Some wording changes were made. Cross out the sentence that says "It may include grooming, boarding or other pet services as an accessory use."

Hair Salon

Keep this use in its own category.

Building Property Maintenance Service

This use was discussed and it was agreed to add landscape services to *Contractor yard or enclosed storage* and eliminate the this *Building Property Maintenance Service* use in the draft. There was a discussion regarding regulating this use based on the size or area needed for the use and if it is taking place indoors versus outdoors. There should be consideration regarding parking construction equipment or property maintenance vehicles on the property. This aspect should be considered in the special use standards for these uses.

Action: It was agreed to add smaller scale Building Property Maintenance Service to the *Home Business* use.

Action: It was agreed to add Landscape contracting to *Contractor's yard or enclosed storage*.

Restaurants

Drive-through service will continue to be prohibited for restaurants and bars. The second sentence that reads: "A restaurant will be classified...." will come out. Also reword the next sentence that starts: "A restaurant...." by removing the phrase "without drive-through service". Add the sentence from the definition of Restaurant/Bar from the current Zoning Regulations regarding drive-throughs that reads: "This shall exclude any service directly to customers in automobiles, such as drive-up or drive-through service."

Mobile Foodservice

Currently if someone wants a mobile foodservice on private property a zoning permit is required. The use requires a Town vendor permit if it is on public property such as a public park or is parked in the right-of-way for a town street or road. An inconsistency regarding vendor permits

for food trucks is that some of the ones at the Thursday Waterbury Farmer's Market that are parked on the street are allowed under the Farmer's Market approval rather than having Town vendor permits.

In some cases Mobile Foodservice is part of an event on private property and currently falls under the separate temporary use bylaw that allows these uses and events to occur no more than seven days in a three-month period.

OTHER

Action: It was agreed to add our current definition of Accessory Use in to the draft Unified Development Bylaws.

OTHER BUSINESS:

1. Steve reported on the Community Center Feasibility Study. Two Vermont firms were interviewed by the interview group (Barb Farr, Bill Shepeluk and Nick Nadeau). A recommendation for hiring one of the firms will be forthcoming at the next Select Board meeting.
2. Steve reported on the Vermont League of Cities and Town's Planning & Zoning Forum held on 6/18 that he and Eric Gross attended. The workshops were very worthwhile.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Patti Spence, Secretary