

# **WATERBURY PLANNING COMMISSION**

## **Approved Minutes**

**Monday, September 23, 2019**

Planning Commission: Ken Belliveau (Chair), Mary Koen (Vice-Chair), Martha Staskus, Katya D'Angelo

Staff: Steve Lotspeich, Community Planner; Dina Bookmyer-Baker, Zoning Administrator; Patti Martin, Secretary; Bill Shepeluk, Municipal Manager

Public: Alyssa Johnson, Economic Development Director; Joan Liggett, Resident

The Chair opened the meeting at 7:05 p.m. in the Steele Community Room in the Municipal Center located at 28 S. Main Street.

### **AGENDA REVIEW AND MODIFICATIONS**

There were no modifications made to the agenda.

### **REVIEW OF MINUTES**

Mary Koen moved and Martha Staskus seconded the motion to approve the minutes of September 9, 2019 as amended.

Vote: the motion was approved 3 – 0

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

There were no announcements or comments from the general public.

### **DISCUSS DRAFT INTERIM BYLAWS FOR A NEW HISTORIC DISTRICTS & LANDMARKS OVERLAY DISTRICT**

Steve had a conversation with Devin Colman, the State Architectural Historian, regarding the draft bylaws. Devin discussed how to include individually listed historic properties that are outside of the Town's designated historic districts in the overlay district for the draft interim regulations. If these properties are to be included they must be locally designated as historic sites and go through that review and approval process first. The Town has to follow a statutory process for this local designation that includes public input and comment so that the owners on these individually listed sites are involved.

Steve e-mailed Devin the "Interim Historic Districts & Landmarks Overlay District Bylaws for his review. He will review them within the next week and will return comments to Steve on various sections of the draft interim bylaws including Section 1603, Applicability.

Mary asked for more detailed language under the section 1609(1)A regarding windows, that would encourage and allow flexibility for the replacement of windows with more energy efficient ones. This could also be covered in more detail under Section 1605, Exemptions.

Steve was also encouraged to discuss Section 1609(2)C with Devin Colman to further explore

the relative scale of new buildings, especially tiny houses that may be proposed and should be encouraged in historic residential areas.

Mary said that she thinks that Stowe has Historic District Review bylaws in place and their language should be reviewed as a model for some sections of our draft interim bylaws, especially regarding Applicability. Mary and Steve will follow up and research the Stowe Bylaws in order to bring suggested additional language for our draft bylaws, to the next Planning Commission meeting.

#### **DISCUSS RE-NOMINATION OF THE ZONING ADMINISTRATOR**

The re-nomination of the Zoning Administrator, Dina Bookmyer-Baker, was discussed. Joan Liggett offered comment that she found Dina to be professional, knowledgeable and supportive when she sought advice on zoning issues. There was a Development Review Board review for a project on a parcel that is adjacent to the Liggetts and Joan found that Dina was very helpful in helping her understand the proposal and the review process.

At 7:45 p.m. Mary Koen moved and Katya D'Angelo seconded the motion to hold an executive session to evaluate the Zoning Administrator in advance of any motion to nominate. Bill Shepeluk and Steve Lotspeich were invited to the join executive session, followed by Dina Bookmyer-Baker.

Vote: The motion was approved 4 - 0

At 9:50 p.m. Katya D'Angelo moved and Mary Koen seconded the motion to come out of executive session.

Vote: The motion was approved 4 - 0

Martha Staskus moved and Katya D'Angelo seconded the motion to continue discussion of the re-nomination of the Zoning Administrator and consider another executive discussion to discuss the matter, at the next Planning Commission meeting on October 7<sup>th</sup>.

Vote: The motion was approved 4 - 0

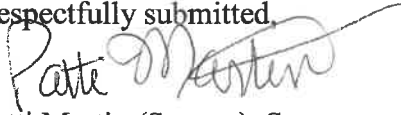
#### **OTHER BUSINESS**

1. There is a planning workshop on energy and affordable housing on Sept. 27<sup>th</sup> at the Vermont Technical College in Randolph. Steve will forward the information about the workshop to the Planning Commission members. Ken and Steve are already registered to attend.
2. It was agreed to hold the next Planning Commission meeting on Monday, October 7<sup>th</sup> at 7:00pm at a location to be determined. The agenda for the next meeting will include a continuation of the discussion of the draft Interim Bylaws and include Devin Colman's comments regarding the draft bylaws.

**ADJOURNMENT**

The meeting was adjourned at 9:55p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Patti Martin". The signature is written in dark ink and is positioned above the printed name.

Patti Martin (Spence), Secretary