

WATERBURY PLANNING COMMISSION
Unapproved Minutes
Monday, October 28, 2019

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

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

Public: Alyssa Johnson, Bud Wilson, Dave Rogers, Carla Lawrence, Beth Jones, Karen Petrovic

The Chair opened the meeting at 7:02 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 to the agenda.

REVIEW OF MINUTES

MOTION:

Mary Koen moved and Martha Staskus seconded the motion to approve the minutes of October 7, 2019 as drafted

Vote: The motion was approved 5 – 0

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were no announcements or comments from the general public.

DISCUSS RE-NOMINATION OF THE ZONING ADMINISTRATOR

Karen Petrovic, Utility Billing Clerk for the Town of Waterbury voiced her sincere support of Dina to be re-nominated for the position of Zoning Administrator.

Carla Lawrence, Town Clerk, said that Dina is thorough, detailed, follows the rules and she was at the meeting in support for Dina being re-nominated.

Dave Rogers, the Vice Chair of the Development Review Board (DRB) said that he has worked with several different Waterbury Zoning Administrators over the years and was at the meeting to support Dina who has done a fine job over the past three plus years.

Bud Wilson said that he has worked with Dina as a professional architect based here in Waterbury and as a DRB member. He voiced that he has found her to be exceptionally detailed about everything she does.

Beth Jones, Assistant Town Clerk, also voiced her support for Dina being re-nominated.

MOTION:

Mary Koen moved and Eric Gross seconded the motion for the Planning Commission to go into executive session to discuss a personnel matter.

Vote: The motion was approved 5 - 0

At 8:18 p.m. the Planning Commission returned from executive session.
The following motion was made:

MOTION:

Mary Koen moved and Eric Gross seconded the motion that Dina Bookmyer-Baker be nominated for a second three-year term as the Zoning Administrator, and to recommend that the Select Board appoint her for a second three-year term starting retroactively to March 1, 2019. A progress report will be made to the Planning Commission and Select Board on or around October 28, 2020.

Vote: The motion was approved 5 - 0

DISCUSS DRAFT INTERIM BYLAWS FOR A HISTORIC OVERLAY DISTRICT

Steve presented an updated draft of the interim bylaws incorporating changes from the October 7th meeting and reviewed the changes.

There was discussion about what needs to happen as new properties are added to the historic overlay district or change their status as historic structures. The concern is whether any change to the map of the overlay district triggers the formal bylaw amendment process. Ken Belliveau questioned the proposed language that would exempt minor changes in the mapping from the requirement to amend the zoning bylaws. If one of our historic districts is re-surveyed during the two to three year period that the interim bylaws are effective and the boundary of the district does not change, would that trigger the formal bylaw amendment process? Ken's opinion is that if the status of any building changes and the survey is updated, the bylaws should be amended. Steve Lotspeich explained that the concept behind the suggested language is to try and avoid the amendment process every time there is a minor change to an historic district but this may be problematic. The discussion of this aspect of the draft interim bylaws will be continued at the next meeting.

OTHER BUSINESS

1. A 45-day notice for a project for a 90 kW ground mounted solar panel array at the Blush Hill Meadows LLC 60-unit apartment development off Blush Hill Rd. was submitted and reviewed by the Planning Commission. A formal application to the state Public Utility Commission for a certificate of public good will follow.

ADJOURNMENT

The meeting was adjourned at 9:08 p.m.

Respectfully submitted,

Patti Martin, Secretary