

WATERBURY PLANNING COMMISSION

Approved Minutes

Monday, June 8, 2020

Planning Commission: Ken Belliveau, Chair; Mary Koen; Katya D'Angelo; Eric Gross

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

The Chair opened the meeting at 7:06 p.m. Steve Lotspeich was in the Municipal Center located at 28 S. Main Street hosting the ZOOM meeting. The Planning Commissioner's participated via ZOOM.

AGENDA REVIEW AND MODIFICATIONS

The agenda was followed as submitted.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were none.

DISCUSSION: DRAFT INTERIM TEMPORARY DINING TENT & SIGN BYLAW AMENDMENTS

The draft bylaws are dated May 28, 2020, and the scheduled Select Board Hearing on this draft is on Monday, June 15, 2020 at 7:40 p.m.

Steve summarized the proposed bylaw to allow restaurants to have outdoor tents for seating, during the COVID 19 pandemic. This is set up as a separate article with its own Purpose and Applicability sections. The Select Board is the legislative body that reviews and adopts these bylaws. Since they are draft Interim Bylaws, is not required to hold a public hearing or approve the draft prior to the Select Board public hearing and adoption process.

Currently if you have a tent up more than seven days in a three-month period a zoning permit is required. The new draft limits the timeframe when the tents can be up from April 15th to November 15th. A separate Town entertainment permit will be needed for music. There is flexibility for the location of the tents in terms of how parking might be affected. Guidance for additional banner signage is included in the draft.

Eric asked about occupancy guidelines for seating in the tent. It is not currently included in the draft. Steve will add a condition for occupancy that is based on the inside seating allowed under a prior zoning permit that also must follow State occupancy limits for the restaurant and the building's fire safety permit.

Banners were discussed including the need for them and the various locations where restaurants may want/need to display them. The members agreed to leave the banner wording as is with banners only allowed to be displayed on tents or a building on the same parcel where the restaurant is located.

Permitting for temporary structures was reviewed. In the draft language, the permit would be valid for two years or until the COVID 19 emergency declaration is lifted. With an administrative permit, a restaurant would be required to place a poster within view of the street when the permit is

issued. There is an “appeal by date” on the poster which corresponds to the 15-day period on permit. This permit process gives the Town the ability to discuss the location, to make sure it is on the same parcel as the restaurant and is not out of conformance with other regulations and permits.

The effective period for each permit was discussed. The bylaws are drafted so that the permit would expire when the State lifts the state of emergency and the restrictions for restaurant occupancy or two years, whichever comes first. The PC recommended that this be changed so that permits would expire for each calendar year such as in Fall, 2020 and a new permit issued the subsequent year such as in Spring, 2021.

It was recommended to add a clause regarding the maintenance of the tents.

APPOINT A REPRESENTATIVE FROM THE PLANNING COMMISSION TO THE ENERGY PLAN IMPLEMENTATION COMMITTEE

The formation of this committee was authorized at Town Meeting on March 3, 2020, with the committee being appointed by the Select Board.

Martha Staskus expressed interest via an email in being on the Energy Plan Committee and representing the Planning Commission.

Mary Koen moved and Katya D'Angelo seconded the motion to recommend Martha Staskus be appointed by the Select Board to represent the Planning Commission on the Energy Plan Implementation Committee.

Vote: The motion was approved 4 - 0.

REVIEW OF MINUTES

MOTION:

Katya D'Angelo moved and Eric Gross seconded the motion to approve the minutes of March 9, 2020, with amendments as discussed.

Vote: The motion was approved 4 – 0.

MOTION

Eric Gross moved and Katya D'Angelo seconded the motion to approve the minutes of April 6, 2020, with amendments as discussed.

Vote: The motion was approved 4 – 0.

OTHER BUSINESS

Discussion on future meetings including when and where they will be held and if in-person meetings will be allowed. Mary expressed concern about the amount of paperwork that is needed to review during a PC meeting and that conducting the meeting via ZOOM is not efficient or practical, especially for the work on the draft Unified Development Bylaws.

The PC agreed to a next meeting on Monday, July 13, 2020, at 7 p.m.

The Select Board is holding two public hearings on Monday, June 15th:

7:10 pm. - Community Center Feasibility Study

7:40 pm – Interim Temporary Dining Tent & Sign Bylaw Amendments

ADJOURNMENT

The meeting was adjourned at 8:28 p.m.

Respectfully submitted,


Patti Martin, Secretary