

WATERBURY PLANNING COMMISSION
Approved Minutes
Monday, November 23, 2020

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

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

Public: Alyssa Johnson, Economic Development Director; Dave Lachtrupp

The Chair opened the meeting at 7:05 p.m. The Planning Commission (PC) members, staff, and members of the public participated via Zoom.

AGENDA REVIEW AND MODIFICATIONS

The agenda was reviewed and no changes were made.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were no announcement or comments from the public.

REVIEW OF MINUTES

MOTION:

Mary Koen moved and Eric Gross seconded the motion to approve the minutes of November 9, 2020, as amended.

VOTE: The motion was approved 5 - 0.

MEETING VIA ZOOM

Currently the only option is to meet via Zoom since Bill Shepeluk, the Municipal Manager, and the Select Board have agreed that no in-person meetings are occurring at the Town offices due to the recent spike in COVID19 cases. The consensus was to try meeting exclusively via Zoom. Some of the Commission members would like to get paper copies of materials in advance of the PC meetings. Steve will make those copies available at the end of the week before the PC meeting.

Some of the PC members and Patti offered to assist others with technical help in navigating Zoom to deal with issues such as making sure that everyone can see everyone else, and to find ways to eliminate feedback and echo when it occurs.

DISCUSS THE PROPOSED UNIFIED DEVELOPMENT BYLAW

Section 3.2.1, Base Zoning Districts was discussed, starting at the beginning.

3.2.1 DOWNTOWN (DWN)

1. Mary suggested identifying the overlay districts that occur in all or some of each zoning district. For instance, all of the Downtown (DWN) zoning district is in the Downtown Design Review overlay district. Steve pointed out that some overlay districts cover only a portion of a given zoning district. For instance, only a portion of the Mixed Use zoning district is covered by the Downtown Design Review overlay district.
2. Ken suggested indicating all overlay districts that occur in a given zoning district and state: "as defined on the Base Zoning District Map."

3.2.1.A, Purpose

1. It was agreed to delete “upper floor” in reference to housing, and add the language: “This zoning district is entirely within the Downtown Design Review Overlay District. See the Base Zoning District Map.”

3.2.1.B, Permitted Uses – RESIDENTIAL & LODGING

1. Concerning the *Single-family dwelling* use, Mary wanted to make sure that this use is allowed on first floors. That change has been made.
2. On 3.3.1. the Use Chart, change the X to a P for the *Accessory dwellings, Bed-and-breakfast, Rooming and boarding house, and Short-term rental* uses.

3.2.1. B Permitted Uses - INDUSTRIAL

1. It was decided to move (17) *Light Industry*, (18) *Food or beverage manufacturing*, and (19) *Passenger transportation services*, to conditional uses.
2. *Food or beverage manufacturing*, which includes beer breweries of various scales, was discussed. It was agreed to reduce the square footage of this use from 10,000 sq. ft. to a smaller reduced scale and a square footage that will have a better fit with other uses in the Downtown zoning district. Ken suggested 5,000 sq. ft. or less. A chart was previously sent to the PC with the square footage of various building in the Downtown area. Steve will follow up by sending out that chart again and provide some other examples of various size buildings in the 2,000 to 10,000 sq. ft. range to give the PC a sense of the scale that is being discussed. This square footage conversation will be re-visited at a future PC meeting.
3. It was agreed to move (20) *Media recording or broadcasting studio*, to another category of uses such as Commercial, since this use includes offices and the broadcast studio space. WDEV Radio on Stowe St. is an example of this use. Katya expressed some reservation regarding allowing this use in the Downtown zoning district, in part because she would like to see first floor commercial spaces used for retail, and this use, as discussed includes offices.
4. It was also agreed to delete (21) *Communications antenna*, since this use is regulated by the state Dept. of Public Service and the applicants typically deem their applications to be exempt from the local zoning review and approval, that is now optional for telecommunications facilities.

General note: Short-term rentals were under lodging but not allowed in the Downtown zoning district. This has been changed as noted above. Steve pointed out that any type of residential dwelling could be a short-term rental. He suggested discussing short-term rentals separately at some point since the use would be allowed in many zoning districts and we currently don't regulate the use under zoning.

OTHER BUSINESS

1. Planner's Report
 - A State of Vermont grant related to the Emerald Ash Borer was received. These grant funds and the local match will pay to remove roadside ash trees and pay for a new tree planting in Hope Cemetery near Winooski St.
 - State permitting – a permit application has been received to expand the generating

capacity of the new ground-mounted solar project near the entrance to Blush Hill Meadows on Blush Hill Rd.

- The ACT 250 land use permit application for the Callan, 9-lot planned unit development (PUD) is currently being reviewed by the state Fish and Wildlife Department and the Central Vermont Regional Planning Commission with discussion of the Shutesville wildlife corridor, which includes a portion of the Callan project site.
2. To receive a hard copy of the agenda and other materials prior to the next PC meeting, let Steve know and he will make arrangements for those to be picked up at the Municipal Center.

NEXT MEETING

The next meeting will be held on Monday, December 14th at 7:00 p.m. via ZOOM.

ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Patti Martin

Patti Martin, Secretary