

# **WATERBURY PLANNING COMMISSION**

## **Approved Minutes**

**Monday, May 24, 2021**

Planning Commission: Mary Koen (Vice Chair); Martha Staskus; Steve Karcher; Alyssa Johnson

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

Mary Koen, Vice Chair, opened the meeting at 7:01 p.m. The Planning Commission (PC) members and staff participated via Zoom.

### **AGENDA REVIEW AND MODIFICATIONS**

The agenda was reviewed and accepted.

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

There were no members of the public attending to make comments and no announcements were made.

### **ELECT A CHAIR AND VICE-CHAIR FOR THE PLANNING COMMISSION**

Mary Koen moved and Steve Karcher seconded the motion to elect Alyssa Johnson as Chair of the Waterbury Planning Commission for one year.

VOTE: The motion was approved 3-0, with Alyssa Johnson abstaining.

Mary Koen moved and Steve Karcher seconded the motion to elect Martha Staskus as Vice Chair of the Planning Commission for one year.

Vote: The motion was approved 3-0, with Martha Staskus abstaining.

### **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION:

Mary Koen moved and Steve Karcher seconded the motion to approve the minutes of May 10, 2021, as amended.

VOTE: The motion was approved 4 - 0.

### **DISCUSS AN UPCOMING MEETING WITH CLARE ROCK, SENIOR PLANNER WITH THE CVRPC**

Steve L. has e-mailed Clare Rock and asked if she is available to meet with at the PC on June 28<sup>th</sup>, 2021. She has not confirmed the date for the consultation yet.

The items that the PC would like Clare be prepared to discuss were reviewed. Steve L. will ask Clare if she has some specific questions to ask the PC. If she is requesting an update on the implementation of the 2018 Municipal Plan, then additional time may be needed for the PC to prepare a response and the consultation with Clare may need to be postponed to allow more time for preparation. The topic of housing was discussed and the PC is interested in obtaining housing data from Clare for Waterbury and our region as a whole.

The PC discussed the formation of a Housing Task Force that is an action item identified in the 2018 Municipal Plan. That process was initiated by the PC and Steve L. reported that the COVID pandemic put the process on hold. Re-activating this process will be discussed further by the PC to include identifying additional candidates to be on the Task Force. Mary Koen and Alyssa Johnson are interested in serving on the Task Force. Ultimately the Select Board will appoint the members of the Task Force.

### **CONTINUE DISCUSSION OF NEXT STEPS AND POSSIBLE PHASING FOR THE DRAFT UNIFIED DEVELOPMENT BYLAW**

Steve L. reviewed his revised proposal for the first phase of implementing the draft Unified Development Bylaw.

The process for reviewing this first phase was discussed. Steve L. asked if the PC would like to focus on one proposed district at a time. This would include reviewing the allowed uses and dimensional requirements for each of the districts.

The following next steps were identified:

1. Move forward with the geographic boundaries that are south of I-89, north of the Winooski River, 74-76 N. Main St. on the northwest end, and the Ice Center of Washington West to the southeast end.
2. Create a draft including the description of each zoning district with the allowed uses and dimensional requirements. Create a Use Table for all the districts in this defined area and move all use definitions into a separate definitions section. Create a Dimensional Table for all these districts. Include all applicable Specific Use and Performance Standards.
3. Consider amendments to the current Downtown Design Review Overlay District including possible changes to the standards for the review of proposed demolition of historic buildings.
4. Start with the Mixed-use zoning district.
5. Steve L. and Alyssa will discuss how to proceed with developing the materials pertaining to the first phase of the draft bylaws to distribute prior to the next meeting.

### **OTHER BUSINESS**

1. Discuss resource/orientation materials distributed to the Planning Commission and website-based access for future meeting materials.
  - a. Steve L. reported that he has discussed developing a new section of the Zoning and Planning page on the municipal website where the PC and members of the public can access meeting materials without a need to print them or have them emailed in advance of each PC meeting.
  - b. The PC reiterated that materials need to be dated and clear as to what version it is, including previous markups/tracked changes.
2. Planner's Report, including report of Zoning Administrator retirement and progress.
  - a. Steve L. reported that he and Bill Shepeluk are discussing a re-organization of the Planning and Zoning Dept. that may be implemented when Dina retires. This will include new/revised positions to be reviewed by the PC, including conformance with state statute. Part of the impetus is the town's desire for a team approach in the Planning and Zoning Department. Steve reviewed the process that state statute requires for appointing Zoning Administrator (ZA's), Assistant ZA's, and Acting ZA's. The Planning Commission must nominate all of these positions and then the Select Board reviews those nominations and makes the appointments. A report on

this transition and the plan for reorganizing the department will be made at the next PC meeting.

- b. Steve L. said that he would need to have the Planning Commission go into an executive session during an upcoming meeting if they would like a report on the progress of the Zoning Administrator since her re-nomination by the PC and re-appointment by the Select Board.

#### **NEXT MEETING**

The next regular scheduled Planning Commission meeting will be held on Monday, June 14 at 7:00 p.m. This meeting will be a hybrid of in person, and remote via Zoom.

#### **ADJOURNMENT**

The Planning Commission meeting was adjourned at 09:07 p.m.

Respectfully submitted,

*Patti Martin*

Patti Martin, Secretary