

**WATERBURY PLANNING COMMISSION**  
**Approved Minutes**  
**Monday, June 14, 2021**

Planning Commission: Alyssa Johnson (Chair); Martha Staskus; Mary Koen; Eric Gross; Steve Karcher.

Staff: Steve Lotspeich (Community Planner).

Alyssa Johnson (Chair), opened the meeting at 7:02 p.m. at the Steele Community Room, 28 N. Main St. The Planning Commission (PC) members and staff participated in person and the meeting was also available via Zoom. No members of the public were in attendance.

**AGENDA REVIEW AND MODIFICATIONS**

The agenda was reviewed. Due to Martha's plans to arrive late to the meeting, the 7:45 p.m. and 8:15 p.m. items were exchanged so she could fully participate in the item to discuss the plan to re-organize the Planning and Zoning Department.

**ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC**

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

**REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION:

Steve Karcher moved and Mary Koen seconded the motion to approve the minutes of May 24, 2021, as amended.

VOTE: The motion was approved 4 - 0.

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

Clare Rock with the Central Vermont Regional Planning Commission (CVRPC) has confirmed that she will be attending the PC meeting on June 28<sup>th</sup>, 2021.

The PC would like to know more about the options for the training that CVRPC can offer and what the content would be for each option. For instance, what would the "essentials of land use planning" training look like? The PC is also interested in the credentials of the CVRPC presenter for the training. The timing of when the training would occur and whether the PC wants to dedicate time to a training session will need to be discussed in light of other priority work.

The links to housing data that Clare e-mailed was discussed and it was agreed to look at the data prior to meeting with Clare.

The following additional topics for discussion with Clare were identified:

- The PC is also interested to know about the organizational structure of CVRPC.
- It was suggested to obtain regional best practices for how planning and zoning departments are organized in the region. Clare may be able to respond soon to an e-mail request for this

information since the re-organization of Waterbury's Planning and Zoning Dept. is moving quickly.

- It would also be helpful to get information on how other municipalities are handling the phasing of implementing draft Unified Development Bylaws. CVRPC may be able to provide recommendations on how to compare new draft bylaws in one phase with the existing bylaws. This would help inform how to make that comparison as Waterbury moved forward with our zoning re-write.
- The future development study for the North Moretown and Duxbury area that was presented in Clare's e-mail was discussed. The PC is definitely interested in participating in this study since this is an important "gateway" area for Waterbury. The possible extension of Waterbury's municipal wastewater system to the North Moretown and Duxbury area is an issue that the Edward Farrar Utility District Commissioners will need to discuss. This area is already served by Waterbury's municipal water system. In the past, the Waterbury Village Trustees, and the Sewer and Water Commissioners were not interested in extending wastewater to the area.

### **DISCUSS THE DRAFT UNIFIED DEVELOPMENT BYLAW – PHASE #1**

Steve L. gave an overview of the draft Unified Development Bylaw – Phase #1. Steve L. noted that all the definitions of uses were moved to the new Section 1611.2, Definitions of Uses, and the definitions of the dimensional standards were left in Section 1606.2, Dimensional Table and also included in the new Section 1611.3, Definitions of Dimensional Standards. It was recommended that those definitions only need to be in one place.

The additional Specific Use Standards that were not included in the Interim Bylaws for the Downtown Zoning District, have been added to the Phase #1 Section 1607, Specific Use Standards. These new standards follow Section 1607.14, Event Facility/Nightclub in this new draft. Steve L. recommended that the standards in this section be alphabetized to make them easier to locate.

It was agreed to add all the language from the overall draft Unified Development Bylaw, Section 4.3.4, Parking and Loading Areas, to the draft Unified Development Bylaw – Phase #1. The exemption language for the Downtown zoning district should be included as well. It was also agreed to add the entire Section 3.4.1, draft Downtown Design Review Overlay District bylaws to the draft Unified Development Bylaw – Phase #1. The draft language for the demolition of historic buildings from the draft Historic Overlay District Bylaw Amendments, Draft #1, January 6, 2020, should be added to the draft Unified Development Bylaw – Phase #1, as well.

For the next PC meeting, it was agreed to include a discussion of the following:

- Should the current area that is zoned Industrial that is north and west of Waterbury village and 74-76 N. Main St. be included in this first phase?
- The boundaries of all the proposed zoning districts in this first phase should be reviewed and discussed.

### **DISCUSS PLAN TO RE-ORGANIZE THE PLANNING AND ZONING DEPARTMENT**

Steve L. gave an overview of the two new positions, the Planning and Zoning Director, and the Assistant Planning & Zoning Administrator. A memo from Steve L. to Bill Shepeluk, dated May 12, 2021, and the draft job descriptions for these two positions dated June 4, 2021 were reviewed. The PC provided the following comments:

- The primary roles of both of these positions needs to be clarified in the job descriptions.

- Grant writing and grant administration needs to be added to the job description for the Planning and Zoning Director. Preparation for PC meetings needs to be a priority. Preparing for Development Review Board, as a team with the Assistant Planning & Zoning Administrator, is also a priority.
- The PC strongly recommended that the Assistant Planning & Zoning Administrator be a full-time position, and be filled by a well-qualified individual.
- The Assistant Planning and Zoning Administrator needs to have specific responsibilities with the Planning and Zoning Director overseeing their work. The Assistant needs to be able to work independently with this supervision.
- The possibility of increasing the zoning permit fees may be examined as a way to help adequately fund two full-time professional positions. The total number of zoning permit applications for 2020 and the income derived should be shared with the Select Board along with presenting the re-organization plan and the job descriptions.

### **OTHER BUSINESS**

1. The Zoning Administrator's Report for May was discussed, including the status of a few of the specific projects.


### **NEXT MEETING**

The next regular scheduled Planning Commission meeting will be held on Monday, June 28 at 7:00 p.m. This meeting will be a hybrid of in-person, and remote via Zoom. This will include meeting with Clare Rock from CVRPC and continuing to review the first draft of the Unified Development Bylaw – Phase #1.

### **ADJOURNMENT**

The Planning Commission meeting was adjourned at 09:12 p.m.

Respectfully submitted,

  
Steve Lotspeich, Acting Secretary