

WATERBURY PLANNING COMMISSION
Unapproved Minutes
Monday, July 26, 2021

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

Staff: Steve Lotspeich (Planning and Zoning Director, Acting Zoning Administrator), Patti Martin, (Secretary).

Alyssa Johnson (Chair), opened the meeting at 7:03 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.

AGENDA REVIEW AND MODIFICATIONS

The agenda was reviewed and approved as drafted.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION:

Mary Koen moved and Steve Karcher seconded the motion to approve the minutes of July 12, 2021, as amended with the edits by Alyssa and Marth Staskus, including #4 under other business.

VOTE: The motion was approved 4 – 0, with 1 abstention.

The Planning Commission discussed that moving forward they will receive the minutes within five days after the meeting, typically on the Friday after the meeting. Then the members will forward their suggested changes/edits to all the other members, creating one draft with cumulative edits for the next meeting.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were none.

DISCUSS THE DRAFT UNIFIED DEVELOPMENT BYLAW – PHASE #1

The geographic area for the Downtown zoning district was discussed. The area from Batchelder Street north and east to Butler Street along North and South Main St. was discussed as an option. An alternate option was discussed that would reduce the Downtown zoning district to the south east to Park St. and return some area beyond that limit to the Mixed-Use zoning district. No consensus was reached on modification of the district. It was agreed to continue the conversation regarding the extent of the Downtown and Mixed-Use zoning districts at the next meeting.

Steve L. reported that the Central Vermont Regional Planning Commission (CVRPC) has the Geographic Information System (GIS) shape files for the draft zoning maps created by Brandy Saxton in 2018 and will create a draft map for the Unified Development Bylaw – Phase #1 by the next Planning Commission meeting on August 9th. Steve L. recommended a map showing the overall area of the Town between I-89 and the Winooski River in landscape format with an enlargement for the dense part of Waterbury village included on the same map showing the detail of that area.

The overall number of proposed zoning districts was discussed including whether to further reduce that number. It was agreed to continue that discussion as the different areas of the Phase #1 zoning

map is discussed.

UPDATES TO CURRENT ZONING REGULATIONS

Alyssa provided an overview of a proposal to create a revised draft of the current Zoning Regulations with “administrative” amendments to correct inconsistencies with the state enabling statute. There are inaccuracies such as the length of the warning time for conditional use review which are problematic in working with applicants for development review and need to be corrected. There are other needed changes such as deleting references to the Village of Waterbury. The current definition of “junkyard” needs to be updated to be consistent with state statute as well. Steve L. recommended that this be done as a separate set of bylaw amendments with the goal of having staff create a draft of the amendments by October of this year. It was agreed that the bylaw amendments should be presented as a numbered list. Steve L. said that a tracked changes version of the current Zoning Regulations showing all amendments will also need to be created.

FUTURE TRAINING SESSIONS FOR PC BY CVRPC

It was agreed that there is no urgent, imminent need for training.

OTHER BUSINESS

1. The new position for Asst. Planning & Zoning Administrator has been advertised and posted with applications coming in. There should be interviewees for the meeting on August 23rd. On August 9th the PC will formalize their list of questions for candidates. The request by the PC is to have no more than three candidates to interview.
2. Farr Solar LLC, CPG application. Status: There is a 45-day notice from AEGIS that they will be applying to the Public Utility Commission for a solar project. The notice goes to all adjoining landowners and to the regulatory agencies. It was agreed that the next step is to invite them to make a presentation. Steve will invite them to August 9th meeting.
3. Municipal updates:
 - a. The Select Board will be discussing Waterbury being a one-acre town for Act 250 permitting for commercial development projects.
 - b. The Conservation Commission gave a presentation to the Select Board with a focus on the Shutesville wildlife corridor.
 - c. CV Fiber Delegate and Alternate Delegate: Three people have applied for these two positions and will be interviewed by the Select Board at an upcoming meeting

NEXT MEETING

The next regular scheduled Planning Commission meeting will be held on Monday, August 9 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 9:20 p.m.

Respectfully submitted,

Patti Martin, Secretary