

WATERBURY PLANNING COMMISSION
SPECIAL MEETING
Unapproved Minutes
Monday, October 19, 2021

Planning Commission: Alyssa Johnson (Chair); Martha Staskus; Mary Koen; Eric Gross
Staff: Steve Lotspeich (Planning and Zoning Director, Zoning Administrator).

Alyssa Johnson (Chair), opened the meeting at 7:04 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 with modifications shifting the time for Other Planning Commission Business to 8:30 p.m. to allow time for a staffing update. In the future “Additional Municipal Updates” will be titled “Other Chair Updates”.

There was a discussion of whether to continue conducting the hybrid Planning Commission meetings with the Zoom option for attendance. It was agreed to continue this discussion at a future meeting.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were none.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The minutes for the meeting held on September 27, 2021 was reviewed

MOTION:

Eric Gross moved and Mary Koen seconded the motion to approve the minutes of September 27, 2021, as amended.

VOTE: The motion was approved 4 - 0.

DISCUSS THE DRAFT UNIFIED DEVELOPMENT BYLAW – PHASE #1

Steve L. shared the revised draft zoning map for the Draft Unified Development Bylaw – Phase #1 on the screen and paper copies of the two maps were reviewed. Additional revisions were made by staff from the Central Vermont Regional Planning Commission to incorporate the Planning Commission’s latest comments. The following additional comments were made regarding the draft maps:

1. The font size for the street names still needs to be reduced. There needs to be some logic for which streets are included and which ones are left off the map. In general, the labels for the major streets need to be included and the smaller ones such as the courts can be left off the map.
2. It was recommended to use the VTrans geographic information system (GIS) street data and labels. The parcel layer on the maps is currently defining the streets and the street line symbol needs to be added to make the streets stand out. The railroad track symbol should be added as well to make it clear where the railroad is located.

3. The legends on the maps need to be enlarged to make them more legible.

A list of questions was discussed including the following:

1. Should the Mixed-Use zoning district cross the railroad tracks in the vicinity of Demeritt Pl. and take in part of the area that is currently in the proposed Commercial-Industrial zoning district?
2. Should areas of a zoning district that have uses that would be non-conforming in that district, be changed to a zoning district where that use is conforming?

The extent of the Downtown zoning district was discussed and it was suggested to limit the boundary on the southeast end to Park Row.

The extent of the Mixed-Use zoning district on the north side of the railroad tracks was discussed. Extending the district up to Hillcrest Terrace on the southeast side of the town's Old Armory parcel was discussed. The large residential parcel at the end of Swasey Court was discussed in terms of including the parcel in the Mixed-Use zoning district instead of Residential 10 as currently mapped.

The extent of the Tourism Business zoning district was discussed. It was recommended to change the entire area on the southeast side of the Waterbury-Stowe Rd. and the roundabout to be in the Residential 10 zoning district. The area in the vicinity of Crossroads Beverage and the Post Office would remain in the Tourism Business zoning district.

For the next Planning Commission meeting it was agreed to vote on working boundaries for the Downtown, Mixed-Use, and Tourism Business zoning districts within the Phase #1 area. It was also agreed to review and compare the allowed uses for the Downtown and Mixed-Use zoning districts, and if time allows, the Tourism Business and Industrial zoning districts

OTHER PLANNING COMMISSION BUSINESS

1. Steve L. gave a Planning and Zoning Director's Report. He provided a staffing update and said that Cam MacCormack resigned from the position of the Asst. Planning and Zoning Administrator and has taken a different job in his trained field of electrical engineering. Steve L. reported that he will be meeting with Alyssa, Bill Shepeluk, and Mark Frier to discuss how to move forward with the Asst. Planning and Zoning Administrator position. The following comments on the position were provided by Planning Commission members: The opportunity for the successful candidate to grow in the position should be encouraged. That person could then possibly move into the Planning and Zoning Director's position when Steve L. plans on retiring in March, 2023. It was suggested that the Town should advertise that it will provide training opportunities to the successful candidate such as paying for college credit classes. It was recommended to give candidates the opportunity to propose a desired salary range and leave the range flexible in order to attract qualified candidates.
2. The 60-day notice that was received for the Verizon Wireless cell tower off Gregg Hill Rd. was discussed. This notice is for an application that will be submitted to the state Public Utility Commission for a Certificate of Public Good. The Planning Commission's option for commenting on the 60-day notice and ultimately on the full application, as an automatic statutory party, was discussed.
3. The issue of the one-acre threshold for jurisdiction for Act 250 applications for commercial and industrial projects was discussed. The Select Board would like to have a joint meeting

with the Planning Commission to discuss this issue. Alyssa will discuss this possibility with Mark Frier when they meet with Steve L. and Bill Shepeluk. The recent Supreme Court case that might affect this jurisdictional issue was discussed. Our municipal attorney has provided an opinion that the court case does not impact the validity of the Town's ordinance that has kept us at the one-acre threshold.

4. Alyssa and Steve L. reported on their attendance at the recent Northern New England Chapter of the American Planning Association conference that was held in Burlington. Both attended workshops on form based code and Alyssa also attended a workshop on creating actionable municipal plans. Alyssa would like to include more detailed discussion about the content from the conference at a future Planning commission meeting.

NEXT MEETING

The next regular scheduled Planning Commission meeting will be held on Monday, October 25th.

ADJOURNMENT

The Planning Commission meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Steve Lotspeich, Acting Secretary