

**WATERBURY PLANNING COMMISSION**  
**Unapproved Minutes**  
**Monday, October 25, 2021**

Planning Commission: Alyssa Johnson (Chair); Mary Koen; Eric Gross, Steve Karcher  
Staff: Steve Lotspeich (Planning and Zoning Director, Zoning Administrator), Patti Martin (Secretary)

Alyssa Johnson (Chair), opened the meeting at 7:00 p.m. at the Steele Community Room, 28 N. Main St. The Planning Commission (PC) members and staff participated in person and via Zoom.

Public: Mike Bard, Resident and Select Board member

**AGENDA REVIEW AND MODIFICATIONS**

The agenda was reviewed and approved with the addition of discussing the town's ordinance regarding the one-acre threshold for Act 250 jurisdiction. This was added to the first item under Other Planning Commission Business.

**ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC**

There were none.

**REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

The minutes for the meeting held on October 19, 2021 was reviewed

**MOTION:**

Mary Koen moved and Eric Gross seconded the motion to approve the minutes of October 19, 2021, as amended.

**VOTE:** The motion was approved 4 - 0.

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

The review of the draft zoning map was continued.

1. Mary pointed out that the balance with housing and commercial/industrial development needs further discussion and the need for more housing needs to be noted.
2. The proposed boundaries of the Mixed Use zoning district were discussed:
  - a. By consensus the PC agreed that the North Main Street area between the gas station at the intersection with Stowe St. and the railroad trestle would stay in the Mixed Use district, with the exception of the three parcels on the northeast end of Winooski St., that do not directly abut North Main Street. Those will be changed to Residential 10.
  - b. The large parcel at the end of Swasey Court will change from Residential 10 to Mixed Use.

- c. The town-owned parcel behind the Old Armory on Armory Ave. will change from Residential 10 to Mixed Use.
- d. The PC agreed to revisit the area of DeMerritt Place on the northeast side of the railroad tracks when discussing the Industrial Zoning District to decide if any of that area would be considered for change to the Mixed Use district.
- e. By consensus the PC agreed to keep the mixed use area north and west of the roundabout along Route 2 as currently drafted except to change the three parcels on Wallace Street that do not abut N. Main St from Mixed Use to Residential 10. And then to revisit those three parcels on Wallace Street when Residential 10 is discussed.

3. Vote on the working boundaries

**VOTE**

Mary moved and Steve Karcher seconded to approve the proposed boundaries of the Downtown and Mixed Use zoning districts, as discussed and with the changes noted in the minutes above to be subsequently updated on the map.

The motion was approved 4-0.

4. By consensus the PC agreed to prohibit Hotel or Motel use in the Mixed Use zoning district.
5. By consensus the PC agreed to the Retail Sales and Service use as proposed in the Use Table.

**OTHER PLANNING COMMISSION BUSINESS**

1. The Planning Commission is invited to attend the Select Board meeting on 11/1/21 for the agenda item to discuss the possible repeal of the ordinance regarding Act 250 jurisdiction. Steve will warn a Special
2. Report back from meeting that Alyssa and Steve L. had with Mark Frier, Select Board Chair, and Bill Shepeluk, Municipal Manager regarding the Asst. Planning and Zoning Administrator position.
  - Steve K. asked about the methods that are going to be used to search for candidates. They will be the same as before with the addition of posting the job on the Vermont Professionals of Color Network website.
  - Mary brought up the level of expertise for the candidate we are looking for – administrative vs. a planning interest or degree. It was recommended to add a Bachelor’s degree in planning or a related field to the desired qualifications.
  - It was agreed that it would be ideal to find a candidate that could train and grow into taking over Steve L’s position when he plans on retiring in the spring, 2023.
3. Planning & Zoning Director’s Report
  - The Stone Shed property at 40 Foundry St. was purchased with an interest in re-constructing the building to accommodate a possible mix of uses including offices and industrial uses such as food and beverage manufacturing.

- The Flatow property in Waterbury Center is proposed for a new office building for the Children's Literacy Foundation.
4. Update on State permitting activity – there were no updates.
  5. Other Chair updates
    - Zoning amendments for the Town of Duxbury have been warned for a Planning Commission public hearing.
    - An update to the town plan for the Town of Worcester has been warned for a Planning Commission public hearing.

**NEXT MEETING**

The next regular scheduled Planning Commission meeting will be held on Monday, November 8, 2021.

**ADJOURNMENT**

The Planning Commission meeting was adjourned at 9:05.

Respectfully submitted,

Patti Martin, Secretary