

**WATERBURY PLANNING COMMISSION**  
**Unapproved Minutes**  
**Monday, November 8, 2021**

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

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 via Zoom.

Public: Dani Kehlmann, Resident and Select Board member

**AGENDA REVIEW AND MODIFICATIONS**

No changes were made to agenda.

**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 25, 2021 was reviewed

**MOTION:**

Steve Karcher moved and Eric Gross seconded the motion to approve the minutes of October 25, 2021, as amended.

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

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

The revised draft zoning map of the enlarged area for the Unified Development Bylaw – Phase #1 was discussed. The PC members expressed that the revised map generally incorporates the changes they requested.

The review of the draft Section 1606.1, Use Table was continued with a discussion of the following proposed Commercial Uses:

1. Steve L. agreed to research options for the definition of Repair Service to include small items. The goal is to provide more opportunity for small item repair and limit large item repair to the appropriate zoning districts.
2. Fueling Station – By consensus it was agreed to prohibit this use in the Downtown (DWN) and Mixed Use (MU) zoning districts.
3. Lumberyard, building supply, lawn, garden and farm supply sales – It was agreed to prohibit this use in the DWN and MU zoning districts.
4. Open market or auction house – It was agreed to allow this use up to 4,000 sf as permitted and >4,000 sf as prohibited in both the DWN and MU zoning districts.

5. Office, professional, business or administrative service – It was agreed to allow this use up to 4,000 sf as permitted and >4,000 sf as conditional in both the DWN and MU zoning districts.
6. Veterinary, pet or animal services – It was agreed to keep this use as proposed in the Use Table.
7. Restaurant / Bar – It was agreed to keep this use as proposed in the DWN zoning district and change it to be up to 4,000 sf as permitted and >4,000 sf as prohibited in the MU zoning district.
8. Mobile Food Service – It was agreed to keep this use as proposed in the Use Table. Steve L. noted that this use may be exempt from requiring a zoning permit under the current Section 305, Temporary Use and Structures in the Zoning Regulations if it is in place for no more than seven days in a three-month period.
9. Event facility / Nightclub – It was agreed to keep this use as proposed in the DWN zoning district and change it to be up to 4,000 sf as conditional and >4,000 sf as prohibited in the MU zoning district.
10. Catering or commercial kitchen – It was agreed to keep this use as proposed in the Use Table.
11. On-farm business – It was agreed to discuss this use further once more information is obtained about the scope of the use. Steve L. will check with the State of Vermont, Agency of Agriculture, Food and Markets to find out if this use can include cannabis production. Steve L. will also send the PC the state definition of farming.

The following Industrial Uses were discussed:

1. Food or beverage manufacturing and Light industry – The appropriate scale of these uses in the DWN and MU zoning district was discussed. It was agreed to discuss these uses with Mary Koen present at the next Planning Commission meeting to get her input.
2. Wholesale trade / Storage and distribution services – The PC discussed considering allowing this use in the DWN zoning district and prohibiting the use in the MU zoning district. It was agreed to discuss this uses with Mary Koen present at the next Planning Commission meeting to get her input.
3. It was agreed to prohibit the following uses in the DWN and MU zoning district per the current draft of the Use Table: Self-storage services, Tank farm or fuel storage and distribution services, Freight transportation services, Passenger transportation facility.
4. It was agreed to allow or prohibit the following uses in the DWN and MU zoning district per the current draft of the Use Table: Commercial antenna (prohibited in both), Communications tower (prohibited in both), Information services (conditional in both), Composting services (prohibit in both), Recycling services (prohibited in both)
5. Metal fabrication shop – The PC would like to discuss whether to prohibit this use at the next meeting.

The PC will start with the consideration of the Sawmill use at the continuation of the review of proposed uses at next meeting, in addition to the uses that need to be re-visited.

### **OTHER PLANNING COMMISSION BUSINESS**

1. Update on Select Board discussion on Town ordinance re. Act 250:  
Steve K. presented the various view points of the Planning Commission members regarding the Town Ordinance Regarding Act 250 Review Designation that was discussed at the Select Board meeting held on November 1<sup>st</sup>. The Select Board decided to consider repealing this Town ordinance at their next meeting to be held on November 15<sup>th</sup>.
2. Planning & Zoning Director's Report:  
Steve L. reported that the Assistant Planning and Zoning Administrator position has been re-advertised in multiple newspapers and websites. The upper end of the hourly pay rate was increased from \$27.00 per hour to \$29.00 per hour to help attract more qualified applicants. A planning or related college degree was added to the qualifications section of the job description to help attract a wider range of applicants with more planning skills.
3. Update on State permitting activity – there were no updates.
4. Other Chair updates:  
The Town of Stowe warned a hearing on miscellaneous zoning bylaw amendments.

### **NEXT MEETING**

The next regular scheduled Planning Commission meeting will be held on Monday, November 22, 2021.

### **ADJOURNMENT**

The Planning Commission meeting was adjourned at 8:55.

Respectfully submitted,

Steve Lotspeich, Acting Secretary