

WATERBURY PLANNING COMMISSION

Approved Minutes

Monday, December 27, 2021

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

Alyssa Johnson (Chair), opened the meeting at 7:07 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: None present

AGENDA REVIEW AND MODIFICATIONS

The dates for the prior meeting minutes to be reviewed, were corrected. It was agreed to delete the first item under "Other future Planning Commission agenda items".

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were none.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The minutes for the meetings held on November 8, November 22, and December 13, 2021 were reviewed

MOTION:

Eric Gross moved and Mary Koen seconded the motion to approve the minutes of November 8, 2021, as amended.

VOTE: The motion was approved 4 - 0.

MOTION:

Martha Staskus moved and Mary Koen seconded the motion to approve the minutes of November 22, 2021, as amended.

VOTE: The motion was approved 4 - 0.

MOTION:

Martha Staskus moved and Mary Koen seconded the motion to approve the minutes of December 13, 2021, as amended.

VOTE: The motion was approved 4 - 0.

UPDATE ON ASSISTANT PLANNING AND ZONING ADMINISTRATOR SEARCH

Steve Lotspeich updated the Planning Commission on the hiring process for the Assistant Planning and Zoning Administrator. He reported that Eric Mousin declined Bill Shepeluk's job offer and decided to pursue other job opportunities with his current employer. Frustration was expressed by Planning Commission members regarding the amount of time that has been spent on the interviewing and hiring process. This has made it difficult to stay focused and make progress on

drafting the Unified Development Bylaw.

DISCUSS THE DRAFT UNIFIED DEVELOPMENT BYLAW – PHASE #1

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

1. The *Repair service* use was discussed. The appropriateness of small-scale repair service up to 4,000 sq. ft. in the proposed Mixed Use zoning district was discussed. As currently defined, this use would not be allowed at any scale in the Downtown zoning district and not allowed in the Mixed Use district. Steve L. agreed to research options for the definition of *Repair service* and draft a definition for a *Small item repair* use that could be considered for being allowed in these two zoning districts.
2. *Food or beverage manufacturing* use was discussed including the current upper limit for the Downtown zoning district of 10,000 sq. ft. The size of some existing structures in the Downtown zoning district such as 40 Foundry St. and the Stone Shed at 35 Foundry St. that are both >10,000 sq. ft. in size, was discussed. Allowing this use in the Mixed Use zoning district was discussed. The Planning Commission members were split evenly on whether to allow this use up to 4,000 sq. ft. and prohibit the use for >4,000sq. ft. in the Mixed Use zoning district. It was noted that the *Food or beverage manufacturing* use needs to be added to the Dimensional Table since it was inadvertently left out of the draft.
3. It was agreed by consensus to prohibit the *Wholesale trade / Storage and distribution services* use in the Downtown and Mixed Use zoning districts.
4. It was agreed by consensus to allow the *Light industrial* use up to 10,000 sq. ft. as a conditional use and prohibit the use for >10,000 sq. ft. in the Downtown zoning district. The Planning Commission members were split evenly on whether to allow this use up to 4,000 sq. ft. and prohibit the use for >4,000sq. ft. in the Mixed Use zoning district.
5. It was noted that there was an inaccuracy in the November 8, 2021 minutes and it was agreed by consensus that the *Passenger transportation facility* use should be allowed in both the Downtown and Mixed Use zoning districts as a conditional use.
6. It was also noted that there was an additional inaccuracy in the November 8, 2021 minutes and it was agreed by consensus that the *Commercial antenna* use should be allowed in both the Downtown and Mixed Use zoning districts as a permitted use.
7. It was agreed to re-visit the *Metal fabrication shop* use at the next Planning Commission meeting.

OTHER PLANNING COMMISSION BUSINESS

1. Planning & Zoning Director's Report:

Steve L. reported that the Development Review Board has an upcoming review for additional multi-family dwelling units proposed in an addition to the existing multi-use building at 104 S. Main St. that is in the vicinity of St. Andrews Church on the opposite side of the street. The Red Poppy Bakery will be going into the space where Garfield's

Hair Salon was located in the lower level of the Conti Building at the corner of S. Main St. and Elm St. The business specializes in cake baking and will offer baking classes on-site. The recently constructed circuit road at the Ben & Jerry's plant was discussed. The pole lights are downcast but they are so tall that there is a significant amount of light that goes off site and can be seen from a distance as viewed from the east.

2. Update on State permitting activity – there were no updates.
3. Other Chair updates – there were no updates.

NEXT MEETING

The next regular scheduled Planning Commission meeting will be held on Monday, January 10, 2022.

ADJOURNMENT

The Planning Commission meeting was adjourned at 9:08.

Respectfully submitted,


Steve Lotspeich, Acting Secretary