

# WATERBURY PLANNING COMMISSION

## Approved Minutes

Monday, February 7, 2022

Planning Commission: Alyssa Johnson (Chair); Mary Koen, Martha Staskus

Staff: Steve Lotspeich (Planning and Zoning Director, Zoning Administrator),

Alyssa Johnson (Chair), opened the meeting at 7:06 p.m. at the Steele Community Room, 28 N. Main St. The Planning Commission (PC) members and staff participated in person.

### AGENDA REVIEW AND MODIFICATIONS

The agenda was approved as drafted.

### ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were no members of the public in attendance.

### REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The minutes for the meeting held on January 24, 2022 were reviewed.

### MOTION:

Mary Koen moved and Martha Staskus seconded the motion to approve the minutes of January 24, 2022, as amended.

VOTE: The motion was approved 3 - 0.

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

The definition of the *Funeral and cremation services* use was revised to read as follows: “An establishment that prepares deceased people for burial, cremation, or natural organic reduction, or undertakes cremation and/or natural organic reduction of the remains of deceased people, and/or holds funeral services.” It was agreed to review this draft revised definition, including the name for the definition, at the Planning Commission meeting on February 28, 2022.

The draft Residential 10 (R-10) zoning district description, zoning map, and Section 1606.1, Use Table was discussed as follows:

1. The draft Purpose of the R-10 zoning district was reviewed and by consensus the following edited language was agreed on: “The Residential (R-10) zoning district provides for residential uses in areas near services and public infrastructure. It is the intent of this district to promote higher density housing in proximity to the state designated Downtown and Village Center, and locally designated growth centers.”
2. The draft zoning map of the enlarged area was discussed. By consensus it was agreed to take out the hash marks for the Designated Downtown/Design Review Overlay District. The date of the map was changed to November 8, 2021. There was general agreement on the map, pending review of a revised version that will incorporate the changes listed above.

3. Regarding the R-10 column in the Use Table, it was agreed by consensus that all the uses from *Dwelling, single family* through *Home occupation* should remain as permitted uses as drafted.
4. The *Home business* use was discussed. It was agreed that firewood processing should be listed in the Specific Use Standard for *Home business*. This Specific Use Standard will be further discussed at a future Planning Commission meeting. There was concern expressed about allowing the *Home business* use in the R-10 zoning district. Steve will research other definitions for *Home occupation* and *Home business* and will forward those definitions to the Planning Commission prior to the next discussion of both of these uses on February 28th.

### **OTHER PLANNING COMMISSION BUSINESS**

1. Steve L. reported that he will be scheduling interviews with candidates for the Asst. Planning & Zoning Administrator position at the next Planning Commission meeting on February 14<sup>th</sup>. Steve will check to make sure that Steve Karcher can attend the meeting on the 14<sup>th</sup> so there will be a quorum of the Planning Commission present.
2. Planning & Zoning Director's Report:  
Steve L. did not have any additional items to report on.
3. Update on State permitting activity: There were no updates.
4. Other Chair updates
  - Alyssa reported that the Select Board is discussing establishing a municipal charter to include the Edward Farrar Utility District (EFUD). Establishing a municipal charter will facilitate an easier process for hiring the Asst. Planning & Zoning Administrator.
  - The need for additional affordable housing projects in Waterbury was discussed. Steve L. reported that Downstreet Housing and Community Development is very interested in the possibility of developing a multi-family housing project on either the site of the former Municipal Offices at 51 S. Main St. that is owned by the EFUD, or the state property where Stanley and Wasson Halls have been demolished.

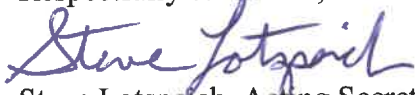
### **NEXT MEETING**

The next regular Planning Commission meeting is scheduled for Monday, February 14, 2022 when interviews of candidates for the Asst. Planning & Zoning Administrator will take place pending a quorum of the Planning Commission being present.

**ADJOURNMENT**

The Planning Commission meeting was adjourned at 9:16 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Steve Lotspeich". The signature is written in a cursive style with a large initial "S".

Steve Lotspeich, Acting Secretary