

WATERBURY PLANNING COMMISSION
Approved Minutes
Monday, April 25, 2022

Planning Commission: Alyssa Johnson (Chair); Martha Staskus, Mary Koen, Steve Karcher, Eric Gross

Staff: Steve Lotspeich (Planning and Zoning Director, Zoning Administrator), Neal Leitner (Asst. Planning & Zoning Administrator)

Public: Kati Gallagher

Alyssa Johnson (Chair), opened the meeting at 7:02 p.m. at the Steele Community Room, 28 N. Main St.

AGENDA REVIEW AND MODIFICATIONS

The following items were added to the discussion under Other Business: Report on the candidates that have applied to be members of the Planning Commission, the upcoming Bolton Town Plan public hearing, and the draft Unified Development Bylaw webpage.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

Kati Gallagher, who has interviewed to be a member of the Planning Commission, introduced herself. She is a 2½ year resident of Waterbury Center and is a professional planner. She said that she is grateful for all the work done by the Planning Commission.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The minutes for the meeting held on March 28, 2022 was reviewed.

MOTION:

Eric Gross moved and Mary Koen seconded the motion to approve the minutes of March 28, 2022, as amended.

VOTE: The motion was approved 5 - 0.

DISCUSS THE DRAFT UNIFIED DEVELOPMENT BYLAW – PHASE #1

The definition of Skilled Nursing Facility was discussed. This use was previously called Skilled Nursing Service. It was decided that this use has a better fit under the Civic and Community use category and should be moved to that category. It was agreed to incorporate the state definition of nursing home into the definition of this use. Steve L. and Martha will work on a revised definition in advance of the next Planning Commission meeting. The Planning Commission will revisit the *Skilled nursing facility* and *Assisted or supported living* uses at the next meeting, including whether these uses should be allowed in the R-10 zoning district.

The *Short-term rental* use was discussed including the Specific Use Standards from the parent draft Unified Development Bylaw. Only the first sentence of those standards was retained in the Interim Bylaws for the Downtown Zoning District. The definition of *Short-term rental* from the State Dept. of Taxes was read by Kati. It was agreed to have a more detailed discussion of the definition and Specific Use Standards at a future Planning Commission meeting.

The following uses in the R-10 zoning district were discussed:

1. By consensus it was agreed to prohibit the *Hotel or motel* use in the R-10 zoning district.
2. By consensus it was agreed to make all the uses in the Commercial & Industrial category prohibited except *Communications antenna* that is a permitted use, in the R-10 zoning district.
3. By consensus it was agreed to keep the *Retail Sales* definition broad, similar to the current Zoning Regulations definition. It was agreed that the current draft Unified Development Bylaw definition is too broad.
4. By consensus it was agreed to prohibit all uses in the Commercial category for the R-10 zoning district.
5. By consensus it was agreed to prohibit all uses in the Industrial category for the R-10 zoning district except *Communications antenna*.
6. By consensus it was agree to prohibit all uses in the Arts, Entertainment & Recreation category for the R-10 zoning district except *Recreation, indoor*, and *Recreation, outdoor*. It was agreed to re-visit the definitions of *Recreation, indoor*, and *Recreation, outdoor*.

For the next Planning Commission meeting, it was agreed to discuss the definitions of *Skilled nursing facility* and *Assisted or supported living* and discuss if these uses should be regulated by scale. The definition of *Retail sales* will also be discussed. The Specific Use Standards for the *Retail sales* use will be discussed at a future meeting.

OTHER PLANNING COMMISSION BUSINESS

1. The Commission provided Steve L. clarification regarding setting up the webpage for the Unified Development Bylaw – Phase #1, not to include the parent draft of the Unified Development Bylaw.
2. Regarding the draft Bolton Town Plan, Steve L. will forward information to the Planning Commission regarding the upcoming public hearing.
3. Regarding the proposed Ivy Ventures, LLC office building project on Waterbury-Stowe Rd., the project is currently being reviewed by the Development Review Board and will require a state Act 250 permit as well.
4. Planning & Zoning Director's Report: Steve L. reported on the upcoming Town study and master plans for multi-use recreation and natural resource management for two parks, Hope Davey Park and the public lands in vicinity of the Ice Center of Washington West. The Request for Proposals has been advertised and proposals are due on Friday, May 13th. He also reported that the project to re-construct the Stowe St. bridge over Thatcher Brook near Waterbury-Stowe Rd. was discussed at the recent Select Board meeting on April 4th. Construction of the bridge is currently scheduled for 2025. After the bridge is reconstructed, the bicycle and pedestrian project that will include a crosswalk on Waterbury-Stowe Rd., will move into the construction phase.
5. Other Chair updates: Alyssa attended the Waterbury Area Development Committee meeting on Wednesday, April 6th and reported on the Planning Commission's progress on the Unified Development Bylaw – Phase #1. Alyssa also reported that a Town of Worcester Planning Commission member requested to the Selectboard a letter of support in opposition to the cell tower proposed in Worcester. The Select board took no action regarding a letter

of support. Alyssa thanked everyone for her time on the Planning Commission and said she will continue as an informal liaison between the Select Board and the Planning Commission.

This meeting is the last meeting for Commission Members Steve K. and Alyssa. Both were thanked for their contributions to the work of the Planning Commission.

NEXT MEETING

The next regular Planning Commission meeting is scheduled for Monday, May 9, 2022 at 7:00 p.m.

ADJOURNMENT

The Planning Commission meeting was adjourned at 9:06 p.m.

Respectfully submitted,



Steve Lotspeich, Acting Secretary