

WATERBURY PLANNING COMMISSION

Approved Minutes

Monday, June 13, 2022

Planning Commission: Martha Staskus (Chair), Eric Gross, Dana Allen

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

Public: Alyssa Johnson (Waterbury Select Board)

Martha Staskus (Chair) opened the meeting at 7:03 p.m. at the Steele Community Room, 28 N. Main St. and via ZOOM.

AGENDA REVIEW AND MODIFICATIONS

The discussion of the several definitions in the draft Unified Development Bylaw was postponed to the next PC meeting other members are able to participate.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were no comments from members of the public or announcements.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The review of the minutes was tabled to the next meeting so other members are able to participate.

DISCUSS THE DRAFT UNIFIED DEVELOPMENT BYLAW – PHASE #1

Resident, Johnathan Grace June 6, 2022 email with comments on the Unified Development Bylaw – Phase #1, was discussed. The e-mail requests higher residential density in the proposed Mixed Use (MU) zoning district. The PC has already reduced minimum lot size by more than 50% and increased dwelling unit density.

Section 1606.2, Dimensional Table was reviewed for the DWN, MU and R-10 zoning districts. MU density was discussed further including the review of examples of existing higher density development such as the O’Hear Ct cottages and the Huntington Pl condos/townhouses. It was agreed by consensus to keep the proposed 4,000 sq. ft minimum lot size and increase the residential use density to one dwelling unit per 2,000 sq. ft.

It was agreed that the proposed *minimum lot frontage* in the DWN, MU, and R-10 zoning districts is fine as drafted. The definition for *lot coverage* was discussed. The proposed definition is based on the impervious surface square footage in relation to the entire parcel size versus the building footprint square footage in relation to the entire parcel size. The latter is the current Zoning Regulations definition. . Dana agreed to research the state definition of impervious surface and will report back at the next PC meeting.

1606.2 Setbacks were discussed. The following were agreed to by consensus:

	DWN	MU	R-10
Minimum front setback:	0’	4’	12’
Maximum front setback:	10’	n/a	n/a
Minimum side setback:	0’	4’	8’
Minimum rear setback:	0’	8’	12’

Steve to share the proposed Setbacks above with the Town Fire Chief for his input in consideration of state fire safety codes and the minimum separation between two buildings.

The following action items were agreed on:

1. The draft Unified Development Bylaw – Phase #1 full extent map is to be updated by the Central Vermont Regional Planning Commission (CVRPC), incorporating all the changes previously agreed upon into the enlarged area Phase #1 draft zoning map.
2. To target posting the revised Unified Development Bylaw, Phase #1 text in tracked changes every two months to the Unified Development Bylaw webpage. This process will include PC minutes approval at the 2nd PC meeting of the month; then the Draft will be uploaded.
3. To set targets for completion of sections of the Unified development Bylaw – Phase #1 for future PC meetings.
4. To review the draft minutes of prior meeting(s) before the next PC meeting at which they will be reviewed for approval.

OTHER PLANNING COMMISSION BUSINESS

1. The Zoning Administrator's May Report was reviewed. It was agreed that the report should include all the applications for the prior month and the status of any application not issued during that prior month.
2. Planning & Zoning Director's Report: The PC Secretary position has been advertised in the Waterbury Reader and Front Porch Forum. We may get a candidate that can only take the minutes if they participate remotely. It was agreed that this may work if the candidate has prior experience taking PC minutes.
3. Steve and Neal attended the Vermont League of Cities and Towns workshop on regulating cannabis on Tuesday, 5/24. Steve reported that the workshop was very informative and the Waterbury Select Board has agreed to not form a local Cannabis Control Commission. Steve reported that the state Cannabis Control Board has issued guidance on the implications of the new state law for local zoning bylaws. The guidance is vague. Workshop attendees requested more detailed and complete guidance from the state Cannabis Control Board. Eric will e-mail the latest guidance to the PC along with an article on the Montpelier cannabis program.
4. Regarding Act 250, Kati Gallagher, Vice Chair is to be added to the District V Commission permit distribution list. Steve and Neal are completing a lengthy questionnaire that is required for all municipalities transitioning from a one-acre to ten-acre municipality for Act 250 jurisdiction over commercial and industrial development.

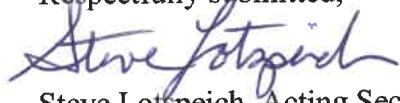
NEXT MEETING

The next regular PC meeting is scheduled for Monday, July 11, 2022 at 7:00 p.m.

ADJOURNMENT

The PC meeting was adjourned at 9:17 p.m.

Respectfully submitted,



Steve Lotspeich, Acting Secretary