

# **WATERBURY PLANNING COMMISSION**

## **Approved Minutes**

**Monday, August 22, 2022**

Planning Commission: Martha Staskus (Chair), Kati Gallagher (Vice Chair), Mary Koen, Dana Allen

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

Public: Alyssa Johnson, Jon Grace

The Chair opened the meeting at 7:05 p.m. at the Steele Community Room, 28 N. Main St. and via ZOOM.

### **AGENDA REVIEW AND MODIFICATIONS**

The agenda was approved as drafted.

### **ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC**

Skip Flanders, Chair, Edward Farrar Utility District (EFUD) Commission, made the following comments:

1. Skip expressed appreciation for the time the PC members spend.
2. Downstreet Housing and Community Development is proposing an approximate 27-unit workforce housing project at 51 S. Main St., the site of the former municipal offices. A public meeting regarding the project is scheduled for Wednesday, August 31<sup>st</sup> at 6:30 p.m. at the Main St. Fire Station. At a subsequent EFUD meeting, the utility district residents will vote on whether to sell the parcel to Downstreet.
3. A goodbye party for Bill Shepeluk is scheduled as part of the annual Pancake Breakfast in November for employees and members of the municipal volunteer boards. The PC members will be invited.

### **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

The draft minutes for the meeting held on August 8, 2022 were reviewed.

#### **MOTION:**

Dana Allen moved and Kati Gallagher seconded the motion to approve the minutes for August 8, 2022 as amended.

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

The review of the minutes for July 25, 2022 was deferred to the next PC meeting.

### **DISCUSS THE STATE ZONING BYLAW MODERNIZATION GRANTS FOR ‘GREAT NEIGHBORHOODS’**

The PC discussed the State Dept. of Housing and Community Development’s, Zoning Bylaw Modernization Grants for ‘Great Neighborhoods’ for possible consultant assistance.

Steve introduced the grant program. There is a maximum grant of \$25,000 for a single municipality with a minimum 10% or \$2,500 local cash match for a total maximum project budget of \$27,500. Applications are due November, 1, 2022 with a total grant period of approximately two years.

The scope of a possible grant application was discussed. The focus could be on consultant help with facilitating the public process for the review of the draft Unified Development Bylaw. It could involve assistance with the two different phases of implementing the draft, comparison with bylaws from other communities of a similar size to Waterbury, and looking at the structure of the bylaws. The consultant could also do a comprehensive review of what the PC has drafted so far.

Dana, Kati and Steve will work to create a first draft of the scope of services for a grant application for review at the next PC meeting. Steve will invite Jake Hemmerick to attend a PC meeting between mid-September and early October.

### **CONTINUED REVIEW OF DRAFT UNIFIED DEVELOPMENT BYLAW – PHASE #1 (UDB-P1)**

The review of the draft Unified Development Bylaws - Phase 1 (“UDB-P1”) was continued including the following:

Section 1606.2, the Dimensional Table, “Buildings” section was reviewed for the DWN, MU, and R-10 zoning districts. The “build to line” of 8’ vs. “maximum front setback” of 10’ was discussed for the DWN District. It was decided to delete the “maximum front setback”.

Steve will prepare an inventory of the existing front setbacks for the DWN & MU zoning districts using the Main Reconstruction plans and Dana will prepare an inventory of the existing front setbacks for the R-10 zoning district using GIS data. They will also look at the existing “build to line coverage” for these areas. Dana will do a “maximum principal building footprint” analysis for existing buildings. This information will be shared with PC members prior to the next PC meeting on September 12<sup>th</sup>.

The sample dimensional table in the state Enabling Better Places Guide utilizes max/min front setbacks without use of “build-to-line”.

“Maximum principal building footprint” was discussed including the difference between that definition and “maximum lot coverage” which is the total impervious surface on a parcel including the building footprint. The maximum building footprint is intended to address the scale of buildings on the lot.

Steve and Neal will investigate examples from other municipalities for the definitions for the dimensional requirements for lots and buildings. The PC wants to look at incorporating the dimensional standards for setbacks/building coverages in the example Dimensional Table in the Enabling Better Places Guide instead of the proposed Dimensional Table in the draft UDB-P1.

The PC reviewed the draft definitions and specific use standards, if needed, for the following uses: *Skilled nursing facility, Assisted or supported living, Social and charitable services, Adult day service, and Residential care and group home*. It was agreed to combine the *Adult day service* use into the definition for *Social and charitable services*. In each of these definitions the State licensing standards and/or the state statute should be cited. It was agreed that Specific Use Standards are not needed for these uses since they are regulated by the state.

The definition of *Assisted or supported living* was changed to the following:

“Use of one or more structures to provide housing, board and care to residents who need assistance with daily activities such as dressing, grooming, bathing, etc. and that operates under state license as an Assisted Living Residence.”

The definition for *Residential care and group home* was changed to the following:

“Use of single-family residential property to provide housing to people with a handicap or disability that operates under state license or registration, not to be occupied by more than 8 people with a disability.”

~~A residential care or group home must:~~

~~Be licensed by the state;~~

A residential care or group home is ~~will be considered~~ a by-right use of residential property and will require permits to the same extent as a single-family dwelling under these regulations.”

For the next PC meeting the target is to complete Dimensional Table, compare with the Enabling Better Places Guide table, and set targets of review for next UDB-P1 Sections.

### **OTHER PLANNING COMMISSION BUSINESS**

- Planning and Zoning Director’s Report:  
The draft Town of Bolton Draft Bylaw Amendments are warned for a PC public hearing on September 8, 2022.

Steve will send the PC the draft administrative amendments to the current Zoning Regulations to the PC before the next meeting on September 12th. A bylaw amendment to not require waivers for non-conforming buildings when non-conformity is not increased, will be included.

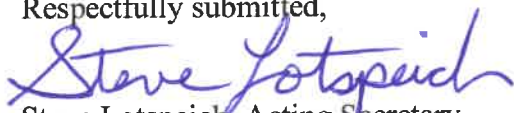
### **NEXT MEETING**

The next regular PC meeting is scheduled for Monday, September 12, 2022 at 7:00 p.m.

### **ADJOURNMENT**

The PC meeting was adjourned at 9:00 p.m.

Respectfully submitted,

  
Steve Lotspeich, Acting Secretary