

WATERBURY PLANNING COMMISSION

Approved Minutes

Monday, September 12, 2022

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

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

Public: Alyssa Johnson

The Chair opened the meeting at 7:04 p.m. at the Steele Community Room, 28 N. Main St. and via ZOOM.

AGENDA REVIEW AND MODIFICATIONS

The agenda was modified as follows: The review and approval of the minutes were moved to the end of the meeting. Other Planning Commission Business was moved to immediately after Announcements and Comments from the General Public.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

Alyssa Johnson, Waterbury Select Board member, announced that the Select Board plans on approving the composition of the Town's Housing Task Force at their September 19th meeting. The Waterbury Conservation Commission had Jens Hilke from Dept. of Environmental Conservation at their last meeting to discuss the process of carrying out a natural resource inventory.

OTHER PLANNING COMMISSION BUSINESS

- Planning and Zoning Director's Report:
Steve reported on the upcoming Visioning Workshop / Open House for the Hope Davey & Ice Center Area Parks Study that is on Thursday, September 15th from 5:00 pm. To 7:00 p.m. The content of the workshop has a matching survey that is available on-line via the home page of the municipal website: www.waterburyvt.com.
- State Permitting Activity:
There was no state permitting activity to report.

DISCUSS THE STATE ZONING BYLAW MODERNIZATION GRANTS FOR 'GREAT NEIGHBORHOODS'

The State Dept. of Housing and Community Development's, Zoning Bylaw Modernization Grants for 'Great Neighborhoods' draft proposal for scope of services for a consultant to develop an outreach strategy and presentation materials for Phase I of the draft Unified Development Bylaw (UDB-P1) was reviewed. A comparison of the existing and proposed bylaws should be included and address what currently exists on the ground in the Phase 1 area. Timeline target for consultant work would be early 2023.

The Downtown Zoning District Interim Bylaws expire in April, 2023 and could be extended for one year. This may be necessary to allow time for the UDB-P1 public input and adoption.

Dana, Kati, and Steve will continue to work on drafting the answers to all grant application

questions for the next PC meeting. Partner organizations such as s Revitalizing Waterbury, the Waterbury Area Anti-racism Coalition, the Waterbury Area Development Committee, and Brookside Primary School need to be contacted for support.

The Select Board will need to authorize the application and commit to budgeting the 10% cash match. PC decided to present the concept at their October 3rd meeting and the draft application for authorization at their October 17th meeting. This timeline allows the PC time to finalize the application at the October 24th PC meeting for submittal by the November 1st deadline.

DISCUSS DRAFT ADMINISTRATIVE AMENDMENTS TO THE CURRENT ZONING REGULATIONS

Steve and Neal prepared and provided PC track-changed edits to current regulations focused on statutory updates and administrative/technical amendments. Steve requested the PC review at a November PC meeting, after the Zoning Bylaw Modernization grant application is submitted.

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:

Existing building setbacks in the R-10 zoning district was presented by Dana and discussed. The review of Section 1606.2, the Dimensional Table for the DWN, MU, and R-10 zoning districts was continued. The use of “build to line” vs. “maximum front setback” was discussed and agreed to retain the “maximum front setback” and delete the “build-to-line”. The definition of “minimum build-to-line coverage” was revised to read: “Percentage of the building width related to the parcel width measured along a line drawn the specified distance from and parallel to the road right-of-way.” The definition of Corner Lot and other related definitions should be looked at.

The issue of how “maximum front setback” would apply to a front addition to an existing building that is set back a significant distance from the street of say 30’ was discussed and agreed that “maximum front setback” should apply only to new free-standing buildings versus additions to existing buildings.

The following decisions were made for the Dimensional Table:

MOTION: For the R-10 zoning district the maximum front setback will be 12’. Eric G moved and Dana A seconded.

VOTE: The motion was approved 3-2.

MOTION: For the Mixed Use (MU) zoning district the minimum front setback will be 0’ and the maximum front setback 12’. Mary K moved and Eric G seconded the motion.

VOTE: The motion was approved unanimously.

MOTION: For the Downtown (DWN) zoning district the minimum front setback will be 0’ and the maximum front setback 8’. Kati G moved and Mary K seconded the motion.

VOTE: The motion was approved unanimously.

MOTION: For the DWN, MU & R-10 zoning districts the side and rear setbacks will remain as drafted. Kati G moved and Dana A seconded the motion.

VOTE: The motion was approved unanimously.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The draft minutes for the July 25 and August 22, 2022 meetings will be reviewed at the next PC meeting.

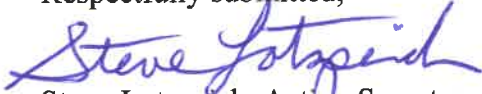
NEXT MEETING

The next regular PC meeting is scheduled for Monday, September 16, 2022 at 7:00 p.m.

ADJOURNMENT

The PC meeting was adjourned at 9:07 p.m.

Respectfully submitted,


Steve Lotspeich, Acting Secretary