

WATERBURY PLANNING COMMISSION

Approved Minutes

Monday, November 14, 2022

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

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

Public: Whitney Aldrich

The Chair opened the meeting at 7:07 p.m. at the Steele Community Room, 28 N. Main St. and via ZOOM.

AGENDA REVIEW AND MODIFICATIONS

There were no adjustments to the agenda.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

Whitney Aldrich, a resident of Waterbury Village, commented on her experience with the recent vote on selling the 51 S. Main St. property to Downstreet Housing and Community Development. Whitney is concerned about the lack of green space in the proposed Downstreet site plan for developing the property for multi-family housing. Whitney advocated for requiring an amount of green space for both apartments and commercial buildings.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The draft minutes for the meeting held on October 20 and October 31, 2022, were reviewed.

MOTION:

Kati Gallagher moved and Mary Koen seconded the motion to approve the minutes for October 20, 2022, as amended.

VOTE: The motion was approved 4 – 0.

MOTION:

Mary Koen moved and Dana Allen seconded the motion to approve the minutes for October 31, 2022.

VOTE: The motion was approved 4 – 0.

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

The discussion of the draft Unified Development Bylaws - Phase 1 (“UDB-P1”) focused on the Specific Use Standards, Section 1607.1, Multi-family Dwellings. Sub-section 4.2.1.B, Open Space from the parent UDB document had been set aside. It was agreed to add the open space requirements back into Section 1607.1 with some changes. Steve will research the amounts of required common open space in other bylaws and report back at the next PC meeting.

It was agreed by consensus that sub-sections 4.2.1.B(1)(a), (b), and (d) should be included in Section 1607.1.

The requirement for private or semi-private outdoor living space (ex. patio, courtyard, porch, balcony) in Sub-section 4.2.1.B(2) was discussed. Steve will research the requirements in other bylaws for the percent of units where public or semi-private outdoor living space is required and the minimum size of that space and will report back at the next PC meeting.

Sub-section 1607.1.4, Mixed-Use Buildings in the UDB-P1 was discussed. It was agreed that 1. "Walls and/or floors that separate residential and non-residential portion of the building will be sound-proofed;" and 2. "Entrance(s) to the dwelling units will be separated from the public and service entrance(s) to the non-residential portions of the building." should be included. The next two sentences in the sub-section will be deleted.

At the next PC meeting the PC will finish Section 1607.1, and discuss the Specific Use Standards for Accessory Dwellings, Bed & Breakfast, and Short Term Rental.

Steve noted that the UDB-P1 is set up to be Article XVI and will be added to the current Zoning Regulations as an amendment to those bylaws. Steve and Neal Leitner will be working on recommendations for amendments to the other articles in the current Zoning Regulations that will be necessary to take care of conflicts with the UDB-P1 and make sure that all the amendments are well coordinated and function as one entire set of bylaws.

OTHER PLANNING COMMISSION BUSINESS

Zoning Administrator's Report:

The Zoning Administrator's Report dated November 10, 2022 was discussed.

Discuss current zoning districts in vicinity of N. Main St. and Butler St.:

Steve presented some mapping of the current zoning districts in vicinity of 55 and 61 N. Main St. and Butler St. The issue is that the zoning district boundaries do not follow the property boundaries and the GIS layers on the maps are not aligned properly. This is limiting the ability of the owners of the two properties to do a boundary line adjustment that will allow 61 N. Main St. to go from the existing three apartments to five apartments. Steve explained that Section 502 in the current Zoning Regulations gives the PC the authority to determine where the zoning boundaries should be.

MOTION:

Dana Allen moved and Mary Koen seconded the motion to adjust the zoning district boundaries to follow the parcel lines for 55 and 61 N. Main St

VOTE: The motion was approved 4-0.

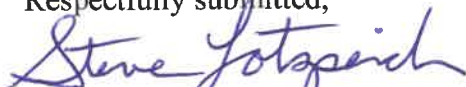
NEXT MEETING

The next regular PC meeting is scheduled for Monday, November 28, 2022 at 7:00 p.m.

ADJOURNMENT

The PC meeting was adjourned at 9:12 p.m.

Respectfully submitted,


Steve Lotspeich, Acting Secretary