

**WATERBURY PLANNING COMMISSION**  
**Unapproved Minutes**  
**Monday, December 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: None

The Chair opened the meeting at 7:02 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**

There were no members of the general public present and no announcements were made.

**REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

The draft minutes for the meeting held on November 28, 2022, were reviewed.

**MOTION:**

Mary Koen moved and Kati Gallagher seconded the motion to approve the minutes for November 28, 2022, as amended.

**VOTE:** The motion was approved 5 – 0.

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

The Specific Use Standards in Section 1607 were discussed further. Section 1607.9, Short Term Rental was discussed. It was agreed by consensus to retain the first sentence that states: “A short term rental will be considered an accessory use of residential property and will not require site plan approval.” It was agreed that the rest of the draft language in the section that is from the parent Unified Development Bylaw will be deleted. It was also agreed by consensus to add a note to this section that states: “Note: This section is to be addressed as part of a larger community discussion about housing at a later time.”

Section 1607.10, Hotel or Motel was discussed. It was agreed by consensus to keep all the language in the draft with the exception of the following phrase in Sub-section 1607.10.2 that is to be removed: “Not house more than two unrelated adults.”

It was decided by consensus that the draft language in Section 1607.11, Open Market or Auction House, Section 1607.12, Restaurant/Bar, and Section 1607.13, Mobile Food Service is agreed on as drafted. It was requested that the Development Review Board discuss Section 1607.14, Event Facility/Nightclub, in part due to potential impacts from entertainment such as noise. The discussion of Section 1607.15, Sales Lot through Section 1607.25, Accessory On-Farm Business was tabled until the other five zoning districts in addition to DWN, MU, and NB are discussed.

It was agreed by consensus to delete Section 1607.23, Rehabilitation Services or Residential Treatment Facility since this use is not part of the draft UDB-P1.

The organization of the Specific Use Standards was discussed. It was agreed by consensus to list these uses in this section alphabetically by the same use categories that are in Section 1606.1, Use Table. The Use Table will be organized in the same way to match.

Section 1608, Performance Standards, was discussed. Permits issued by the Select Board under the Town Entertainment Ordinance relate to the impacts such as noise, with certain uses such as Restaurant/Bar and Event Facility/Nightclub. These impacts can also be addressed through review of a development under Performance Standards. Steve will e-mail the PC the link to the webpage on the town website for the Entertainment Ordinance. The three uses that currently reference the Performance Standards are *Home Business*, *Landscaping or Construction Contractors yard or enclosed storage*, and *Extraction and quarrying*. The question was raised, could performance standards be applicable when a use is on the edge of a zoning district or within a specific district? This will be discussed further. It was agreed to discuss the Performance Standards by zoning district starting with DWN MU and NB. Dana will be sending a guidance document on this topic to the PC members. Steve will be sending examples of Performance Standards from the zoning bylaws for other municipalities.

Steve will also be sending the PC members recommendations for further changes that are needed in Section 1606.2, Dimensional Table to address lots with more than one side fronting on a municipal or private street or road.

## **OTHER PLANNING COMMISSION BUSINESS**

Planning & Zoning Director's Report:

Steve reported on the following:

- a) The Steering Committee for the Hope Davey and Ice Center Area Parks Study will be reviewing the Preliminary Concept Plans for the two parks this coming Wednesday, 12/14 with the project consultant, the SE Group.
- b) Kati reported that the Housing Task Force will be meeting in January. She also reported that there will be a press conference on housing to announce upcoming legislation at the Main St. Apartments at the corner of S. Main St. and State Drive.
- c) The Zoning Administrator's Report through December 9<sup>th</sup> was discussed. The two applications for multi-family housing that are currently under review by the Development Review Board (DRB) were discussed. Steve will keep the PC informed regarding the issues that arise in these and other DRB reviews that relate to density and setbacks. Steve will also request that the DRB members review the draft UDB-P1 and provide the PC with their comments.
- d) Steve reported that the Select Board is discussing the results of the survey regarding the American Rescue Act (ARPA) funding that will be coming to the town. The proposal by the Edward Farrar Utility District (EFUD) to construct a water main from Guptil Rd. near the Highway Garage to Route 100 in the vicinity of the Cabot Annex and East Wind Mobile Home Park was discussed. This new water main would serve approximate 80 users including many of low and moderate income in the mobile home park.

## **NEXT MEETING**

The next regular PC meeting is scheduled for Wednesday, December 28, 2022 at 7:00 p.m. due to the Christmas holiday. Neal Leitner will be staffing the meeting.

**ADJOURNMENT**

The PC meeting was adjourned at 9:08 p.m.

Respectfully submitted,

Steve Lotspeich, Acting Secretary