

WATERBURY PLANNING COMMISSION
Approved Minutes
Monday, January 23, 2023

Planning Commission: Martha Staskus (Chair), Kati Gallagher, Mary Koen
Staff: Steve Lotspeich (Planning and Zoning Director)
Public: Dave Lachtrupp

The Chair opened the meeting at 7:02 p.m. at the SAL Room in the Waterbury Public Library, 28 N. Main St. and via ZOOM.

AGENDA REVIEW AND MODIFICATIONS

The job description for the Planning & Zoning Director and the hiring process will be discussed under the Planning & Zoning Director's Report. No other adjustments to the agenda were made.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were no members of the general public present at this time in the meeting and no announcements were made.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The draft minutes for the meeting held on January 9, were reviewed.

MOTION:

Mary Koen moved and Kati Gallagher seconded the motion to approve the minutes for January 9, 2023, as amended.

VOTE: The motion was approved 3 – 0.

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

The discussion of Section 1608, Performance Standards, was continued. It was confirmed that the performance standards will apply to any development in the Phase I area that will require site plan review. It was agreed to strike the reference to the performance standards currently in the Specific Use Standards for the following uses: *Home Business*, *Home Industry*, and *Extraction and Quarrying* since the performance standards will apply to all uses requiring site plan review.

Regarding Sub-section 1608.3, Glare, it was agreed to move this performance standard to the Site Design Standards under 4.3.2, Outdoor Lighting. Site Design Standards have become Section 1610 in the UDB-P1.

Regarding Sub-section 1608.4, Odors, language will be added to the draft that odors that are discernible at the property line or that endanger public health or safety are not allowed. It was noted that odors and other air pollutants—especially those associated with manufacturing and industrial uses—are typically regulated based on the types of materials and compounds used or emitted in processing, under accepted state or federal emissions standards. Language will be added stating that odors shall meet state and

federal emission standards for air and water quality. There will be an exemption for odor from agricultural uses that are consistent with State laws and best management practices.

Regarding Sub-section 1608.5, Vibration, language was added stating that: "The Development Review Board may require the applicant to provide evidence in the form of a report that will provide level of vibration at all property lines."

Regarding Sub-section 1608.6, Electrical or Radio Interference, the same language was added stating that: "The Development Review Board may require the applicant to provide evidence in the form of a report that will provide level of electrical or radio interference at all property lines."

It was agreed that the draft language in Subsections 1608.8, Particulate Matter and Airborne Solids, and 1608.9, Flammable, Toxic or Hazardous Substances and Wastes, would not be changed at this time.

The PC requested that Steve send them the Town's health ordinance.

For the next Planning Commission meeting it was requested that PC members come prepared to discuss the draft Site Design Standards, specifically Outdoor Lighting (including glare) and Landscaping (including screening). It was also requested that members review the criteria under Section 301, Site Plan Review, in our current Zoning Regulations.

OTHER PLANNING COMMISSION BUSINESS

- **Housing Task Force Report**
Kati Gallagher reported that the first meeting of the Task Force is scheduled for Wednesday, January 25th at 6:00 p.m.
- **Planning & Zoning Director's Report**
The job description for the Planning & Zoning Director is being finalized and the position will be advertised in approximately one week. It was noted that the PC reviewed the job description when the Planning Dept. was reorganized and the Asst. Planning & Zoning Administrator position was advertised. The PC will be part of the interviewing team for hiring a new Planning & Zoning Director. Steve will keep the PC informed on the deadline for application for the position and the date for interviews.

The project description for the Better Connections grant application for Waterbury Center village was discussed. The project will be discussed at the Select Board meeting on January 30th. The grant application is due by February 17, 2023.

MOTION:

Mary Koen moved and Martha Staskus seconded the motion to have PC member Kati Gallagher represent the Planning Commission to provide input on the Better Connections grant application.

VOTE: The motion was approved 3-0.

The Bylaw Modernization grant that has been offered by the state was discussed. The grant agreement has not been offered yet. Steve will ask Neal Leitner to draft a Request for Proposals for transmittal to the PC for review, more than one week in advance of the next PC meeting.

- Recent State permitting activity
No current permit activity was reported.

NEXT MEETING

The next regular PC meeting is scheduled for Monday, February 13, 2022 at 7:00 p.m. and will be held in the SAL Room in the Library.

ADJOURNMENT

The PC meeting was adjourned at 9:15 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Steve Lotspeich". The signature is written in a cursive, flowing style.

Steve Lotspeich, Acting Secretary