

WATERBURY PLANNING COMMISSION
Approved Minutes
Monday, February 13, 2023

Planning Commission: Martha Staskus (Chair), Kati Gallagher, Mary Koen, Dana Allen
Staff: Steve Lotspeich (Planning and Zoning Director)
Public: None

The Chair opened the meeting at 7:04 p.m. at the SAL Room in the Waterbury Public Library, 28 N. Main St. and via ZOOM.

AGENDA REVIEW AND MODIFICATIONS

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 the meeting and no announcements were made.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The draft minutes for the meeting held on January 23, were reviewed.

MOTION:

Kati Gallagher moved and Dana Allen seconded the motion to approve the minutes for January 23, 2023, as amended.

VOTE: The motion was approved 4 – 0.

DISCUSS BETTER CONNECTIONS GRANT APPLICATION

The Better Connections grant application for Waterbury Center village was discussed, including the required Resolution. It was noted that the project will be discussed at the Select Board meeting later on this evening. The grant application is due by February 17, 2023.

MOTION:

Mary Koen moved and Kati Gallagher seconded the motion to forward the Planning Commission's recommendation to the Select Board to apply for the Better Connections grant and authorize Martha Staskus to sign the Resolution.

VOTE: The motion was approved 4 - 0.

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

The draft Request for Proposals for the Bylaw Modernization grant was discussed. It was agreed that the Task Deliverables list should be incorporated into the table and coordinated as the same numbered tasks. The tracked changes edits already made by Planning Commission members will be incorporated. In addition, the required electronic submission needs to be added at the top of page 4 where it states: "Submissions are due...." Under Select Criteria on page 4, "Experience with on-line GIS tools including mapping and visualization," and "Demonstration of ability with visualization tools," will be added.

The draft Section 4-3, Site Design Standards in the parent UDB were discussed. The potential of incorporating part of, but not all of the Site Design Standards was discussed with the aim to regulate the impacts of a proposed development. The topics to be considered for inclusion in the draft Section 1608 in the UDB-P1 include the following: lighting (to be included with glare), parking, landscaping, screening, outdoor use areas, and trash storage & recycling. Reducing the level of detail in the standards in the draft parent UDB, especially for lighting, was discussed. The revised standards will be added to the current draft of Performance Standards and it was agreed to change the name of Section 1608 to "Standards for Development". For the next meeting, the PC members were encouraged to select which standards from the parent UDB, Section 4-3, they want to include in Section 1608 in the UDB-P1.

OTHER PLANNING COMMISSION BUSINESS

- **Housing Task Force Report**
Kati Gallagher reported that the first meeting of the Task Force was held on January 25th at 6:00 p.m.
- **The Zoning Administrator's Report for the period of January 1, 2023 through February 10, 2023 was discussed.** Multi-family projects were discussed including the nine-unit development at the end of High St. that has been permitted, and the 50-unit development on Route 100 on Shutesville Hill that is scheduled for review by the Development Review Board on February 15th.
- **Planning & Zoning Director's Report**
Steve reported that the open position on the Planning Commission will be advertised right after Town Meeting along with the other open seats on the municipal volunteer commissions and committees. The Planning & Zoning Director position has been advertised and the applications are due by February 27th. The interview team will include the members of the Planning Commission, the Municipal Manager, and one or two Select Board members.

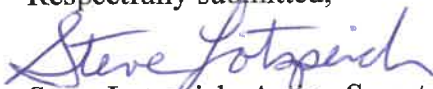
NEXT MEETING

The next regular PC meeting is scheduled for Monday, February 27, 2022 at 7:00 p.m. at a location to be determined.

ADJOURNMENT

The PC meeting was adjourned at 9:21 p.m.

Respectfully submitted,


Steve Lotspeich, Acting Secretary