

**WATERBURY PLANNING COMMISSION**  
**Unapproved Minutes**  
**Monday, February 27, 2023**

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

The Chair opened the meeting at 7:10 p.m. at the Revitalizing Waterbury conference room in the Steele Block, 46 S. Main St.

**AGENDA REVIEW AND MODIFICATIONS**

The status of the Bylaw Modernization Grant project was added under Other Planning Commission Business. 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 February 13, 2023 were reviewed.

**MOTION:**

Kati Gallagher moved and Dana Allen seconded the motion to approve the minutes for February 13, 2023, as drafted.

**VOTE:** The motion was approved 3 – 0.

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

The following terms were agreed to for the three documents related to the draft Unified Development Bylaw: the “Current Zoning Regulations”, the “Parent UDB” which is the 2018 draft of the Unified Development Bylaw, and the “UDB-P1”.

The applicability of the draft Section 1608, Standards for Development, was discussed. The Parent UDB categories of Minor vs. Major Site Plan Review were discussed including the provisions for administrative site plan review that is handled by the Zoning Administrator. It was noted that the Current Zoning Regulations only have one level of site plan review that is done by the Development Review Board with provisions for exemptions under 301(a)(5), with no provision for administrative site plan review.

The draft Section 4.3.2, Outdoor Lighting, that is part of Section 4.3, Site Design Standards in the Parent UDB was discussed. This section will be titled “Outdoor Lighting & Glare in the UDB-P1 as previously decided. It was agreed by consensus to add the following language from the draft Performance Standards in the UDB-P1, to the Purpose: “(5) Arc welding, acetylene torch cutting or similar processes must be performed so as not be visible from any point beyond the property line.”

It was noted that the “Dark Sky” guidelines are generally reflected in Section 4.3.2. It was agreed to ask DRB member Bud Wilson, who is an architect, to review this section on outdoor lighting, especially the lumen levels in Figures 4-03 and 4-04. It was recommended that the PC members review the lighting chart in the zoning regulations for the Town of Middlesex.

Hours of operation for lighting were discussed, especially as they relate to security issues. It was noted that motion detectors are not the best solution for night time security because wind and wildlife often turn exterior lights on and off with frequency.

The requirement for a lighting plan was discussed. It was agreed by consensus that the lighting plan should not be required to be prepared by a lighting engineer or designer as drafted in the Parent UDB. The lighting plans for smaller developments can be relatively simple and easily drawn and presented.

Shielding was discussed and it was agreed by consensus to have all exterior lighting be fully shielded and downcast, including spot lights. The options for partial shielding in the Parent UDB will not be included.

The discussion of this section at the next Planning Commission meeting will start with Freestanding Lights.

#### **OTHER PLANNING COMMISSION BUSINESS**

- **Housing Task Force Report**  
Kati Gallagher reported that the Task Force has not met again since the initial meeting held on January 25<sup>th</sup>. Steve Lotspeich reported that state legislation has been introduced to give the Town of Waterbury the first right of refusal to purchase the approximately 2½ - acre site of the former Stanley and Wasson Halls in the Waterbury State Office Complex. Downstreet Housing and Community Development has an interest in developing an additional affordable housing project on the site.
- The draft Request for Proposals for the Bylaw Modernization grant project was discussed. Steve agreed to make the PC’s edits and incorporate the comments on the RFP, with Neal Leitner’s assistance and send a revised draft to the PC by March 3<sup>rd</sup> for a final review.
- **Planning & Zoning Director’s Report**  
Steve reported that the DRB decision on the nine-unit multi-family development at the end of High St. has been appealed by a neighboring property owner to the Environmental Division of the Vt. Superior Court. The 50-unit multi-family development on Route 100 on Shutesville Hill that had an initial review by the Development Review Board on February 15<sup>th</sup> was discussed.

#### **EXECUTIVE SESSION**

Kati Gallagher moved and Dana Allen seconded the motion to go into Executive Session to discuss a personnel matter.

Kati Gallagher moved and Dana Allen seconded the motion to come out of Executive Session.

#### **NEXT MEETING**

The next regular PC meeting is scheduled for Monday, March 13, 2023 at 7:00 p.m. at the Steele Room at the Municipal Center.

**ADJOURNMENT**

The PC meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Steve Lotspeich, Acting Secretary