

WATERBURY PLANNING COMMISSION
Unapproved Minutes
Monday, March 13, 2023

Planning Commission: Kati Gallagher (Vice-chair), Dana Allen
Staff: Steve Lotspeich (Planning and Zoning Director)
Public: None

The Chair opened the meeting at 7:05 p.m. at the Steele Community Room, 28 N. Main St. and via ZOOM.

AGENDA REVIEW AND MODIFICATIONS

Due the lack of a quorum the following agenda items were postponed to the next regular Planning Commission (PC) meeting: Review and approve minutes for February 27, 2023 meeting, and Review of draft Unified Development Bylaw – Phase #1. 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. Steve announced that the Central Vermont Regional Planning Commission (CVRPC) will be conducting a remote workshop on Wednesday, March 29, 2023 from 6:00 p.m. to 7:30 p.m. titled Fundamentals of Land Use Planning and Regulation in Vermont.

OTHER PLANNING COMMISSION BUSINESS

- **Housing Task Force Report**

Kati Gallagher reported that the second meeting of the Task Force has not been scheduled yet. Kati will work with Alyssa Johnson to schedule the meeting.

Dana Allan reported that a staff member at the Vermont Housing Finance Agency (VHFA) is looking into conducting an AirDNA survey of short-term rentals (STR's) in our area. The data generated by AirDNA is by zip come so the data for 05676 includes parts of Waterbury, Duxbury, Moretown, and Bolton. It was felt that the data would still be useful since it is regional in nature. It was reported that the Mad River Planning District is hiring a 3rd party consultant to develop STR data for multiple towns in the Mad River Valley that may lead to an STR registry in the towns that are involved. Town ordinances may be required to set up the registry in each town, including enforcement provisions.

- **Update on Open Positions**

The interviews of the candidates that have applied for the Planning & Zoning Director position are being set up.

- **Zoning Administrator's Report**

The Zoning Administrator's Report for the period of February 10 through March 10, 2023 was reviewed, including a number of multi-family housing projects that have been permitted and one that is in review by the Development Review Board.

- **Planning & Zoning Director's Report**

The draft Request for Proposals for the Bylaw Modernization grant project was discussed. The

Request for Proposals has been advertised and Proposals are due by Thursday, March 23rd at 4:00 p.m.

The Hope Davey and Ice Center Area Parks Study was discussed. The Concept Plan Community Meeting for the Study was held on Thursday, March 2nd and was very well attended. The consultant, the SE Group, will be drafting the Master Plan for the two parks in the upcoming weeks.

NEXT MEETING

The next regular PC meeting is scheduled for Monday, March 27, 2023 at 7:00 p.m. at the Steele Room at the Municipal Center.

ADJOURNMENT

The PC meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Steve Lotspeich, Acting Secretary