

WATERBURY PLANNING COMMISSION
Approved Minutes
Monday, March 27, 2023

Planning Commission: Martha Staskus (Chair), Kati Gallagher, Mary Koen
Staff: Steve Lotspeich (Planning and Zoning Director), Neal Leitner (Asst. Planning & Zoning Administrator)
Public: Kate VanHeusen-Seibold, Doug Greason, Pegeen Mulhern

The Chair opened the meeting at 7:01 p.m. at the Steele Community Room, 28 N. Main St. and via ZOOM.

AGENDA REVIEW AND MODIFICATIONS

No adjustments to the agenda were made.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

Kate VanHeusen-Seibold and Doug Greason introduced themselves and said that they are both interested in possibly applying to fill the vacant seat on the Planning Commission.

REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The draft minutes for the meetings held on February 27 and March 13, 2023 were reviewed.

MOTION:

Mary Koen moved and Kati Gallagher seconded the motion to approve the minutes for February 27, 2023, as amended.

VOTE: The motion was approved 3 – 0.

MOTION:

Kati Gallagher moved and Mary Koen seconded the motion to approve the minutes for March 13, 2023, as drafted.

VOTE: The motion was approved 3 – 0.

REVIEW PROPOSAL FOR BYLAW MODERNIZATION GRANT PROJECT

One proposal was received from the SE Group, even though there was a significant amount of advertising and direct solicitation to planning consultants. The proposal from the SE Group was reviewed, in particular the staffing and the cost proposal. The proposed visualization and StoryMaps aspect of the project was discussed. The proposal is within the project budget of \$27,500.

MOTION

Kati Gallagher moved and Mary Koen seconded the motion to recommend the SE Group to the Select Board for authorization to enter into a contract for the Bylaw Modernization project.

VOTE: The motion was approved 3-0.

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

The *Outdoor Lighting and Glare* section that has been added to the UDB-P1 was reviewed, including the changes that PC members already agreed on. Martha will upload the latest draft of the UDB-P1, that includes the proposed *Standards for Development*, to the Planning Commission's Google Drive.

The lighting levels needed for security were discussed. In general, those levels can be lower than the levels typically needed for circulation and parking on sites. The *Free-standing light fixtures* sub-section was discussed. It was agreed that the 24' height is too tall for many of our zoning districts. It was agreed that having a graduated pole or fixture mounting height by zoning district in the lighting table, with lower heights for many uses and specific zoning districts, is the best approach. It was agreed to order the sub-sections in the *General Standards* section with the broader requirements first and the more specific requirements following.

It was agreed to review the lighting tables in the Parent UDB and the table in the Town of Richmond zoning regulations prior to the next PC meeting on April 10th. Neal will e-mail these two lighting tables to DRB member Bud Wilson for his comment. It was noted that requirements can be included to lower maximum allowed lighting levels at certain times of the night.

OTHER PLANNING COMMISSION BUSINESS

- **Housing Task Force Report**
Kati Gallagher reported that Alyssa Johnson will be scheduling the next meeting of the Task Force. It is recommended to have a public forum on short-term rentals with the Select Board, Housing Task Force, and the PC. Kati will contact Alyssa Johnson and Tom Leitz regarding setting up the forum.
- **Planning & Zoning Director's Report**
Steve reported that the Town was not offered a Better Connections grant for Waterbury Center Village. The grant round was very competitive and usually only three grants are offered state-wide. The results from the ARPA survey that the Town conducted included a significant number of comments regarding the need for pedestrian facilities and traffic calming in Waterbury Center village. There may be a possibility of funding the project with another funding source. Kati will monitor possible future opportunities for funding the project including the Build Better Places program from the state Agency of Commerce and Community Development.

Neal reported that the one-year extension of the Interim Bylaws for the Downtown Zoning District is scheduled for a Select Board public hearing on April 17th at 7:10 p.m.

EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER

MOTION

Mary Koen Moved and Kati Gallagher seconded the motion to enter into an executive session to discuss a personnel matter.

VOTE: The motion was approved 3-0.

MOTION

Mary Koen Moved and Kati Gallagher seconded the motion to come out of the executive session.

VOTE: The motion was approved 3-0.

NEXT MEETING

The next regular PC meeting is scheduled for Monday, April 10, 2023 at 7:00 p.m. at the Steele Room at the Municipal Center.

ADJOURNMENT

The PC meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Steve Lotspeich, Acting Secretary