

**WATERBURY PLANNING COMMISSION**  
**Approved Minutes**  
**Monday, April 10, 2023**

Planning Commission: Martha Staskus (Chair), Dana Allen, Mary Koen  
Staff: Neal Leitner (Asst. Planning & Zoning Administrator)  
Public: none

The Chair opened the meeting at 7:00 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**

There were no members of the general public, therefore, no announcements or comments were made.

**REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

The draft minutes for the meetings held on March 27<sup>th</sup>, 2023 were reviewed.

**MOTION:**

Mary Koen moved and Dana Allen seconded the motion to approve the minutes for March 27, 2023, as written.

**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, along with the Richmond lighting regulations. Staff informed the Planning Commission of architect Bud Wilson's comments regarding the two sets of lighting regulations. Bud Wilson prefers the Richmond lighting regulations in part because the table is easy to understand for applicants, boards and architects. Discussion ensued about incorporating elements of the Richmond lighting regulations, such as the table, into the draft.

Staff mentioned that the draft document could be improved by accepting changes and edits that have already been made. It was agreed to clean up the draft document with staff and Mary Koen during office hours.

**OTHER PLANNING COMMISSION BUSINESS**

- Housing Task Force Report

Kati Gallagher was not present at the meeting to provide an update on the Housing Task Force Report.

Neal Leitner 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 17<sup>th</sup> at 7:10 p.m.

**EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER**

**MOTION**

Mary Koen Moved and Dana Allen 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 Dana Allen 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, May 8, 2023 at 7:00 p.m. at the Steele Room at the Municipal Center.

**ADJOURNMENT**

The PC meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Danny Velez, Secretary