

## **WATERBURY PLANNING COMMISSION**

### **Approved Minutes Monday, May 22, 2023**

Planning Commission: Martha Staskus (Chair), Billy Vigdor, Dana Allen

Staff: Neal Leitner (Asst. Planning & Zoning Administrator)

Public: Amy Marshall-Carney

The Chair opened the meeting at 7:04 p.m. at the Steele Community Room, 28 N. Main St. and via ZOOM.

#### **AGENDA REVIEW AND MODIFICATIONS**

The addition of Document Management and June 5<sup>th</sup> Select Board meeting.

#### **ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC**

Roger Clapp met with Martha Staskus and Mary Koen to discuss Planning Commission matters. The Planning Commission thanks Roger Clapp for meeting with them. The Planning Commission also expressed gratitude to Alyssa Johnson for attending the Planning Commission meetings.

#### **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

The draft minutes for the meeting held on May 8<sup>th</sup>, 2023 were reviewed and approved as amended.

#### **MOTION:**

Dana Allen moved and Billy Vigdor seconded the motion to approve the minutes for May 8<sup>th</sup>, 2023, as written.

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

#### **DOCUMENT MANAGEMENT AND SELECT BOARD MEETING**

A Working Documents folder has been added to the Google Drive. If comments are made to the document highlight the words or sentences or add a comment rather than directly editing the document. Add comments in special sections under review. Substantive comments are currently encouraged. Word-smithing is not encouraged. Staff will control the Google Drive documents. If someone needs assistance opening a document, they can contact staff to get help.

The Select Board has invited some of the PC members to the June 5<sup>th</sup> Select Board meeting for updates.

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

The Planning Commission resumed review of “Standards for Development: Landscaping.” The “Applicability” section was reviewed, modified, and agreed upon. The PC moved onto “General Standards #1-4”. These standards were reviewed, modified, and agreed upon.

Mary Koen contributed a draft landscaping standards document that the other members reviewed and used for content and draft language. The document was saved in the Working Documents and will be used at the next meeting to complete the landscaping section.

### **OTHER PLANNING COMMISSION BUSINESS**

- Housing Task Force Report  
Alyssa Johnson updated the Planning Commission on the Housing Task Force. They will meet regularly on the 3<sup>rd</sup> Thursday of each month. The initial focus will be on short-term rentals
- S.100 HOME Bill update  
Staff updated the Planning Commission on the status of the HOME bill. It has passed the Senate and the House, but has yet to be signed by the Governor. The current draft includes some changes that could affect some sections of the current Waterbury zoning regulations. Parking requirements and density bonuses were briefly discussed.
- Next Steps for Bylaw Modernization Grant  
The SE Group will schedule a kick-off meeting on Friday, May 25<sup>th</sup> with staff, Tom Leitz and the Planning Commission.

### **NEXT MEETING**

The next regular PC meeting is scheduled for Monday, June 12, 2023 at 7:00 p.m. at the Steele Room at the Municipal Center.

### **ADJOURNMENT**

#### **MOTION:**

Dana Allen moved and Billy Vigdor seconded the motion to adjourn.

VOTE: The motion was approved 3 – 0.

The PC meeting was adjourned at 9:07 p.m.

Respectfully submitted,

Danny Velez, Secretary