

**WATERBURY PLANNING COMMISSION**  
**Approved Minutes**  
**Monday, July 17, 2023**

Planning Commission: Martha Staskus (Chair), Billy Vigdor, Mary Koen, Dana Allen, Kati Gallagher  
Staff: Neal Leitner

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 modifications were made to the agenda.

**ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC**

No announcements were made.

**REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

The draft minutes for the meeting held on June 26<sup>th</sup>, 2023 were reviewed and approved as amended.

**MOTION:**

Mary Koen moved and Dana Allen seconded the motion to approve the minutes for June 26<sup>th</sup>, 2023, as amended.

**VOTE:** The motion was approved 5 – 0.

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

The Planning Commission began review of the Zoning District Use Tables in base zoning districts DWN, MU and NH. Staff highlighted differences between the chart and base zoning district tables. The Planning Commission reviewed each comment and provided guidance to resolve each discrepancy. The uses listed in the chart are agreed upon and should be reflected in the Zoning Districts.

After reviewing and confirming the uses listed in the Zoning Districts, the PC instructed staff to do the same with the Institutional and Commercial-Industrial zones prior to the next PC meeting.

Also, the Dimensional Table should be reflected in the base zoning districts. The PC instructed staff to update the Zoning District dimensional tables with the dimensions listed in the appendix.

The Planning Commission will continue review of Sections 1604.4 through 1604.8 at the next meeting on July 24<sup>th</sup>.

**OTHER PLANNING COMMISSION BUSINESS**

Housing Task Force Report

Kati Gallagher provided an update on the Housing Task Force. She mentioned that they may have a survey to assess the current housing needs in Waterbury. A discussion about surveys and perhaps coordinating surveys with the bylaw modernization grant was briefly discussed.

SE Group & the Bylaw Modernization Grant

The SE Group will attend the Planning Commission meeting on Friday, July 24<sup>th</sup> to discuss progress and next steps in the public outreach process. A draft timeline for Bylaw adoption was created after a staff meeting with the SE Group. It was reviewed and discussed.

The PC discussed the questions they should raise at the July 24<sup>th</sup> meeting with the SE Group. Some of the main questions for the SE Group will be how they are going to help people understand the difference between an informational and a public hearing. Two informational meetings are planned as part of the Bylaw Modernization Grant prior to the public hearings. Also, scheduling will be a main topic of review with the SE Group to ensure that deadlines are met.

**NEXT MEETING**

The next PC meeting is scheduled for Monday, July 24<sup>th</sup>, 2023 at 7:00 p.m. in the Municipal Center.

**ADJOURNMENT**

**MOTION**

Mary Koen motioned to adjourn; it was seconded by Dana Allen.

Vote: The motion was approved 5-0.

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

Respectfully submitted,

Danny Velez, Secretary