

**WATERBURY PLANNING COMMISSION**  
**Approved Minutes**  
**Monday, November 30, 2023**

Planning Commission: Martha Staskus, Dana Allen, Mary Koen, Billy Vigdor  
Staff: None  
Public in attendance: None

The meeting was called to order at 7:00p.m. in the municipal offices at 28 N. Main Street.

**AGENDA REVIEW AND MODIFICATIONS**

No Agenda changes.

**ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC**

No announcements. No General Public in attendance.

**APPROVAL OF PRIOR MEETING MINUTES**

The minutes of November 20, 2023 were tabled to the December 4<sup>th</sup> meeting.

**REVIEW ANY OUTSTANDING EDITS TO THE UDBP-1 DRAFT BYLAWS**

The Commission reviewed Dimensional Requirements and Dimensional Definitions.

The Commission compared the maximum structure height across the board in Phase I. The PC was asked to be cognizant of heights in the entire Phase-1 area.

A discussion about the dimensional requirements and if they should reference the dimensional definitions in the dimensional table. The dimensional definitions are listed in the table as well as under dimensional definitions. The PC discussed issues of cross referencing and trying to avoid that in the document.

The dimensional requirements section of the bylaws references how height is measured. Staff stated that the Development Review Board has discussed improved methods of measuring height for buildings. The chair of the DRB will be consulted prior to the next meeting to get input on this. The next meeting will be held on Monday, December 4<sup>th</sup> 2023.

The PC agreed by consensus to delete the draft version of Section E. Dimensional Requirements that was submitted by the consultant and replace with the draft submitted by staff except for how height is measured, which will be determined at the next meeting.

**SE GROUP UPDATE AND SCHEDULING**

SE Group provided story boards for the upcoming open house meeting on December 7<sup>th</sup>. The PC reviewed each of the story boards for content and made edits directly on the boards on the google drive.

**NEXT MEETING**

The next regular Commission meeting is scheduled for Monday, December 5, 2023 at 7:00 p.m. in the municipal offices in the Municipal Center.

Agenda Items to include:

1. Finalize public hearing schedule for adoption of UDBP-1 Bylaws
2. Review any outstanding edits needed to the UDB-P1 draft bylaws
3. Dimensional Standards Review with Neal's input
4. Stanley-Wasson Parcel Update – Designated Downtown area
5. SE Group Open House Preparation

**ADJOURNMENT**

Motion to adjourn by Dana, Second by Mary. Unanimous. The PC meeting was adjourned at 8:52 p.m.

Respectfully submitted,

Neal Leitner