

WATERBURY PLANNING COMMISSION MINUTES

**Monday, May 11, 2026
6:00 P.M.**

Planning Commission: Dana Allen, Billy Vigdor, Monica Callan, Robbie Adler

Staff: Neal Leitner

Attendance In Person and Zoom: Julia Randall from the SE Group

Agenda review and possible modifications

none

Announcements and General public comments

none

Approval of minutes

Billy Vigdor moved to approve the 4/27 minutes. It was seconded by Robbie Adler. Motion approved 4-0.

Municipal Plan Update Tasks

General

- All future What We Heard Sections will have a short summary text with some numeric references and will incorporate graphics from the Community Assessment Survey done for the Town Plan.
- Trackers are meant to track the Town's progress but, where appropriate, can be treated as aspirational.

Chapter-Specific Decisions

Energy Chapter:

- SEGroup will revise the What We Heard Section of the Chapter

Housing Chapter:

- Will try to include data for the last ten years on: housing prices, houses sold, houses listed by year, rental vacancy rates, share of short-term rentals as a percentage of the housing stock.
- Billy to check with the Housing Task Force as to the availability of these data.
- SE Group to update text and prepare StoryMaps
- PC staff to send StoryMaps to Central Vermont Regional Planning Commission (CVRCP) for review

Transportation Chapter:

- SE Group to prepare StoryMaps
- PC staff to send StoryMaps to CVRCP for review

Distribution to Select Board

- After the PC receives CVRCP, PC will forward StoryMap chapters to Martha Staskus, Chair, Waterbury Select Board.

Next Meeting and Going Forward

- Review the What We Heard Section of and finalized the draft Energy Chapter

- Natural Resources and Land Use Chapters: Dana to circulate drafts by the end of the week (May 15); PC to review and comment by Wednesday (May 20), SE Group to provide revised drafts by Friday or Monday (May 22 or 25)

- Community Services-: Robbie will draft the Planning Context section.

- Town Plan Introduction:

-- Dana will circulate an outline and provide the first draft of the PC's process of creating the Town Plan.

-- Dana will share the first draft of demographics with Robbie and Billy.

-- Julia will draft the "How to Use the StoryMaps" section.

Historic and Cultural Resources:

-- Monica will circulate a draft of the Planning Context by June 1.

The PC and Julia Randall discussed "Tracking Progress", a section within each chapter. The PC decided on taking a broader tracking metric rather than a more granular tracking metric. The PC agreed that "Tracking Progress" should include implementing the strategies identified in each chapter.

Local Economy Chapter Review

- Billy to confirm Waterbury population growth for the Local Economy Chapter

- Katie to determine the rate of Waterbury's economic growth for the Local Economy Chapter.

Energy Chapter Review

-- PC is not required to update the 2018 Enhanced Energy Plan

-- Billy to revise Table 2 to focus on percent changes and simplify and reorganize the Table 2 discussion.

-- Decided to include maps in the StoryMaps, following the Montpelier model

-- PC will need to decide how to collect data on energy efficiency infrastructure (RBES) and renewable energy incorporated into new building permits.

-- Julia Randall will revise "What We Heard" and circulate for PC review.

Municipal Services and Flood Resilience Review

-- Final drafts will be circulated by Wednesday for PC review. PC review due Friday and staff provide drafts to CVRPC on Monday.

Other Chapter Timing

-- Katie to provide Transportation draft prior to next meeting

-- Dana to draft Natural Resources and Land Use and circulate in time for review at the PC's May 26 meeting

--- Community Services: Dana to check with Robbie

-- Monica to draft the Historic and Cultural Resources Chapter and circulate in time for review at the PC's June 8 meeting.

8:45 p.m. Adjournment