

WATERBURY PLANNING COMMISSION MINUTES

DRAFT

Monday, October 13, 2025

In Attendance

Commissioners: Martha Staskus, Dana Allen, Robbie Adler, Kati Gallagher, Billy Vigdor

Public: Nita Homstrom, Alyssa Johnson, Pegeen Mulhern

Meeting convened at 6:05 pm

Agenda Review and Modifications

After a discussion, Billy moved and Dana seconded a motion to re-order the agenda to discuss the Municipal Chapter after public comments and to add two agenda items: (1) a discussion of the Planning and Zoning Website Page; and (2) Tier 1B for the Central Vermont Regional Planning Commission (CVRPC) Regional Land Use Map. The motion passed 5-0.

Announcements and General Public Comments

There were no public comments

Review of Draft Municipal Government Agenda and Chapter Template

The Commission reviewed the draft Municipal Government chapter and a Town Plan chapter template prepared by SE Group, the Town Plan consultant. The purpose of the discussion was to develop a single template for all of the Town Plan chapters.

After discussion, the Commission agreed to the following:

- The Plan should be couched in the positive, using affirmative language.
- There will be a single document that will be produced in paper and electronic form, using the storyboard style used by Montpelier.
- There will be a general introductory chapter for the entire Town Plan.
- Each of the following chapters (the required 12) will have an introduction that contextualizes the aspirations, goals and strategies (AGSs) contained in the remainder of each chapter. The context will include relevant updates and progress from the prior Town Plan and all the input received by the Commission, e.g., the assessments; town survey; visioning sessions; AGS meetings, and any other Town input.
- Each chapter will have a section on aspirations, followed by a section with a nested set of goals and strategies, identifying the high, medium and low priority goals, and the timing to complete each. Readers should be able to easily understand the connection of each aspiration to the chapter context.

- The chapters will not include a section of “Big Ideas.” Although it is possible to provide a graphic, image, or photo highlighting one or more of the high priority goals.
- Each chapter will contain a “Synergies” section to discuss the relationship and possible cross reference between that chapter and other chapters.
- There will be a “tracker” section discussing how the Town plans to track progress.
- The Planning Commission has to determine where the required Education Plan will be incorporated into the revised Town Plan.

Tier 1B for the CVRPC Regional Land Use Map

By December 9, 2025, the Town Select Board will have the option (“Opt-In”) to identify areas that it wishes to be designated as Tier 1B on the Regional Land Use Map. CVRPC is planning to attend the November 3 Waterbury Select Board Meeting to discuss the Opt-In. As of October 13, neither the Select Board nor the Planning Commission have received a draft Regional Land Use Map or the CVRPC Waterbury-specific housing targets that are to be integrated into the Regional Land Use Map. The Commission discussed timing and process issues associated with exercising the Opt-In, including obtaining public input.

Martha will send an email to Nicki Sabado, CVRPC, copying Doug Greeson, to learn when the draft Regional Land Use Map will be submitted for review, and whether there are ways to designate Tier 1B areas after the Land Use Map is adopted by the Vermont Land Use Review Board.

Review of Natural Resources and Flood Resilience AGS Presentation*

After a discussion, the Commission concluded the presentation was consistent with prior presentations. The Commission will ask SE Group to ensure the presentation identifies AGSs for both chapters that were identified in the Visioning Session Summaries but do not appear to be addressed in the presentation.

Dana will send an email to Neal and Mike Dacey to review the Flood Resilience AGS Presentation before it goes out to the public.

Martha, with Neal’s and Billy’s support, will send a reminder to land owners within the Waterbury part of the Shutesville Hill Wildlife Corridor specifically inviting them to attend the November 10, 2025 Planning Commission meeting at which preservation of natural resources will be discussed.

Planning and Zoning Website Page

It was noted that the Planning and Zoning page of the Town Website (<https://www.waterburyvt.com/departments/zoning/permit#c293>) requires non-substantive updates to avoid confusion.

After discussion, the Commission agreed to the following non-substantive updates:

- Change the following label from “Phase 1 Area Bylaws These Bylaws were made possible in part by the help of the Vermont Municipal Planning Grant”

to “Phase 1 Area Bylaws (Amends the Waterbury Zoning Regulations in the Phase 1 Area), this adds clarity as to the relationship between the two documents.

- Delete “Interim Village Zoning Map – adopted 4/26/2021,” as it no longer applicable.
- Delete “Setbacks & Uses by District,” to avoid confusion between the 2013 Regulations and Phase 1 Bylaws.
- Integrate the “Waterbury Village Zoning Map” and “Waterbury Town Zoning Map,” to avoid ambiguities.

Minutes

The review and approval of September 22, 2025 minutes were tabled until the next meeting.

Adjournment – 8:28 pm

Dana moved and Billy seconded a motion to adjourn the meeting. The motion passed 3-0.

* Katie and Robbie left the meeting.