



WAITSFIELD PLANNING COMMISSION AGENDA

February 20, 2024 at 7:00 p.m.

Planning Commission

Kevin Anderson, Vice-Chair
Beth Cook
Robert Cook
Emma Hanson
AnnMarie Harmon
Alice Peal, Chair
Jonathan Ursprung

THE PLANNING COMMISSION WILL BE HOLDING A HYBRID MEETING. THE PUBLIC MAY ATTEND IN PERSON AT WAITSFIELD TOWN HALL OR REMOTE VIA ZOOM WITH TELEPHONE AND/OR VIDEO ACCESS. THOSE PARTICIPATING MAY SPEAK DURING THE DESIGNATED PERIODS.

To join the meeting remotely, use this link:

<https://us02web.zoom.us/j/9190265312>

Meeting ID: 919 026 5312

Or call: 1 929 205 6099

Planning & Zoning Administrator

J. B. Weir

Town Administrator

Annie Decker-Dell'Isola

Town Clerk

Jennifer Peterson

Town Treasurer

Randy Brittingham

Waitsfield Town Office

4144 Main Street
Waitsfield, VT 05673
(802) 496-2218
www.waitsfieldvt.us

1. **CALL TO ORDER / ROLL CALL**
2. **REVISIONS TO AGENDA, IF ANY (5 +/- min)**
3. **PUBLIC FORUM (10 +/- min)**
4. **APPROVAL OF MINUTES – FEBRUARY 6, 2023 (10 +/- min)**
5. **MPG RFQ (15 +/- min) AnnMarie, JB**
6. **NDA DESIGNATION APPLICATION (25 +/- min) JB**
7. **WASTEWATER PLANNING PROJECT UPDATE (10 +/- min)**
8. **UPDATES FROM THE PC CHAIR (25+/- min)**
 - a. CVRPC
 - b. Floodplain and Wetland remapping
 - c. LHMP and State HMP
9. **OTHER BUSINESS (20+/-min)**
10. **ADJOURNMENT**

**Waitsfield Planning and Zoning Administrators Report
Planning Commission February 20, 2024 meeting**

5. MPG RFQ

At last meeting the Board decided on timelines for the project to include in the MPG RFQ. The final MPG which was emailed to members is also included in the packet, along with the advertisement. The RFQ was posted to the Town website on 2/15 and will appear in the 2/22 Valley Reporter. The PZA emailed the RFQ to the Vermont Planner's listserv on 2/15. The PZA will be sending the link out as well directly to a list of consultants once newspaper publication is first made.

Members should begin to plan for the Steering Committee that will be running this project. After last meeting, potential members include AnnMarie Harmon, Beth Cook, Sean Lawson, Brain Shupe, and Luke Foley of Friends of the Mad River.

The PZA spoke at length with Ken Linge of the Vermont Bond Bank on 2/16. The Bank is interested in flood resiliency support and the PZA can report on this discussion at the meeting.

6. Neighborhood Development Area (NDA) Designation

At last meeting the Board approved the draft NDA application for submittal to DHCD for initial review and feedback. Jacob Hemmerick has contacted the PZA and will be doing the review himself. Jacob will reach back out to the PZA by the 2/20 meeting with comments. The PZA hopes to present those comments at the meeting for discussion. Per correspondence with Jacob, he sees to issue in us being able to get a final draft in to the Downtown Board for approval at its March meeting. PC representation is a requirement.

7. Wastewater Planning Project Update

Members of the PCT and ETT teams have begin in earnest to meet with landowners along the service area with regard to connecting to the proposed system. The PZA, Robin Morris and Chach Curtis are the primary members in this regard, and have met with many landowners whose properties are considered priority connections. Once this initial round of discussion occurs, the next steps will be to have these landowners sign a non-binding intent to connect. These affirmations will need to be amassed ahead of the bond vote for purposes of USDA funding. Should the bond be approved on June 11, the next step would be getting the same

landowners to sign off on easements for the project prior to receiving any subsidy or loan terms from USDA.

30% design work continues to be done by Jon Ashley. Site visits were had four of the priority connections last week and the response was good, although some redesign work is anticipated.

Public outreach material are being finalized, with an ambitious community engagement plan ahead. This includes two community meetings, newspaper articles, letters of support from numerous stakeholders, a new website, and a social media campaign to name a few.

9. Other Business

The Board should begin discussion on member reorganization in light of Ms. Peal's memo in addition to the end of members' terms. Mr. Anderson's and Mrs. Harmon's terms are ending.

Upcoming trainings/webinars:

Flood Recovery Check-in

Registering once for this check-in will sign you up for all future occurrences. The check-in will be held the third Tuesday of each month until it is no longer needed.

Several Vermont municipalities are still recovering from the two major flood events in the summer of 2023. This work can take a long time to complete, and the funding needed to pay for it can be challenging to manage. In response to this, VLCT is holding a series of recurring meetings to support the municipal officials who are dealing with it. Each month, VLCT's Federal Funding Assistance Program team hosts staff from Vermont Emergency Management (VEM), FEMA, and Vermont's Flood Recovery Office to share information, discuss timely topics, and conduct a Q&A to help smooth the path to flood recovery, mitigation, and resilience.

Attendees Will hear important updates about FEMA's Public Assistance Program; get information directly from FEMA and state officials; learn details about other programs and opportunities that could benefit your town relative to flood recovery, mitigation, and resilience; and discover tips, best practices, and resources that can help you navigate projects involving FEMA funding.

Recurring Speakers:

Eric Forand, Director, VEM

Ben Rose, Alternate State Coordinating Officer, DR-4720-VT, Recovery and Mitigation Section Chief, VEM

William (Will) F. Roy, Federal Coordinating Officer, Field Leadership Cadre, FEMA Region 1

Douglas R. Farnham, Chief Recovery Officer, State of Vermont

Pat Moulton, Recovery Officer, Central Vermont

Did you miss, or do you want to review, any of our previous flood check-ins?

Visit our Flood Recovery Check-In Recordings and Resources page for recordings and slides from previous dates in this series.

Date: Tuesday, February 20, 2024

Time: 1:00 PM - 2:00 PM

Registration Deadline: Tuesday, February 20, 2024

Register [here](#).

An Introduction to Vermont's Rare, Threatened, and Endangered Plants

Did you know that the Vermont Natural Heritage Inventory maps and monitors about 600 rare and uncommon plant species across the state? Join State Botanist Grace Glynn for a fun glimpse into some of our rare plants, where they're found on the landscape, and the ongoing work to conserve them. Learn more about what towns can do to better protect these important pieces of our state's natural heritage.

Presenters:

Grace Glynn, Botanist, VT Fish and Wildlife Department

Jens Hilke, Conservation Planner, VT Fish and Wildlife Department

Repeat sessions of this webinar will be offered on the following two dates:

Session 1: Thursday, March 7th, 2024, 1:00 – 2:00 p.m. Register [here](#).

Session 2: Tuesday, April 16th, 2024, 10:00 – 11:00 a.m. Register [here](#).

Using BioFinder 4.0: A step by step introduction to using this updated webmap

The BioFinder website is an online map and database that allows users to explore the patterns of habitat distribution that most impact Vermont's biodiversity. It hosts the Vermont Conservation Design data – all components of a complete vision for maintaining ecological function to secure our natural heritage for future generations. The Biofinder website was just updated to BioFinder 4.0 and while the functionality is nearly identical to the previous version, now is the perfect time

to learn how to better use this multi-faceted tool. Join us and improve your skills in using BioFinder. This webinar will focus on the functionality of the webmap itself. To learn more about the data behind the maps displayed on BioFinder, be sure to join an upcoming "Understanding Vermont Conservation Design" webinar.

Presenters:

David Moroney, Conservation Planning Specialist, VT Fish and Wildlife Department
Jens Hilke, Conservation Planner, VT Fish and Wildlife Department

Repeat sessions of this webinar will be offered on the following three dates:

Session 1: Monday, March 25th, 2024 2:00 – 3:00 p.m. [Register](#)

Session 2: Thursday April 11th 2024, 11:00 a.m. - 12:00 p.m. [Register](#)

Session 3: Tuesday, May 14th, 2024, 11:00 a.m. – 12:00 p.m. [Register](#)

Understanding Vermont Conservation Design: The data behind BioFinder

Vermont Conservation Design is the data and the vision that powers the BioFinder website. It is a prioritization tool that identifies the lands and waters most important for maintaining Vermont's ecologically functional landscape – one that conserves current biological diversity and allows species to move and shift in response to climate and land-use changes. Vermont Conservation Design allows users to see patterns in Vermont's forests and waterways, and identify the places that connect both into a functional network. The Design was just updated with new landscape scale components and Wildlife Road Crossings. It now features more accurate edges of the habitat blocks, that allow for a better understanding of the pattern and network of connected forests. Join us to learn more about this important conservation science.

Presenters:

Jens Hilke, Conservation Planner, VT Fish and Wildlife Department
David Moroney, Conservation Planning Specialist, VT Fish and Wildlife Department

Repeat sessions of this webinar will be offered on the following three dates:

Session 1: Thursday, March 21st, 2024, 1:00 – 2:00 p.m. [Register](#)

Session 2: Thursday, April 4th, 11:00 a.m. - 12:00 p.m. [Register](#)

Session 3: Tuesday, April 30th, 2024, 11:00 a.m. – 12:00 p.m. [Register](#)

Resilient Rivers: Good for fish and people

Fish and other aquatic organisms face threats from development as well as increasing frequency and intensity of floods and droughts and rising temperatures. Restoring rivers to natural conditions will help ensure the long-term survival of aquatic organisms, and has co-benefits for water quality and flood resilience. This talk will highlight three areas where municipalities can help protect aquatic habitats: forested riparian areas, aquatic organism passage, and log jams. Join VFWD Aquatic Habitat Biologist Will Eldridge to learn how allowing rivers to function naturally where it is safe to do so is more effective and more sustainable in the long run.

Presenters:

Will Eldridge, Aquatic habitat Biologist, VT Fish and Wildlife Department

Jens Hilke, Conservation Planner, VT Fish and Wildlife Department

Repeat sessions of this webinar will be offered on the following two dates:

Session 1: Thursday, February 22nd, 2024, 11:00 – 12:00 p.m. [Register](#)

Session 2: Tuesday, April 9th, 2024 1:00 – 2:00 p.m. [Register](#)

Respectfully submitted,

J.B. Weir

TOWN OF WAITSFIELD, VERMONT
Planning Commission Meeting Minutes
Tuesday, February 6, 2024

Draft

Members Present: Kevin Anderson, Beth Cook, Bob Cook, Emma Hanson, AnnMarie Harmon, Jonathan Ursprung

Members Absent: Alice Peal

Staff Present: JB Weir, Planning and Zoning Administrator

Others Present: Robin Morris (Water Commission)

II. Regular Business.

1. Call to Order

The meeting was called to order at 7:02 pm by Kevin. The meeting was held in person at the Town Offices and remotely via Zoom.

2. Review agenda for addition, removal, or adjustment of any items.

No adjustments were made to the agenda.

3. Public Forum.

Nobody present requested time to address the Commission.

4. Groundwater Protection Overlay

Robin Morris explained that the water system's Source Protection Plan is basically a recommendation, and doesn't provide the Town with any recourse regarding land use impacts in the area of the water supply. Options to allow better management include an ordinance prohibiting certain activities, purchase of the land or easements on the land that sits over the source. Robin indicated that the key thing to be controlled is the placement of wastewater fields, particularly as they are a potential source of PFAS (per- and polyfluoroalkyl substances). He noted that Waitsfield's supply is one of the few sources in Vermont with no PFAS detection to date.

The Water Commission has been studying existing ordinances and related state templates; previous GIS mapping has outlined three zones related to the aquifer, each with a different level of impact on the water supply. Robin has worked with JB to look at the underlying zoning regulations in those three zones to determine what activities are allowed which could potentially put the water supply at risk (i.e. gas stations). Robin explained that the ordinance would not be designed to halt existing uses, but rather to have property owners be thoughtful going forward. A primary goal is to have no leach fields developed in either Zone One or Zone Two of the aquifer area.

JB then went through some of the details in the proposed overlay regulations, which include:

- No residences in Zone One, which is a 200-foot radius around the source
- Zone One limited to a minimal number of uses, with no structures allowed, no manure spreading permitted
- Conditional Use Review required for all proposed development in Zone Two
- A list of prohibited uses

- Inclusion of a ‘two-year time of travel’ clause for septic disposal systems; this is something that is outlined by EPA, and related language is included in Vermont’s Wastewater and Potable Water Supply Rules
- Performance standards to be met for any development within the Overlay
- Definitions

JB indicated that it is generally large parcels which currently exist in the overlay area, and that the restrictions are necessary due to there being no opportunity to connect to a central wastewater system. It was noted that Zone Two has a more direct impact on the aquifer, although the zones do not move out concentrically from the source point.

Kevin suggested including a Town Plan reference in a purpose statement for the overlay district, and defining ‘conservation zone.’

JB will request a review by the Town’s attorney, and then bring the draft back to the PC for further consideration. He noted that he will refine the maps to include parcel lines and to present them in a way that is more similar to others in the Plan and Regulations.

5. MPG RFQ

AnnMarie discussed the potential makeup of a steering committee; this group will review applications and interview candidates for the Irasville Master Plan work, and serve to oversee the project. She noted that the following people have either volunteered or have been suggested as members:

- Sean Lawson has volunteered to be part of the committee.
- AnnMarie intends to be on the committee.
- A member of the Selectboard; it was noted that Brian Shupe has a long-term interest in this work.
- A representative of Downstreet – Kaziah Haviland was mentioned.
- Another PC member; there were no volunteers for full-time committee membership, but some expressed interest/willingness to assist with certain aspects of the work.
- Luke Foley of Friends of the Mad River was suggested as a member.
- JB will also be participating in the committee meetings.

AnnMarie left the meeting at this point.

JB then reviewed the RFQ that AnnMarie had drafted, noting that the document included much of the material included in the grant application. He asked that the PC determine some of the dates to be included in the timelines which were outlined. It was agreed that the selection process will follow this time frame:

- Interviews and presentation/review of proposals may be part of the same step
- Initial interest due from candidates due by March 15
- Selection of those to be interviewed due by March 22
- Interviews and presentations of proposals completed between April 5 – 19
- Selection of consultant by April 22
- JB will look into what is required regarding Selectboard approval of the chosen consultant
- Start date by May 1

The timeframe for completion of the work was then discussed, with the following timing of work segments agreed upon:

- Contract in place by May 1, work to commence on May 8
- Existing conditions analysis: May – July 2024
- Community development goals: July – August 2024
- Wetland enhancement opportunities: August – October 2024
- Provision of at least three opportunities for community engagement
- Design work: Winter 2024 – August 2025
- Strategic recommendations finalized by November 1, 2025

The project end date is already established via grant requirements as November 30, 2025.

Kevin pointed out that ‘Environmental Engineer’ included in the document’s heading should be changed to ‘Environmental Consultant’

It was agreed that JB will incorporate this information, and send a draft to PC members for further review and feedback.

Kevin noted that he had met with Dave Sellers and Jim Sanford, and that they have some interesting ideas developed on paper that should be shared with the PC. He also emphasized that well thought out information should be presented to DEC regarding wetland conceptual work and proposed alternatives.

6. NDA Designation Application

JB reviewed the application materials, explaining that Sam Robinson (MRVPD) had done the mapping work and assisted with composing the cover letter. Joshua Schwartz has also reviewed the application materials. Kevin suggested that the materials include a specific reference to the MRPA’s scoping study approved for the proposed Route 100 multi-access path. It was agreed that JB will add this information, and then provide Amy Tomasso (ACCD) with a copy of the draft and ask if she is available to meet with the PC at their February 20th meeting for a preliminary review of the application. Typically, this is the protocol followed before submission to the Downtown Review Committee, who will review the application at their March meeting, at which Town representation is required.

MOTION: *Emma made a motion to authorize JB to submit the completed NDA Application for pre-review, with the addition of information related to the MRPA feasibility study as mentioned. The motion was seconded by Jonathan. All voted in favor.*

7. Wastewater Planning Project Recap

JB noted that the bond vote is now scheduled for June 11, as there is potential for more successful funding requests on the horizon, and a positive bond vote is necessary for these applications. Public outreach and information dissemination is gearing up for this new timeline, and Bob noted that engineering and field work activities are also ramping up, with visits to high priority parcels taking place.

8. Approval of Minutes

The minutes of January 16, 2024 were approved.

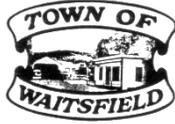
9. Other Business

No other business was taken up by the PC.

10. Adjournment

The meeting adjourned at 8:52 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary



TOWN OF WAITSFIELD

**REQUEST FOR QUALIFICATIONS
ENGINEERING CONSULTANT / MUNICIPAL PLANNING PROFESSIONAL
February 15, 2024**

The Town of Waitsfield (“Town”) seeks a qualified consultant(s) to assist its Planning Commission and Planning and Zoning Administrator in creating a Village Master Plan for Irasville. The objectives of this project are those of increasing housing, improving natural resources and increasing resilience against a changing climate. The Village Master Plan will include current conditions, community attitudes, identification of wetland enhancements, realistic design scenarios, and next steps for phased revitalization and resilience

There is \$49,990 available for this project from Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development. All work covered by this funding must be completed by November 30, 2025. The project is expected to start in May of 2024 and run through the fall of 2025. Significant public engagement is expected.

The complete Request for Qualifications can be found here: <https://waitsfieldvt.us/wp-content/uploads/2024/02/2024-MPG-RFQ-1.pdf> or by contacting the Waitsfield Planning & Zoning Administrator at pza@gmavt.net. A SOQ in pdf format must be submitted via email by 12 noon Friday March 15, 2024 to pza@gmavt.net.

REQUEST FOR QUALIFICATIONS

**Environmental Consultant / Municipal Planning Professional
is requested for a Village Master Plan for Irasville, Vermont
Waitsfield, Vermont
[FEBRUARY 14, 2024]
RFQ Due on [MARCH 15, 2024]**

PROJECT DESCRIPTION

Overview

This project is to create a Village Master Plan for Irasville, with the goal of increasing housing, improving natural resources and increasing resilience against a changing climate. The Village Master Plan will include current conditions, community attitudes, identification of wetland enhancements, realistic design scenarios, and next steps for phased revitalization and resilience.

Context and Background

Waitsfield's Town Plan identifies Irasville as the growth area for the Mad River Valley, accommodating the majority of new residential and commercial development in a traditional VT village form.

The lack of municipal infrastructure, coupled with the lack of an integrated stormwater management and wetlands approach, has resulted in a fragmented development pattern and limited capacity to accommodate growth.

The town has recently made substantial progress on a variety of stumbling blocks keeping Irasville from realizing its potential:

- Municipal water system installed in '12
- Municipal wastewater system planning is currently underway, final design in '24
- Irasville Wetlands Analysis, '21

Building off this progress, as well as leveraging lessons learned from the town's previous Irasville visioning efforts, the town is well positioned to undertake a process focused on two overarching objectives: 1) enhance Irasville's absorptive capacity while also meeting municipal goals; 2) enable and promote Irasville's development as a compact, mixed-use, and pedestrian-oriented growth center.

Extensive conversations with our region's DEC Wetlands Ecologist have resulted in an understanding of the key role that Irasville's existing wetlands complex plays in flood storage,

water quality improvement, and more. In a time of climate change-induced weather patterns, their role is increasing in significance. Waitsfield is committed to utilizing the lessons of its 2021 Wetlands Analysis to guide master planning, focusing first and foremost on how to enhance and support the functioning of Irasville's wetlands complex. The town is fully committed to evolving Irasville's automobile-centric development pattern into a bustling pedestrian-oriented growth center while also increasing the natural functioning of its landscape.

Funding

A total of \$49,990 is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development.

Work Plan

The overarching objectives of the Irasville Master Planning project are to enhance the landscape's absorptive capacity while also meeting municipal goals that enable and promote the development of a compact, mixed-use, and pedestrian-oriented growth center. We aim for a future Irasville that is home to the bulk of the Mad River Valley's housing and commercial needs at a pedestrian scale, resulting in a critical mass that supports a diversity of viable businesses in the village, as well as ample ridership for a commuter bus connecting Irasville to neighboring population centers. This future Irasville has a highly functioning environment where critical wetlands have been enhanced and storm water captured, intercepting rainwater that would otherwise end up in the Mad River and exacerbate flooding. The natural functions of the immediate landscape are understood, strengthened, and protected.

In order to achieve this projected future Irasville, we will need to start with a plan. The Irasville Master Plan will provide strategic recommendations for advancing the housing and mixed-use development of Irasville in a manner that increases the absorptive capacity of its wetlands. The project will include an engaged public process to ensure that the broad community envisions a future that's mutually beneficial, as well as incorporate implementable design approaches that build off of the existing momentum.

The long-term outcome of this project is a more resilient Waitsfield, where the town's long-standing commitment to smart-growth principles is realized, one that welcomes changing demographics, all in a location that is safe from, and minimizes the likelihood of flooding.

Proposed Timeframe

Contract Awarded, Proposed Start Date: May 1, 2024

Existing Conditions Analysis: May – July 2024

Community Development Goals: July – August 2024

Wetland Enhancement Opportunities: August – October 2024

Community Engagement: As appropriate May 2024 – August 2025

Design (including State Wetlands review): November 2024 – August 2025

Strategic Recommendations: November 1, 2025

Project Outline and Deliverables

0) Project Management - Project management activities including internal coordination, project communications, and invoicing.

1a) Existing Conditions Analysis - Summarize Conditions - Drawing from recent Vibrant Villages project, summarize relevant plans, reports, and data to describe current conditions in Irasville

1b) Existing Conditions Analysis - Base Map - Prepare base mapping of existing facilities, buildings, wetlands and other natural features

1c) Existing Conditions Analysis - Present Findings - Share findings to PC, Project Website, & Public Meeting Presentation

2a) Community Development Goals – Identify - Coordinate with Steering Committee, PC, & SB to identify specific development goals (consultant & staff)

2b) Community Development Goals – Articulate - Share goals and hear feedback from PC/SC (post to Project Website)

3a) Wetland Enhancement Opportunities – Identify - Based on existing Irasville wetland rankings (functions and values), identify areas for restoration, expansion, and encroachment (no site visit anticipated)

3b) Wetland Enhancement – Prioritize - Develop a prioritized list and map of wetland restoration, expansion, and encroachment

3c) Wetland Enhancement - Implementation - Identify responsible parties for wetland restoration, expansion, and easement holding.

4a) Community Engagement - Steering Committee - Develop and facilitate a project steering committee consisting of Planning Commission, Selectboard representative, PZA, and local stakeholders.

4b) Community Engagement – Website - Develop an informative and engaging project website that tells the context and story of prior planning efforts (including wastewater plans, flood resilience efforts, bylaw modernization)

4c) Community Engagement – Charrette - Informed by wetlands opportunities and constraints, host a design charrette to identify village design ideas and priorities for Irasville

4d) Community Engagement – Materials - Include educational materials and discussions as well as sketchwork and visioning exercises to articulate design vision and goals for Irasville

5a) Design - Charrette Refinement - Working with project advisory committee, refine initial design from charrette (anticipated at one overhead sketch and one perspective sketch).

5b) Design – Feedback - Put initial design into an online community survey to receive resident feedback

5c) Design - Design Refinement - Based on survey results and input from Steering Committee, refine and finalize design based on resident/committee feedback

6a) Strategic Recommendations - Prepare recommendations for advancing and implementing design and wetland considerations in Irasville, including bylaw changes, circulation, stormwater, wetland improvements, and wayfinding. Develop a concise, graphically-rich planning document.

SUBMISSION REQUIREMENTS

All responses to the RFQ shall include the following information:

1. Cover Letter - A letter of interest for the project.
2. Statement of Qualifications and Staffing – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the proposed role of each consultant on the team. Also provide detailed information on each consultant, including the name of the firm, year established, and contact information.
3. Summaries of relevant projects – Describe relevant experience on similar projects for each firm and list the work experience of the individuals expected to be involved in the project. Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
4. Page Limit - The proposal, encompassing items 1-3 above, shall not exceed 15 double-sided pages (30 total pages) including cover letter, project lists and contacts.

All information submitted becomes property of the Town of Waitsfield, Vermont. The municipality of Waitsfield reserves the right to issue supplemental information or guidelines relating to the RFQ as well as make modifications to the RFQ or withdraw the RFQ.

Respondents should submit one (1) digital copy (PDF) and five (5) printed copies of the proposal by **March 15, 2024** to:

Town of Waitsfield
Attn: JB Weir, Planning & Zoning Administrator
4144 Main Street
Waitsfield, VT 05673

For questions, please contact JB Weir, Planning & Zoning Administrator, at (802) 496-2218 x 4, or via email at pza@gmavt.net. We will respond to all questions within 48 hours. Both the question and response will be shared with the other consultants.

Please expect a confirmation email upon receipt of the qualifications by the Town of Waitsfield.

Selection Process

Qualifications will be reviewed by a selection committee composed of representatives from *the Waitsfield Planning commission, Waitsfield Selectboard, and Waitsfield community-at-large*. A short- list of consultants will be selected to submit detailed proposals for the project with a project approach, scope of services, schedule and budget with details on staffing, hourly costs and overhead. Proposals will be presented in-person by the consultants at interviews.

RFQ Schedule Summary:

Qualifications due March 15, 2024.

Consultants selected for short-list: March 22, 2024

Interviews and Proposal Presentations: April 15 – April 19, 2024

Consultant selection by April 26, 2024

Project work to begin May 8, 2024

Complete project on or by November 30, 2025.

Evaluation of Qualifications

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 85%
 - Experience with master planning and wetlands analysis
 - Ability to solicit input, build community engagement, and solve problems creatively.
 - Knowledge of infill development and natural resource protection
 - Understanding of current housing issues, resort communities and flood resilience.
 - Proven ability to work with committees and conduct public meetings
 - Availability to begin work on project start date
2. Quality, completeness and clarity of submission - 15%

Interview Framework

The Town of Waitsfield reserves the right to select the top three highly scored consultants and invite them for an interview. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal.

The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the consultant team. The interview and presentation, if deemed necessary by the review committee, will be held at the Town Offices in

Waitsfield, Vermont and via Zoom. The day and time will be notified to the respondents **at least one week prior to the meeting**. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

Final Consultant Selection

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Contract Requirements

The consultant contract will be subject to the terms of Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). A sample contract meeting these requirements is available [here](#).



TOWN OF WAITSFIELD
Planning Commission

To: Division for Community Planning & Revitalization
Department of Housing and Community Development

From: Waitsfield Planning Commission

Re: Neighborhood Development Area Designation Application

Date: February 1, 2024

Dear Jacob:

Attached please find the Town of Waitsfield's draft Neighborhood Development Area designation application.

The Town of Waitsfield is seeking the Neighborhood Development Area designation for Irasville Village District in addition to lands in the Village Residential District that are not encompassed within the Town's Designated Village Center. The NDA designation will augment several recent initiatives in Waitsfield regarding smart growth, infrastructure development, bylaw modernization, and land use planning that will help enact the vision for Irasville that is laid out in the 2023 Waitsfield Town Plan. Furthermore, the NDA designation for Irasville Village will enable the Town to access CWSRF subsidies for the pending Wastewater Planning Project.

We look forward to working with you and scheduling a meeting at your earliest convenience to review the draft application to ensure all requirements are satisfied prior to final submission to the Downtown Board.

Best,

JB Weir
Planning & Zoning Administrator
pza@gmavt.net
(802) 496-2218 x 4

Attachments:

NDA Application (draft)
CVRPC Approval Resolution – 2023 Town Plan
Map (1) Designated Village _ Planning Area
Map (2) - Public Facilities
Map (3) - National Register Historic Districts
Map (4) – Slopes

Map (5) - Flood Risks

Map (6) - Protected Lands

Map (7) - Deer Wintering Areas (DWA)

Map (8) - Natural Constraints

Map (9) - Possible Neighborhood Development Area

Map (10) - Soils _ VSWI

Map (11) - Irasville Sidewalk Map

Application for Neighborhood Development Area (NDA) Designation

Vermont Downtown Development Act
24 V.S.A. Chapter 76A § 2793e

Municipality/Municipalities:
Waitsfield

Application Preparer(s): JB Weir
Date of Draft Application: February 1, 2024
Date of Final Application:

	Application Overview (see Application Guidelines)
	Cover Letter ATTACHED
	(Property Owner Application Only) Notification to Municipality of Intent to Apply
	Responses to Application Requirements below

Please complete the following form, checking the items that are completed and using a different type style or **color** to respond to the instructions provided in CAPS. Staff findings (the shaded column) are in draft form and will be finalized when reviewing the completed application.

Application/ Designation Requirements & Applicant Responses	DHCD Staff Findings
<p>1. Confirmed planning process. Municipalities/municipality has 1) a duly adopted and unexpired plan, 2) a planning process that is confirmed in accordance with section 4350 of this title, and 3) adopted bylaws and regulations in accordance with sections 4414, 4418, and 4442 of Title 24 V.S.A. RPC CONFIRMATION LETTER. ATTACHED; NEWLY-ADOPTED BYLAWS (1/8/2024) ON FILE WITH DHCD</p>	<p>The applicant included a letter from RPC on confirmation status dated ___ and current regulations are on-file with DHCD.</p>
<p>2. Preapplication meeting. Applicant met with Department staff to review the program requirements, review a draft application completed by the applicant, and to discuss the proposed boundaries of the neighborhood development area on DATE:TBD Initial meeting 4/20/23, follow-ups on 12/14/23 & 1/11/24.</p>	<p>A preapplication meeting with DHCD staff took place.</p>

3. NDA location. The proposed NDA is mapped within a neighborhood planning area or a designated growth center. **ATTACH MAP.**

AND IF NOT

One or more areas of land extending beyond the delineated neighborhood planning area may be approved if:

(A) including the extended area beyond the neighborhood planning area is consistent with the statewide planning goals (24 V.S.A. section 4302). **EXPLAIN:**

Waitsfield's proposed NDA is anchored by Waitsfield Village's Neighborhood Planning Area and is inclusive of the adjacent Irasville Village District (IVD). Given their proximity, historic land use patterns, and current values, Waitsfield Village & Irasville operate seamlessly as the town's interconnected "twin villages." The 2023 Waitsfield Town Plan notes the following about the IVD (12-11): "The **purpose** of the Irasville Village District is to function as the Mad River Valley's primary commercial center and the town's growth center to enable coordinated expansion of residential development, shopping facilities, and other commercial uses that minimize traffic impacts, and which concentrate development into a more compact village setting. Development shall enhance traditional Vermont village patterns and Vermont vernacular design, and maintain continuity with Waitsfield Village. The traditional village pattern shifts away from automobile-oriented development in favor of a denser, more pedestrian-oriented pattern."

The Neighborhood Development Area designation will augment several recent initiatives in Waitsfield regarding smart growth, infrastructure development, bylaw modernization, and land use planning that will help enact the vision for the IVD that is laid out in the [2023 Waitsfield Town Plan](#).

In 2020, a collaboration between the Mad River Valley Planning District (MRVPD), Doug Kennedy Advisors (DKA), and the towns of Waitsfield, Fayston, and Warren resulted in the *2020 Mad River Valley Housing Demand & Market Analysis* (Market Analysis). This analysis provided a detailed assessment of the current and future unmet housing demands, considering specific supply and demand factors of the Mad River Valley, and built off of the existing data within the [2017 Mad River Valley Housing Study](#) and the [Mad River Valley Annual Data Report](#). It offered community leaders essential insights for shaping MRV-specific housing policy alternatives,

The proposed NDA and neighborhood planning area are identified on map and the NDA is limited to the neighborhood planning area (growth center) boundary, which extends 0.25 miles from the exterior perimeter of the designated New Town or Village Center, 0.5 miles from the exterior perimeter of the designated Downtown or is within a designated growth center.

AND IF NOT

At least 80% and no fewer than 7 members of the Downtown Board reviewing the NDA agree that boundary meets criteria (A)-(D).

guiding development initiatives, and setting priorities. The Market Analysis identified an immediate market-wide housing need for approximately 365 households, with an additional future need of roughly 85 households, representing a total of 450 households. Much of this immediate and future need would be anticipated in the IVD, as laid out in Waitsfield's Town Plan.

As a result of FY22 Bylaw Modernization Grant support from DHCD, the Waitsfield Planning Commission (PC) undertook a process in November 2022 to review and revise Town zoning bylaws, with a specific focus on Waitsfield Village and Irasville. This project was a key step to ensuring that a significant amount of the unmet housing need previously identified could be accommodated in Waitsfield's Irasville Village District as dictated in Waitsfield's Town Plan.

To assist in this process, the PC secured the services of SE Group, a consultancy based in Burlington, VT. Early on in the process, the PC identified three primary focus areas for revising zoning bylaws, supported by the goals and recommendations of the Waitsfield Town Plan:

- To address a local shortage of housing
- To promote "vibrant villages" with a lively, neighborhood feel
- To create walkable development in village areas

These zoning bylaw revisions were accepted by the Waitsfield Selectboard at its meeting of 1/8/24. Key enhancements include raising the threshold for conditional approval of small residential developments to five units, reclassifying low-impact commercial activities to permitted uses, and adding cottage court-style dwellings as a conditional use. Dimensional standards were adjusted to reduce minimum lot sizes to $\frac{1}{4}$ of an acre, supporting denser village-style development and aligning with S.100 provisions. Additional changes seek to improve neighborhood aesthetics and walkability, such as repositioning parking areas and modifying building facades and entrance orientations. These adjustments, coupled with minor updates to the zoning map, are tailored to fulfill the Irasville Village District's vision and the broader objectives of the Neighborhood Development Area Application.

The final piece to enabling this higher concentration of development within the Irasville Village District is the creation of a municipal

wastewater system, which the Town of Waitsfield is presently engaged in.

Waitsfield conducted a Wastewater and Water Feasibility Study in 2022, which explored options for infrastructure improvements, wastewater solutions, and the potential expansion of water service connections for Irasville and Waitsfield Village. As a next step, during the 12/5/22 Selectboard Meeting, Waitsfield accepted the recommendation of its hired consultant, Dubois & King (D&K), to proceed with a Preliminary Engineering Report (PER) for the Feasibility Study scenarios 5B (development of wastewater treatment and disposal) and 2 (connection of remaining individual wells in Waitsfield Village to the municipal water system).

Through a collaboration between the Town of Waitsfield, D&K, engaged community members, and the Mad River Valley Planning District, the PER was developed through 2023 and finalized by the Vermont Department of Environmental Conservation (DEC) on 12/20/23. In January 2024, the project advanced to the next phase, commencing with 30% Final Design of the wastewater system proposed in the PER. A municipal bond vote for the wastewater system is being planned for summer 2024, anticipating construction in 2025/26. The incorporation of the IVD in Waitsfield's NDA is in strategic alignment with the 2023 Waitsfield Town Plan, which recognizes this area, in conjunction with Waitsfield Village, as the location within the Mad River Valley best suited for compact development of housing near shops and services. The proposed NDA area is supported by the historical continuity of Waitsfield's twin villages as well as extensive recent planning efforts, including the 2020 Mad River Valley Housing Demand & Market Analysis, the recent modernization of Waitsfield's zoning bylaws, and the advancement of a municipal wastewater system. These coordinated efforts highlight the IVD's suitability for the NDA, ensuring it meets the needs of the community while adhering to the state's vision for sustainable and focused development.

(B) residential development opportunities within the neighborhood planning area are limited due to natural constraints and existing development. **EXPLAIN:** Residential development opportunities within the neighborhood planning area are restricted due to natural constraints insofar as the Village is bounded by the Mad River (and its associated floodplain/river corridor) to the east and steep slopes to the west. As evidenced by the attached mapping, there are also

functioning wetlands throughout the planning area that limit development opportunities. Irasville encompasses approximately 190 acres of land within the Town of Waitsfield bordering Route 100 on the east and west sides, from the Fiddlers Green Shopping Center to the edge of Waitsfield Village Historic District in the Mad River Valley. To the northwest of Route 100, the terrain slopes gently to the east or southeast. Irasville is bounded by the Waitsfield-Fayston town line, which runs along the toe of steeper slopes to the northwest. To the southeast of Route 100, Irasville is bounded by the Mad River. A steep 20 to 35-foot high terrace escarpment runs through this portion of the proposed NDA, but above and below the escarpment, slopes are moderate to gentle.

(C) the extended area represents a logical extension of an existing compact settlement pattern and is consistent with smart growth principles. EXPLAIN: The extended area represents a logical extension of Waitsfield Village's classic New England development pattern characterized by a compact development center, dominant public buildings, and a contrast between the village and surrounding countryside. The area includes Irasville, which is the result of farsighted land use policies and private investment initiated in the 1970s and continuing through today. Irasville was envisioned as a compact, mixed-use village serving the commercial, cultural, and housing needs of the MRV. Over 80 residential dwellings have been constructed in Irasville since the 1970s. The functioning of this area as a compact and walkable area has been supported by strategic infrastructure improvements, including road construction to establish a partial grid street network, and extensive sidewalk, boardwalk, and accessible trail construction providing pedestrian access within Irasville and a pedestrian connection to historic Waitsfield Village. The area is served by a municipal water system, which came on line in 2012.

The lack of community wastewater infrastructure has been the primary contributing factor to the area's fragmented development pattern and limited capacity to accommodate growth. This is being addressed through the Waitsfield Community Wastewater Project, currently in 30% Final Design and poised for a bond vote this summer. This impending wastewater infrastructure, in conjunction with the benefits of the NDA, will unlock the area's potential and implement the community's desire for new homes in this

<p>development-ready location near shops and services, further reducing pressure to develop on farm and forest land.</p> <p>(D) the extended area is adjacent to existing development. EXPLAIN: The proposed NDA wraps around the Waitsfield Village Designated Center to the north and is anchored by its Neighborhood Development Area. Not only is the proposed NDA adjacent to existing development, Irasville supports a full range of land uses, including the valley’s principal commercial and service enterprises, a mix of single and multi-family dwellings (including several upper-story apartments), office space for a range of professional and business enterprises, and a limited amount of light manufacturing space.</p>	
<p>4. Walking distance. The proposed NDA consists of those portions of the neighborhood planning area that are generally within walking distance from the municipality’s downtown, village center, or new town center designated under this chapter or from locations within the municipality’s growth center designated under this chapter that are planned for higher density development.</p> <p>EXPLAIN: The NDA consists of areas that are within walking distance from the Village Center. The Neighborhood Planning Area (NPA) is directly adjacent to the NDA and includes an existing residential area immediately east of the Big Eddy Covered Bridge. This existing neighborhood is within the Village Residential District (VRD) and National Register District, and is served by existing sidewalks. The NPA area to the west is all located within the VRD and directly adjacent to the existing Village Center. The entirety of the VRD, which includes these two portions of the proposed NDA, is planned for higher density as detailed in Waitsfield’s recently approved zoning bylaws (i.e. ½ acre minimum lots).</p> <p>The portion of the NDA that includes the Irasville Village District (IVD) is the result of farsighted land use policies and private investment supporting a compact, mixed-use village serving the commercial, cultural, and housing needs of the MRV. The functioning of this area as a compact, walkable, and connected area has been supported by strategic infrastructure improvements over the past 30 years, including road construction to establish a partial grid street network, construction of ADA accessible sidewalks within and connecting the twin villages, an extensive boardwalk system, and safe crossing infrastructure providing</p>	<p>The proposed NDA is within a <u>10</u> minute walk of the <u>designated center</u> and planned for higher density development.</p>

confident pedestrian experiences within Irasville and connection to the adjacent Designated Waitsfield Village Center.

The IVD if planned for even higher densities than current, to be made possible through the recent passage of Waitsfield's amended zoning bylaws described previously (i.e. 1/4 acre minimum lots) and implementation of wastewater infrastructure planned for implementation in 2025.

The proposed NDA abuts the Village Designated Center and as such is within a very short walking distance. The proposed NDA incorporates the area specifically identified as part of the hub for residential and related development for the Mad River Valley (Waitsfield, Fayston, Warren, and Moretown). The zoning bylaw revisions in Waitsfield were accepted by the Waitsfield Selectboard during its meeting of 1/8/24. Key changes include raising the threshold for conditional approval of small residential developments to five units, reclassifying low-impact commercial activities to permitted uses, and adding cottage court-style dwellings as a conditional use. Dimensional standards were adjusted to reduce minimum lot sizes to 1/4 of an acre, supporting denser village-style development and aligning with S.100 provisions. Additional changes will improve neighborhood aesthetics and walkability, such as repositioning parking areas and modifying building facades and entrance orientations. These adjustments, coupled with minor updates to the zoning map, are tailored to fulfill the Irasville Village District's vision and the broader objectives of the Neighborhood Development Area Application.

The final piece to enabling this higher concentration of development within the Irasville Village District is the creation of a municipal wastewater system, which the Town of Waitsfield is presently engaged in. Through a collaboration between the Town of Waitsfield, D&K, engaged community members, and Mad River Valley Planning District, the final PER was submitted to the Vermont Department of Environmental Conservation (DEC) on 12/1/23. The project is currently on schedule, with the next phase of the project to include the 30% design phase which will develop design drawings of the future municipal wastewater system.

<p>5. Flood hazards. The proposed NDA consists of those portions of the neighborhood planning area that are appropriate for new and infill housing, excluding identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development as defined in §29-201 of the Vermont Flood Hazard Area and River Corridor Rule. IF the proposed NDA includes flood hazard areas or river corridors, the local bylaws contain provisions consistent with Agency of Natural Resources rules, required under 10VSA754(a) to ensure that new infill development within a neighborhood development area occurs outside the floodway and will not cause or contribute to fluvial erosion hazards within the river corridors, local bylaws shall also contain provisions to protect river corridors outside the neighborhood development area. EXPLAIN AND MAP (IF APPLICABLE): River corridor, flood hazard, and fluvial erosion areas are identified on the attached maps and have been excluded from the proposed NDA.</p>	<p>River corridor, flood hazard and fluvial erosion are identified on map and excluded from the NDA.</p> <p>AND IF NOT</p> <p>The areas included contain pre-existing development, and the municipality has ANR's review and approval of the local bylaws, which protect river corridors throughout the municipality outside the NDA.</p>
<p>6. Natural resources. The proposed NDA balances local goals for future land use, the availability of land for housing within the neighborhood planning area, and smart growth principals to determine areas most suitable for infill housing by avoiding or minimizing to the extent feasible the inclusion of "important natural resources" as defined in 24 V.S.A. § <u>2791(14)</u>. If an "important natural resource" is included within a proposed NDA, the applicant shall identify the resource, explain why the resource was included, describe any anticipated disturbance to such resource, and describe why the disturbance cannot be avoided or minimized. EXPLAIN AND MAP (IF APPLICABLE): The proposed NDA has been mapped to exclude important natural resources inclusive of headwaters, streams, shorelines, floodways, rare and irreplaceable natural areas, necessary wildlife habitat, wetlands, endangered species, productive forestlands, and primary agricultural soils as reflected in the attached mapping.</p>	<p>Important natural resources present in the proposed NDA are identified on map and include: _____. and the NDA boundary feasibly avoids and minimizes disturbance to the resources.</p>

7. Complete streets.

(B) The proposed NDA is served by planned or existing transportation infrastructure that conforms with "complete streets" principles as described under [19 V.S.A. § 309d](#) and establishes pedestrian access directly to the downtown, village center, or new town center. **EXPLAIN AND/OR MAP:** The proposed NDA is served by an existing sidewalk network, as reflected in the attached mapping. The Town recently completed Bylaw revisions for Irasville and the Villages intended in part to improve walkability and connectivity in the Irasville district. For all village districts, the updated bylaws reduced the minimum lot size to 1/5-acre and made corresponding adjustments to reduce front setbacks, increased lot coverage, and increased maximum building footprint standards. These changes encourage walkable development that is of a similar density, scale, and character to existing village-style development, and will enable infill development opportunities.

In addition the newly-adopted Bylaws sought to promote a walkable and lively neighborhood feel, parking areas are identified to be located to the side or rear of new buildings, with front yard areas being limited to lawn area, landscaping, sidewalks, and/or public spaces. In addition, commercial buildings are to have their primary building façade and entrance facing the primary public street, and buildings have a minimum amount of glazed area (i.e., windows) to promote a natural connection to the street.

The new Bylaws are tailored to minimize excessively large parking areas that can negatively affect walkability, reducing the minimum number of parking spaces required for new residential developments, and bolstering provisions that encourage applicants to seek shared parking arrangements in lieu of constructing new on-site parking.

These efforts support years of walkability and pedestrian safety enhancements within the proposed NDA, much of which was initially identified in the 2017 Mad River Valley Active Transportation Plan (funded through the pilot round of the Better Connections Grant Program).

The proposed NDA is served by an (existing/planned) sidewalk network. (For more detail see Complete Streets Checklist below)

<p>8. Historic resources.</p> <p>(C) The proposed NDA is compatible with and will reinforce the character of adjacent National Register Historic Districts, national or State register historic sites, and other significant cultural and natural resources identified by local or State government. EXPLAIN AND MAP (IF APPLICABLE): The attached map identifies all historic resources, including the Waitsfield Village National Register Historic District and contributing structures). The 2023 Town Plan states that “The preservation of the town’s historic and scenic character is important to promote tourism, to preserve the agricultural land base, to enhance recreational opportunities, and to protect important natural and cultural landscape features.” Goal 10.H-1 of the 2023 Town Plan states the Town’s goal to “Identify, protect and preserve Waitsfield’s cultural landscape and resources, including its traditional settlement pattern, historic built environment, and scenic features.” Policy 10.I-2 calls for the Town to “Preserve the integrity of historic buildings to the extent feasible while allowing for on-going use and maintenance.</p>	<p>Historic resources within the proposed NDA are identified on the application’s map and the municipal plan includes a statement of policy on the preservation of historic resources.</p>

9. Residential densities. The municipal bylaws allow minimum net residential densities (densities allowed through the base zoning, not through bonuses or PUD-only [planned unit development] density calculations) within the NDA greater than or equal to four dwelling units per acre for all identified residential uses or residential building types, exclusive of accessory dwelling units, or not fewer than the average existing density of the surrounding neighborhood, whichever is greater. See the methodology for calculating density on page 10 of the [NDA Application Guide](#). Regulations that adequately regulate the physical form and scale of development may be used to demonstrate compliance with this requirement.

The attached map includes zoning boundaries for all districts within the proposed NDA, which consists of the Irasville Village District (IVD) & Village Residential District (VRD). Allowable densities for all residential building types, exclusive of accessory dwelling units, is $\frac{1}{5}$ acre (up to 5 units per acre) within both of these districts. $\frac{1}{5}$ acre is more permissive than the required net minimum residential density of 4-units per acre. This $\frac{1}{5}$ acre zoning was made possible through the passage of zoning bylaw revisions enacted by the Waitsfield Selectboard at its meeting of 1/8/24, supported through a FY22 Bylaw Modernization Grant. Prior to adoption, the minimum acreage for a parcel in the IVD was 1-acre and VRD $\frac{1}{2}$ -acre.

Residential densities allowed by the bylaws in the proposed NDA range from ___ to ___ units/acre.

NAME ZONING DISTRICT(S) & RESIDENTIAL DENSITY ALLOWED

	dwelling units per acre
Irasville Village District	$\frac{1}{5}$ -acre zoning (up to 5 units per acre): This is greater than the required net minimum of residential density of 4 units per acre. Prior to adoption of the 2024 Zoning Bylaws, the minimum acreage for a parcel in this district was 1-acre.
Village Residential District	$\frac{1}{5}$ -acre zoning (up to 5 units per acre): This is greater than the required net minimum of residential density of 4 units per acre.

	<p>Prior to adoption of the 2024 Zoning Bylaws, the minimum acreage for a parcel in this district was 1/2-acre.</p>	
	<p>dwelling units per acre</p>	
<p>10. Energy conservation. Residents hold a right to utilize household energy conserving devices (such as clotheslines). EXPLAIN if the municipality imposes prohibitions. The Town's bylaws do not prohibit energy saving devices.</p>		<p>Municipality's regulations do not prohibit energy saving devices.</p>
<p>11. Design guidelines. Local bylaws, regulations, and policies applicable to the NDA substantially conform to the neighborhood design guidelines developed by the Department. COMPLETE CHECKLIST BELOW AND REPORT ON SCORES (8 of 10 criteria in each category must be met to qualify for NDA):</p> <p>Complete Streets: <u> 10 </u> of 10 Building and Lot Patterns: <u> 10 </u> of 10</p>		<p><u> </u> of 10 complete street policies and <u> </u> of 10 pattern policies ensure that all investments contribute to a built environment that enhances the existing neighborhood character and supports pedestrian use; ensure sufficient residential density and building heights; minimize the required lot sizes, setbacks, and parking and street widths; and require conformance with "complete streets" principles, street and pedestrian connectivity, and street trees.</p>

<p>12. Maps. The application includes ATTACHED map or maps that, at a minimum, identify: (A) "important natural resources" as defined in 24 V.S.A. § 2791(14): MAP ATTACHED</p>	<p>Maps identifying the proposed NDA boundary and each element are attached.</p>
<p>(B) existing slopes of 25 percent or steeper; MAP ATTACHED</p>	
<p>(C) public facilities, including public buildings, public spaces, sewer or water services, roads, sidewalks, paths, transit, parking areas, parks, and schools; MAP ATTACHED</p>	
<p>(D) planned public facilities, roads, or private development that is permitted but not built; MAP ATTACHED</p>	
<p>(E) National Register Historic Districts, national or State register historic sites, and other significant cultural and natural resources identified by local or State government; MAP ATTACHED</p>	
<p>(F) designated downtown, village center, new town center, or growth center boundaries as approved under this chapter and their associated neighborhood planning area in accordance with this section; MAP ATTACHED</p>	
<p>(G) delineated areas of land appropriate for residential development and redevelopment under the requirements of this section. MAP ATTACHED</p>	
<p>13. Completeness. The application includes the information and analysis required by the Application Guide.</p>	<p>The application is complete and includes the information required by the guidelines.</p>

Neighborhood Design Checklists

Please fill in the right column with information about the municipal plans, policies and regulations that address the 10 guidelines for promoting good neighborhood design in each of the two required checklists. DHCD will total the number of positive (Y) responses for the score at the bottom of the checklist.

Complete Streets Guidelines	Provisions Adopted by the Municipality?	
	Y/N	Cite and link to local plan, regulation, or policy. Note how regulations apply (e.g. all development, district-specific, site plan, and/or subdivision).
<p>1. Require that provisions be made for the extension of the street and pedestrian network into existing streets and adjacent, undeveloped land.</p>		<p>Subdivision Regulations: Section 3.6 (D)(1) (applies to subdivisions within Irasville and Village Districts) Subdivision Regulations: Section 3.6 (G)(4) (applies to all subdivisions) Town Plan: Policy 8.F-8 (applies to all subdivision)</p>
<p>2. Existing or planned pedestrian facilities (such as sidewalks/paths) service the proposed NDA. Planned facilities are identified in the municipal plan, official map, other planning document or the capital budget and program.</p>		<p>Existing sidewalks and paths service the proposed NDA (see attached Irasville Sidewalk Map)</p> <p>Planned pedestrian facilities: Subdivision Regulations: Section 3.6 (D)(1) (applies to subdivisions within Irasville and Village Districts)</p> <p>Town Plan: Trails/Paths</p> <p>Town Plan: Policy 7.K-11 (applies to all districts)</p> <p>Town Plan: Policy 8.F-12 (applies to Irasville and Village Districts)</p> <p>Town Plan: Policy 8.F-13</p> <p>Town Plan: Land Use (Irasville Village District)</p>
<p>3. Require sidewalks or pedestrian facilities for new development, both connecting to buildings on-site and to off-site pedestrian facilities.</p>		<p>Zoning Bylaws: Section 5.03 (D)(a),(b) (applies to new development within Irasville and Village Districts)</p> <p>Town Plan: Policy 8.F-12 (applies to Irasville and Village Districts)</p>

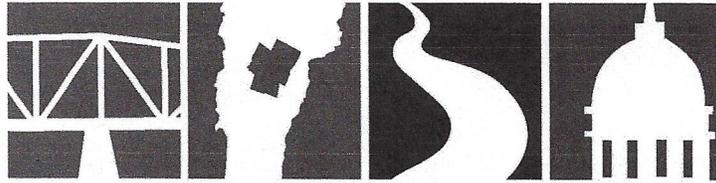
		<p>Planned pedestrian facilities: Subdivision Regulations: Section 3.6 (D)(1) (applies to subdivisions within Irasville and Village Districts)</p> <p>Town Plan: Policy 8.F-13</p>
4. Have plans or regulations in place that address the need for bike facilities (such as bike paths and lanes or multi-use paths) where appropriate.		<p>Town Plan: Policy 8.F-1 (applies to all new development)</p> <p>Town Plan Policy 8.F-4 (applies to all new development)</p> <p>Town Plan: Policy 8.F-12 (applies to Irasville and Village Districts)</p> <p>Town Plan: Land Use (Irasville Village District)</p> <p>Town Plan: Policy 12.E-7 (applies to Irasville and Village Districts)</p>
5. Require street trees, lighting and green strips along streets for new developments.		<p>Town Plan Policy 8.F-4 (applies to all new development)</p> <p>Zoning Bylaws: Section 5.03 (D)(7) (applies to all districts)</p> <p>Subdivision Regulations: Section 3.3 (J) (applies to all subdivisions)</p> <p>Town Plan: Land Use (Irasville Village District)</p>
6. Require new streets to be as narrow as possible (such as having specifications for travel lanes that are 11 feet wide or narrower).		<p>Subdivision Regulations: Section 3.6 Table 3.1 (applies to all districts)</p>
7. Regulate and minimize (1,000 feet or less) the length of cul-de-sacs or blocks		<p>Subdivision Regulations: Section 3.6 (B)(4)</p>
8. Require utilities to be placed underground in new developments.		<p>Subdivision Regulations: Section 3.8 (A)(1)</p> <p>Town Plan: Land Use (Irasville Village District)</p>

9. Minimize the required off-street parking spaces. (Requiring two or more off street parking spaces per residential unit is excessive.)		Zoning Bylaws: Section 3.09 Table 3.1 Town Plan: Land Use (Irasville Village District)
10. Allow for on-street parking.		Zoning Bylaws: Section 3.09 (A)(5) Town Plan: Land Use (Irasville Village District)
TOTAL SCORE (Min 8/10)		Number of YES responses (completed by DHCD staff)

Building and Lot Patterns Guidelines	Provision Adopted by Municipality?	
	Y/N	Cite and link to local plan, regulation, or policy. Note how regulations apply (e.g. all development, district-specific, site plan, and/or subdivision).
1. Allow for a mix of housing opportunities (multi-family, duplex, and single-family, etc.) throughout the NDA.		Zoning Bylaws: Table 2.03 (B)(C) (Irasville District) Zoning Bylaws: Table 2.02 (B)(C)(D) (Village Residential District)
2. Allow for small minimum lot sizes, requiring no more than ¼ acre per lot, or sizes similar to the existing small lot sizes in the area if less than ¼ acre.		Zoning Bylaws: Table 2.03 (D) (Irasville Village District) Zoning Bylaws: Table 2.02 (F) (Village Residential District)
3. Allow for the adaptive re-use of single family residential buildings to multi-family units		Zoning Bylaws: Section 3.03 (applies to all districts) Zoning Bylaws: Table 2.03 (B)(C) (Irasville District) Zoning Bylaws: Table 2.02 (B)(C)(D) (Village Residential District)
4. Allow for infill development by minimizing dimensional requirements (whether traditional: lot size, frontage, lot coverage, etc. or form based: building form standards, frontage type standards, etc.).		Zoning Bylaws: Table 2.03 (D) (Irasville Village District) Zoning Bylaws: Table 2.02 (F) (Village Residential District) Town Plan: Policy 12.E-4 (Irasville and Village Districts)

		Town Plan: Land Use (Irasville Village District)
5. Allow for building heights that enable diverse housing options (at least 3 functional floors).		Zoning Bylaws: Table 2.03 (D) (Irasville Village District) Zoning Bylaws: Table 2.02 (F) (Village Residential District)
6. Require traditional neighborhood design by minimizing building setbacks (conforming to existing building lines if appropriate) or establishing maximum setbacks to prevent new development from being disconnected from the street.		Zoning Bylaws: Table 2.03 (D)(E) (Irasville Village District) Zoning Bylaws: Table 2.02 (F)(G) (Village Residential District) Town Plan: Land Use (Irasville Village District)
7. Include provisions that ensure vehicles are not the dominant element facing a street, such as garages that are set back from the front wall of houses, multi-car parking or structured parking entrances that are setback or to the side or rear of buildings.		Zoning Bylaws: Table 2.03 (E)(2) (Irasville Village District) Zoning Bylaws: Table 2.02 (G)(3) (Village Residential District) Zoning Bylaws: Section 309 (A)(3) (all districts)
8. Building design and landscaping requirements for building and landscape design that create spaces for pedestrians, such as buildings and trees lining a sidewalk or a green surrounded by buildings.		Zoning Bylaws: Table 2.02 (G) (3) (Village Residential District) Zoning Bylaws: Table 2.03 (E) (2) (Irasville Village District)
9. Include provisions that encourage primary building facades to be oriented to the street (such as requiring primary entrances face the street).		Zoning Bylaws: Table 2.03 (E)(4) (Irasville Village District) Zoning Bylaws: Table 2.02 (G)(5) (Village Residential District)

10. Have provisions that minimize curb cuts and reduce their frequency, or other access management provisions that favor pedestrians.		Zoning Bylaws: Section 3.02 (C) (1) (applies to all districts)
TOTAL SCORE (Min 8/10)		Number of YES responses (completed by DHCD staff)



Central Vermont Regional Planning Commission

RESOLUTION

Whereas Title 24, VSA, Section §4350 requires that regional planning commissions, after public notice, shall review the planning process of member municipalities and shall so confirm when a municipality:

1. is engaged in a continuing planning process that, within a reasonable time, will result in a plan that is consistent with the goals contained in 24 V.S.A. § 4302;
2. is engaged in a process to implement its municipal plan, consistent with the program for implementation required under 24 V.S.A. § 4382; and
3. is maintaining its efforts to provide local funds for municipal and regional planning purposes;

Whereas as part of the consultation process, a regional planning commission shall consider whether a municipality has adopted a plan;

Whereas a regional planning commission shall review and approve plans of its member municipalities, when approval is requested and warranted, and a commission shall approve a plan if it finds that the plan:

1. is consistent with the goals established in 24 V.S.A. § 4302;
2. is compatible with its regional plan;
3. is compatible with approved plans of other municipalities in the region; and
4. contains all the elements included in 24 V.S.A. § 4382(a)(1)-(12);

Whereas the Town of Waitsfield prepared a municipal plan in accordance with 24 V.S.A Chapter 117;

Whereas the Central Vermont Regional Planning Commission concluded that the *Waitsfield Town Plan* meets the requirements for approval; now, therefore, be it

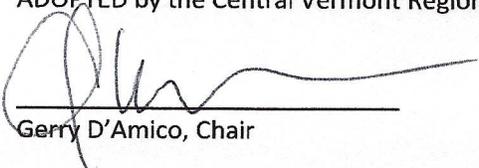
Resolved, that the Central Vermont Regional Planning Commission:

1. approves the *Waitsfield Town Plan* adopted October 9, 2023; and
2. consulted with and confirms the planning process of the Town of Waitsfield.

Under 24 V.S.A. § 4350, when an adopted municipal plan expires, its approval and confirmation of the municipality's planning process also expire. Recommendations made by the Central Vermont Regional Planning Commission are attached and should be considered when developing the next municipal plan.

A municipality that has adopted a plan may define and regulate land development in any manner that the municipality establishes in its bylaws, provided those bylaws are in conformance with the plan and are adopted for the purposes set forth in 24 V.S.A. § 4302.

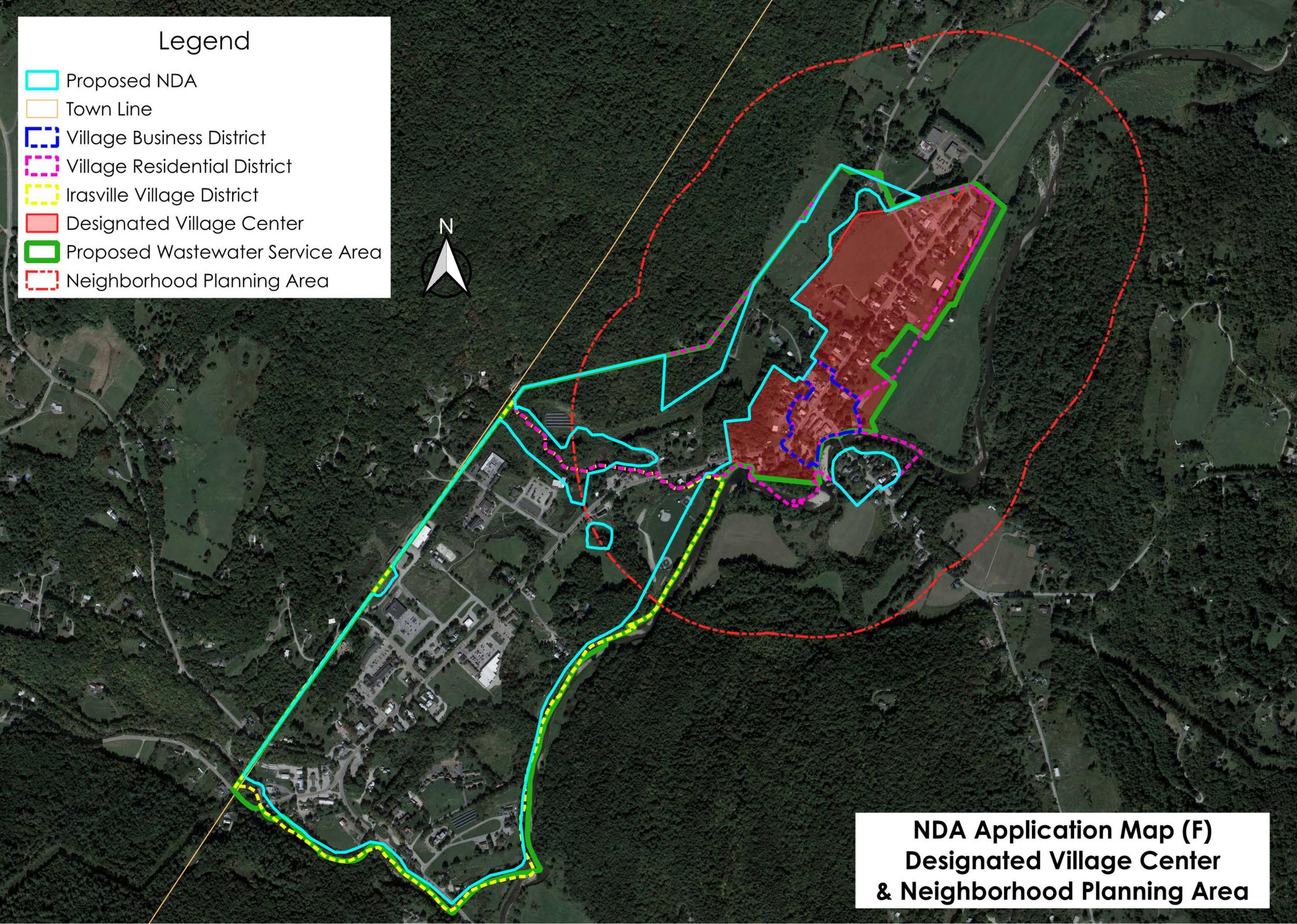
ADOPTED by the Central Vermont Regional Planning Commission on December 12, 2023.


Gerry D'Amico, Chair

29 Main Street Suite 4 Montpelier Vermont 05602
802-229-0389 E Mail: CVRPC@CVRegion.com

Legend

- Proposed NDA
- Town Line
- Village Business District
- Village Residential District
- Irasville Village District
- Designated Village Center
- Proposed Wastewater Service Area
- Neighborhood Planning Area



**NDA Application Map (F)
Designated Village Center
& Neighborhood Planning Area**

Legend

- Proposed NDA
- Wastewater Service Preferred Alignment
- Sidewalks
- Multi-Use Trails
- Existing Roads
- Town Line
- Building Footprints
- Village Business District
- Village Residential District
- Irasville Village District
- Proposed Wastewater Service Area
- Designated Village Center
- Neighborhood Planning Area



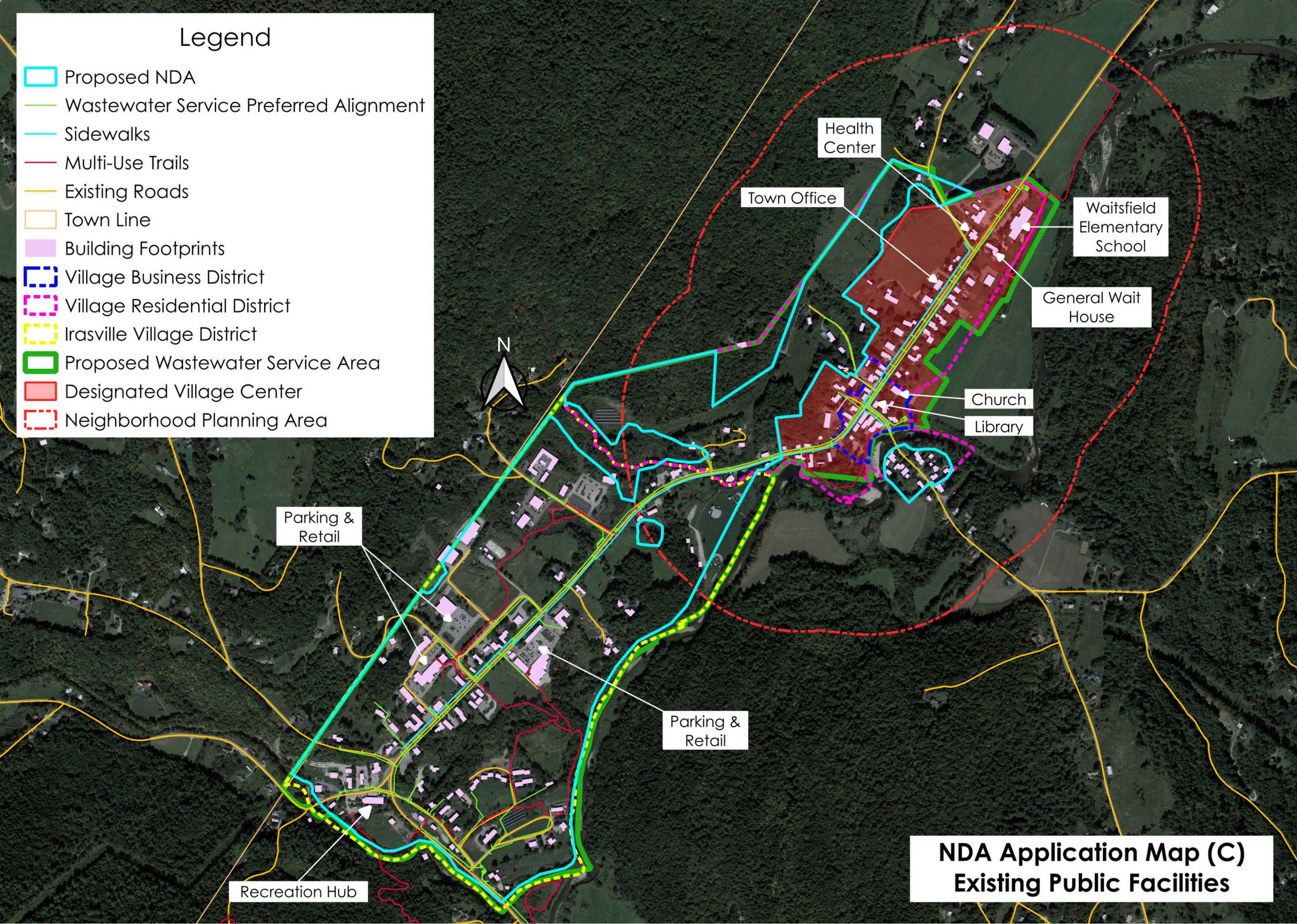
Health Center
Town Office
Waitsfield Elementary School
General Wait House
Church
Library

Parking & Retail

Parking & Retail

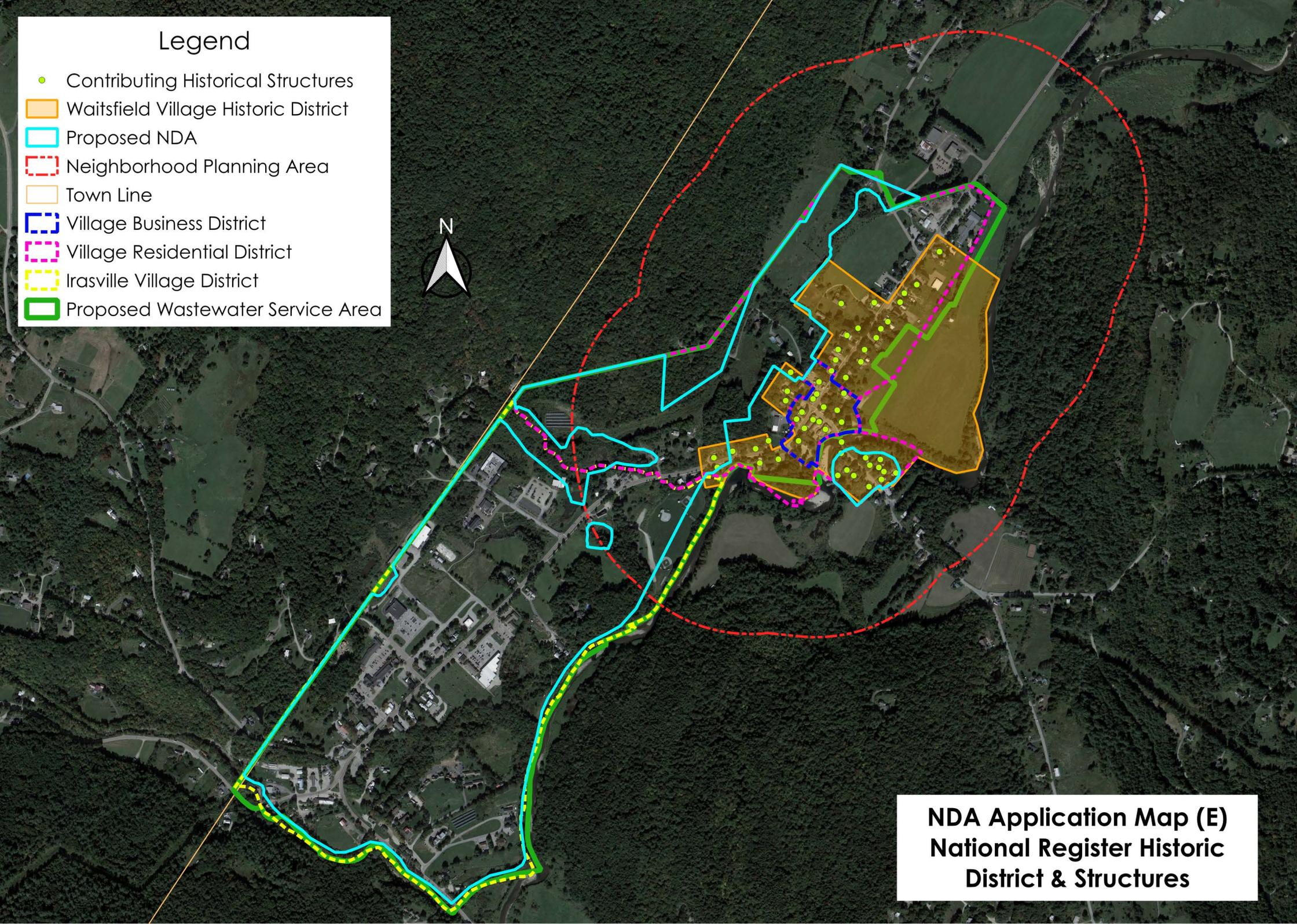
Recreation Hub

**NDA Application Map (C)
Existing Public Facilities**



Legend

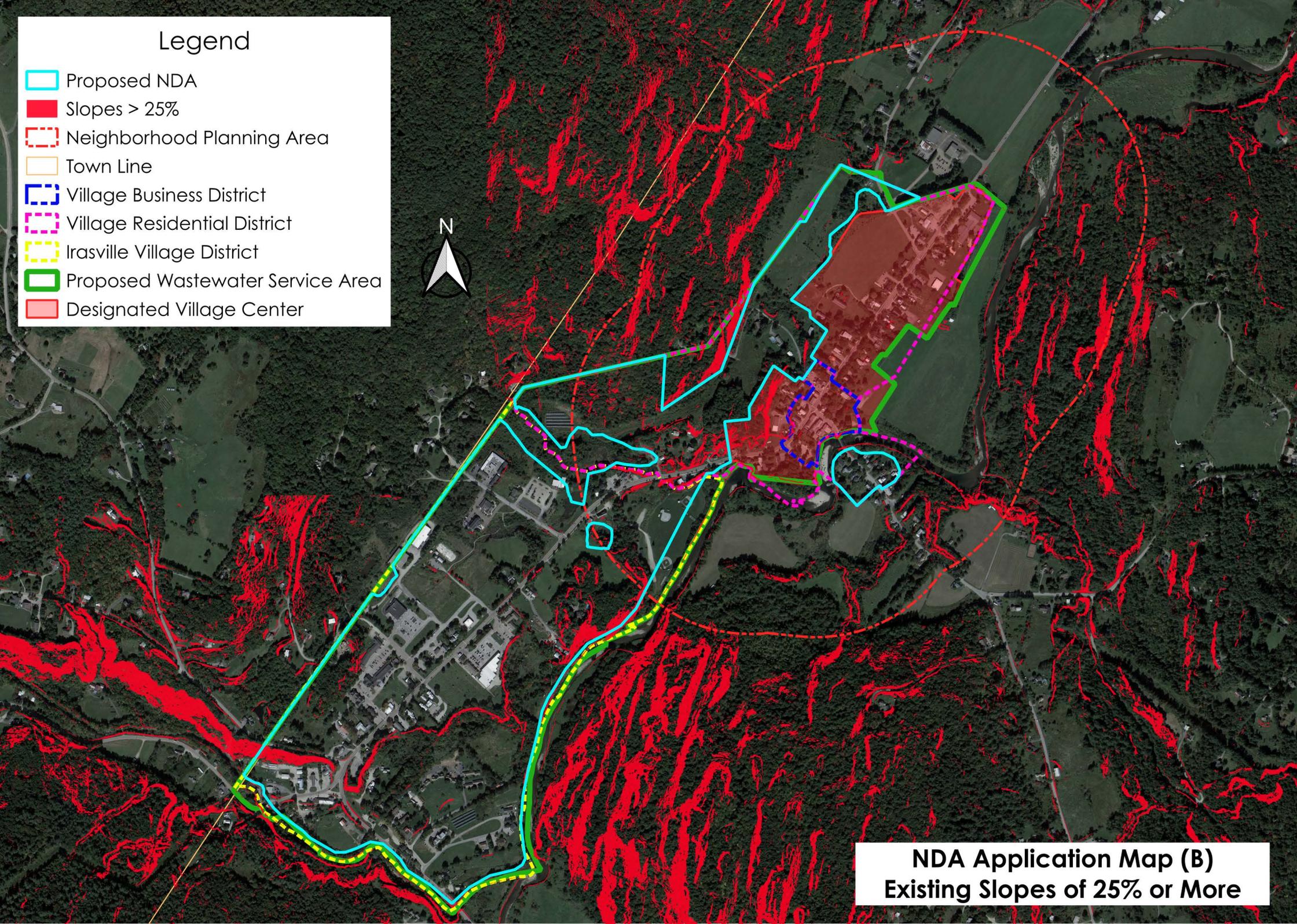
- Contributing Historical Structures
- Waitsfield Village Historic District
- Proposed NDA
- ⋯ Neighborhood Planning Area
- Town Line
- Village Business District
- Village Residential District
- Irasville Village District
- Proposed Wastewater Service Area



**NDA Application Map (E)
National Register Historic
District & Structures**

Legend

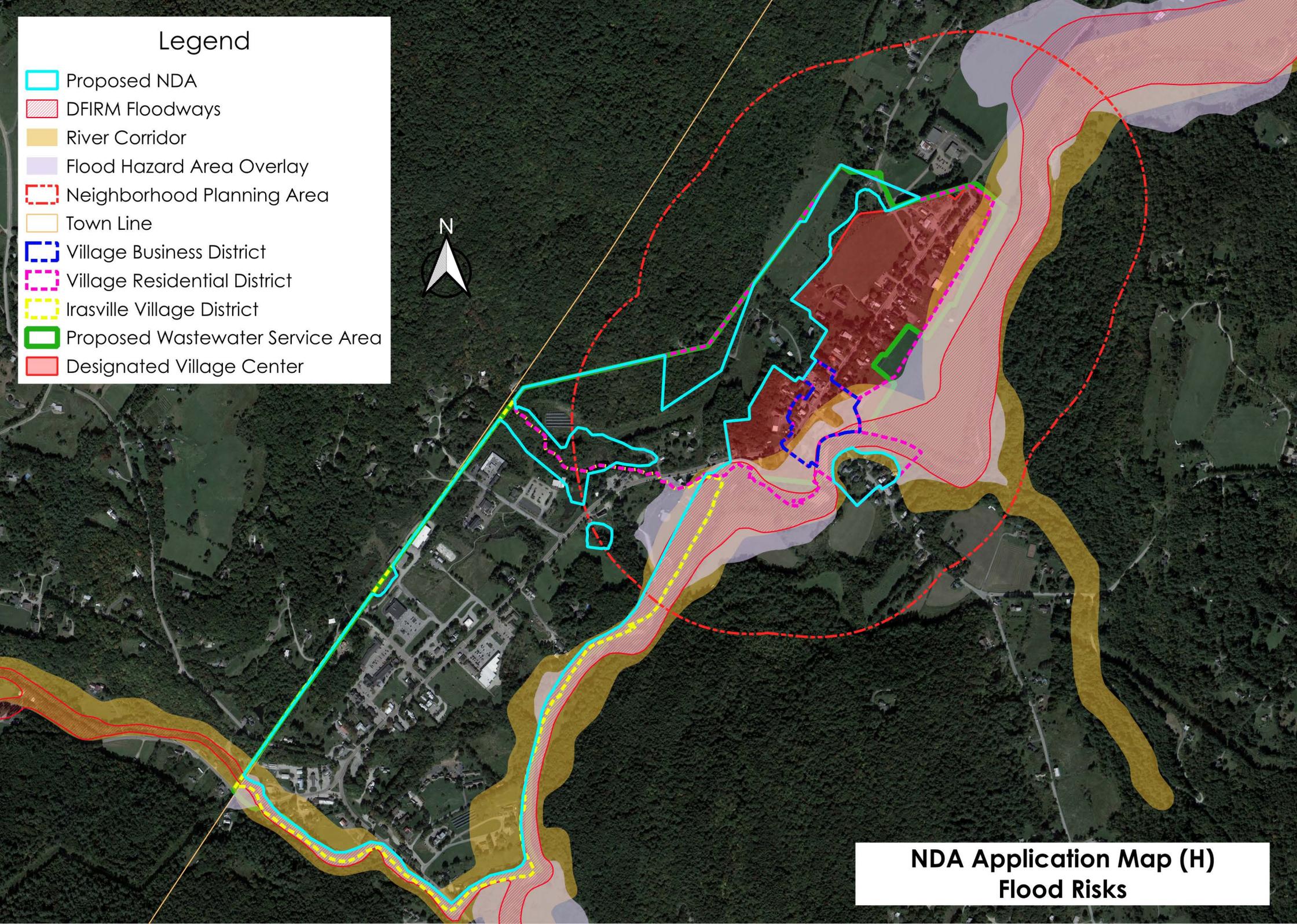
- Proposed NDA
- Slopes > 25%
- Neighborhood Planning Area
- Town Line
- Village Business District
- Village Residential District
- Irasville Village District
- Proposed Wastewater Service Area
- Designated Village Center



NDA Application Map (B)
Existing Slopes of 25% or More

Legend

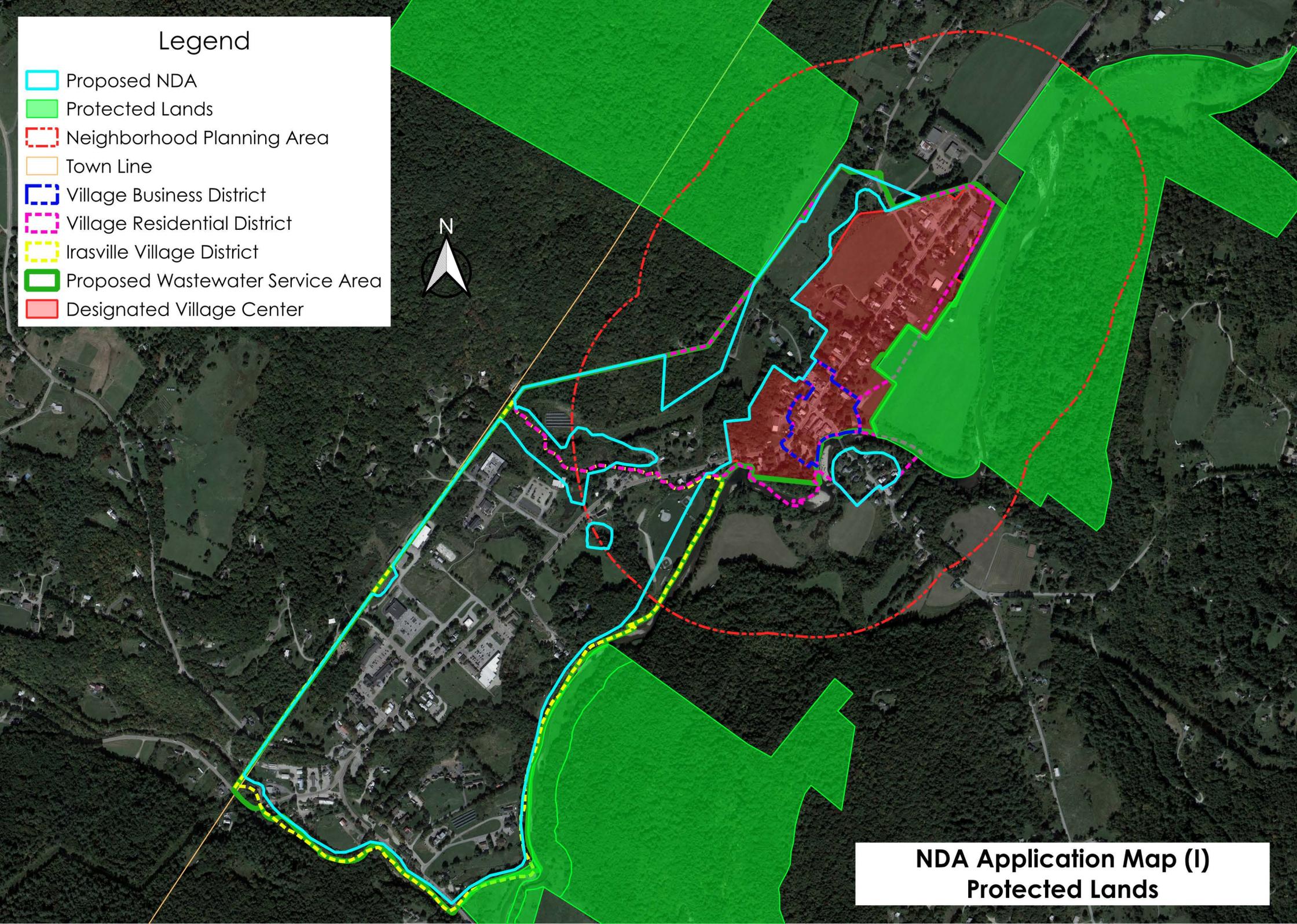
- Proposed NDA
- DFIRM Floodways
- River Corridor
- Flood Hazard Area Overlay
- Neighborhood Planning Area
- Town Line
- Village Business District
- Village Residential District
- Irasville Village District
- Proposed Wastewater Service Area
- Designated Village Center



**NDA Application Map (H)
Flood Risks**

Legend

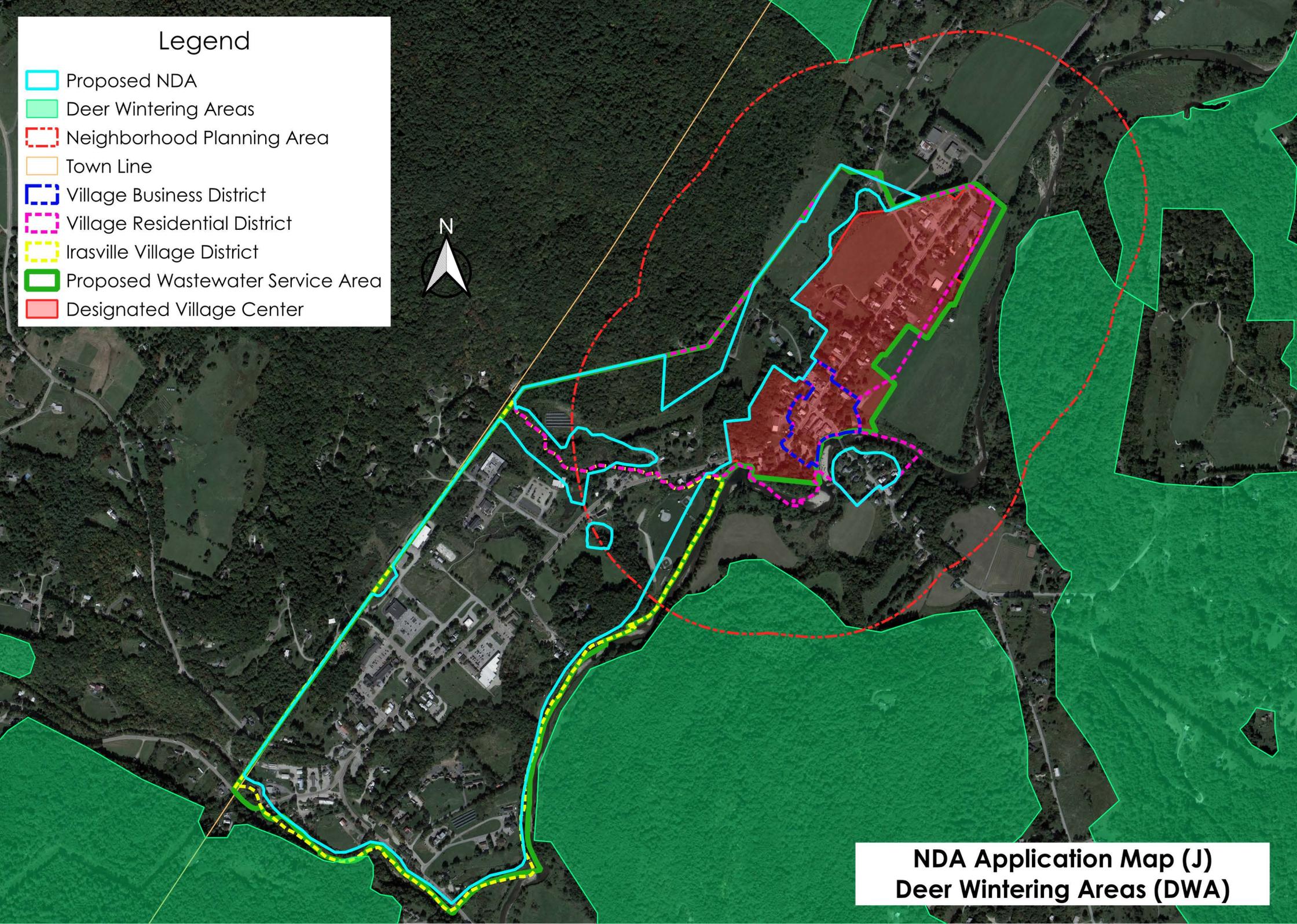
- Proposed NDA
- Protected Lands
- Neighborhood Planning Area
- Town Line
- Village Business District
- Village Residential District
- Irasville Village District
- Proposed Wastewater Service Area
- Designated Village Center



**NDA Application Map (I)
Protected Lands**

Legend

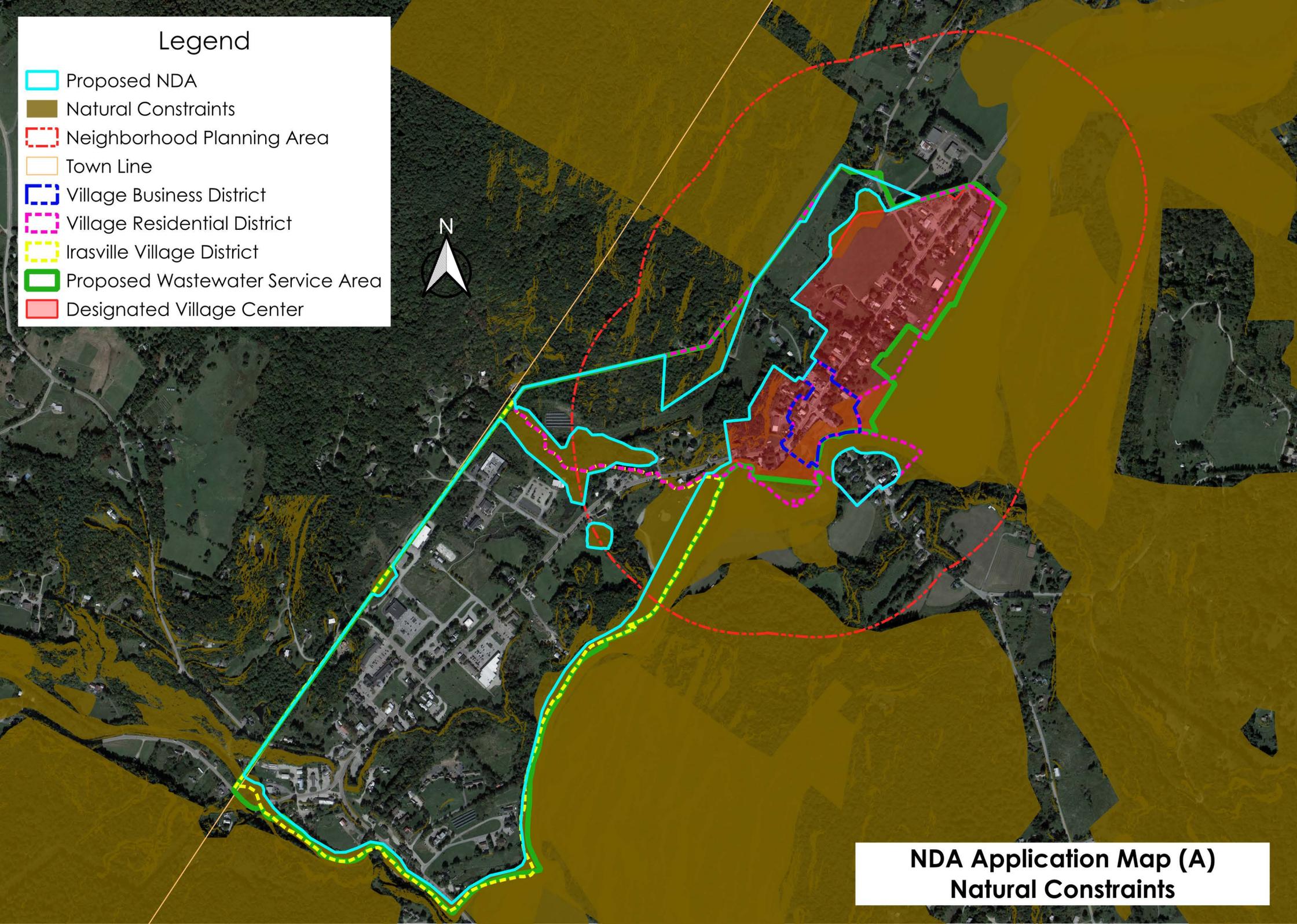
- Proposed NDA
- Deer Wintering Areas
- Neighborhood Planning Area
- Town Line
- Village Business District
- Village Residential District
- Irasville Village District
- Proposed Wastewater Service Area
- Designated Village Center



**NDA Application Map (J)
Deer Wintering Areas (DWA)**

Legend

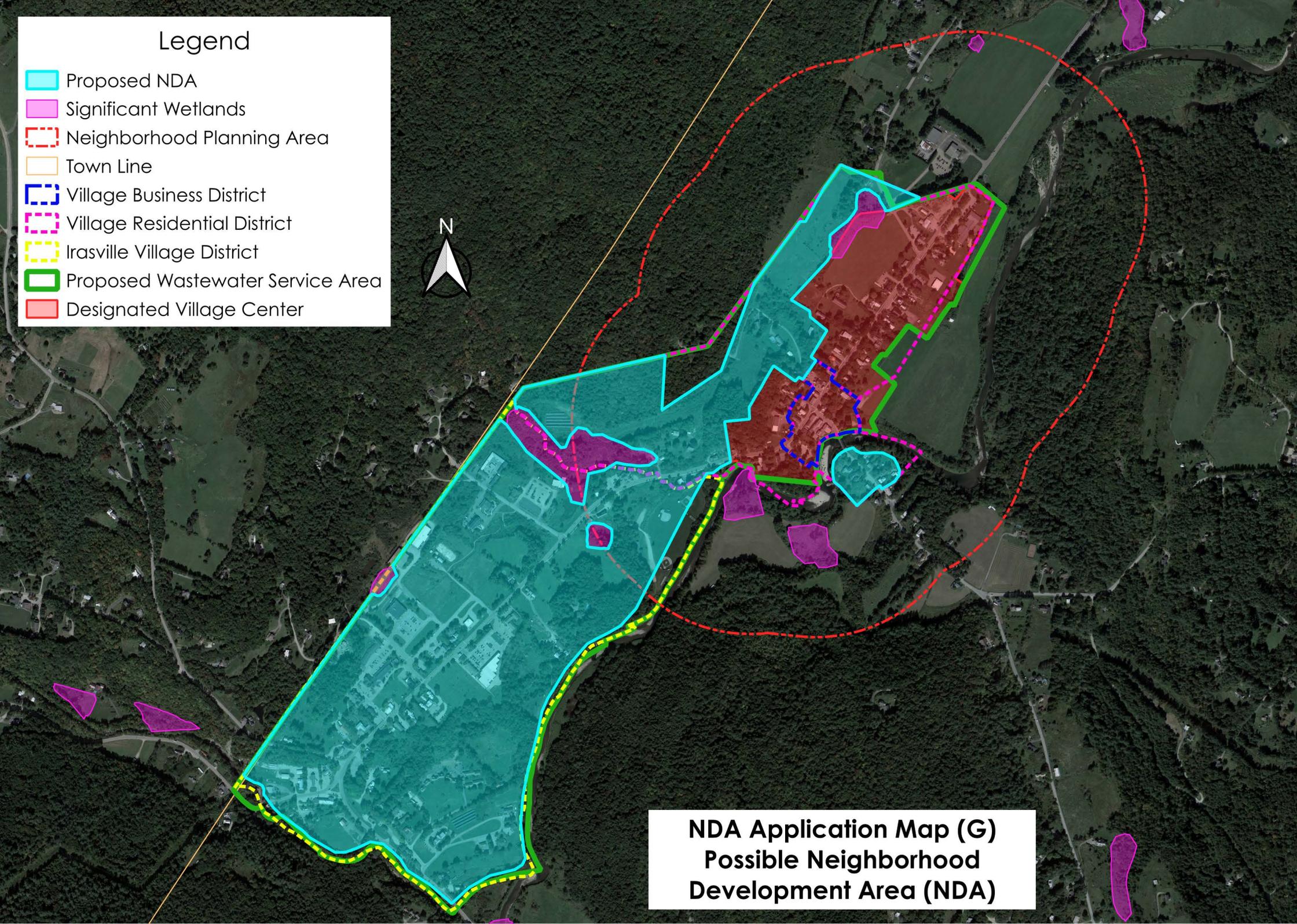
- Proposed NDA
- Natural Constraints
- Neighborhood Planning Area
- Town Line
- Village Business District
- Village Residential District
- Irasville Village District
- Proposed Wastewater Service Area
- Designated Village Center



**NDA Application Map (A)
Natural Constraints**

Legend

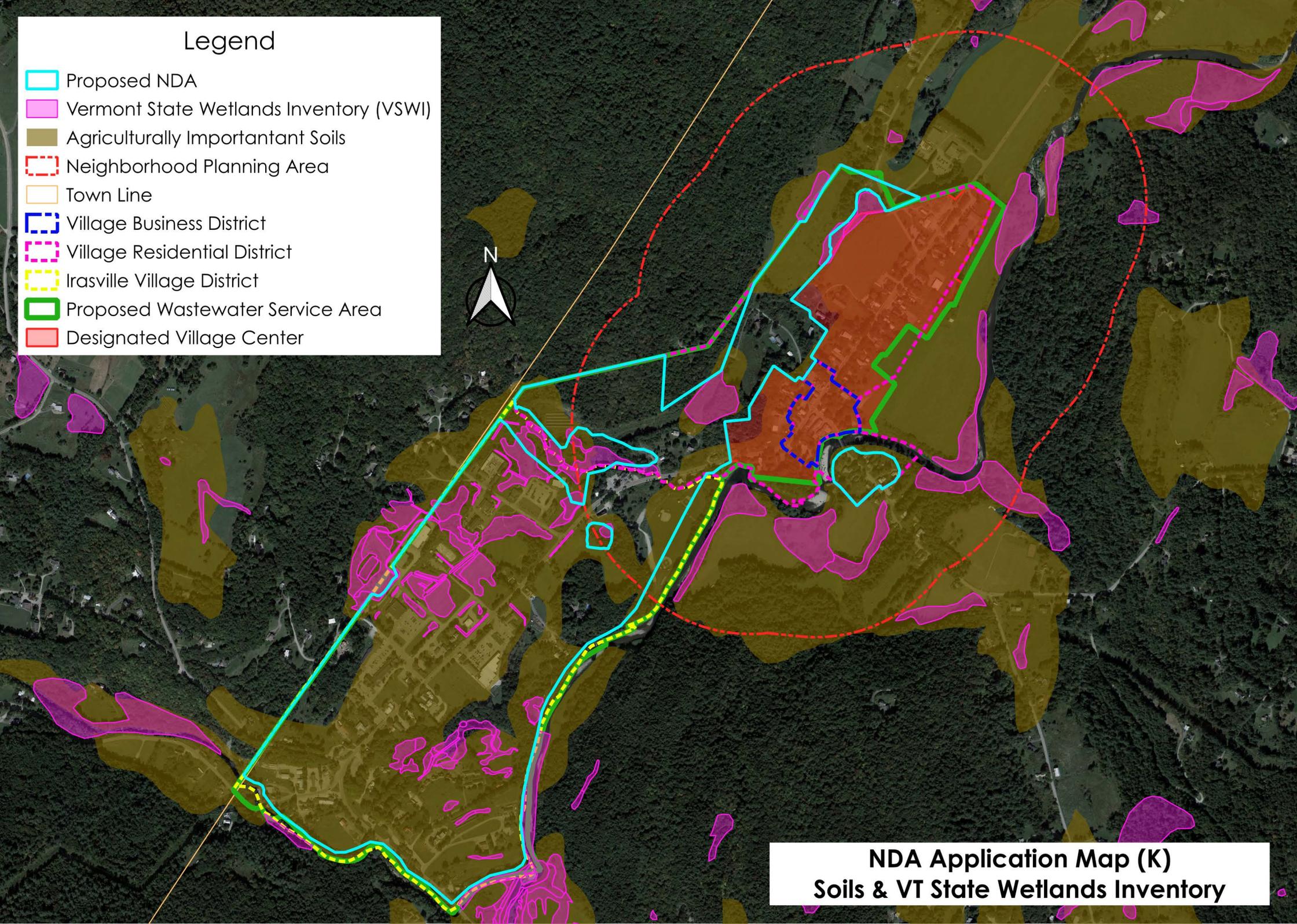
- Proposed NDA
- Significant Wetlands
- Neighborhood Planning Area
- Town Line
- Village Business District
- Village Residential District
- Irasville Village District
- Proposed Wastewater Service Area
- Designated Village Center



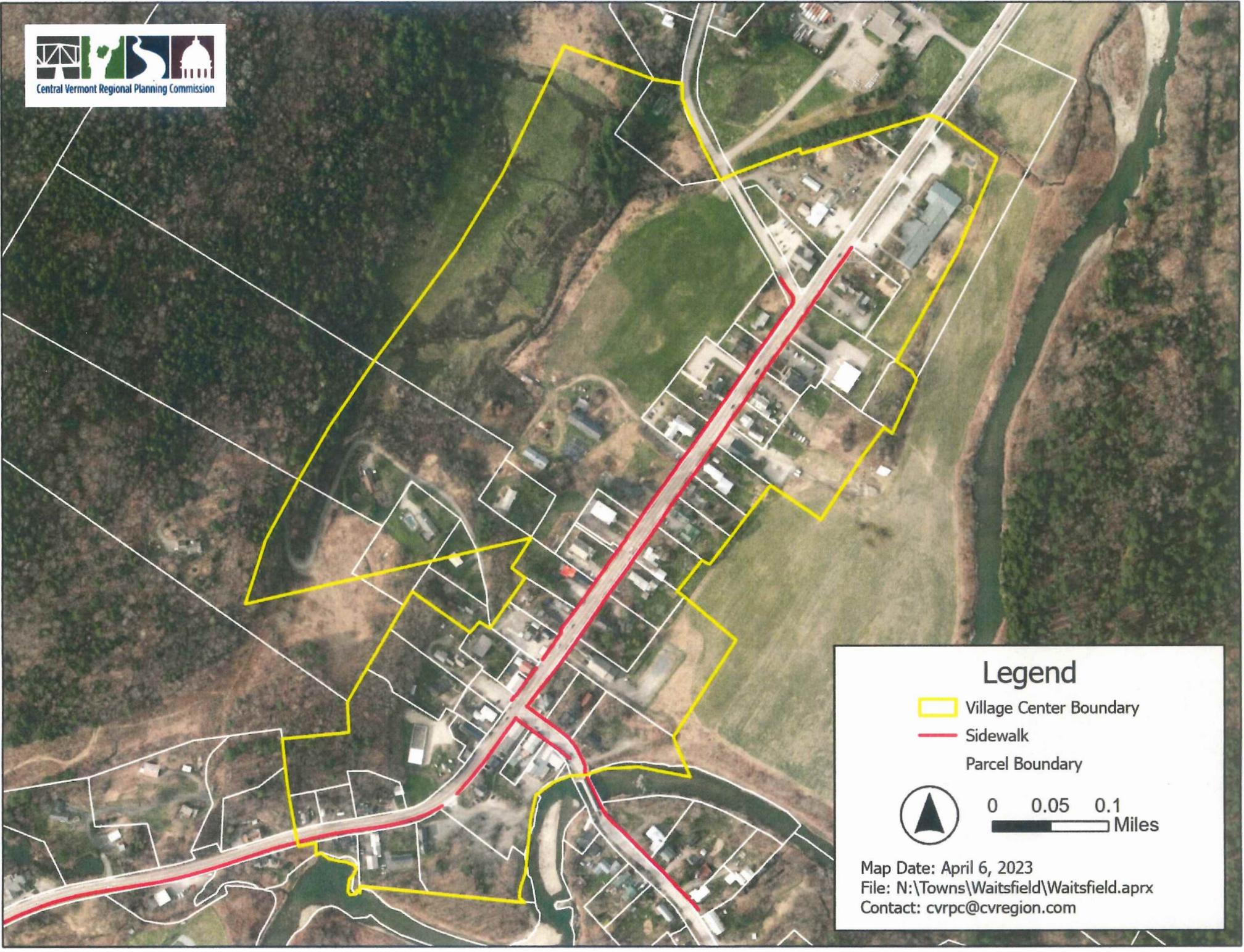
**NDA Application Map (G)
Possible Neighborhood
Development Area (NDA)**

Legend

- Proposed NDA
- Vermont State Wetlands Inventory (VSWI)
- Agriculturally Important Soils
- Neighborhood Planning Area
- Town Line
- Village Business District
- Village Residential District
- Irasville Village District
- Proposed Wastewater Service Area
- Designated Village Center



**NDA Application Map (K)
Soils & VT State Wetlands Inventory**



Legend

-  Village Center Boundary
-  Sidewalk
-  Parcel Boundary

  0 0.05 0.1 Miles

Map Date: April 6, 2023
File: N:\Towns\Waitsfield\Waitsfield.aprx
Contact: cvrpc@cvregion.com



TOWN OF WAITSFIELD VILLAGE WATER & WASTEWATER PROJECT

2024 FUNDING LANDSCAPE

Clean Water State Revolving Fund (CWSRF) Project Priority List (PPL) for Intended Use Plan (IUP)

- <https://dec.vermont.gov/water-investment/water-financing/srf/priority-list>
- <https://dec.vermont.gov/water-investment/water-financing/srf/intended-use-plans>
- To obtain funding for all construction (Step III) work and certain CWSRF final design activities (Step 2), a project must be included on the CWSRF Project Priority List and FFY24/SFY25 CWSRF IUP.
- Timing
 - PPL deadline 1.16.24. Annual reapplication required for each funding cycle.
 - It is anticipated that the draft FFY24/SFY25 CWSRF PPL will be posted in March 2024 as part of the draft IUP.
- Key Contacts
 - Tom Brown, DEC Water Investment Division, Financial Management & Loan Section, Engineering Planning Advance Project Lead
 - Lynnette Claudon, DEC Water Investment Division, Engineering Section, Engineering Planning Advance Project Lead
- Status
 - Waitsfield's PPL application was submitted on 1.12.24.

CWSRF Step 2 Design Subsidy

- <https://dec.vermont.gov/water-investment/water-financing/srf/srfstep2>
- The Final Design phase, referred to as Step 2, where a project is developed from the conceptual stages (Step 1) to a point where the project is permitted and ready to be put out to bid (Step 3). The focus of final design is the creation of final design plans, technical specifications, and contract documents as well as the permit approvals and eligibility determinations.
- Timing
 - Design funding application become available in late June/early July (beginning of fiscal year)
- Key Contacts
 - Tom Brown, DEC Water Investment Division, Financial Management & Loan Section, Engineering Planning Advance Project Lead
 - Lynnette Claudon, DEC Water Investment Division, Engineering Section, Engineering Planning Advance Project Lead
- Status
 - CWSRF Step 2 funding for 30% Final Design, consisting of \$153,674 in CWSRF subsidy, was finalized on 1.12.24. Total CWSRF subsidy received to date: \$353,092.

VT Pollution Control Grants

- <https://dec.vermont.gov/water-investment/water-financing/vt-pollution-control-grants>
- Grants amounts are established through a set of public health, environmental, and affordability-based criteria that are used to determine state grant funding up to a maximum of 35% of eligible cost. The funding source for these grants is appropriated at the discretion of the legislature and cannot be guaranteed by the program. If sufficient state capital funds cannot be secured to meet full grant eligibility, other funds may be provided to offset the shortfall in grant dollars, such as a CWSRF loan. The PC Grant budget for SFY24 was \$8M, as listed in the Draft FFY23/SFY24 CWSRF IUP.
- Key Contact
 - Lynnette Claudon, DEC Water Investment Division, Engineering Section, Engineering Planning Advance Project Lead

State ARPA Village Wastewater and Drinking Water Initiative

- <https://anr.vermont.gov/special-topics/arpa-vermont/village-water-wastewater-initiative>
- \$36.2 million in ARPA funding was appropriated to help municipalities develop new public drinking water systems and community wastewater disposal systems in villages lacking such critical infrastructure is lacking. These ARPA funds are intended to compliment other funding sources (such as State Revolving Loan Funds, USDA -Rural Development support, other grants and/or locally available funding) to achieve affordability. The award list is included in the FFY24/SFY25 CWSRF IUP. Village ARPA grants require certain deliverable milestones and eligibility requirements. If a town is not able to meet the grant milestone or deliverable, or if there are not enough eligible costs demonstrated by the town in their Village ARPA agreement Project Cost Summary, then differential award funds will be rescinded and reallocated to Towns according to the IUP in what is being called “trickle down” funds. If trickle down funds become available, projects on the PPL in the fundable range will be contacted for a Project Cost Summary for a formal line by line eligibility determination of project elements.
- Timing
 - Positive Bond Vote: Summer/Fall 2024
 - Obligation of Funds: 12.31.24
 - Expenditure of all funds: 12.31.26
- Key Contact
 - Emily Hackett, DEC Water Investment Division, Engineering Section, Environmental Engineer
- Status
 - Waitsfield is included in the “Waiting Town List,” which may make it eligible for any remaining “trickle down” funds.

USDA Rural Development

- Water & Waste Disposal Grants and Direct Loans for infrastructure in rural communities. Various potential funding options.
- <https://www.rd.usda.gov/programs-services/water-environmental-programs>
- Timing
 - Application: 4.12.24
- Key Contacts
 - Sarah Waring, VT & NH State Director
 - Misty Sinsigalli, Area Director
 - Eric Law, Community Programs Director
 - Jon Harries, State Engineer
- Status
 - Based the Waitsfield project’s MHI and other criteria, it appears to meet the eligibility criteria for 75% Water & Waste Disposal Grants and Direct Loans at the current rate of 2.25% @ 30 years.

Congressionally-Directed Spending (CDS)

- Senator Sanders
 - <https://www.sanders.senate.gov/congressional-directed-spending-requests/>
 - Timing
 - Application portal opens early February; inclusion on Sanders’s list by early May;
 - Key Contact
 - Haley Pero, Office of U.S. Senator Bernie Sanders Outreach Director
 - Status
 - Sen. Sanders included \$10.4 million for Waitsfield’s project as part of his 2024 Interior & Environment Subcommittee Congressionally Directed Spending request, which ultimately didn’t receive approval by the Senate Appropriations Committee. Encouraged to reapply for the 2025 round.
- Senator Welch
 - <https://www.welch.senate.gov/congressional-directed-spending-requests/>

- Timing
 - Survey response due mid-March
- Representative Balint
 - <https://balint.house.gov>
 - Timing
 - Community Project Funding (CPF) Appropriations Request Form due early March.

Central VT 2024 Regional Project Priority List

- <https://www.centralvermont.org/regional-project-priority-list>
- Central VT Economic Development Corporation (CVEDC) / Central VT Regional Planning Commission (CVRPC) joint effort to rank and score projects which contribute to economic development in the region. Ranking is part of NBRC Catalyst Grant scoring criteria.
- Timing
 - Application: Nov. 2023
- Key Contacts
 - Melissa Bounty, CVEDC Executive Director
 - Christian Meyer, CVRPC Executive Director
- Status
 - Waitsfield Community Wastewater Project was not selected for the 2024 priority list. Can re-apply for the 2025 list, with deadline likely in Nov. 2024.

Northern Borders Regional Commission (NBRC), Catalyst Program

- <https://www.nbrc.gov/content/Catalyst>
- Federal appropriations in support economic development and infrastructure that align with NBRC's 5-Year Strategic Plan. Projects can't be more than 80% federal funded. One awardee per County. Award ceiling: \$1/\$3 million. Scoring criteria includes Regional Project Priority List.
- Timing
 - Pre-Application due 3.15.24.
 - If invited to apply, full application due 5.3.24
- Key Contact
 - Kristie Farnham, NBRC VT Program Manager
- Status
 - Due to lack of inclusion in the Central VT 2024 Regional Project Priority List, recommend not seeking consideration this year.

Milestones

Bond Vote
11/5/24



February 20, 2024

To: Waitsfield Planning Commission Members

CC: Waitsfield Selectboard

Onward after Town Meeting

1. Members and Terms

Planning Commission members are appointed for four-year terms. The initial terms were staggered so that no more than three positions will expire at any one time.

This year, 3/2024 Kevin Anderson and AnnMarie Harmon's terms expire. Both will need to notify the Selectboard of intentions to remain on the Planning Commission (or not) for another 4 year term.

2. MRVPD Steering Committee - appoint a new PC representative for 2024.

3. Alice to remain CVRPC representative for 2024-25. Chair Regional Plan Committee, TAC and Clean Water work.

This will be my last PC meeting as Chair. I'm announcing my resignation as Chair and will also not consider co-chair. I will complete my term as an ordinary member. The PC members will need to decide how and who will fill these roles. I sincerely believe you all to be capable and of course I am willing to advise during the transition.

Obviously my health has a role in this decision. But also my transition to more CVRPC work which I am finding rewarding and somewhat less stressful. We've accomplished much as a team. You won't have me to beat up on you all so much.

Best always

—Alice