



WAITSFIELD PLANNING COMMISSION AGENDA

June 4, 2024 at 7:00 p.m.

Planning Commission

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

Planning & Zoning Administrator

J. B. Weir

Town Administrator

Vacant

Town Clerk

Jennifer Peterson

Town Treasurer

Vacant

Waitsfield Town Office

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

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

1. **CALL TO ORDER / ROLL CALL**
2. **REVISIONS TO AGENDA, IF ANY (5 +/- min)**
3. **PUBLIC FORUM (10 +/- min)**
4. **GROUNNDWATER PROTECTION OVERLAY (20 +/- min) Robin/JB**
5. **WASTEWATER PLANNING PROJECT UPDATE (5 +/- min) JB/Bob**
6. **VILLAGE MASTER PLANNING (65 +/- min) VMPSC / SE GROUP**
 - a. Project Kick-off
 - b. Update on meeting w/ Shannon Morrison 6/3
 - c. Revised scope / deliverables / timeline
 - d. PC/VMPSC meeting schedule
7. **APPROVAL OF MINUTES – MAY 21, 2024 (5 +/- min)**
8. **OTHER BUSINESS (10+/-min)**
 - a. PC Vacancy
9. **ADJOURNMENT**

Waitsfield Planning and Zoning Administrators Report
Planning Commission June 4, 2024 meeting

4. Groundwater Protection Overlay District

Robin Morris will be present to discuss the proposed Groundwater Protection Overlay District. The purpose of this overlay is to protect the Town's only public water source from any future contamination. The Town's aquifer is off Reed Road (off Long Road), and the Source Protection Map identifies three zones within a radius of the aquifer – Zones 1, 2 and 3 – each with varying restrictions on what types of development can occur within a particular zone.

Per the stated "Purpose" of the overlay: The Town of Waitsfield recognizes that many residents rely on groundwater for their safe drinking water supply, and that certain land uses have the potential to contaminate groundwater, particularly in shallow/surficial aquifers, or when contaminants can get into a bedrock aquifer. To ensure the protection of these drinking water supplies, this bylaw establishes a zoning overlay district to be known as the Groundwater Protection Overlay District ("GPOD").

The purpose of the GPOD is to protect public health, safety and welfare by minimizing the potential for contamination of vulnerable aquifers and source protection areas as authorized under 24 V.S.A. §4414(2), as well as preserving and protecting existing and potential sources of drinking water supplies. It is the intent of the Town of Waitsfield to accomplish this through the adoption of this GPOD, which provides standards to regulate particular uses of land and land development with the foregoing purpose in mind, in addition to those currently imposed by existing zoning districts or other state and federal regulations. It is intended that public education and cooperation will complement this effort.

The GPOD is superimposed on the Agricultural-Residential District and Forest Reserve District within the area of the mapped GPOD and shall apply to all land development within the GPOD.

Land development authorized or allowed in a portion of one of the underlying zoning districts that falls within the GPOD must additionally comply with the requirements of the GPOD. Uses or structures prohibited in the underlying zoning districts shall not be permitted in the GPOD.

There are just a few remaining items that need to be addressed with regard to the district standards. The PZA will be prepared to discuss these items at the June 18th meeting – perhaps after a subsequent meeting with Mr. Morris, as they constitute attorney-client work product and are not published with the meeting packet.

A potential timeline for adoption could include a PC public hearing in August/September, followed by a Selectboard public hearing and adoption in September/October. *The PZA advises that the PC allow enough time to review the existing bylaws for any cleanup that might be needed. It may be advisable to seek adoption in early fall. This extra time would also allow the PZA to follow up with Town counsel concerning the few remaining questions they have with regard to the district standards.*

For more information on Source Water Protection generally, click [here](#).

5. Wastewater Planning Project Update

The bond vote will take place at the Village Meeting House on June 11. Ballots have been coming in steadily since they were mailed out two weeks ago. The Selectboard will hold the Informational Meeting for the Community Wastewater Bond Vote on Monday June 3rd at 6:00pm. The agenda for that meeting can be found [here](#).

The public outreach team continues to meet on the Mondays, as well as the Engineering Technical Team which meets on Wednesdays. Last Wednesday the ETT team traveled to Sugarbush to visit the sewage treatment facility there. That system is very similar to what the Town is proposing. The group toured the facility and asked questions of the operators for almost two hours.

The ETT team met on 5/29/2024 to discuss wastewater connection policies and guidelines. Draft non-binding connection letters are being prepared by Mr. Morris and the project manager, Mrs. Decker Dell'Isola. Final items being worked out include whether connections are to be voluntary or mandatory, connection fees, costs to connect, service line easements, operational costs, non-connection scenarios, and metering. Plans for additional connections to the water system are also being added into the design plans.

Public outreach is in the final push! The last publication of the Valley Reporter will be June 6. There will be several letters from ambassadors included, in addition to a final article by Lisa Loomis.

There are only 11 days to the bond vote as of this writing!

The Town website page for the project has been updated and can be found [here](#).

The story map page can be found [here](#).

6. Village Master Planning (MPG)

This meeting constitutes the kick-off for the Village Master Planning project! On Monday June 3rd, the steering committee, Planning Commission and SE Group are meeting with Shannon Morrison to discuss the wetlands portion of this master planning project, in addition to a phase 2 of the project that would start in the spring of 2026. This meeting will aid in the refinement of scope and changing of deliverables for the current project, and allow for a final scope to be defined by both groups along with SE Group at this PC meeting on June 4.

On May 28 the VMPSC met to discuss the refinement of scope for this project. An updated scope is included in the packet as a revised MPG RFQ. The proposed timeline has also been adjusted accordingly. This scope will likely be altered again subsequent to the meeting with Shannon and the PC on June 4.

8. Other Business

Becca Newhall will be in attendance at the meeting and has expressed interest in fulfilling the vacancy on the Board. No other interest has been garnered at this time.

Upcoming trainings/webinars: *None at this time.*

Respectfully submitted,

J.B. Weir

Table 2.12
Groundwater Protection Overlay (GPO) District

A. **Purpose:** The Town of Waitsfield recognizes that many residents rely on groundwater for their safe drinking water supply, and that certain land uses have the potential to contaminate groundwater, particularly in shallow/surficial aquifers, or when contaminants can get into a bedrock aquifer. To ensure the protection of these drinking water supplies, this bylaw establishes a zoning overlay district to be known as the Groundwater Protection Overlay District (“GPOD”).

The purpose of the GPOD is to protect public health, safety and welfare by minimizing the potential for contamination of vulnerable aquifers and source protection areas as authorized under 24 V.S.A. §4414(2), as well as preserving and protecting existing and potential sources of drinking water supplies. It is the intent of the Town of Waitsfield to accomplish this through the adoption of this GPOD, which provides standards to regulate particular uses of land and land development with the foregoing purpose in mind, in addition to those currently imposed by existing zoning districts or other state and federal regulations. It is intended that public education and cooperation will complement this effort.

The GPOD is superimposed on the Agricultural-Residential District and Forest Reserve District or other zoning districts within the area of the mapped GPOD and shall apply to all land development within the GPOD.

Land development authorized or allowed in a portion of one of the underlying zoning districts that falls within the GPOD must additionally comply with the requirements of the GPOD. Uses or structures prohibited in the underlying zoning districts shall not be permitted in the GPOD.

B. ZONES WITHIN THE GROUNDWATER PROTECTION OVERLAY DISTRICT

1. Establishment of District Boundaries

The Groundwater Protection Overlay District (“GPOD”) is defined as being the areas shown on the Waitsfield Water Supply SPA Map as within wellhead/aquifer protection areas. The Groundwater Protection Overlay District consists of the wellhead/aquifer protection locations from the Vermont Agency of Natural Resources Water Supply Division digital data. The Groundwater Protection Overlay District is an overlay district, which imposes additional requirements and restrictions to those in the underlying zoning district. In all cases, the more restrictive requirement(s) shall apply.

2. Lots Divided by the Overlay District

Where the boundary of the Groundwater Protection Overlay District divides a lot of record such that part of the lot falls within the Groundwater Protection Overlay District and part of the lot is outside of it, the provisions of this Article shall only apply to that portion of the lot within the boundary of the Groundwater Protection Overlay District.

3. Zones 1 and 2: Drinking Water Critical Impact Zones

Zone 1 is the protective isolation zone, a 200 feet radius circle centered on the public water source. Zone 2 is the primary recharge area contributing water to the source.

- a. **Permitted Uses:** Zone 1 is restricted to the following permitted uses alone (there are no conditional uses). Permitted land uses in Zone 1 will be restricted to:
- i. source operation and maintenance
 - ii. outdoor recreation facilities, except no structures, including accessory structures, constructed for or associated with such regulation may be located within Zone 1.
 - iii. agricultural and forestry uses, provided that fertilizers, pesticides, manure and other leachable wastes are used according to the Accepted Agricultural Practices as prescribed by Vermont Agency of Agriculture, Food and Markets as applicable and are not applied within 200 feet of the water source. All said leachable wastes must be stored under shelter away from precipitation and should be designed and used with secondary containment measures, as applicable.
- b. **Conditional Uses:** All proposed development in Zone 2 is subject to Conditional Use review by the Development Review Board. Development is restricted to the Permitted or Conditional uses as allowed in the underlying Zoning District except for prohibited uses in subsection (B)(3)(c), below. All uses must:
- i. Meet the Performance Standards as outlined for the GPOD in subsection (B)(5)
 - ii. If new wastewater is required, satisfy the standards of subsection (B)(3)(d), below, with regard to Two-Year Time-of-Travel Distance
- c. **Prohibited Uses:** Uses prohibited in the underlying zoning districts shall not be allowed in the GPOD. To the extent allowed in the underlying districts, the following uses are prohibited in the GPOD:
- i. On-site disposal, bulk storage, processing or recycling of toxic or hazardous materials or wastes
 - ii. Underground storage tanks, except septic tanks as regulated and approved by the Vermont Department of Environmental Conservation, Wastewater Management Division that meet the standards of subsection (B)(3)(d) (Two-Year Time-of-Travel)
 - iii. Industrial uses which discharge contact-type process waters on-site
 - iv. Unenclosed storage of road salt
 - v. Dumping of snow carried from off-site
 - vi. Automotive-related uses: Automobile Repair, Automobile Repair Service, automobile service stations, repair garages, carwashes, junkyards, and truck stops
 - vii. The siting or operation of a wastewater or stormwater drainage lagoon or other infiltrating storm water structures
 - viii. Automobile Sales, and storage, lease or rental of used and new cars, all-terrain vehicles or other motorized vehicles
 - ix. Laundry and dry-cleaning establishments
 - x. Salvage yards, landfills, recycling depots

- xi. Cemetery
- xii. Commercial Water Extraction for purposes other than supplying the public water system associated with the protection area, including geothermal systems.
- xiii. Extraction of Earth Resources
- xiv. Battery storage systems

- d. **Two-Year Time-of-Travel:** Approval of land development proposing use of in-ground wastewater disposal system within the two-year time-of-travel boundary is prohibited unless it can be certified by a licensed hydrologist or licensed professional engineer with experience in wastewater system design that the discharge from the wastewater disposal site is not hydraulically connected to the drinking water aquifer below the GPOD, or that additional information is presented to document that a two-year time-of-travel is met or exceeded to the existing or potential water supply source within the GPOD.

4. **Zone 3: Drinking Water Potential Impact Zone**

Zone 3 is established as the remainder of the GPOD not included in Zones 1 and 2 as identified in the Waitsfield Water Supply SPA as mapped by the Vermont Agency of Natural Resources Department of Environmental Conservation, but deemed necessary to ensure adequate protection of public drinking water supplies.

- a. **Permitted Uses:** All uses allowed in the underlying zoning districts provided that they can meet the Performance Standards as outlined in subsection (B)(5), below, for the GPOD.
- b. **Conditional uses:** All conditional uses permitted in underlying districts provided they can meet performance standards outlined in subsection (B)(5), below, for the GPOD.

5. **Performance Standards**

The following permitting standards shall apply to all uses and land development in Zones 1, 2 and 3 of the GPOD:

- a. Any conditionally permitted facility involving the collection, handling, manufacture, use, storage, transfer or disposal of hazardous material or hazardous wastes must have a secondary containment system that is easily inspected and maintained, whose purpose is to intercept any leak or release from the primary containment vessel or structure. At a minimum, the secondary containment system must be designed and constructed so it is capable of handling at least 110% of the primary containment vessel or structure. Underground tanks or buried pipes carrying such materials must at a minimum have double walls, cathodic protection and inspectable sumps.
- b. Open liquid waste ponds containing hazardous material or hazardous wastes will not be allowed without a secondary containment system and shall not be located within Zone 1.

- c. Storage of petroleum products in quantities exceeding 300 gallons at one locality in one tank or series of tanks must be in elevated or above-ground tanks; such tanks must have a secondary containment system as noted in subsection (B)(5)(a), above. Storage of petroleum products in any quantity is prohibited within Zone 1.
- d. All permitted facilities must adhere to appropriate federal and state standards for storage, handling and disposal of any hazardous material or hazardous waste.
 - i. All conditionally permitted facilities must be designed to include, and operate pursuant to, an acceptable contingency plan for preventing hazardous materials and/or hazardous wastes from contaminating the shallow/surficial aquifer should floods, fire, or other natural catastrophes, equipment failure, or releases occur:
 - (a) All conditionally permitted underground facilities shall include, but not be limited to a monitoring system and secondary standpipe above the 100-year flood control level, for monitoring and recovery. For above-ground conditionally permitted facilities, an impervious dike, above the 100-year flood level and capable of containing 110 percent of the largest volume of storage, will be provided with an overflow recovery catchment area (sump).
 - (b) All conditionally permitted facilities shall include firefighting plans and procedures, a fire retarding system, and provide for dealing safely with any other health and technical hazards that may be encountered by disaster control personnel in combating fire. Hazards to be considered are pipes, hazardous materials, hazardous wastes, or open flames in the immediate vicinity.
 - (c) For equipment failures, plans for conditionally permitted facilities that use, maintain, store, process or produce hazardous materials and/or hazardous wastes shall include, but not be limited to, below-ground level, removal and replacement of leaking parts, a leak detection system with monitoring, and an overfill protection system; and above-ground level, liquid and leaching monitoring of primary containment systems, the replacement or repair and cleanup and/or repair of the impervious surface.
 - (d) For any other release occurring, the owner and/or operator shall report all incidents involving liquid or chemical material to the Waste Management Division of the Vermont Agency of Natural Resources in accordance with applicable laws and shall simultaneously notify the Town of Waitsfield Zoning Administrator, Town Administrator, or Selectboard Chair

immediately, and no later than two hours, after notice is given to the Vermont Agency of Natural Resources.

- ii. Since it is known that improperly abandoned water wells can become a direct conduit for contamination of groundwater by surface water, all abandoned wells within the GPOD shall be properly plugged according to State regulations.

DRAFT

Section 7.04 Groundwater Protection Area Regulation Definitions

AQUIFER. A geological formation, group of formations or part of a formation either composed of unconsolidated rock, sand, gravel, or other unconsolidated soils, or composed of bedrock, with an interconnected series of crevasses, fractures, joints, faults, cleavages, bedding planes, porosity, or other geologic features that allows groundwater to move in the subsurface environment and is capable of storing and yielding groundwater to wells and springs.

CONTAMINATION. An impairment of water quality by chemicals, biologic organisms, or other impurity or extraneous matter regardless of whether it affects the potential or intended beneficial use of drinking water.

FACILITY. All contiguous land, structures, other appurtenances, and improvements on the land that is built, installed, or established for a particular purpose. A Facility may consist of several operational units.

GRAY WATER. All domestic wastewater except water discharged from a toilet or similar facility for excrement of human waste.

GROUNDWATER. Water below the land surface in a zone of saturation.

GROUNDWATER PROTECTION OVERLAY DISTRICT. A zoning district that is superimposed on all underlying zoning districts in the Town of Waitsfield. It includes all lands that are included in the definitions of Zones 1, 2 and 3 of the GPOD, and is included in the Official Map of the Town of Waitsfield. This district may include specifically designated recharge areas that collect precipitation or surface water and carry it to aquifers.

HAZARDOUS MATERIAL means all petroleum and toxic, corrosive or other chemicals and related sludge included in any of the following:

- (A) any substance defined in section 101(14) of the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980;
- (B) petroleum, including crude oil or any fraction thereof; or
- (C) "Hazardous Waste," as defined below, by 10 V.S.A. § 6602(4) or any Vermont Agency of Natural Resources regulation governing the use of hazardous wastes, and including but not limited to nuclear, source, or by-product material as defined by the Atomic Energy Act of 1954 as subsequently amended and codified in 42 U.S.C. § 2014;
- (D) "Hazardous material" does not include herbicides and pesticides when applied consistent with good practice and conducted in conformity with federal, state and local laws and regulations and according to manufacturer's instructions.
- (E) "Hazardous material" does not include livestock wastes.

HAZARDOUS WASTE. Any waste or combination of wastes of a solid, liquid, contained gaseous, or semi-solid form, including, but not limited to those which are toxic, corrosive, ignitable, reactive, strong sensitizers, or which generate pressure through decomposition, heat or other means, which in the judgment of the Secretary of the Vermont Agency of Natural Resources may cause, or contribute to, an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, taking into account the toxicity of such waste, its persistence and degradability in nature, and its potential for assimilation, or concentration in tissue, and other factors that may otherwise cause or contribute to adverse acute or chronic effects on the health of persons or other living organisms, or any matter which

may have an unusually destructive effect on water quality if discharged to ground or surface waters of the state. The storage and handling of livestock wastes and by-products are specifically excluded from this definition.

LAND DEVELOPMENT. The construction, reconstruction, expansion, conversion, structural alteration, relocation or enlargement of any building or other structure, or of any mining, excavation or landfill, and any change in the use of any building or other structure, or land, or extension of use of land. The subdivision of land, including the division of a parcel into two or more parcels, is included in the definition of “Land Development” for the purposes of these Zoning Bylaws, although the subdivision of land is regulated under the Town of Waitsfield Subdivision Regulations, as most recently amended.

PRIMARY CONTAINMENT FACILITY. A tank, pit, container, pipe or vessel of first containment of a liquid or chemical, excluding the storage and handling of livestock wastes and by-products.

PUBLIC WATER SUPPLY. Any system(s) or combination of systems owned or controlled by a person, that provides drinking water through pipes or other constructed conveyances to the public and that has at least 15 service connections or serves an average of at least 25 individuals daily for at least 60 days out of the year. Such term includes all collection, treatment, storage and distribution facilities under the control of the water supplier and used primarily in connection with such system, and any collection or pretreatment storage facilities not under such control that are used primarily in connection with such system. In addition, this includes any water supply system with ten or more residential connections. Public Water System shall also mean any part of a system which does not provide drinking water, if use of such part could affect the quality or quantity of the drinking water supplied by such system.

RELEASE. Any intentional or unintentional action or omission resulting in the discharge, leak, pumping, pouring, emitting, emptying, dumping, disposal or spill of a potential contaminant including a hazardous material and/or hazardous waste, excluding the storage and handling of livestock wastes and by-products, onto the lands of the Town or into waters within the boundaries of the Town.

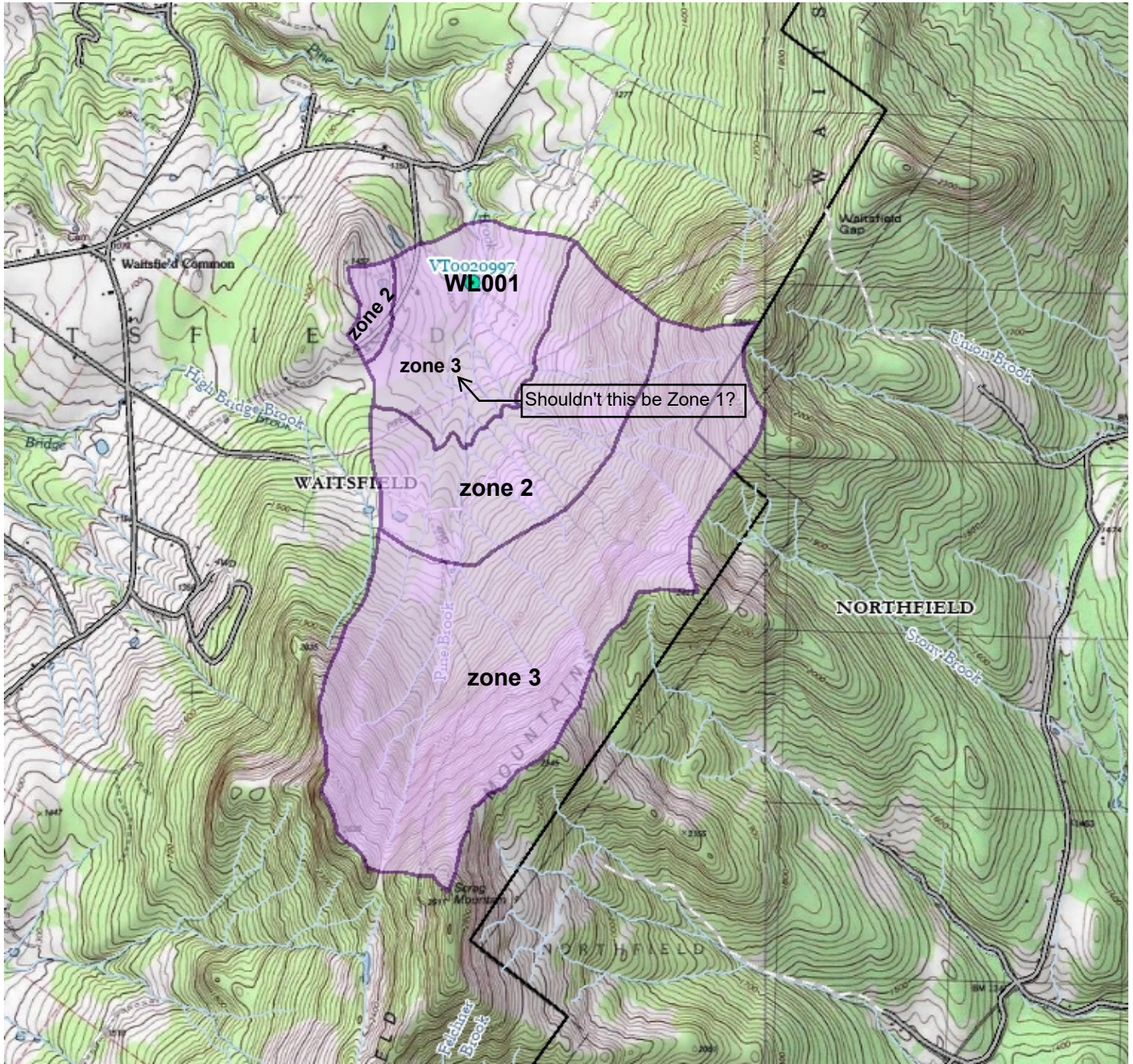
SECONDARY CONTAINMENT FACILITY. A second tank, catchment pit, pipe, or vessel that limits and contains a hazardous material or hazardous waste leaking or leaching from a primary containment area; monitoring and recovery are required excluding the storage and handling of livestock wastes and by-products.

SPILL RESPONSE PLANS. Detailed plans for control, re-containment, recovery and clean up of hazardous material and/or hazardous waste releases, such as during fires or equipment failures.

STORMWATER TREATMENT PRACTICE (STP). A man-made drainage structure, conveyance, catch basin, and any other appurtenant device or structure where stormwater is collected, transported, pumped, treated, or disposed of.

STORMWATER RUNOFF. Excess water from rainfall and snow melt that does not evaporate or penetrate into the ground, which flows overland and is collected and transported to the waters of the State of Vermont or the United States, including material dissolved or suspended in it, but does not include discharges from undisturbed natural terrain or wastes from combined sewer overflows.

TIME-OF-TRAVEL DISTANCE. The distance that groundwater will travel in a specified time. This distance is generally a function of the permeability and/or slope of the aquifer.



LEGEND

Public Water Sources

- Active
- Proposed
- Inactive

Ground Water SPA

- Active/Shared SPA; SHARED
- Proposed
- Inactive

NOTES

WSID VT0020997
topo

1: 34,429

June 1, 2022



1,749.0 0 874.00 1,749.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Vermont Agency of Natural Resources

1" = 2869 Ft. 1cm = 344 Meters
THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

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~~ June – August 2024

Community Development Goals: ~~July—August 2024~~ – September 2024

~~Wetland Enhancement Opportunities: August—October 2024~~

Community Engagement: As appropriate ~~May 2024—August 2025~~ September 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](#).