



WAITSFIELD PLANNING COMMISSION AGENDA

April 15, 2025 at 7:00 p.m.

Planning Commission

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

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

York Haverkamp

Town Clerk

Jennifer Peterson

Town Treasurer

Steve Lewis

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 –APRIL 1 (10 +/- min)
5. MRVPD PRESENTATION (45 +/- min) Sam Robinson
6. CVRPC UPDATE (20 +/- min) Alice
7. WASTEWATER PLANNING PROJECT UPDATE (10 +/- min) JB/Bob
8. OTHER BUSINESS (20+/-min)
9. ADJOURNMENT

**Waitsfield Planning and Zoning Administrators Report
Planning Commission April 15, 2025 meeting**

5. MRVPD Presentation

Sam Robinson of the Mad River Valley Planning District will be presenting on the MRV 2024 Annual Data Report. That report can be found [here](#).

The Planning District has also updated the data on the MRV Community Dashboard. This is an amazing resource for the community! The dashboard can be found [here](#).

6. CVRPC Update

Alice will update the board on CVRPC current work, including the Regional Plan.

Per the attached flier, the Regional Plan Land Use Survey is live. The direct link to the survey is on the flier and will be available until May 15, 2025:

We want to hear from you! Your input is essential in shaping the future of Central Vermont. Your thoughts and opinions will help the Central Vermont Regional Planning Commission draft an updated Regional Plan and develop a map of future land uses. By sharing your opinions, you will help guide decisions that impact (residential, commercial and industrial) development in our region while protecting the natural and cultural resources that make Vermont unique.

The flyer (attached) has information for the upcoming tabling discussions in the region and a QR code to the survey.

Here is the list of tabling locations:

Kellogg-Hubbard Library, Montpelier, Saturday April 5, 10:00 - 2:00pm
Aldrich Public Library, Barre City, Monday April 7, 2:00 - 5:00pm
Cutler Memorial Library, Plainfield, Thursday April 10, 1:00 - 4:00pm
Waterbury Public Library, Waterbury, Saturday April 12, 10:00 - 2:00pm
Ainsworth Public Library, Williamstown, Monday April 14, 3:00 - 6:00pm
Joslin Memorial Library, Waitsfield, Thursday April 17, 1:00 - 4:00pm
Brown Public Library, Northfield, Saturday April 19, 11:00 - 2:00pm
Calef Memorial Library, Washington, Monday April 21, 11:00 - 1:00pm
Warren Public Library, Warren, Wednesday April 30, 11:30 - 2:30pm
Jaquith Public Library, Marshfield, Wednesday May 7, 11:00 - 1:00pm

7. Wastewater Project Update

The PZA and Town Administrator (along with Joshua Schwartz) spent several days putting together the Vermont Community Development Program (VCDP) grant application which was submitted on 4/9. For the upcoming week, staff will be busy again putting together another grant application for the Northern Borders Regional Commission Catalyst Program. Both grants are for \$1 million.

The Town is awaiting an updated grant and loan package from USDA Rural Development that may exceed the numbers that were originally projected.

The bidding process for construction of the advanced SBR treatment system has been extended due mainly to the fact that only one manufacturer attended the mandatory pre-bid conference. That attendee, however, is the premier manufacturer of such systems. Bids will be opened on April 25th at the Town office.

8. Other Business

Village Master Planning: The VMPSC will meet next on April 22nd from 10:30am – 12:00pm. No meetings have occurred since the debrief of the community event on March 25.

Upcoming trainings/webinars:

Maximizing Flood Relief Money & Protecting Community Investments:

Description: Join the Central Vermont Regional Planning Commission to learn about the National Flood Insurance Program (NFIP) and why you should care. We will provide an explanation of the regulatory framework; what a municipality can do to gain the benefits of the program and highlight key legislation including what's next for Vermont in flood preparedness.

Following a presentation and discussion, staff will be available for in-person municipal consultations.

Date: 7 May 2025, 4:00PM - 6:00PM

Location: Central Vermont Chamber of Commerce 33 Stewart Road, Berlin (with Pizza!) and remote via Zoom

Register [here](#).

Register by Friday 2 May 2025 to receive your town's FEMA map.

Grants & Funding Chat:

This chat is a bi-monthly series to help members learn about specific funding opportunities as well as ways to make their funding applications competitive – and the advance work that is required when using someone else’s money.

Each meeting focuses on a different topic. After an eye-opening 15-minute presentation on the day’s topic, the format transitions to a participant Q&A, where attendees can ask questions of the presenter and each other. Bring your questions, share your challenges, and learn from other communities.

This series is presented by Bonnie Waninger, the Project & Funding Specialist on VLCT’s Municipal Operations Support Team.

Registration Information

Register once and attend all sessions! Once you register, your link to join will be the same for every 2025 Grants & Funding Chat. Zoom will send you an email with the link to join ahead of each chat.

Future Dates and Topics

Tuesday, May 13, 2025 – Housing*

Tuesday, July 8, 2025 – Transportation*

Wednesday, November 12, 2025 – Community Economic Development

* These two might switch dates due to timing of the legislative session.

Presenter

Bonnie Waninger, Project & Funding Specialist, VLCT

Website [here](#). Registration for February topic not available as of yet

Mad River Valley Wastewater Workshop:

Date: Spring 2025

Location: TBD

The Friends of the Mad River, Central Vermont Regional Planning Commission and Department of Environmental Conservation are partnering to offer a Wastewater Workshop in the Mad River Valley in the Spring 2025. Discover how onsite wastewater treatment (septic) systems work and the various kinds of systems installed in Vermont. Learn why newer systems are no longer the septic systems of the past. Understand the regulatory framework for on-site wastewater systems

and potable water supplies. Develop an understanding of how to maintain your onsite wastewater system to keep it functional in the years to come.

Seeing Success through Conservation Stories.

How can Conservation Commissions across Vermont effectively collaborate over long distances of space and time? By sharing stories of successes, challenges faced, and lessons learned, conservation minded committees across the state can learn from each other's experiences, and stand on each other's shoulders. Please join us as we celebrate moments of success both large and small by Conservation Commissions from all over Vermont. We will glean lessons, highlight best practices, and together take a step forward towards building a more robust sense of statewide communication, collaboration, and institutional memory so that Vermonters from all corners of the state can contribute their energies to solving local challenges while simultaneously supporting their like-minded peers.

Presenters:

David Moroney

Jens Hilke

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

Wednesday May 7th, 2025 11:00 a.m. - 12:00 p.m. [Register](#)

Open Meeting Law for Boards and Committees

NOTE – Beginning January 1, 2025, chairs of legislative bodies, municipal managers, and mayors are required to watch the Secretary of State's recorded Open Meeting Law training. Although VLCT's 4/16/25 training will address the basics of Act 133, it does NOT fulfill its training requirement.

Every municipal board, council, commission, and committee (see examples listed below) is required to comply with Vermont's Open Meeting Law. Attend this training to learn or review the basic requirements of the law, including: public notice and creating an agenda; managing public participation; taking and posting meeting minutes; advisory vs. non-advisory boards recording requirements; meeting remotely.

This training is critical for elected and appointed members of all statutory municipal boards, commissions, and committees listed below – as well as all committees appointed by selectboards and other legislative bodies. Due to the great variety of locally appointed public bodies, the

following lists are not exhaustive, but they do include most of the groups included in Vermont Statutes.

Legislative (Governing) Bodies* - Board of Aldermen; City Council; Board of Village Trustees; Prudential Committee; Selectboard.

Boards - Board of Abatement; Board of Auditors; Board of Civil Authority; Board of Listers; Development Review Board; Library Trustees; Trustees of Public Funds; Zoning Board of Adjustment.

Commissions - Conservation Commission; Planning Commission.

Committees - Budget Advisory Committee; Recreation Committee; Energy Committee; Other committees by statute or appointed by selectboards (and other legislative bodies).

Presenters - Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center

Date - Wednesday, April 16, 2025

Time - 10:00 AM - 11:30 AM EDT

Registration Deadline - Wednesday, April 16, 2025

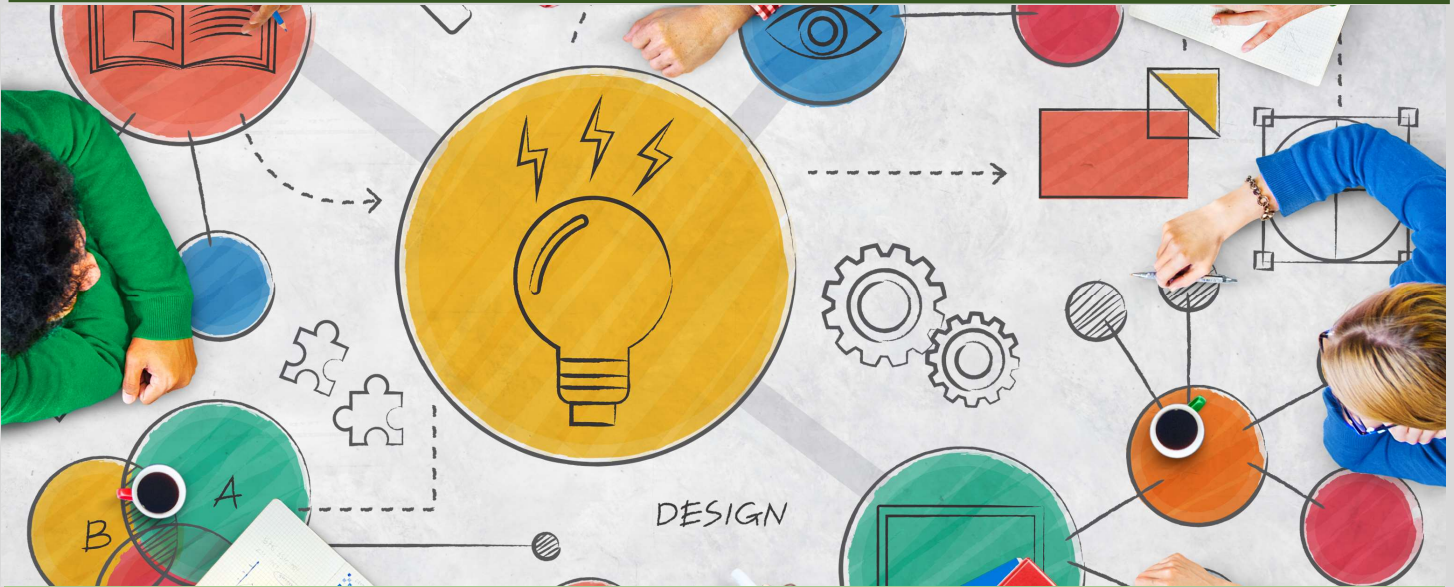
Location - Online Webinar

Register [here](#)

Respectfully submitted,
J.B. Weir

Regional Plan :

Future Land Use Map and Housing Survey Tabling Discussions



We want to hear from you, the local community that help shape their future land use. There will be an option for those who fill out the survey to be entered into a random draw for a local gift card prize.

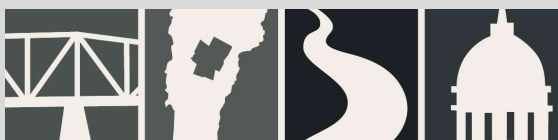
Hosted by:

Central Vermont Regional Planning Commission,
Community and Land Use Planners

COMING IN APRIL 2025

In person
REGIONAL LOCATIONS

Scan this code to fill
out the Online Survey.



Central Vermont Regional Planning Commission

29 Main St Suite 4,
Montpelier, VT 05602

For more information about this discussion or to request assistance or alternate arrangements to participate in this discussion, please contact Niki Sabado (sabado@cvregion.com) or 802-229-0380.

TOWN OF WAITSFIELD, VERMONT
Planning Commission Meeting Minutes
Tuesday, April 1, 2025

Draft

Members Present: Beth Cook, Bob Cook, Emma Hanson, AnnMarie Harmon, Becca Newhall, Alice Peal, Jonathan Ursprung

Members Absent:

Staff Present: JB Weir, Planning and Zoning Administrator

Others Present: Fred Messer

II. Regular Business

1. Call to Order

The meeting was called to order at 7:03 pm by Jonathan Ursprung. 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 changes were made to the agenda.

3. Public Forum

Nobody requested an opportunity to comment.

4. Approval of Minutes

The Minutes of March 18, 2025 were approved.

5. Emergency Management Update

Fred provided some information regarding the need for local governments to respond to emergencies, and the importance of planning for these responses. He explained that Joshua and Sam of the MRVPD have taken on the role of providing damage assessment for the towns when necessary, the relationship between an emergency declaration and the provision of FEMA assistance, and the state guidelines which were implemented following the realization in the wake of Irene that more robust preparedness was necessary. These include participation in the National Flood Insurance Program, requirements for Road and Bridge Standards, and adoption by towns of a Local Emergency Operations Plan (LEOP) and a Local Hazard Mitigation Plan (LHMP). Having current iterations of these documents adopted assists the Town logistically and financially, as they allow for a higher rate of disaster reimbursement from the State.

Fred noted that the LHMP includes sections related to preparation, response, recovery, and mitigation, and that some of the mitigation efforts included may be addressed by the PC. He and Alice recently worked with CVRPC to complete the update/adoption process for Waitsfield's LHMP.

Alice then reviewed the LHMP, noting that it contains various categories of emergencies, with specific emergency types ranked by their importance/potential impact on Waitsfield. Important situations included in the Plan were explained: the landslide along Mill Brook Road at the Fayston town line, which is on ANR's radar; culverts in critical need of upsizing/replacement; and the floodplain reconnection work for which a grant covering evaluation of the sites has been awarded.

Alice pointed out other items included in the mitigation project table that did not rise to the top level of priority, but which are important to be addressed by the Town. She recommended that PC members review the entire document, which contains a range of useful information; the Plan may be added to as needed, so suggestions for adjustments are welcome.

Fred reminded the group the VT Alert is the primary method he uses for disseminating information when there is an emergency occurring.

He also spoke of planning underway for the organization of volunteers when an emergency occurs, as well as his efforts in preparing for shelter, supplies, animal care, and so forth. Fred indicated that there are efforts being taken to create emergency management protocols for the MRV rather than continuing to address issues on a town by town basis; this is being undertaken with Rotary involvement and working in conjunction with the VEM center in Waterbury.

6. Village Master Planning

AnnMarie reported on the Steering Committee's review of the recently held public input session, which was attended by 70-80 people. She indicated that an important piece of information received was that the majority of responses indicate a preference for continuing efforts toward the plan with the highest density. Responses also point to a lack of desire for buildings with flat roofs, although three stories with pitched roofs had support.

It was discussed that there is an understanding that a goal of development of 70 new housing units is part of this planning effort; it was agreed that these do not need to all be located in Irasville, and that the general plan is for 'up to 70' being provided. Alice spoke of how this ties in with the RPC's future land use plan work and the housing targets which will be provided for each municipality.

AnnMarie continued her report, noting important points raised during Steering Committee review of the input session: addressing how to implement the Plan, furthering integration of the Skatium parcel, ensuring balance of wetland impacts/restoration, emphasizing traffic calming – including clarity on pedestrian/bicycle access, allowing for on street parking, and providing for mixed use development.

Other points raised by PC members included consideration of the need for a Fire Department ladder truck, Route 100 traffic speeds, coordination with the Active Transportation Corridor work, and the need for senior housing.

AnnMarie explained that a follow up survey will be developed; no further public input open houses are planned.

JB spoke of the potential for rehabbing/restoring some parcels serving as wetlands, and also of the information he has gleaned from his visit to and conversations with Saint Albans.

AnnMarie outlined the next steps to be undertaken by the Steering Committee/SE Group:

- Focus on implementation strategies
- Tools and planning documentation, exploration of regulatory land use efforts
- Coordination with wastewater project/infrastructure needs

- Exploration of TIFF, LOT mechanisms
- Wetland strategies
- Ensuring connection with the Active Transportation Corridor

She noted that all information will be posted on the Irasville Planning website.

7. Wastewater Planning Project Update

JB reported that funding pre-applications/applications have been submitted or are being completed for the Vermont Community Development Block Grant Program and the Northern Borders program; he is also navigating the USDA funding complexities, as there are programs within that Department that may be suitable for the project. He is also waiting to hear the final word on whether Waitsfield will be receiving a portion of the funds initially awarded to Greensboro.

Bob noted that the technical team is kicking off the fine details of some of the design work.

8. Other Business

Alice noted that:

- The substation upgrade is under Act 250 review and moving along.
- An RPC representative will likely be in attendance at a May meeting to discuss the Future Land Use section of the Regional Plan.
- The Regional Plan deadlines include having a draft document available in September and the final adoption process to take place in late 2026.
- The Regional Plan, as well as Waitsfield's Selectboard, will be addressing short-term rentals in the coming months; the PC is likely to have a role in this effort.

9. Adjournment

The meeting adjourned at 9:06 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary