

**TOWN OF WAITSFIELD, VERMONT**  
**Planning Commission Meeting Minutes**  
**Tuesday, September 2, 2025**

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

**Members Absent:** Bob Cook

**Staff Present:** JB Weir, Zoning Administrator

**Others Present:** None

## **II. Regular Business**

### **1. Call to Order**

The meeting was called to order at 7:05 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 August 19, 2025 were amended and approved.

### **5. Village Master Plan Update**

AnnMarie noted that there had been a good article published about the Master Planning in the July 28<sup>th</sup> edition of the Valley Reporter, and that an update had been provided to the Selectboard by members of the Steering Committee. There will be another presentation to the Selectboard closer to the closing out of the current Master Planning work. No meetings of the Steering Committee have taken place since the last update was provided to the PC.

Other related items were noted:

- The Town will be applying for a Community Development Block Grant related to flood mitigation, for which the proposal will be for restoration of the Town pond and replacement of an adjacent culvert; the amount applied for will be \$800K.
- The deadlines for the 2026 Municipal Planning Grant will be paid attention to as it is determined what Master Planning or other work might be covered by this program if a successful application is submitted.
- Information about the Community Housing and Infrastructure Program (CHIP) was included in the meeting packet, this program is still undergoing rule development.
- The new owners of the Mad River Green shopping center have begun exterior painting work, and will be paving the roadways/parking areas in October.

### **6. CVRPC Update**

Alice reported that:

- She will look into what needs to be included in the Plan related to local provision of day care. She then spoke of the need for the Town Plan to be in compatibility with the Regional Plan,

and questioned whether the PC will be doing a full review of Waitsfield's Plan. There was some lack of clarity whether the inclusion of required day care and other updates will provide another four years of approval by the RPC, or if there will need to be another full review before the current four-year approval expires. Alice suggested that if a full review is to be undertaken, there may be potential for a Municipal Planning Grant application to pay for a consultant to assist with the update, with another possibility being to seek support from CVRPC if the PC undertakes this work without a consultant.

- The recently approved Montpelier Plan is web based, using the ArcGIS Storyboard platform.
- The Carroll Road Act 250 substation review has not yet begun.
- Work continues on the Regional Plan.

## **7. Wastewater Planning Project Update**

JB reported that there is an engineering meeting scheduled, a finance committee is being formed, the loan/grant package from USDA has been provided (for which there will be more information available at the next PC meeting), and that a Northern Borders Regional Committee application has been submitted for funds for construction of the northern end of the system.

## **8. Vermont Local Level Outdoor Recreation Impact Project**

JB noted that more information is being gathered for this project, and that he is looking into the possibility of scheduling a presentation for the PC in the coming weeks.

## **9. Short Term Rental (STR) Discussion**

Jonathan explained that the Selectboard feels it is time to move forward with guidance/an ordinance covering STRs, with a focus on fire safety and other health/safety issues such as septic capacity and parking needs, and that the Board has designated a somewhat open-ended task for the PC regarding this. AnnMarie noted that another aspect of STR regulation would be to ensure that workforce housing is available in appropriate locations and to ensure that STRs do not usurp such housing. It was also agreed that there is no intent to negatively impact the ability of homeowners to occasionally rent their home or a portion thereof in order to offset the rising cost of living.

Several comments were made regarding the need to understand what level of regulation will be supported by the community.

It was agreed that a subcommittee will work on this, and Emma agreed to do some preliminary work researching and reviewing the ordinances enacted by other towns, including Warren, as well as outlining the impacts that may need to be addressed. Beth offered to help with this effort.

It was indicated that the PC will likely work on developing STR information/ordinance language through October, followed by presentation to the Selectboard of a high-level overview.

## **10. Other Business**

Jonathan reminded the group of the upcoming October 27 presentation by CVRPC regarding Future Land Use mapping.

## **11. Adjournment**

The meeting adjourned at 8:50 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary