

**TOWN OF WAITSFIELD, VERMONT**  
**Planning Commission Meeting Minutes**  
**Tuesday, December 16, 2025**

**Members Present:** Beth Cook, Bob Cook, Emma Hanson, AnnMarie Harmon, Jonathan Ursprung  
**Members Absent:** Becca Newhall, Alice Peal  
**Staff Present:** JB Weir, Zoning Administrator  
**Others Present:** Alex Belenzs, SE Group

**II. Regular Business**

**1. Call to Order**

The meeting was called to order at 7:08 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 time to speak.

**4. Approval of Minutes**

The Minutes of December 2, 2025 were amended and approved.

**5. Village Master Plan**

- Adopt Final Plan – Alex Belenzs of SE Group provided an overview of the recent changes made to the Plan, noting an edit made in the acknowledgements section to recognize the grant funding provided, and the incorporation of the all the suggestions made by the PC during their review of the document.

**MOTION:** *AnnMarie moved to adopt the Irasville Master Plan as presented by Alex Belenzs/SE Group. The motion was seconded by Bob, and passed with Alice opposed.*

- Next Steps – It was agreed to move forward with the Steering Committee reconvening in January to discuss future work related to the Plan.

Alex noted that that a grant was recently announced by Vermont League of Cities and Towns (VLCT) to provide technical assistance and guidance materials for assisting towns with CHIP projects.

**6. CVRPC Update**

Alice noted that there is an opportunity to apply to participate in the Climate Action Plan pilot program, and that she will also speak to the Selectboard about Waitsfield's participation. Regarding the floodplain restoration sites that were evaluated, she explained that Watershed Consulting has determined that the site with the most potential is the Fairgrounds reconnection area; Brian Voigt will be looking into whether the Winooski Basin program will be providing further grant money for implementation. Alice noted that the Regional Plan work is going well, with a meeting coming up in January to address utilities, climate change, and renewable energy resources. She indicated that ANR is moving ahead with Wetlands Rules changes; she will share a recent presentation when it becomes available. Alice noted that a best practices guide will also be provided to accompany any changes, and that the process is somewhat in flux, as there is conflict with the language in the Flood Safety Act and the Executive Order requiring changes to Wetlands Rules.

Alice suggested that the Land Use Review Board be the party invited to present Act 250 Tier information.

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

Bob reported that the final engineering plans are being drafted, and should be completed by mid-January. The Northern Borders Regional Commission award of \$1M has been granted, for construction of the segment from Bridge Street to the Elementary School. The Community Development Block Grant applied for to cover the proposed work at Carroll Road was not awarded. JB noted that he met with Forest Anderson, who attended the previous PC meeting, and that he may be able to provide assistance with cybersecurity needs related to the wastewater system.

## **8. PC Work Plan 2026**

- Overview – Jonathan outlined the 2026 work plan, noting what he sees as the priorities for PC efforts in the coming year, including:
  - Coming out of the Master Plan finalization, work on a CHIP analysis and a traffic study
    - Engage those from the Steering Committee still interested in participating
    - Potentially a task force for CHIP
    - Broaden the base by reaching out to area businesses
  - Short Term Rental work
    - Consult with Eric Freidman for business community input
    - Understand community perceptions
    - Agreed that Beth, Emma, Becca, and JB will be on a subcommittee to begin work on this
  - Child Care language in the Town Plan
    - Address these edits after Town Meeting
  - Understanding Act 250 Tiers
    - Better to be addressed after all rules, etc. are finalized
  - Bylaw changes – begin this work in spring, when other projects are taking up less PC time
    - Limited Business District
    - ADU allowances – JB will research what other rural towns have implemented
    - Garage Sale language
    - Review uses allowed in Ag/Res

## **9. Other Business**

2026 Budget – It was noted that the matching amount for the Municipal Planning Grant should have come from the PC Reserve fund; JB and Jonathan will work to have this corrected. The PC budget for 2026 will be reviewed at the first PC meeting in January, for presentation to the Selectboard.

MRVPD – Jonathan noted that over 40 applications were received for the Planner positions, with many qualified applicants in the pool.

## **7. Adjournment**

The meeting adjourned at 8:46 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary