

TOWN OF WAITSFIELD, VERMONT
Planning Commission Meeting Minutes
Tuesday, February 3, 2026

Members Present: Beth Cook, Bob Cook, AnnMarie Harmon, Becca Newhall, Alice Peal
Members Absent: Emma Hanson, Jonathan Ursprung
Staff Present: JB Weir, Zoning Administrator
Others Present: None

II. Regular Business

1. Call to Order

The meeting was called to order at 7:02 pm by AnnMarie Harmon. 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 January 20, 2026 were amended and approved.

5. CVRPC Update

Alice reported on the following:

- The Regional Plan update is still a primary focus; current work is focused on the Infrastructure and Utilities Chapter, and work is still needed on a separate Energy Chapter and disaster-related Resilience Planning. The narratives of each chapter will need review, as work to date has primarily focused on the aspirations, goals, policies, and strategies sections.
- CVRPC has begun to develop a code of conduct, including managing public speakers and how to be a chairperson).
- The Plan and the new Land Use Map are both due to the Land Use Review Board in May. Tier 3 designation will be done by the regional PCs where they will be creating a map which lays out Tier 3 sections.
- The slide deck from a recent FEMA mapping presentation will be shared with the PC when available. Alice noted that there are changes being put in place to the Base Flood Elevation (BFE) criteria, that there will be a portal to access updated maps, and that there will be changes to the National Flood Insurance Program (NFIP). She advised that regional floodplain managers will have further information as it becomes available.
- The floodplain reconnection project will be completing a more in-depth study on the Fairgrounds parcel, as that area was determined to be the most beneficial to have reconnected. The Conservation Commission will be the point group for this work.
- Alice will no longer be serving on the PC, but will continue as Waitsfield's CVRPC representative. She will be working on River Corridor bylaws, the Regional Plan, and a task force addressing Code of Conduct standards.

PC members expressed their appreciation for Alice's seven years of work as part of the Commission.

6. Short Term Rental (STR) Discussion

Beth reported that the committee has been discussing how to adapt the Warren Ordinance to Waitsfield's needs, and that there is agreement by committee members that registrations and a fire safety certificate of occupancy should be required. Emma is preparing a draft, which should be ready for review by the PC in March. Eric Friedman has been contacted regarding input from the loose group of operators, property managers, and other STR-related Chamber members, and the committee will also reach out to neighbors of STRs for feedback. An email summarizing a conversation with Camilla Behn (Warren Selectboard) will be forwarded to PC members.

Becca noted that a one-night rental of a room qualifies as creating a public building, which would indicate that a registration would be required. A one-night rental qualifies under the statutory definition of a "public building" under Vermont Fire Safety Code Title 20 Chapter 173, Section 2730.

7. Annual Planning and Zoning Report

JB had drafted the Report; PC members had no major edits to incorporate before including the Report as part of the Waitsfield Town Report.

8. Town Plan Update

JB reviewed the pertinent information he had included in the meeting packet, and indicated that he would draft related daycare-focused language for review at the next PC meeting, including outlining the support provided by the Town for local daycare providers.

9. Wastewater Planning Project Update

JB reported that Jon Ashley of DuBois & King had reached the 80% design threshold, with a 90% design anticipated in the coming weeks. Site visits to evaluate plumbing connections are continuing; JB will include somebody with engineering expertise on the more complex site visits. Robin Morris will be helping to draft the Wastewater Ordinance. The plan is to have the project out for bid in April.

JB also noted that there may be an economic impact analysis undertaken, for use in seeking further funding. He noted that conversations with the Department of Environmental Conservation are ongoing, and that the Town's attorney is working on easement language for the individual wastewater connections, for each of which there will be a permanent easement as well as a user agreement in place.

10. Other Business

JB encouraged PC members to attend the Selectboard's designated infrastructure summit on February 17, and also offered a reminder of the Community and Housing Infrastructure Program (CHIP) presentation being provided by the Vermont League of Cities and Towns on February 19.

CHIP Program/Committee Update – It was confirmed that there will be a meeting to discuss formation of this committee during the week of February 23.

It was agreed that the next meeting of the PC will be held on March 17, 2026.

11. Adjournment

The meeting adjourned at 8:21 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary