

**TOWN OF WAITSFIELD, VERMONT**  
**Planning Commission Meeting Minutes**  
**Tuesday, March 17, 2026**

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

**Members Absent:**

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

**Others Present:** Ryan Diehl

## **II. Regular Business**

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

The meeting was called to order at 7:00 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**

Ryan Diehl asked for information about the discussion around Land Use Regulation changes that would impact his property; it was explained that this conversation will take place at the April 7 meeting.

### **4. Approval of Minutes**

The Minutes of February 3, 2026 were amended and approved.

### **5. Annual Reorganization**

Emma accepted a nomination to serve as Chair and was elected unanimously.

AnnMarie accepted a nomination to serve as Vice Chair and was elected unanimously.

It was agreed to continue to meet on the first and third Tuesday of each month at 7:00 pm at the Town Office.

It was confirmed that public notice locations include the Valley Reporter as the newspaper of record, and the Town Office, the Post Office, and the VG as physical posting locations.

Jonathan outlined the current membership of the MRVPD Steering Committee, noting that he would likely be serving as Chair of that group's Executive Committee and indicating his preference to remain as Waitsfield's PC representative to the MRVPD. It was agreed that it should be recommended that the Selectboard reappoint Jonathan to this position.

Jonathan reminded the group that their Rules of Procedure are able to be reviewed and amended if felt necessary.

### **6. PC Vacancy**

Currently there is one open seat on the Commission, the language of a related announcement to be published was reviewed and edited.

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

JB noted that he had not yet been able to connect with Ruth Robbins, Warren's ZA, for a discussion about STR ordinance considerations. There was some discussion of the definition of bedroom for STR purposes. Becca suggested that the three Valley towns confer going forward once ordinances have been enacted and changes are being considered to ordinance language. Whether to limit occupants based on wastewater capacity, or to implement a fee structure based on the number of occupants in order to discourage use by more occupants than septic allows, was discussed. Some members expressed that if a septic system is overburdened and damaged due to excess use, that is a property owner problem, not to be regulated by ordinance. It was agreed to keep this initial ordinance quite simple. Jonathan reiterated the option of charging two different fee levels, based upon the number of bedrooms, in order to help cover impacts to infrastructure, particularly town highways.

There was further discussion of the definition to be used for 'bedroom,' and whether to delineate occupancy based upon the number of beds. It was agreed to look at the details outlined in Warren's application form, as well as the Vermont League of Cities and Towns' (VLCT) model ordinance. A committee meeting will be held in order to prepare for presentation at an upcoming PC meeting.

### **8. Post-Master Plan/CHIP**

Jonathan spoke of assembling the new steering committee, to be tasked in the near term with exploring CHIP possibilities, particularly regarding the TD Bank property.

Becca asked about potential zoning regulation changes that might need to be implemented, particularly as related to preventing short-term rentals and second home ownership in the Master Plan area, ensuring that new development will provide accessible housing for local residents. JB indicated that this matter would be addressed by the Selectboard through the wastewater ordinance, as well as by CHIP restrictions if such financing is used for development. It was agreed that further consideration of this can be taken up by the steering committee, which will consist of PC members, Selectboard members, community members, and York Haverkamp.

JB reported that he has been in communication with an individual who has proposed completing an economic impact analysis for the wastewater system and the Master Plan; this person is developing a proposal, and the logistics of engaging in a contract for the work will be determined once an estimate is provided.

JB noted that the CHIP application has been opened for submittals, and therefore the subcommittee should begin meeting as soon as possible. The difference between those participating as committee members and those offering feedback as stakeholders was clarified. It was agreed that AnnMarie and JB will meet with York Haverkamp and Brian Shupe as an initial step.

### **9. Wastewater Planning Project Update**

JB outlined that he is continuing to complete site visits, work on easements is ongoing, along with planning for necessary tree/vegetation removal. Robin Morris is drafting an ordinance. He and Bob also noted that the 90% design will be complete by the end of March, and that it had been decided to route the system along the Slow Road rather than along the cemetery. JB indicated that the Selectboard had decided that connecting to the Town's water system will be mandatory for those who opt to connect to the wastewater system. Emma pointed out that there are houses on her road that will technically be connected to wastewater through the shared Mad River Green system, but that currently do not have a viable option for connecting to the water system.

**10. Other Business**

Town Plan Update – JB will draft an updated child care section for the Plan, to be reviewed by the PC at an upcoming meeting.

Wilder Farm – Jonathan noted the materials in the meeting packet related to an upcoming discussion regarding zoning changes related to the recent inquiry made by Ryan Diehl of Wilder Farm; this matter will be addressed at an April PC meeting.

AnnMarie noted that there is a 'Building with CHIP' webinar scheduled for April 8; JB will send out related information.

**11. Adjournment**

The meeting adjourned at 9:03 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary