



WAITSFIELD PLANNING COMMISSION AGENDA

August 4, 2026 at 7:00 p.m.

Planning Commission

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

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.gov

1. **CALL TO ORDER / ROLL CALL**
2. **REVISIONS TO AGENDA, IF ANY (5 +/- min)**
3. **PUBLIC FORUM (10 +/- min)**
4. **APPROVAL OF MINUTES –JULY 7 (10 +/- min)**
5. **TOWN PLAN AMENDMENT UPDATE (10 +/- min)**
6. **SHORT-TERM RENTALS (35 +/- min) Emma, Beth & Becca**
7. **TEIR 1B – FUTURE LAND USE MAP (30 +/- min)**
8. **WASTEWATER PLANNING PROJECT UPDATE (10 +/- min) JB/Bob**
9. **OTHER BUSINESS (10+/-min)**
 - a. PC Vacancy update
 - b. DRB Update and Vacancy
 - c. MRVPD
10. **ADJOURNMENT**

**Waitsfield Planning and Zoning Administrators Report
Planning Commission August 4, 2026 meeting**

5. Town Plan Amendment Update

The public hearing for the amendment took place at last meeting and the draft was approved by the Board for adoption by the Selectboard. The Selectboard will hold its own public hearing on August 24, 2026, during a regularly scheduled meeting.

The date for the CVRPC Municipal Plan Review Committee meeting and public hearing is Monday, August 17th at 4:30pm. The committee will review the East Montpelier Town Plan and Waitsfield Plan Amendment to consider recommendation for regional approval. CVRPC recommends that some of those involved in the town plan update/amendment be present at the hearing if possible. Towards the end of the month, they will send out a packet to the committee and town for review. The public notice will appear in the paper at least 15 days prior to the hearing.

Once the Selectboard has adopted the town plan amendment, the Selectboard then requests regional approval of the amendment via email to Niki Sabado at CVRPC. Formal regional approval is planned for September.

6. Short-Term Rental Ordinance

The final draft of the STR Ordinance is included in the packet for review and discussion. Since last meeting, Jonathan has provided his own feedback which the PZA has incorporated into the draft. For reference, also included in the packet is a redline comment version of the draft to reflect Jonathan's feedback and any corresponding revisions since last meeting.

This is set to be the final review of the STR draft ahead of its submission and recommendation to the Selectboard.

At a September meeting of the Selectboard, Emma and the PZA will attend to discuss the ordinance and the context for regulation.

7. Tier 1B / Future Land Use Map

For some context, it should be noted that Act 181 of (2024) made changes to various laws related to land use, commercial development, and housing development such as:

- Created the [Land Use Review Board](#) (the Board), a full-time, professional, 5-member board with expertise in planning, development, environmental science, and law.
- Encouraged smart-growth housing and shifted towards a location-based Act 250 jurisdiction model by adding temporary [Interim Housing Exemptions](#) through 2027.
- Outlined the framework for a long-term approach to Act 250 jurisdiction involving tiers or areas of jurisdiction. The Legislature charged the Board with the development of rules and the review of regional plans and maps to implement the tiered framework of jurisdiction starting in 2025 and extending through 2026. The Board's charge includes the approval of future land use maps developed via public processes engaging municipalities and regional planning commissions. The tiers are as follows:
 - Tier 1A/1B - Areas with capacity for growth where limited or no Act 250 jurisdiction will apply. Effective upon approval by the Board beginning as soon as January 2026.
 - Tier 2 – All areas that are not tier 1 or tier 3. Existing jurisdictional thresholds will remain based on acreage, units, or lots created. Additionally, construction based on the length of roads and driveways will apply starting July 1, 2026.
 - Tier 3 – Additional jurisdiction for critical natural resource areas beginning December 31, 2026.
- Simplified the State's [Designation Program](#) to better provide incentives, align policies and give communities the technical assistance needed to encourage new development and redevelopment in our compact, designated areas. The Act also created the [Community Investment Board](#) (former Downtown Board) to allocate resources statewide.
- Tasked the [Regional Planning Commissions](#) to create Future Land Use Maps (FLU maps) based on new standards through a public process with a focus on equity, climate resilience, mitigation and adaptation. The FLU maps must utilize consistent land use categories across the state. Four of the categories – Downtowns, Village Centers, Planned Growth Areas, and Village Areas – coordinate with the state designation and Act 250 jurisdictional areas.

At last meeting, Chrisitan Meyer of the Central Vermont Regional Planning Commission spoke to members about the Regional Plan, Future Land Use Map and projected housing targets for the Town. The presentation materials are included in the packet.

The main focus of the presentation pertained to Waitsfield's Tier 1 eligibility, specifically Tier 1B. Pursuing Tier 1 status is entirely optional. Having eligible areas does not obligate your

municipality to pursue Tier 1 status. Opting into Tier 1 is a local decision made by resolution of the Selectboard. Once approved, Tier 1 status remains in effect until modified or revoked.

Enrolling in Tier 1 affects Act 250 state oversight of development in selected areas. Tier 1a areas are fully exempt from Act 250 review. In Tier 1B areas, housing and mixed-use development of up to 50 units on 10 acres or less are exempt from Act 250 review. Development in exempt areas would instead be reviewed entirely through local permitting processes.

To opt-in to Tier 1B, per 10 V.S.A. § 6033(c), municipalities must meet the following criteria:

- Municipality must request Tier 1B status from ACRPC via Select Board/City Council resolution.
- Municipality must have an ACRPC-confirmed plan & planning process at the time of LURB approval.
- Municipality must have permanent zoning & subdivision bylaws.
- In Tier 1B, a municipality must exclude or adequately regulate flood hazard areas /river corridors.
- In Tier 1B Village Area, a municipality should have either municipal water or wastewater. If no public wastewater is available, the area must have soils that are adequate for wastewater disposal.
- Municipality must have adequate municipal staff, municipal officials, or contracted capacity for development review and zoning administration. And the municipality shall self-certify.

The CVRPC has asked if the Town wishes to apply for Tier 1B status, then the Town submit a resolution signed by the Selectboard to the CVRPC no later than September 30, 2026. A sample resolution is included in the CVRPC materials in the packet.

The PZA suggests that the Planning Commission recommend to the Selectboard to opt into Tier 1B. Given the need for housing in Town along the wastewater service line in the two villages, it makes sense to lessen the burden on potential developers. Utilization of local permitting in lieu of Act 250 makes sense for this area. The PZA offers that he has the ability to undertake this responsibility.

8. Wastewater Project Update

The project continues to move along. Construction is broken up into two contracts: Contract 1 is for the treatment facility and Contract 2 is for the conveyance pipe and collection system. A draft Contract 2 bid is complete and under review by CWSRF.

Town staff will be meeting the week of August 3rd to discuss a project manager position for the remaining duration of the project. The manager could initially assist the PZA on the second round of public outreach this fall. This will include visiting all the priority parcel landowners with easements to review and sign, discussing any tree removal, reviewing final design sheets, etc. All easements – including for individual connections, pump stations and conveyance piping – need to be formalized prior to start of construction.

The project website has been updated by Planning District staff and can be found [here](#).

9. Other Business

PC Vacancy

There remains no applicant yet for the PC vacancy.

DRB Update

On July 14, the DRB heard and approved an application for a front setback waiver for a shed off Village Woods Road. On July 28, 2026, the Board heard and approved an application for a 2-lot subdivision off North Road.

The Board will hear two applications on August 11, 2026. The first is Labrador Builders application for an office/workshop addition within the FHO and FEHO off Main Street. The second application is for a light industrial use at the former TD Bank property. The applicant is seeking to use the space to operate a second location for the design and production of custom furniture.

There is also a vacancy on the DRB. The PZA has reached out to two individuals who may be interested.

MRVPD

Jonathan may have an update on the work of the Mad River Valley Planning District.

Next meeting

The PZA recommends that the focus of the next meeting be on the PC work plan. The fall may be a good time to take a review of the Zoning Bylaws and Subdivision Regulations.

Upcoming trainings/webinars:

None at this time.

Respectfully submitted,

J.B. Weir

TOWN OF WAITSFIELD, VERMONT
Planning Commission Meeting Minutes
Tuesday, July 7, 2026

Draft

Members Present: Bob Cook, Beth Cook, Emma Hanson, Becca Newhall, Jonathan Ursprung
Members Absent: AnnMarie Harmon
Staff Present: JB Weir, Zoning Administrator
Others Present: Christian Meyer (CVRPC)

II. Regular Business

1. Call to Order

The meeting was called to order at 7:02 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

Christian Meyer outlined that the CVRPC is currently working to update the Regional Plan, and that part of that process is drafting a new Future Land Use (FLU) Map, which provides a vision for regional growth. He reviewed the land use classifications included on the Map, noting which allow for opting into Tier 1B status, which provides exemption from Act 250 review for development projects providing 50 or fewer new dwelling units.

Christian explained that in Waitsfield the potential Tier 1B areas are the Village and Irasville, and noted that resolution language is available from the RPC; a resolution from the Selectboard is necessary as the first step in opting in. This can be done before September in order to be included in the initial submission of the FLU Map to the Land Use Review Board, or can take place at a later date.

He then covered the recently updated housing target information, noting that the increase in dwelling units outlined are not requirements, but need to be acknowledged by towns and discussed in any Town Plan updates.

There was some discussion of the benefits and drawbacks related to opting in to Tier 1B status. Christian noted that one downside is the Town's needing to take on the responsibility of managing larger projects, and Becca noted that there may be changes needed to the zoning regulations in order to provide adequate guidance for DRB review. It was also discussed that it may be considered to plan for more growth in the area along Route 100 toward the Munn site; Christian explained that this could begin as a transition area, with it being determined how Tier 1B criteria for this area might be satisfied. This may potentially lead to an associated amendment to the FLU Map.

4. Approval of Minutes

The Minutes of June 2, 2026 were approved.

5. Town Plan Amendment Public Hearing

Emma opened the Public Hearing.

JB summarized the changes made to the Child Care section and related goals, explaining that this update had been required by the CVRPC during the most recent Plan approval process.

There were no members of the public in attendance, and no comments had been received prior to the Hearing; the Hearing was closed.

MOTION: *Beth moved to approve the amended Town Plan and forward it to the Selectboard for next steps in the adoption process. The motion was seconded by Becca, and passed unanimously.*

6. Short Term Rentals (STR)

Jonathan indicated that he would provide some technical corrections in a marked-up copy of the draft, and there was some discussion of areas of the document that needed clarification.

It was agreed that the requirement for on-site parking may be helpful in preventing STRs in new Irasville development. The conflict between sections 7a and 7e was removed, with it being agreed that a written warning should not count towards the number of offenses when determining penalties. It was also agreed that a single rental, not each day of that rental, counts as an offense, and that 12 months (rolling) of no offense will clear a property's record. It was noted that non-refundable fees will be set by the Selectboard.

Jonathan will include these changes in his red-lined version. It was planned to finalize the draft at the August 4 PC meeting, for presentation to the Selectboard.

Emma noted that the fire inspection requirement had been eliminated, and suggested that this is something that might be considered for all rentals, outside of the STR ordinance.

Becca suggested that an STR-dedicated page be added to the Town's website.

7. Wastewater Planning Project Update

A report from Joshua Schwartz was included in the meeting packet, from which JB highlighted some items.

8. Other Business

Legislative Wrap Up – JB had included a summary in the meeting packet.

PC Vacancy Update – At this point, nobody had applied to fill the vacancy.

DRB Update – JB outlined the hearings which have been scheduled.

Upcoming Meeting Schedule – It was agreed to cancel the July 21 meeting; the work plan will be discussed at an upcoming meeting, and several items to be addressed were mentioned.

9. Adjournment

The meeting adjourned at 8:44 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

Town of Waitsfield SHORT-TERM RENTAL ORDINANCE

SECTION 1. AUTHORITY. This civil ordinance is adopted by the Selectboard of the Town of Waitsfield ("Town") under the authority granted by 24 V.S.A. §§ 2291(15), (29) and 24 V.S.A. Chapter 59.

SECTION 2. PURPOSE. The purpose of this Ordinance is to promote and protect the public health, safety welfare, convenience, and peace and quiet of the inhabitants of the Town; enhance and maintain the existing character and density of residential neighborhoods, and to preserve and promote the availability of long-term affordable, residential housing in Town by regulating transient commercial use of residential property and the deleterious secondary effects commonly associated with their operations.

The Town of Waitsfield values its history and status as a vibrant, year-round mountain resort town and recognizes the significant benefit to the local economy and community stemming from tourism. The purpose of this ordinance is to seek to balance the well-established practice of renting residential ~~dwelling~~ Dwelling units Units to travelling transients and the visiting public, while preserving the character of residential neighborhoods and minimizing ~~and the~~ potential negative impacts of Short-Term Rentals, and continuing to promote public health, safety and welfare of visitors and residents, both full-time and part-time. By establishing an orderly process for licensing Short-Term Rental properties in the Town, and compiling a database of the Designated ~~Agent Responsible Persons~~ and emergency contact information for each Short-Term Rental ~~property~~ Property, the Town intends to ensure an effective and expedient response to an emergency that may arise in connection with the Short-Term Rental ~~p~~Property.

Furthermore, through the establishment of a Short-Term Rental ordinance, the Town seeks to gather information regarding the practice of renting residential ~~d~~Dwelling ~~u~~Units on a short-term basis, so the Town may better evaluate and determine through data what regulation of such rental properties, if warranted, is appropriate and consistent with the best interests of the Town, its residents (full-time and part-time) and visitors.

SECTION 3. DEFINITIONS. For the purposes of this Ordinance, the following words and/or phrases will be defined as follows:

A. "Designated Agent" shall mean a Person or Persons designated and authorized by the STR Property Owner to act as their agent, or that Person's employee or agent, capable of and responsible for responding to emergency situations and other issues related to the STR when the property is being rented or leased as an STR, including providing first responders with timely interior and exterior access to the Short-Term Rental. For the sake of clarity, the Designated Agent may be the STR Property Owner.

A-B. "Dwelling Unit" means one or more rooms designed, occupied or intended for occupancy as separate living quarters with cooking, sleeping and sanitary facilities provided

within the dwelling unit for the exclusive use of a single family maintaining a household.

- ~~B.C.~~ B.C. “Dwelling Unit Capacity” or “DUC” means the total occupancy limit for a ~~sShort-tTerm rental-Rental~~ as determined by the maximum capacity in order of one of the following:
- a. the Short-Term Rental ~~p~~Property’s wastewater disposal system based upon a State of Vermont Wastewater and Potable Water Supply Permit for the property for ~~dDwelling uUnits~~ or wastewater and potable water supply systems constructed, modified, or occupied after June 30, 2007; or
 - b. the local zoning or septic permit for ~~dDwelling-Dwelling units-Units~~ constructed before July 1, 2007; or
 - c. the number of bedrooms indicated in the listers’ property database if a local zoning or septic permit does not exist for ~~dDwelling uUnits~~ constructed before July 1, 2007.

~~C. “Designated Agent” shall mean a Person or Persons designated and authorized by the Owner to act as their agent, or that Person’s employee or agent, capable of and responsible for responding to emergency situations and other issues related to the STR when the property is being rented or leased as an STR, including providing first responders with timely interior and exterior access to the Short-Term Rental. For the sake of clarity, the Designated Agent may be the Owner of the STR.~~

D. “Enforcement Officer” means any law enforcement officer certified by the Vermont Criminal Justice Training Council, the Short-Term Rental Administrator, or any other ~~p~~Person designated as an Enforcement Officer by the Selectboard.

E. “Offense” means a violation of a specific provision of this Ordinance.

~~E.F.~~ E.F. “Person” means an individual, a corporation, a partnership, an association, and any other incorporated or unincorporated organization or group.

~~F.G.~~ F.G. “Short-Term Rental” or “STR” ~~-or “Short-Term Rental Property”~~ means a furnished house, condominium, or other dwelling room or self-contained ~~dDwelling-Dwelling unit-Unit~~ rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year.

~~G.H.~~ G.H. “Short-Term Rental ~~(STR)~~ License” or “STR License” means authorization from the Town of Waitsfield to operate a ~~sShort-tTerm rental-Rental~~ in accordance with this Ordinance.

I. “Short-Term Rental ~~(STR)~~ License Application” or “STR License Application” means the form that the STR Property Owner ~~of a Short-Term Rental property~~ must submit to the Town or its designee containing required information related to the Short-Term Rental ~~p~~Property.

H.J. “Short-Term Rental License Application Fee” or “STR License Application Fee” means a non-refundable fee established by the Selectboard and to be paid to the Town by the applicable STR Property Owner in connection with the corresponding STR License Application.

K. “Short-Term Rental ~~(STR)~~ Operator” or “STR Operator” means either the STR Property Owner or the ~~p~~Person or entity designated by the STR Property Owner in their ~~s~~Short-~~t~~Term ~~R~~Rental ~~license~~ License ~~a~~Application who is responsible for operating, managing, or maintaining the ~~short~~Short-term ~~Term~~ rental ~~Rental~~ in accordance with this Ordinance.

L. “Short-Term Rental ~~(STR)~~ Property” or “STR Property” means the property where a ~~short~~Short-term ~~Term~~ rental ~~Rental~~ is located, including the ~~short~~Short-term ~~Term~~ rental ~~Rental~~ itself.

M. “Short-Term Rental Property ~~(STR)~~ Owner” or “STR Property Owner” means any ~~p~~Person or entity who, alone or with others, has title or interest in a property, ~~dwelling~~Dwelling ~~unit~~Unit, or portion thereof where a ~~S~~short-~~T~~term ~~R~~Rental is located, with or without possession. While an ~~STR Property owner~~Owner may be represented by, and ~~STR Property~~ Owner obligations under this Ordinance may be performed by, an agent, the ~~STR Property~~ Owner is ultimately responsible for the STR and compliance with this Ordinance. [▲]

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N. “Short-Term Rental License Renewal Application” or “STR License Renewal Application” means the form that the STR Property Owner must submit to the Town or its designee containing required information related to the Short-Term Rental Property in connection with the renewal of a previously granted, active, and unrevoked STR License.

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O. “Short-Term Rental License Renewal Application Fee” or “STR License Renewal Application Fee” means a non-refundable fee established by the Selectboard and to be paid to the Town by the applicable STR Property Owner in connection with the corresponding STR License Renewal Application. If the Selectboard does not establish an STR License Renewal Application Fee, then the STR License Renewal Application Fee shall be equal to the STR License Application Fee.

K-P.

SECTION 4. GENERAL REQUIREMENTS AND PROHIBITED CONDUCT. Each STR Property must meet the following standards:

- A. The number of lessees, guests, or other people using an STR pursuant to an STR License may not exceed its approved DUC.
- B. All vehicles of STR renters and their guests must be parked in parking spaces associated with the STR Property.
- C. An STR Property must have sufficient on-site (off-street) parking spaces to accommodate the STRs DUC. In calculating this allowance, one on-site parking space must be provided for every four (4) guests of an STR.

- D. The maximum number of vehicles allowed on an STR Property is limited to the number of available on-site parking spaces.
- E. A Knox-Box (i.e., for emergency keys) is required for all ~~s~~Short-term ~~R~~ental ~~p~~Properties in which an alarm system is active. The Knox-Box must be registered with the Waitsfield-Fayston Fire Department. [To order the Knox-Box, see this form: <https://www.knoxbox.com/Products> (click buy in upper right hand corner, location VT Dept is Waitsfield-Fayston Fire)]
- F. Trash on STR Property must be stored in a place secure from animals and outside of public view.
- G. An STR must contain, in a visually prominent location for guests to access, a list of emergency contact numbers, including but not limited to the Designated Agent and emergency services.
- H. An STR must contain, in a location on the premises that is communicated to the renter, a hard copy of this Ordinance.
- I. An STR Property must comply with the following Vermont Enhanced 911 Board's Addressing Standards:
 - a. Address numbers must be a minimum of 3 inches high, 2-1/2 inches wide and reflective.
 - b. A number must be placed on the front of every STR Property.
 - c. Mailboxes must be marked with the address number. Where mailboxes are not in front of the house or structure to be marked, a number must be displayed on the structure, if it is visible from the road.
 - d. If the STR Property is not visible from the road and no mailbox is beside the driveway leading to the structure, a sign or number post must be erected to display the number. This sign or number post may display the number either vertically (from the top) or horizontally (from the left).
 - e. Shared driveways to an STR Property must be marked both at the beginning of the driveway and where the driveway splits to each specific structure.
 - f. The address number must be placed high enough that it will not be obscured by snow during an average winter.
- J. All exterior STR Property lighting fixtures must be fully shielded and directed downward to minimize skyglow, glare, and light trespass onto adjacent properties.
- K. STR Operators, who do not live either within an hour's driving distance of the STR Property, must designate and provide the name and contact information of a Designated Agent who is located within an hour's drive who will be responsible for responding to emergency situations occurring at the STR.
- L. STR Property Owners, STR Operators, renters, and their occupants must comply with all applicable federal, state, and local laws.
- M. STR Property Owners must make timely payment of any local option taxes owed.

- N. ~~ALTERNATIVE-~~ No noise which is excessive at the STR property line or any point beyond that property line and represents a significant increase in noise levels in the vicinity of the STR so as to be incompatible with the reasonable use of the surrounding area shall be permitted. Excessivity shall be determined by the Enforcement Officer as delineated in Tables 5.01 and 5.02 of the Performance Standards in the Zoning Bylaws.

SECTION 5. SHORT-TERM RENTAL LICENSING REQUIREMENTS.

- A. An STR Property Owner cannot lease or rent their property as ~~an -short-term rental (STR)~~ without first obtaining an STR License from the Town.
- B. Renting, or offering for rent, an STR without first obtaining an STR License or complying with the licensing requirements as specified in this Ordinance is prohibited.
- C. An STR Property Owner must submit to the Town an STR License ~~a~~Application on a form furnished by the Town.
- D. Every STR License ~~a~~Application, including any STR License ~~Renewal~~ ~~a~~Application, under this Ordinance must be accompanied by the STR License Application Fee or STR License Renewal Application Fee, as applicable ~~a non-refundable fee established by the Selectboard and paid to the Town.~~
- E. An STR License ~~a~~Application or STR License Renewal Application will not be considered complete and eligible for consideration until all the information in this Section is provided and the associated ~~STR License application Application Fee or STR License Renewal Application Fee,~~ as applicable, is paid in full.
- F. A separate STR License, obtained by submission of a separate STR License ~~a~~Application and associated STR License Application Fee, ~~are~~is required for each STR offered for rent. The STR License of each STR offered for rent must be renewed by submission of a separate STR License Renewal Application and associated STR License Renewal Application Fee.
- G. The STR License ~~a~~Application must be signed by the STR Property Owner and contain the following information:
- The physical (E-911) address(es) of the property to be used as an STR.
 - The full name, physical address, e-mail address, and telephone number of the STR Property Owner. If the STR Property Owner is an entity, then the legal name of the entity, its physical mailing address, its agent, and the agent's telephone number and e-mail address.
 - The full name, physical address, e-mail address, and 24-hour telephone number of the STR Operator.
 - Certification from the Town's Zoning Administrator that use of the property as an STR conforms with the Town of Waitsfield Zoning Bylaw's land use regulations.

- e. The DUC of the STR.
 - f. The number of available on-site (off-street) parking spaces.
 - g. Whether the applicant has any other STR Properties in Town.
 - h. The STR's State of Vermont issued meals and rooms tax account number corresponding to its location.
- H. An STR License will expire upon the anniversary of the date of its issuance and must be renewed using an STR License ~~Renewal~~ ~~Application~~ form provided by the Town prior to its continued use as an STR. Operation of a Short-Term ~~Rental~~ without obtaining an STR License or a renewal of an STR License shall constitute a violation of this Ordinance.
- I. An STR License is nonassignable and must be surrendered if the STR ceases operations or if ownership of the STR Property is transferred to a new STR Property Owner.
- J. An STR License, if granted or renewed, must be displayed in a visually prominent location inside the STR for guests to access.
- K. It is a violation of this Ordinance to provide intentionally false or materially misleading information on any STR License Application or STR License ~~Renewal~~ ~~Application~~, or to fail or refuse to pay any associated STR License Application fee or STR License Renewal Application Fee, as applicable.

SECTION 6. ENFORCEMENT.

- A. A violation of this Ordinance is a civil matter which may be enforced in the Vermont Judicial Bureau or in the Washington County Superior Court, at the election of the Selectboard.
- B. Violations enforced in the Judicial Bureau will be in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, any Enforcement Officer has the authority to issue tickets and represent the Town at any hearing.
- C. Violations enforced in the Superior Court will be in accordance with the Vermont Rules of Civil Procedure. The Town may pursue all appropriate injunctive relief.

SECTION 7. PENALTIES AND COSTS.

- A. An Enforcement Officer is authorized to recover civil penalties for violations of this Ordinance. Offenses shall be counted on a rolling twelve (12) month basis, beginning December 1 and ending November 30 of each year. An ~~issuing Municipal Official~~ Enforcement Officer shall have discretion, for good cause shown, to issue a written warning, without recovering a waiver fee, for any first ~~offense~~ Offense.
- B. Civil penalties are authorized in the following amounts for each violation:

First e Offense:	warning or [\$200] full penalty / \$100 waiver penalty
Second e Offense:	[\$400] full penalty / \$200 waiver penalty
Third e Offense:	[\$600] full penalty / \$300 waiver penalty
Subsequent e Offense(s):	[\$800] full penalty / \$400 waiver penalty

- C. An Enforcement Officer is authorized to recover a waiver fee in lieu of a civil penalty, in the stated amount, from any ~~p~~Person who declines to contest a municipal complaint and voluntarily pays the waiver fee.
- D. Determining the sequences of ~~e~~Offenses for violations of this Ordinance will be as follows: a subsequent ~~violation-Offense~~ that ~~is identical to~~pertains to the same section of this Ordinance as, and that occurs within twelve (12) months of, a previous ~~violation-Offense~~ will be considered a higher offense (i.e., second, third, or subsequent ~~offense~~Offense). Any subsequent ~~identical violation-Offense~~ that occurs after twelve (12) months of a previous ~~identical violation-Offense~~ pertaining to the same section of this Ordinance will be considered a new, first ~~offense~~Offense.
- E. A warning will not be counted towards the calculation of the number of ~~e~~Offenses under this Ordinance.
- F. An STR License will be immediately revoked if:
- The STR License ~~a~~Application or STR License Renewal Application contains any false or materially misleading information as of the time such STR License Application or STR License Renewal Application is submitted to the Town; or
 - The STR Property Owner fails to pay the STR License Application Fee or STR License ~~Renewal Application~~ Fee required in connection with the applicable STR License Application or STR License Renewal Application; or
 - The STR Property Owner has committed three (3) violations of this Ordinance within twelve (12) months.
- G. Any violation of this Ordinance committed by an STR Operator or renter, occupant, or guest of an STR will be considered a violation committed by the STR Property Owner and any penalty associated with it to be paid by the STR Property Owner to the Town.
- H. An STR Property Owner who has had their STR License revoked may not re-apply for a period of one (1) year from the time their revoked STR ~~l~~icense was due to expire.
- I. Notification of STR License revocation will be issued in writing with reasons and may be appealed by the STR Property Owner or their STR Operator to the Selectboard within 15 days of its mailing.
- J. In the event an STR License is revoked, no paid STR ~~l~~icense Application ~~Fees~~ or STR License Renewal Application Fee will be refunded.

SECTION 8. OTHER LAWS. This Ordinance is in addition to all other ordinances of the Town and all

applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, policies, or other documents inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 9. SEVERABILITY. If any section of this Ordinance is held by a court of competent jurisdiction to be invalid, such finding will not invalidate any other part of this Ordinance. If any statute referred to in this Ordinance is amended, this Ordinance will be deemed to refer to such amended statute.

SECTION 10. EFFECTIVE DATE. This Ordinance will become effective 60 days after its adoption by the Selectboard. If a petition is filed pursuant to 24 V.S.A. § 1973, that statute will govern the taking effect of this Ordinance.

Adopted this _____ day of _____, 20__.

SIGNATURES:

Adoption History

1. Agenda item at Selectboard meeting held on _____.
2. Read and approved at Selectboard meeting on _____ and entered in the minutes of that meeting.
3. Posted in public places on _____.
4. Notice of adoption published in the _____ newspaper on _____ with a notice of the right to petition.
5. Other actions [*petitions, etc.*].

Town of Waitsfield SHORT-TERM RENTAL ORDINANCE

SECTION 1. AUTHORITY. This civil ordinance is adopted by the Selectboard of the Town of Waitsfield ("Town") under the authority granted by 24 V.S.A. §§ 2291(15), (29) and 24 V.S.A. Chapter 59.

SECTION 2. PURPOSE. The purpose of this Ordinance is to promote and protect the public health, safety welfare, convenience, and peace and quiet of the inhabitants of the Town; enhance and maintain the existing character and density of residential neighborhoods, and to preserve and promote the availability of long-term affordable, residential housing in Town by regulating transient commercial use of residential property and the deleterious secondary effects commonly associated with their operations.

The Town of Waitsfield values its history and status as a vibrant, year-round mountain resort town and recognizes the significant benefit to the local economy and community stemming from tourism. The purpose of this ordinance is to seek to balance the well-established practice of renting residential Dwelling Units to travelling transients and the visiting public, while preserving the character of residential neighborhoods and minimizing the potential negative impacts of Short-Term Rentals, and continuing to promote public health, safety and welfare of visitors and residents, both full-time and part-time. By establishing an orderly process for licensing Short-Term Rental properties in the Town, and compiling a database of the Designated Agent and emergency contact information for each Short-Term Rental Property, the Town intends to ensure an effective and expedient response to an emergency that may arise in connection with the Short-Term Rental Property.

Furthermore, through the establishment of a Short-Term Rental ordinance, the Town seeks to gather information regarding the practice of renting residential Dwelling Units on a short-term basis, so the Town may better evaluate and determine through data what regulation of such rental properties, if warranted, is appropriate and consistent with the best interests of the Town, its residents (full-time and part-time) and visitors.

SECTION 3. DEFINITIONS. For the purposes of this Ordinance, the following words and/or phrases will be defined as follows:

- A. "Designated Agent" shall mean a Person or Persons designated and authorized by the STR Property Owner to act as their agent, or that Person's employee or agent, capable of and responsible for responding to emergency situations and other issues related to the STR when the property is being rented or leased as an STR, including providing first responders with timely interior and exterior access to the Short-Term Rental. For the sake of clarity, the Designated Agent may be the STR Property Owner.
- B. "Dwelling Unit" means one or more rooms designed, occupied or intended for occupancy as separate living quarters with cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of a single family maintaining a household.

- C. "Dwelling Unit Capacity" or "DUC" means the total occupancy limit for a Short-Term Rental as determined by the maximum capacity in order of one of the following:
 - a. the Short-Term Rental Property's wastewater disposal system based upon a State of Vermont Wastewater and Potable Water Supply Permit for the property for Dwelling Units or wastewater and potable water supply systems constructed, modified, or occupied after June 30, 2007; or
 - b. the local zoning or septic permit for Dwelling Units constructed before July 1, 2007; or
 - c. the number of bedrooms indicated in the listers' property database if a local zoning or septic permit does not exist for Dwelling Units constructed before July 1, 2007.
- D. "Enforcement Officer" means any law enforcement officer certified by the Vermont Criminal Justice Training Council, the Short-Term Rental Administrator, or any other Person designated as an Enforcement Officer by the Selectboard.
- E. "Offense" means a violation of a specific provision of this Ordinance.
- F. "Person" means an individual, a corporation, a partnership, an association, and any other incorporated or unincorporated organization or group.
- G. "Short-Term Rental" or "STR" means a furnished house, condominium, or other dwelling room or self-contained Dwelling Unit rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year.
- H. "Short-Term Rental License" or "STR License" means authorization from the Town of Waitsfield to operate a Short-Term Rental in accordance with this Ordinance.
- I. "Short-Term Rental License Application" or "STR License Application" means the form that the STR Property Owner must submit to the Town or its designee containing required information related to the Short-Term Rental Property.
- J. "Short-Term Rental License Application Fee" or "STR License Application Fee" means a non-refundable fee established by the Selectboard and to be paid to the Town by the applicable STR Property Owner in connection with the corresponding STR License Application.
- K. "Short-Term Rental Operator" or "STR Operator" means either the STR Property Owner or the Person or entity designated by the STR Property Owner in their Short-Term Rental License Application who is responsible for operating, managing, or maintaining the Short-Term Rental in accordance with this Ordinance.
- L. "Short-Term Rental Property" or "STR Property" means the property where a Short-Term Rental is located, including the Short-Term Rental itself.

- M. “Short-Term Rental Property Owner” or “STR Property Owner” means any Person or entity who, alone or with others, has title or interest in a property, Dwelling Unit, or portion thereof where a Short-Term Rental is located, with or without possession. While an STR Property Owner may be represented by, and STR Property Owner obligations under this Ordinance may be performed by, an agent, the STR Property Owner is ultimately responsible for the STR and compliance with this Ordinance.
- N. “Short-Term Rental License Renewal Application” or “STR License Renewal Application” means the form that the STR Property Owner must submit to the Town or its designee containing required information related to the Short-Term Rental Property in connection with the renewal of a previously granted, active, and unrevoked STR License.
- O. “Short-Term Rental License Renewal Application Fee” or “STR License Renewal Application Fee” means a non-refundable fee established by the Selectboard and to be paid to the Town by the applicable STR Property Owner in connection with the corresponding STR License Renewal Application. If the Selectboard does not establish an STR License Renewal Application Fee, then the STR License Renewal Application Fee shall be equal to the STR License Application Fee.

SECTION 4. GENERAL REQUIREMENTS AND PROHIBITED CONDUCT. Each STR Property must meet the following standards:

- A. The number of lessees, guests, or other people using an STR pursuant to an STR License may not exceed its approved DUC.
- B. All vehicles of STR renters and their guests must be parked in parking spaces associated with the STR Property.
- C. An STR Property must have sufficient on-site (off-street) parking spaces to accommodate the STRs DUC. In calculating this allowance, one on-site parking space must be provided for every four (4) guests of an STR.
- D. The maximum number of vehicles allowed on an STR Property is limited to the number of available on-site parking spaces.
- E. A Knox-Box (i.e., for emergency keys) is required for all Short-Term Rental Properties in which an alarm system is active. The Knox-Box must be registered with the Waitsfield-Fayston Fire Department. [To order the Knox-Box, see this form: <https://www.knoxbox.com/Products> (click buy in upper right hand corner, location VT Dept is Waitsfield-Fayston Fire)]
- F. Trash on STR Property must be stored in a place secure from animals and outside of public view.

- G. An STR must contain, in a visually prominent location for guests to access, a list of emergency contact numbers, including but not limited to the Designated Agent and emergency services.
- H. An STR must contain, in a location on the premises that is communicated to the renter, a hard copy of this Ordinance.
- I. An STR Property must comply with the following Vermont Enhanced 911 Board's Addressing Standards:
 - a. Address numbers must be a minimum of 3 inches high, 2-1/2 inches wide and reflective.
 - b. A number must be placed on the front of every STR Property.
 - c. Mailboxes must be marked with the address number. Where mailboxes are not in front of the house or structure to be marked, a number must be displayed on the structure, if it is visible from the road.
 - d. If the STR Property is not visible from the road and no mailbox is beside the driveway leading to the structure, a sign or number post must be erected to display the number. This sign or number post may display the number either vertically (from the top) or horizontally (from the left).
 - e. Shared driveways to an STR Property must be marked both at the beginning of the driveway and where the driveway splits to each specific structure.
 - f. The address number must be placed high enough that it will not be obscured by snow during an average winter.
- J. All exterior STR Property lighting fixtures must be fully shielded and directed downward to minimize skyglow, glare, and light trespass onto adjacent properties.
- K. STR Operators, who do not live either within an hour's driving distance of the STR Property, must designate and provide the name and contact information of a Designated Agent who is located within an hour's drive who will be responsible for responding to emergency situations occurring at the STR.
- L. STR Property Owners, STR Operators, renters, and their occupants must comply with all applicable federal, state, and local laws.
- M. STR Property Owners must make timely payment of any local option taxes owed.
- N. No noise which is excessive at the STR property line or any point beyond that property line and represents a significant increase in noise levels in the vicinity of the STR so as to be incompatible with the reasonable use of the surrounding area shall be permitted. Excessivity shall be determined by the Enforcement Officer as delineated in Tables 5.01 and 5.02 of the Performance Standards in the Zoning Bylaws.

SECTION 5. SHORT-TERM RENTAL LICENSING REQUIREMENTS.

- A. An STR Property Owner cannot lease or rent their property as an STR without first obtaining an STR License from the Town.

- B. Renting, or offering for rent, an STR without first obtaining an STR License or complying with
- C. the licensing requirements as specified in this Ordinance is prohibited.
- D. An STR Property Owner must submit to the Town an STR License Application on a form furnished by the Town.
- E. Every STR License Application, including any STR License Renewal Application, under this Ordinance must be accompanied by the STR License Application Fee or STR License Renewal Application Fee, as applicable.
- F. An STR License Application or STR License Renewal Application will not be considered complete and eligible for consideration until all the information in this Section is provided and the associated STR License Application Fee or STR License Renewal Application Fee, as applicable, is paid in full.
- G. A separate STR License, obtained by submission of a separate STR License Application and associated STR License Application Fee, is required for each STR offered for rent. The STR License of each STR offered for rent must be renewed by submission of a separate STR License Renewal Application and associated STR License Renewal Application Fee.
- H. The STR License Application must be signed by the STR Property Owner and contain the following information:
 - a. The physical (E-911) address(es) of the property to be used as an STR.
 - b. The full name, physical address, e-mail address, and telephone number of the STR Property Owner. If the STR Property Owner is an entity, then the legal name of the entity, its physical mailing address, its agent, and the agent's telephone number and e-mail address.
 - c. The full name, physical address, e-mail address, and 24-hour telephone number of the STR Operator.
 - d. Certification from the Town's Zoning Administrator that use of the property as an STR conforms with the Town of Waitsfield Zoning Bylaw.
 - e. The DUC of the STR.
 - f. The number of available on-site (off-street) parking spaces.
 - g. Whether the applicant has any other STR Properties in Town.
 - h. The STR's State of Vermont issued meals and rooms tax account number corresponding to its location.
- I. An STR License will expire upon the anniversary of the date of its issuance and must be renewed using an STR License Renewal Application form provided by the Town prior to its continued use as an STR. Operation of a Short-Term Rental without obtaining an STR License or a renewal of an STR License shall constitute a violation of this Ordinance.
- J. An STR License is nonassignable and must be surrendered if the STR ceases operations or if ownership of the STR Property is transferred to a new STR Property Owner.

- K. An STR License, if granted or renewed, must be displayed in a visually prominent location inside the STR for guests to access.
- L. It is a violation of this Ordinance to provide intentionally false or materially misleading information on any STR License Application or STR License Renewal Application, or to fail or refuse to pay any associated STR License Application fee or STR License Renewal Application Fee, as applicable.

SECTION 6. ENFORCEMENT.

- A. A violation of this Ordinance is a civil matter which may be enforced in the Vermont Judicial Bureau or in the Washington County Superior Court, at the election of the Selectboard.
- B. Violations enforced in the Judicial Bureau will be in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, any Enforcement Officer has the authority to issue tickets and represent the Town at any hearing.
- C. Violations enforced in the Superior Court will be in accordance with the Vermont Rules of Civil Procedure. The Town may pursue all appropriate injunctive relief.

SECTION 7. PENALTIES AND COSTS.

- A. An Enforcement Officer is authorized to recover civil penalties for violations of this Ordinance. Offenses shall be counted on a rolling twelve (12) month basis, beginning December 1 and ending November 30 of each year. An Enforcement Officer shall have discretion, for good cause shown, to issue a written warning, without recovering a waiver fee, for any first Offense.
- B. Civil penalties are authorized in the following amounts for each violation:

First Offense:	warning or [\$200] full penalty / \$100 waiver penalty
Second Offense:	[\$400] full penalty / \$200 waiver penalty
Third Offense:	[\$600] full penalty / \$300 waiver penalty
Subsequent Offense(s):	[\$800] full penalty / \$400 waiver penalty
- C. An Enforcement Officer is authorized to recover a waiver fee in lieu of a civil penalty, in the stated amount, from any Person who declines to contest a municipal complaint and voluntarily pays the waiver fee.
- D. Determining the sequences of Offenses for violations of this Ordinance will be as follows: a subsequent Offense that pertains to the same section of this Ordinance as, and that occurs within twelve (12) months of, a previous Offense will be considered a higher offense (i.e., second, third, or subsequent Offense). Any subsequent Offense that occurs after twelve (12) months of a previous Offense pertaining to the same section of this Ordinance will be considered a new, first

Offense.

- E. A warning will not be counted towards the calculation of the number of Offenses under this Ordinance.
- F. An STR License will be immediately revoked if:
 - a. The STR License Application or STR License Renewal Application contains any false or materially misleading information as of the time such STR License Application or STR License Renewal Application is submitted to the Town; or
 - b. The STR Property Owner fails to pay the STR License Application Fee or STR License Renewal Application Fee required in connection with the applicable STR License Application or STR License Renewal Application; or
 - c. The STR Property Owner has committed three (3) violations of this Ordinance within twelve (12) months.
- G. Any violation of this Ordinance committed by an STR Operator or renter, occupant, or guest of an STR will be considered a violation committed by the STR Property Owner and any penalty associated with it to be paid by the STR Property Owner to the Town.
- H. An STR Property Owner who has had their STR License revoked may not re-apply for a period of one (1) year from the time their revoked STR License was due to expire.
- I. Notification of STR License revocation will be issued in writing with reasons and may be appealed by the STR Property Owner or their STR Operator to the Selectboard within 15 days of its mailing.
- J. In the event an STR License is revoked, no paid STR License Application Fee or STR License Renewal Application Fee will be refunded.

SECTION 8. OTHER LAWS. This Ordinance is in addition to all other ordinances of the Town and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, policies, or other documents inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 9. SEVERABILITY. If any section of this Ordinance is held by a court of competent jurisdiction to be invalid, such finding will not invalidate any other part of this Ordinance. If any statute referred to in this Ordinance is amended, this Ordinance will be deemed to refer to such amended statute.

SECTION 10. EFFECTIVE DATE. This Ordinance will become effective 60 days after its adoption by the Selectboard. If a petition is filed pursuant to 24 V.S.A. § 1973, that statute will govern the taking effect of this Ordinance.

Adopted this _____ day of _____, 20__.

SIGNATURES:

Adoption History

1. Agenda item at Selectboard meeting held on _____.
2. Read and approved at Selectboard meeting on _____ and entered in the minutes of that meeting.
3. Posted in public places on _____.
4. Notice of adoption published in the _____ newspaper on _____ with a notice of the right to petition.
5. Other actions [*petitions, etc.*].



Central Vermont Regional Planning Commission

Waitsfield Future Land Use Map and Tier 1 Update

Over the last year, CVRPC visited each of our member municipalities to explain the Future Land Use Area (FLUA) mapping process and the new FLUA categories as part of Act 181. This was done as part of updating our Regional Plan, the guiding document for guiding future growth and regional decision-making. Part of the Regional Plan review process requires us to give each municipality the information included in this packet.

Attached are the following documents:

1. Memo outlining FLUA Map changes from 2024 to 2026,
- 2a. Waitsfield Tier 1 eligibility and State Designation information,
- 2b. Information on the differences between Tier 1a and 1b,
- 2c. A draft Select Board resolution to opt into Tier 1b
3. Regional and Municipal Housing Targets

Commenting on the Regional Plan

We are collecting feedback and comments on the Regional Plan through August 28th.

CVRPC submitted a preliminary, "pre-application" draft of the Regional Plan to the Land Use Review Board (LURB) in June. The draft documents are available on the Regional Plan webpage at <https://bit.ly/CVRPC2026PLAN>

Commenting on the Future Land Use Map

We are collecting comments on the Future Land Use Map through August 28th.

The interactive map is online at <https://bit.ly/CVRPCFLUMAP>

- Left click on parcel to review its properties in a pop-up box. Use the scroll arrows on the side and the bottom of the pop up to see all the information for the parcel
- To leave a comment, click the blue feedback button at the bottom of the left-hand navigation pane and enter the address.

To find out more about the criteria for the different FLUA classifications, follow this link:

<https://bit.ly/VAPDAFLUA>

Information on Housing Targets

For information about Regional and Municipal Housing targets, including a downloadable copy of the document on page 9, follow this link:

<https://bit.ly/CVRPC2026HOUSINGTARGETS>



To: Waitsfield Planning Commission

From: Central Vermont Regional Planning Commission

Date: July 2, 2026

Re: Summary of Proposed Regional Future Land Use Map Changes

CVRPC has maintained a Regional Plan, including Future Land Use (FLU) Maps, for more than 50 years. Act 181 established a new set of Future Land Use Areas (FLUAs), defined in 24 V.S.A. § 4348a, that are now used consistently by all Regional Planning Commissions. These categories are very similar to those used in the Central Vermont Regional Plan for more than a decade, including in the most recent 2024 Future Land Use Map. (See the table on page 2.)

Under Act 181, the Regional Future Land Use (FLU) Map now identifies areas eligible for Act 250 exemptions (Tier 1) and Vermont's state designation programs, which provide incentives for development. More information about the state designation programs is available at <https://accd.vermont.gov/community-development/designation-programs>.

Local planning decisions remain in local hands. The Regional Future Land Use Map does not change municipal zoning, and neither the Regional Plan nor Act 181 requires towns to amend their zoning bylaws. Local regulations, decisions and community priorities will remain the primary guides for development decisions.

As part of Act 181, CVRPC will be meeting with municipalities throughout June and July to review the draft map, discuss Tier 1A and 1B options and the planning process, and get feedback and answer any questions about the Regional Plan.

This memo is intended to satisfy those statutory requirements and to provide an overview of the proposed changes affecting Waitsfield. Changes to the Future Land Use Map are described in the Summary of Regional Map Changes on page 3, and shown in the maps on pages 4 and 5.

If you have questions about this memo, the draft Regional Plan, the Future Land Use Map, or Act 181 implementation, please contact Lorraine Banbury at banbury@cvregion.com.

Changes to Future Land Use Area Categories

Parcels were given Future Land Use Area classifications using a standard, statewide mapping methodology described at <https://bit.ly/VAPDAFLUA>.

A few notes:

- A parcel might have more than one FLUA within it.
- Not all communities will have all the FLUA types listed below.
- The previous "Rural" category has been separated into three distinct types of rural land: "Rural General," "Rural Agriculture and Forestry" and "Rural Conservation."
- Land previously designated as Resource was largely mapped as Rural Conservation in the 2026 map.

Future Land Use Areas Comparison 2024 and 2026

2024 Future Land Use Areas	2026 Future Land Use Areas
- Regional Centers - Town Centers - Villages - Mixed-Use Commercial - Industrial - Resort Centers - Resource - Hamlets - Rural	- Downtown Centers - Village Centers - Planned Growth Areas - Village Areas - Enterprise - Transition/Infill - Resource-based Recreation Areas - Hamlets - Rural – General - Rural – Agriculture and Forestry - Rural – Conservation

Summary of Regional Map Changes

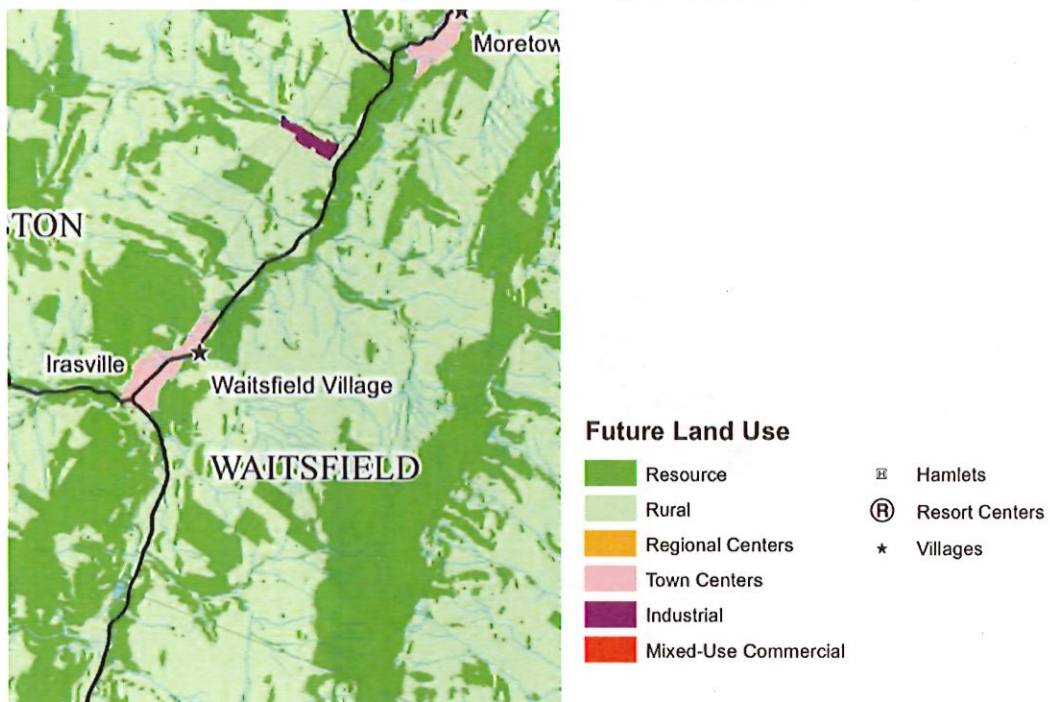
Geographic Area	2024 FLU Map	2026 FLU Map	Notes
Waitsfield Village	Town Center	Village Center and Village Area	The boundary of the Waitsfield Village and Village area remain largely unchanged from the original State Designated Village Center and Neighborhood Development areas.
Mad River Industrial Park	Industrial	Enterprise	Reflects new land use category names.
Armstrong Rd	Rural	Enterprise	Reflects current use of land as a gravel quarry.

Figure 1 2026 Waitsfield Future Land Use Map



The 2026 Draft FLU Map can also be viewed on this [interactive map viewer](#).

Figure 2 2024 Waitsfield Future Land Use Map





Central Vermont Regional Planning Commission

Waitsfield Tier 1 Eligibility and Changes to State Designation Programs

Tier 1 Eligibility

Waitsfield has areas that meet the criteria for **Tier 1b** eligibility. Eligibility requires certain Future Land Use Area (FLUA) categories in the Regional Future Land Use Map. **Downtown Center, Village Center, Planned Growth Area, and Village Area** FLUAS all qualify for Tier 1 exemption. It is important to note that *Regional FLUA classifications do not override local zoning, subdivision, or river corridor regulations, and will not replace your own Future Land Use Map or goals in your Town plan. Local regulations and planning decisions will continue to guide development in Waitsfield.*

Pursuing Tier 1 status is entirely optional. Having eligible areas does not obligate your municipality to pursue Tier 1 status. Opting into Tier 1 is a local decision made by resolution of your Select Board. A sample resolution is included on page 9. Once approved, Tier 1 status remains in effect until modified or revoked.

Enrolling in Tier 1 affects Act 250 state oversight of development in selected areas. Tier 1a areas are fully exempt from Act 250 review. In Tier 1b areas, housing and mixed-use development of up to 50 units on 10 acres or less are exempt from Act 250 review. Development in exempt areas would instead be reviewed entirely through local permitting processes. See page 8 for more information on the differences between Tier 1a and 1b, including differences in responsibility for enforcing existing Act 250 permits and conditions in the exempt area. If you have questions about Tier 1 or how it may affect your municipality, CVRPC is here to help.

If you are applying for Tier 1b status, we ask that you submit your resolution to CVRPC by September 30th. If you are pursuing Tier 1a status, you will be able to apply directly to the Land Use Review Board (LURB) once the 2026 Regional Plan is approved, and can do so with the attached resolution. If you choose not to pursue Tier 1 status this fall, your municipality may apply in the future through a Regional Plan amendment.

Process for Updating State Designated Area Boundaries

State Designations allow municipalities to access incentives for community investment and development. Under Act 181, the five legacy state designation programs (Downtowns, Village Centers,¹ New Town Centers, Growth Centers, and Neighborhood Development Areas) have been consolidated into two new designation programs: **Centers** and **Neighborhoods**.² All legacy benefits will be retained under the new designations. The Vermont Department of Housing & Community Development has an overview and explainer document here:

<https://bit.ly/VTSTATEDESIGNATIONS>

Going forward, the regional FLUA map defines Centers and Neighborhoods. The 2026 map FLUA categories of Downtown Centers and Village Centers on the regional map will be automatically enrolled in the **Center** designation program. Planned Growth Areas and Village Areas will be automatically enrolled in the **Neighborhood** designation program. These changes will go into effect when the Land Use Review Board (LURB) approves the 2026 Regional Plan. *All legacy benefits will be retained under the new designations.*

No municipal action is required for your current state designation benefits to roll into the correct center and neighborhood categories.

Making future changes to the boundaries of designated Centers and Neighborhoods will require changing the FLUA map via a regional plan amendment and approval of the amendment by the LURB.³ CVRPC will guide municipalities who want to make changes through the process.

Sincerely,

Christian Meyer

Christian Meyer
Executive Director

¹ It is confusing that the new FLUA categories include Downtown Centers and Village Areas, match the names of legacy state designations Downtowns and Village Areas, however, they are from different classification systems.

² 24 V.S.A. Chapter 139

³ 24 V.S.A. 4348(j)

Act 181 – Tier 1A and Tier 1B information for municipalities

Act 181 updates Vermont's planning framework for coordinating state, regional, and municipal land use. This includes shifting Act 250's jurisdiction from being triggered by the size of the development to being location-based. This document outlines two major elements of location-based jurisdiction that are informed by municipalities: Tier 1A areas and Tier 1B areas. Both include Act 250 exemptions.

	Tier 1A	Tier 1B
Which areas are eligible?	Part or all of the following areas as shown on the regional future land use map which meet criteria in 10 V.S.A. § 6034(b) - Centers (Downtowns & Villages) - Planned Growth Areas	Part or all of the following areas as shown on the regional future land use map which meet criteria in 10 V.S.A. § 6033(c). - Centers (Downtowns & Villages) - Planned Growth Areas - Village Areas
What are the Act 250 exemptions?	Fully exempt	50 units or fewer on 10 acres or less for housing and mixed-use development
Who decides where this applies?	Municipal application to LURB	Municipal request to RPC to include in regional FLU map
Are state planning designations tied to Act 250 exemptions?	No. The new state planning designations (Centers and Neighborhoods) are only tied to the regional future land use map as approved by the LURB. Act 250 exemptions for Tier 1A and Tier 1B are now determined separately.	
When do municipalities have to decide?	Anytime after January 1, 2026.	- Fall 2025 during drafting of initial regional Future Land Use Map. - During future updates to regional plan (next expected 2026).
Will our municipality have to enforce existing Act 250 conditions?	Yes. Within Tier 1A areas municipalities must carry forward conditions of prior Act 250 permits for new development permits, with a few exceptions. In approved Tier 1A areas the LURB will no longer enforce permit conditions unless the municipality fails to do so.	No. The LURB will continue to enforce existing Act 250 permits and conditions in Tier 1B areas.
What happens if we don't pursue Act 250 exemptions?	After the interim Act 250 exemptions expire, development projects will be subject to standard Act 250 jurisdiction throughout your community, including any changes under Act 181	

SAMPLE MUNICIPAL RESOLUTION

Municipality:

Whereas In accordance with Vermont Statute, 10 V.S.A. Section 6033 a municipality may request Tier 1B status for the purposes of Act 250 jurisdiction.

Whereas The municipality has a duly adopted and approved plan and a planning process that is confirmed in accordance with 24 V.S.A. § 4350.

Whereas The municipality has adopted permanent zoning and subdivision bylaws in accordance with 24 V.S.A. §§ 4414, 4418, and 4442.

Whereas The area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development.

[AND/OR]

Whereas The municipality has adopted flood hazard and river corridor bylaws applicable to the entire municipality that are consistent with the necessary standards.

Whereas The municipality has water supply, wastewater infrastructure, or soils that can accommodate a community system for compact housing development in the area proposed for Tier 1B.

Whereas The municipality has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area.

Now, therefore be it resolved that

The municipality hereby requests to have the [Downtown Center, Village Center, Planned Growth Area, Village Area] mapped for Tier 1B status.

Adopted at a duly noticed public meeting held on DATE

Attest:

Signature _____

Name _____

Title _____ (Secretary or Chair)

2026 Central Vermont Municipal Housing Targets

Where State Housing Targets Came From

State law 24 V.S.A. § 4348a directed the Vermont Department of Housing and Community Development (DHCD) to identify future housing needs and establish housing targets for Vermont and each planning region. This law also requires Regional Plans to assign a portion of those regional targets to each municipality.

DHCD contracted with the Vermont Housing Finance Agency (VHFA) to prepare the *2025-2029 Vermont Housing Needs Assessment*¹ which established the following targets:

	2025-2030 Housing Targets		2025-2050 Housing Targets	
	Low	High	Low	High
Central Vermont Planning Region	2,540	3,864	8,045	15,856
State of Vermont	27,867	41,185	79,018	172,044

The state targets were based on the following factors:

- The need to replace the 15% of homes that become second homes, seasonal homes, or short-term rentals.
- The need to maintain a healthy number of homes available for rent or purchase.
- The need to provide housing for the 7,000 Vermonters experiencing homelessness or housing insecurity.
- The need for more homes as the population grows.

Population growth calculations:

- The state-wide **2030 lower target** assumes the number of year-round households will grow by **1.02% per year**, based on the average growth rate from **2016–2019** (before the pandemic). The statewide **2030 higher target** assumes the number of year-round households will grow by **1.77% per year**, based on the average growth rate from **2019–2022** (during and after the pandemic).
- The state-wide **2050 lower target** looks at how many people are expected to be in different age groups and estimates how many homes they may need as they move through different stages of life. The state-wide **2050 higher target** assumes the population will grow by **1.4% per year**, which is the long-term average growth rate from **1950–2024**.

¹ <https://vhfa.org/pubs/vt-hna-2025pdf>

For regional housing targets and more information about how they were calculated, click here: <https://vhfa.org/sites/default/files/publications/Housing-Targets-Appendix.pdf>

CVRPC Municipal Housing Target Methodology

The Regional Plan includes a Future Land Use Map that places land into 10 Future Land Use Areas (FLUAs).² State law encourages most new housing to be located in Downtown Centers, Village Centers, Planned Growth Areas, and Village Areas, where development is generally more concentrated and services are often available. You can view and comment on individual parcels using the interactive map here: <https://bit.ly/CVRPCFLUMAP>.

To reflect this state policy, CVRPC assigned 60% of the regional housing targets to these four Future Land Use Areas.

40% to Downtown Centers and Planned Growth Areas. These are higher-density areas with infrastructure, or areas planned for future growth. They are expected to accommodate a significant share of future housing growth. See the Future Land Use Acreages by Municipality table on page 6 for additional details.

Downtown Center

Planned Growth Area

20% to Village Centers and Village Areas: These are locations with existing development and services that can support additional housing growth. While generally smaller and more

Village Center

Village Area

locally focused than Downtown Centers and Planned Growth Areas, they are still identified by state law as appropriate places for new housing.

40% by population: The remaining 40% of the regional housing target was distributed based on each municipality's share of the total population of the region. This aligns with the *2025 Housing Needs Assessment* methodology used by VHFA.

Municipal housing targets are advisory, not mandatory

These housing targets are not requirements. Communities are not required to build this housing, and the targets do not require new homes to be built in town centers or villages. Instead, these are goals intended to help communities plan for the future by providing information about expected housing needs, statewide housing goals, and how growth may affect development patterns over time.

² The classifications are done according to the established Vermont Association of Planning and Development Agencies methodology, which can be found here: <https://bit.ly/VAPDAFLUA>

**Note that the "Tier 3 rulemaking" work referred to in the beginning of this document has been suspended while S325 to repeal parts of Act 181 moves through the Vermont State Legislature.

Local decisions will continue to determine housing development, including whether to develop a municipal plan, adopt or update zoning, invest in infrastructure, make town land available for housing, or take other actions to facilitate development.

As stated in the draft 2026 CVRPC Regional Plan:

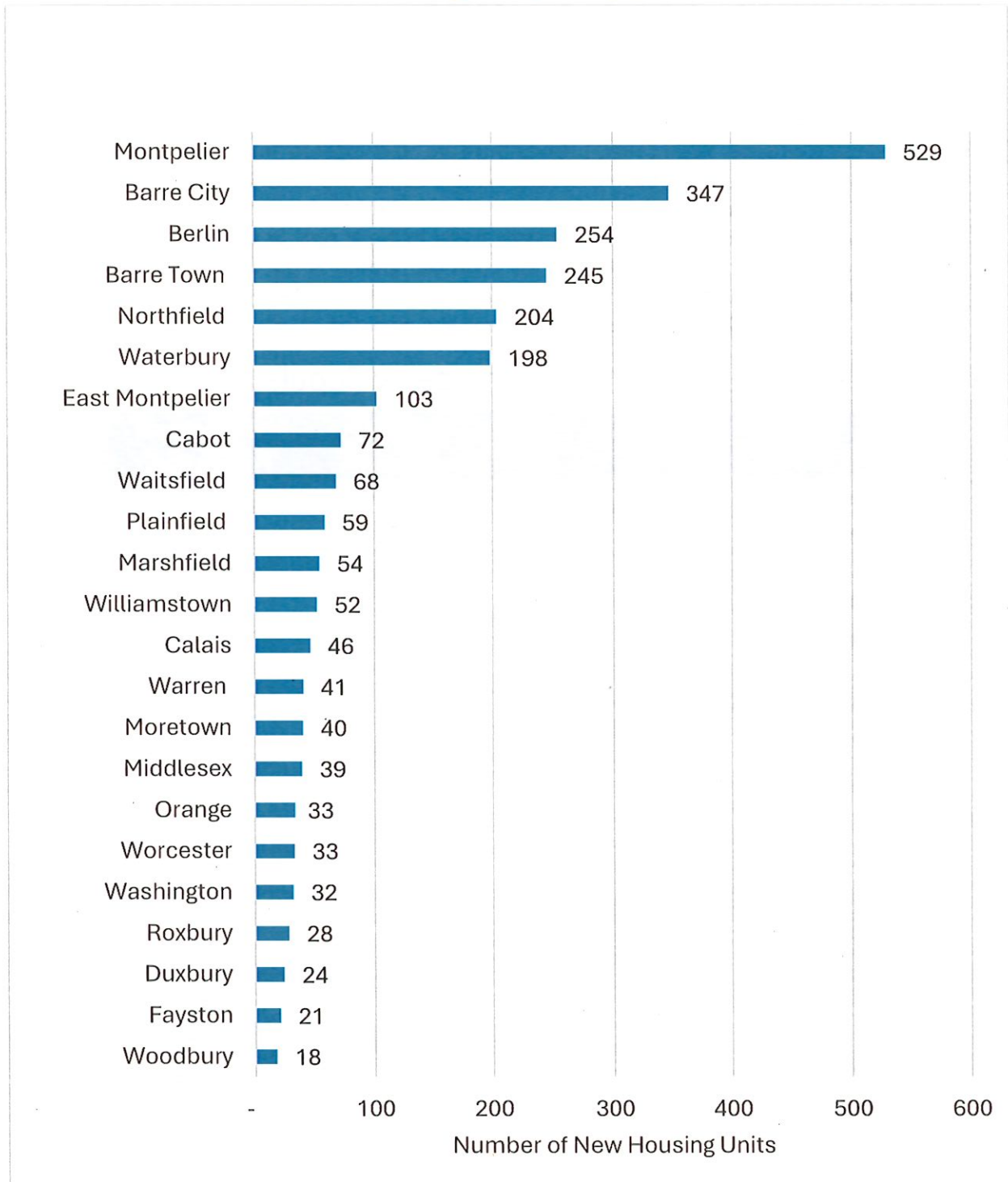
"[The] Plan establishes the objective of strategically planning population growth around dense mixed-use core areas. While CVRPC believes there are advantages for municipalities to focus new growth in their centers, there is nothing in these targets to prevent the majority of new housing from being in low-density suburban or exurban districts. Further, we recognize that many folks moving to Central Vermont mostly prefer to live in rural or very rural locations; therefore, it would be folly not to plan for continued growth in our rural municipalities. Therefore, this plan will continue to use the statutory language of *targets*, while in practice these numbers describe both targeted growth and also predicted growth."

Central Vermont Municipality Populations

Town	Total Population	% of Regional Population
Barre City	8,412	12.82%
Barre town	8,005	12.20%
Berlin	2,880	4.39%
Cabot	1,579	2.41%
Calais	1,713	2.61%
Duxbury	1,548	2.36%
East Montpelier	2,612	3.98%
Fayston	1,342	2.05%
Marshfield	1,863	2.84%
Middlesex	1,943	2.96%
Montpelier	8,014	12.21%
Moretown	1,532	2.34%
Northfield	5,920	9.02%
Orange	957	1.46%
Plainfield	1,314	2.00%
Roxbury	942	1.44%
Waitsfield	1,918	2.92%
Warren	1,585	2.42%
Washington	1,056	1.61%
Waterbury	5,405	8.24%
Williamstown	3,579	5.46%
Woodbury	659	1.00%
Worcester	831	1.27%
Total	65,609	100.00%

Source: US Census 2024 American Community Survey DP05

2030 Municipal Housing Targets (2,540 new units)



2030 and 2050 Municipal Housing Targets

2025-2030 Housing Targets

2025-2050 Housing Targets

	Lower	Upper			Lower	Upper
Barre City	347	528		Barre City	1,100	2,167
Barre Town	245	372		Barre Town	775	1,528
Berlin	254	386		Berlin	803	1,583
Cabot	68	104		Cabot	216	426
Calais	46	71		Calais	147	290
Duxbury	24	36		Duxbury	76	150
East Montpelier	103	156		East Montpelier	325	641
Fayston	21	32		Fayston	66	130
Marshfield	52	79		Marshfield	165	325
Middlesex	40	61		Middlesex	127	251
Montpelier	529	804		Montpelier	1,674	3,299
Moretown	39	60		Moretown	125	246
Northfield	198	302		Northfield	628	1,238
Orange	33	50		Orange	104	206
Plainfield	54	83		Plainfield	172	339
Roxbury	28	43		Roxbury	89	176
Waitsfield	59	89		Waitsfield	186	367
Warren	41	62		Warren	129	253
Washington	32	48		Washington	100	198
Waterbury	204	310		Waterbury	645	1,272
Williamstown	72	110		Williamstown	229	452
Woodbury	18	27		Woodbury	56	111
Worcester	33	51		Worcester	106	209
Region	2,540	3,864			8,045	15,856

Future Land Use Area Acreages By Municipality

	Downtown Center	Village Centers	Planned Growth Area	Village Areas
Barre City	132.39	-	916.27	0.01
Barre Town	-	181.99	179.77	764.73
Berlin	248.09	75.59	153.90	215.50
Cabot	-	276.16	-	-
Calais	-	50.95	-	136.98
Duxbury	-	-	-	-
East Montpelier	-	103.86	0.20	531.65
Fayston	-	-	-	0.35
Marshfield	-	42.76	-	190.84
Middlesex	-	63.82	-	-
Montpelier	188.01	-	1,961.78	-
Moretown	-	24.98	-	135.46
Northfield	99.01	38.74	204.59	97.90
Orange	-	114.38	-	-
Plainfield	-	53.52	-	297.16
Roxbury	-	85.82	-	-
Waitsfield	-	56.85	-	233.15
Warren	-	32.73	-	126.11
Washington	-	96.97	-	-
Waterbury	140.17	18.71	65.78	224.56
Williamstown	-	107.12	-	-
Woodbury	-	47.30	-	-
Worcester	-	130.02	-	-
Regional Total	808	1,602	3,482	2,954

Appendix: Housing Target Statutory Requirements

V.S.A. 24 § 4302: Encourage Compact Development

(c) ...This chapter shall be used to further the following specific goals:

(1) To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside.

(A) Intensive residential development should be encouraged primarily in downtown centers, village centers, planned growth areas, and village areas as described in section 4348a of this title, and strip development along highways should be avoided. These areas should be planned so as to accommodate a substantial majority of housing needed to reach the housing targets developed for each region pursuant to subdivision 4348a(a)(9) of this title.

(B) Economic growth should be encouraged in locally and regionally designated growth areas, employed to revitalize existing village and urban centers, or both.

(C) Public investments, including the construction or expansion of infrastructure, should reinforce the planned growth patterns of the area.

(D) Development should be undertaken in accordance with smart growth principles as defined in subdivision 2791(13) of this title.

V.S.A 24 § 4348a: Regional Housing Element

(a) A regional plan shall be consistent with the goals established in section 4302 of this title and shall include the following:

(9) A housing element that identifies the regional and community-level need for housing that will result in an adequate supply of building code and energy code compliant homes where most households spend not more than 30 percent of their income on housing and not more than 15 percent on transportation. To establish housing needs, the Department of Housing and Community Development shall publish statewide and regional housing targets or ranges as part of the Statewide Housing Needs Assessment. The regional planning commission shall consult the Statewide Housing Needs Assessment; current and expected demographic data; the current location, quality, types, and cost of housing; other local studies related to housing needs; and data gathered pursuant to subsection 4382(c) of this title. If no such data has been gathered, the regional planning commission shall gather it. The regional planning commission's assessment shall estimate the total needed housing investments in terms of price, quality, unit size or type, and zoning district as applicable and shall disaggregate regional housing targets or ranges by municipality. The housing element shall include a set of recommended actions to satisfy the established needs.

2026 WAITSFIELD PLANNING COMMISSION WORK PLAN

	Tasks	Project	Timeline
		Village Master Planning	
1	Irasville Master Planning	This project will incorporate the updated wetland maps and include a review of the history of planning in Irasville. Segue from the By-Laws Modernization Grant work and Wastewater project.	Completed January 2026
2	Post-Plan	- Creation of Subcommittee to analyze use of CHIP Program to promote and accomplish goals of Master Plan - Other?	
		Zoning and By-Laws	
1	River Corridor Bylaws	River Corridor Bylaws – Adopt model ordinance or similar OR maintain FEH bylaws with some adjustments (i.e., increase minimum standard of development to 2 feet above BFE)	2026
2	Limited Business District	Reviewing standards and purpose. Two landowners have approached the PZA with regard to developing housing in this area. As it stands, residential development is deterred in this area. However, given the proximity to the Town's future disposal field, future phasing of the wastewater system could allow for connections in this area.	2026
3	ADU restrictions	Review and update the 30% threshold for ADUs as this restriction is less common; PZA has email into counsel as to status of this standard in the post-HOME ACT era. Per SE Group: CU for ADU above 900sqft/30% makes little sense now that 2-4 units are allowed outright w/ no size limit.	2026
4	Section 6.02 (F) – Exemption for garage/yard sales	Town Garage Sale Ordinance repealed 8/11/25; Section 6.02 (F) must be revised to accord to intent and removal of ordinance mention *Cleanup only	2026

6	Act 250/LURB/Act 181 Tiers	Assess impacts of changes to Act 250 in addition to Act 181's tiered framework and discuss whether updates to the Zoning Bylaws are necessary or required	August – September 2026
7	Performance Standards of Section 5.03	Ensure that Performance Standards can be applicable to all uses to avoid argument that they only apply to CU or Industrial District/LBD	2026
		Town Plan Update	
1	Childcare	Update Childcare language per CVRPC feedback	In Process – SB hearing August 24, 2026
		Town Ordinances	
1	STRs	Work with the Selectboard to draft a framework for registering/regulating short-term rentals	In Process – final draft review August 4, 2026

Other:

- 1) Invite Eric Friedman (Mad River Valley Chamber of Commerce) to a meeting to discuss the needs and concerns of business community (January 6, 2025). **Complete**
- 2) Invite Ned Swanberg to a meeting to discuss the changes in flood regulation and mapping. **Complete**
- 3) Invite Brian Voigt/Niki Sabado (CVRPC) to a meeting for further clarity on Act 181's tiered framework and the application processes thereto. TBD