TOWN OF WAITSFIELD, VERMONT
Planning Commission Meeting Minutes
Tuesday, August 4, 2026

Members Present: Bob Cook, Emma Hanson, AnnMarie Harmon, Becca Newhall, Jonathan Ursprung
Members Absent:
Staff Present: JB Weir, Zoning Administrator
Others Present: Jimmy Senterfitt

II. Regular Business

1. Call to Order

The meeting was called to order at 7:04 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

Jimmy Senterfitt introduced himself and spoke of his interest in the work of the Planning Commission.

4. Approval of Minutes

The Minutes of July 7, 2026 were approved.

5. Town Plan Amendment Update

JB outlined the Selectboard hearing date and RPC review date, noting that he would be able to attend both meetings. Adoption and approval of this update will set the new expiration date for the Plan as September 2030.

6. Short Term Rentals (STR)

The updated draft of the ordinance was reviewed, with the following points emphasized:

- The term 'guest' has intentionally been left somewhat open to interpretation, as this may help with enforcement of matters such as parking.
- 2007 is when the State first began issuing septic permits
- Changes were made to provide for self-affirmation of the property's conformance with zoning bylaws.
- The enforcement officer is to be appointed by the Selectboard, and will likely initially be the PZA.
- The PC noted that fire safety requirements were removed from the original STR draft, and that perhaps the PC should address fire safety compliance for *all* rental properties in an ordinance. The PC decided to put it in their work plan.

JB will make the change agreed upon and ensure that all formatting is correct.

MOTION: *Jonathan moved to recommend that the draft STR Ordinance, with the changes agreed upon during the meeting incorporated, be passed to the Selectboard. The motion was seconded by Becca, and passed unanimously.*

7. Tier 1B – Future Land Use Map
Nobody saw a reason to not suggest to the Selectboard that the Town opt in for Tier 1B status. It was clarified that enterprise areas are locations of economic/industrial use that are not adjacent to village/growth areas. The regional housing targets which were included in the meeting packet were discussed briefly.

MOTION: *Jonathan moved to recommend that the Selectboard adopt a resolution to opt in to Tier 1B status, the resolution to be based upon the language example provided by CVRPC. The motion was seconded by Bob, and passed unanimously.*

8. Wastewater Planning Project Update
JB highlighted some of the information included in the meeting packet, noting that contract language is under review at DEC, and that it is anticipated that Contract 1 (for the treatment facility) will be put out to bid in the next few weeks, with Contract 2 (for the collection system) anticipated to be ready for bid later in September. He also noted that a job description is being drafted for the project manager position and that easement language is undergoing legal review, after which further community outreach is planned.

9. Other Business
DRB Update – JB provided a synopsis of recent and upcoming hearings.

It was agreed to review the PC work plan at the next meeting.

9. Adjournment
The meeting adjourned at 8:25 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary