

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

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