

**TOWN OF WAITSFIELD, VERMONT**  
**Planning Commission Meeting Minutes**  
**Tuesday, January 17, 2023**

**Members Present:** Kevin Anderson (online), Bob Cook (online), Alice Peal (online), Brian Voigt (online), Steve Shea (online)

**Members Absent:** Emma Hanson, AnnMarie Harmon

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

**Others Present:** Alex Belensz (SE Group), Jacob Hemmerick (DHCD), Julia Randall (SE Group), Amy Tomasso (DHCD)

## **II. Regular Business.**

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

The meeting was called to order at 7:05 pm. 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.**

A discussion of the recently held Planning District Partners meeting was added to the agenda.

### **3. Public Forum.**

There was nobody present requesting to address the Commission.

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

The minutes of January 3, 2023 were amended and approved.

### **5. Wastewater and Water Feasibility Study Update**

Alice reported that the ESA is completed and has been forwarded to the Selectboard for review and approval before submission. The related documents have also been provided to DEC's Hugo Martinez-Cazon. Alice noted that work is ongoing with Hugo and Lynette Claudon in preparation for completing and submitting necessary DEC application materials. The focus of these submissions is on Irasville, but will also include the Village and other adjacent Areas; work also has begun on the materials needed to apply for an NDA designation for Irasville.

JB has been working with John Ashley on some of the initial DEC application materials, which will also need to be reviewed and approved by the Selectboard. The intent is to submit these materials in time to be included on the Project Priority List that will soon be released, for design and construction as one total package.

### **6. Jacob Hemmerick (DHCD): NDA Designation**

Jacob Hemmerick, Planning and Policy Manager at DHCD, provided a presentation on NDA designation. He explained the structure, purposes, and benefits of the NDA program and reviewed the steps in the application process.

Jacob then explained how landscape features such as the river corridor and wetlands as well as existing infrastructure such as the sidewalk indicate some likelihood for approval or an extension of the boundary of the existing Village center to include Irasville even though it is generally outside of the ¼ mile boundary specified for NDA designation.

He advised the PC that it would be beneficial to work with the checklists that are available in the application materials, and indicated that his Department would likely be able to provide confirmation that the Town is working on this designation.

### **7. SE Group: Bylaw Modernization Project**

Alex and Julia presented the information gleaned by SE Group's research efforts, which focused on the existing Town Plan and Land Use Regulations as well as existing settlement patterns in Waitsfield Village, Irasville, and the surrounding areas.

They reviewed the existing conditions by District, providing information regarding settlement patterns, density, pertinent bylaw and Plan language, and pertinent opportunities and constraints. Alex noted that the information in the presentation will be available to PC members, along with a memo providing more detailed information.

Alex indicated that next steps include working to refine the PC's priorities, determining which changes will be the most pressing or have the greatest impact. He noted that, due to the lower density currently noted in Irasville, this is the location that presents the most opportunity for implementing change. Julia pointed out that focal points, such as potential civic spaces, should be identified. It was also noted that the logistics of planning for infill in this area will be challenging due to the current configuration/land uses. Alice reminded the group of the important need for better pedestrian patterns to be accommodated in Irasville.

There was not time to discuss the related question posed by SE Group; Alex will provide these questions to the PC along with the presentation materials, so that they may be discussed at an upcoming meeting.

### **8. MRVPD Partners Meeting Review**

This discussion was moved to the next meeting's agenda.

### **9. Other Business**

No other business was addressed at the meeting.

### **10. Adjournment**

The meeting adjourned at 9:30 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary