

**TOWN OF WAITSFIELD, VERMONT**  
**Planning Commission Meeting Minutes**  
**Tuesday, September 5, 2023**

Draft

**Members Present:** Kevin Anderson, Beth Cook, Bob Cook, Emma Hanson, AnnMarie Harmon, Alice Peal, Jonathan Ursprung

**Members Absent:**

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

**Others Present:** None

## **II. Regular Business.**

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

The meeting was called to order by Alice. 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.**

Nobody requested an opportunity to address the PC.

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

The minutes of August 15, 2023 were amended and approved.

### **5. Bylaws Update**

#### Steering Committee meeting

Kevin reported on the recent Steering Committee meeting held with SE Group representatives, indicating that most of that meeting focused on finalizing maximum building footprints outlined for Irasville. It was decided to propose that all uses have a designated maximum building footprint of 15,000 square feet, with any current buildings being grandfathered if they would fall out of compliance with this regulation.

Another discussion point, which had been noted in a report included in the meeting packet by JB, was the potential for multi-unit dwellings of less than five units bypassing some useful CU standards when permitted. JB noted that he felt lighting might be the most critical of these standards, but that district-level standards would apply to all development. He noted that across-the-board pedestrian access standards will also be in place to cover permitted development proposals.

#### Adoption Process

It was outlined that the next PC meeting will be the PC's final chance to review the draft LUDRs before the adoption process begins. It is intended to have a complete draft ready to send to the Selectboard and DRB for their review at meetings on 9/25 and 9/26 respectively. JB will add all the updates not related to the work with SE Group to the next iteration, and will redline the two sources of proposed changes in separate colors for easy identification.

## Other

Kevin raised the matter of facades for buildings along the Slow Road. JB reminded the group that the current language had been agreed upon as it prevented parking along either the Slow Road or Route 100, and that this topic would be addressed in further detail during Master Plan development. It was agreed that pedestrian standards which had been discussed did not yet adequately address crossing and connecting the two sides of Route 100.

### **6. Town Plan Chapter 13 Edits**

Alice noted that the draft of Chapter 13 changes that was included in the meeting packet reflects the input provided by the Selectboard, and that there is now an opportunity for th PC to review and provide feedback.

Several edits were proposed, with JB making notes to the draft accordingly. (Attached)

The PC then reviewed the draft priority overview provided by the Selectboard, and agreed that inconsistencies between this text and the Priorities Chart should be corrected. They again agreed upon suggestions for edits, with JB making appropriate notes. (Attached)

JB will complete editing the drafts, and pass the suggestions along to Annie Decker-Dell'Isola and the Selectboard for further review.

### **7. Wastewater Project Update**

JB had provided notes in the meeting packet, which he indicated covered the latest activities of the project team. At the upcoming meeting there will be reports provided from both Joshua Schwartz and JB. He explained that work is continuing on completing and finalizing the PER.

### **8. Other Business**

LHMP Update – Alice reported that the RFP has been approved and posted.

CVRPC Update – Alice spoke of meeting with the Regional Plan subcommittee, noting that all HOME Act requirements will be incorporated into the Plan revision. She indicated that a webinar regarding NDA – how the programs work and their effectiveness – is being held tomorrow. Alice also explained that there would be further discussion regarding municipal autonomy taking place at RPC meetings.

### **9. Adjournment**

The meeting adjourned at 9:06 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary