

TOWN OF WAITSFIELD, VERMONT
Planning Commission Meeting Minutes
Tuesday, September 20, 2022

Members Present: Kevin Anderson (online), Bob Cook (online), Emma Hanson (online), AnnMarie Harmon (online), Alice Peal (online), Steve Shea (online), Brian Voigt (online)

Staff Present: JB Weir, Planning & Zoning Administrator

Others Present: None

II. Regular Business.

1. Call to Order

The meeting was called to order at 7:00 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.

No adjustments were made to the agenda.

3. Public Forum.

There was nobody present requesting to address the Commission.

4. Approval of Minutes

The minutes of September 6, 2022 were amended and then approved.

5. Wastewater and Water Feasibility Study Update

a. 60% Report – The presentation to the Selectboard has been postponed to their first October meeting, due to a Dubois & King staff medical emergency. The subcommittee will, however, be meeting as scheduled and finalizing the 60% report, after which it will be made public and presented on the Town’s web site.

b. Messaging to Community, new Subcommittee – Alice explained that AnnMarie, Annie, and Amy Tomasso will be working on developing outreach projects and materials and bringing those back to the full Commission for review and approval. She also indicated that no date has yet been set for a public meeting, but that it would likely be scheduled during the second half of October. It was agreed that no decisions regarding option(s) to pursue should be made prior to the community meeting, as one purpose of that presentation will be to solicit input regarding the options presented.

It was agreed that there should be a way for people to participate without being in attendance, likely through MRVTV, with a method in place for soliciting input ahead of the meeting. It was agreed to add a link to a simple questionnaire at the end of the story board being created by Dubois and King.

c. PC Budget for Community Meeting

Alice requested that some expenditure be approved for food at the public event, and there was general agreement that this is a possibility, but it was unclear what types of food would be provided and whether this would create a need for an RSVP/headcount to be part of the planning for the presentation.

6. Bylaw Modernization Grant Update

a. New RFQ Response – a second response had been received, from Ken Belliveau. This brings the total number to two, with Brandy Saxton (PlaceSense) being the other respondent. It was not anticipated that any further applications would be received by the deadline of 9/23.

b. Verify Subcommittee members – It was agreed that the subcommittee will initially be charged with reviewing application materials and interviewing the two applicants. The subcommittee members will be Emma, Kevin, AnnMarie, and JB. JB will inquire of Annie Decker-Dell’Isola and Brian Shupe whether they would like to participate in the applicant review process.

7. Town Plan – Chapter 11 Update

Brian indicated that this work is completed, but requested that the group determine which of the development pattern images be used in Chapter 12. It was agreed to keep the pair of images that depict both patterns.

Brian reported that he had updated the wetlands and stormwater sections, and rearranged some of the tasks and priorities, all based upon earlier PC conversations. He will provide the draft chapters to PC members for review before JB inserts these sections into the final draft document.

8. Bylaw Revisions Roundtable

a. Review definitions

AnnMarie noted that some of the definitions she had provided for review are already included in the current regulations, including story, basement, and height. She presented some information regarding junkyard and wrecking yard definitions, and there was some discussion regarding what should be allowed and how to define/quantify certain aspects of these uses. It was decided to use the definitions adopted by the state for ‘salvage yard’ and ‘junk motor vehicle,’ but to adjust the number of junk vehicles that defines a salvage yard to be three or more (rather than four or more, as in the state’s definition).

It was also noted that a definition of ‘farm café’ already exists, and agreed that any further consideration of accessory on-farm businesses such as food service will be reviewed at a later date. The consensus was that the primary impact of any such enterprise would be related to parking, and JB will reach out to farmers if their accessory business parking situation is creating traffic safety concerns.

b. Review list

Tiny Home definition and bylaws, permanent v temporary – this will be taken up at the next meeting.

9. Other Business

Alice reported that she is looking into best practices for addressing those who are smoking cannabis products outside of a cannabis retail location.

10. Adjournment

The meeting adjourned at 9:01 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary