

DRAFT MINUTES

APPROVED ON: \_\_\_\_\_, 2023.

**TOWN OF WALTHAM  
PLANNING COMMISSION AND DEVELOPMENT REVIEW BOARD MINUTES,  
September 18, 2023  
At Town Offices**

**Members Present:** Dan Morris, Mitch Jackman, Nancy Spencer, Jeff Glassberg (Chair)

Members Not Present: Chris Von Trapp, Lisa Sausville, Fran Colangelo

**Minute Taker:** Steven True

**Town staff Present:** Steven True, Zoning Administrator

**Applicants Present:** Carl Cole, Stephen Delphia

**Public Present:** Joe Desautels, Josh Baldwin, Mike Winslow, Amanda Holland, Katie Raycroft-Meyer, Brent Newton, Rhonda Williams

**1. At 5:33 PM** the meeting opened, three members were present, a quorum was not established. **No action will be taken by the board during this meeting.** Dan Morris arrived at approximately 6:05 PM.

**2. Public Comment:** No public comment.

**3. 5:35 P.M. Planning Activities**

Katie Raycroft-Meyer spoke about survey responses and her audit of current town plan elements to identify needed updates

1. Thoughts and feedback on the vision survey
  - a. good response from town picnic, those that were motivated were motivated.
  - b. Katie recommends Front Porch Forum to promote survey. Nancy volunteered to post a reminder.
2. Update/Audit of Town Plan
  - a. Statistical and factual information throughout the plan will require updating. Most sections will require new statistical info and charts. ACRPC to manage.
  - b. Summary of recent development patterns - permits/subdivision/PUDs. Waltham PC & Zoning Administrator to manage.
3. Status of Implementation actions/programs
  - a. At present the implementation plan section is not optimal, and implementation plan should discuss/assess the prior section, and be then more forward looking, targeted in scheduling these implementations. Katie recommends format change. List of objectives and goals at the end of each section.
  - b. Ex. 1-year, 1-5 years, 5-8 years. This creates achievable goals based on the plan. Katie: This makes the plan a better tool.
4. Identification of new local issue issues, e.g., potential changes from traffic alternatives
5. Jeff and Nancy spoke to upcoming increased availability in board attention to the Town Plan, due to fewer development applications that require substantial and timely work by the DRB.
6. Jeff spoke to a good cross-section of skills on the board, and that there are members who are 'planning' focused and would welcome a more planning focused agenda.
7. Jeff suggests devoting at least 1 hour to the October 16th PC/DRB meeting to continue work on the Town Plan. Katie agrees and will attend.

**4. 6:00 P.M.** – Presentation from Dubois & King and VTrans re: Vergennes By-Pass – Planning and Environmental Linkages Study (PELS)

1. Introduction of the Presenter, AOT and ACRPC, Members of the Waltham Selectboard
  - a. Presenter, Dan Mallach of Dubois & King
  - b. Mike Winslow of Addison County Regional Planning Commission
  - c. Amanda Holland of the Vermont Agency of Transportation
  - d. Brent Newton & Rhonda Williams of the Select Board
2. JG speaks to past actions, briefings and background information regarding PEL in the last months.
3. Dan Mallach presents a slide deck entitled “Vergennes Planning and Environment Study: Land Use Visioning”, a copy of which is available at the Town Clerk’s Office, or by request at [vergennespel@gmail.com](mailto:vergennespel@gmail.com).
4. Members expressed a range of concerns about the proposed “green route” that would run through Waltham, and noted that of all the by-pass alternatives, the green route would not support economic and residential development in Vergennes, a major reason (along with pedestrian safety) for the proposed by-pass.
5. A public survey on the project is open through September 25th at <https://vergennespel.com/survey> and town residents are encouraged to complete it. The Selectboard is also sending a mailing to residents to make them aware of the proposed green route alternative and to gauge resident sentiment.

**6. 7:00 PM Carl Cole to discuss decision of application 22-032 Delphia PUD subdivision.**

1. The Chair stated that he has concerns about individual members responding to questions, and asks that the applicant state what he is asking, and then the board will determine if and how to appropriately respond, now or at a later date.
2. Carl Cole speaking for the applicant indicates that they do not understand the decision. Carl Cole then produced a site plan depicting the lot boundaries as described in the DRB decision. The chair confirmed that the boundaries as depicted in the site plan presented by Cole are as described in the decision, and thus, asks what was not understood.
3. Carl Cole asks for the board's interpretation of the meaning of aspects of the decision, namely, he disputes whether the approved sketch plan referenced in and attached to the DRB’s decision is the same sketch plan as approved by the DRB., The Chair provided the applicant with a copy of the DRB’s sketch plan decision with site plan attached thereto and confirmed it is the same site plan referenced and attached the DRB’s 8/31/23 decision.
4. Carl Cole disputes the increase of open space from 11.2 to 12.3 acres.
5. Carl Cole disputes the relocation of the Lot 6 building envelope.
6. The Chair indicates to the Applicant that his review of pertinent VLCT information indicates there is legal precedent to ask a DRB to reconsider a decision and encourages the Applicant to research the timing and other statutory requirements to pursue that route. The by-law does not address that process.
7. Carl Cole indicates that they may appeal the decision and it will cost the town money.
8. Zoning Administrator to request clarification of the reconsideration process from the Vermont League of Cities and Towns.

**5. 7:30 Zoning Administrator Update**

- a. Steven True noted that he'd issued one building permit.
- b. Steven True presented and discussed enforcement issues with the board.
- c. Steven True to ask Langeway's representative (Bernard & Gervais) when the applicant is considering entering into his preliminary plat review.

**6. 7: 50 Meeting Minutes:**

- a. No Action Taken, minutes to be reviewed at next regular meeting.

**7. 7:50 Adjourn**

**Next Meeting - October 16, at 5:30 p.m. – regular monthly DRB/PC meeting**

APPROVED AND SIGNED \_\_\_\_\_(date)