

**Westfield Planning Commission
Regular Meeting February 26, 2019
6:00 pm – Westfield Community Center**

Present: Brian Dunn, Shawn Baraw, Pat Sagui (chair), Loren Petzoldt, Ellen Fox

Call Meeting to Order: Pat Sagui called the meeting to order at 6:12 pm.

Motion/Second to Approve Minutes from the January 7, 2018 meeting:

Loren made a motion to approve the minutes, and Shawn seconded the motion. The minutes were approved as written.

Additions/Changes to the Agenda: Pat Sagui reviewed the agenda and added an agenda item, to review and approve the Notice of Decision to issue following the Zoning Board of Adjustment hearing.

Review and approve the Notice of Decision (NOD) to issue following the Zoning Board of Adjustment hearing re: Muller-Powell, as amended:

Loren made a motion to approve the NOD as amended. Brian seconded the motion and the motion passed unanimously.

Report on NVDA approval of Town Plan:

The NVDA provided feedback on the Town Plan. They liked the photos. There was a discrepancy in the data on housing presented in a chart, and Alison will adjust the data. The NVDA approved the Town Plan and noted that the Plan must have a full review every 8 years. If there are any significant changes in town development, the NVDA may ask for a review after 4 years.

The feasibility study for a housing project, and possible grant funds through NVDA and VHCB is pending and Pat will continue to work with Alison to move this forward.

NVDA/Alison assistance with updating Zoning Bylaw: Members of the Planning Commission agree to have Alison help with the update of the Zoning Bylaw. She will provide insight with examples and referral to other town bylaws, and definitions of terms when appropriate. Members discussed the need to review the fee structure for the zoning application.

Review Montgomery Zoning Bylaw definitions and decide which to incorporate into Westfield Zoning Bylaw:

Members of the Planning Commission reviewed several terms. The definition for “yard” was edited. We discussed a process to include updated definitions into the Westfield Zoning Bylaw and agreed that Pat would add definitions for terms that appear in the text of our Bylaw, are defined in the Montgomery Zoning Bylaw, and do not currently have a definition in our bylaw. In these cases, she will include a definition from the Montgomery Zoning Bylaw. All changes will be tracked in a new document, and this will create a new draft for members of the Planning Commission to review. We agreed that the

definitions will be moved to the end of the Bylaw and we will assemble a list of acronyms to define and include as needed.

Review Zoning Bylaw recommended changes for consistency and clarity

Discuss other ways to provide information to prospective permit applicants:

-information to include on the permit

-information as part of the introduction to Zoning Bylaw

-handout

Pat reviewed comments on the current Zoning Application from the current Town Clerk, the current Zoning Administrator, and the two previous Zoning Administrators. There are several important points of information that need to be communicated to applicants. Much of this information can be listed on the 2nd side of the application form. Additional information and overview of the process might be included as an introduction to the Bylaw. Much of the information referred applicants to state regulations.

Our discussion of state regulations brought up a certificate of occupancy. Westfield does not issue a Certificate of Occupancy. The group agreed that the town could offer a certificate of compliance to document that a land owner is compliant with Zoning regulations based on the town's records when selling their home. This would not be required, rather it would be a service provided by the town if it is helpful to a land owner. Ellen will provide Pat with a template for a certificate of compliance for the Planning Commission to consider.

We clarified some language needing definitions including Boundary line adjustment and subdivision. There was also discussion of a municipal ordinance to address livestock in town, and also discussion that livestock would be governed by RAP's with the Agency of Agriculture. Ellen stated that she will gather information for the Commission to review regarding Agricultural exemption from municipal governance.

Discuss Tasks and Timeline for next steps to update Zoning Bylaw: Pat will check with Tom, the current ZA, regarding fees for application. She will also assemble the updated term definitions. Ellen will provide Pat with a list of duplications or contradictions she currently identifies in the Bylaw for Pat to include in a new draft for review by the Planning Commission.

Next Meeting: Date/Time/Agenda: We will not meet in March. Our next meeting will be April 22 at 6:00 pm in the Westfield Community Center.

Other Business: No other business was raised.

Adjourn: Brian made a motion to adjourn, Loren seconded the motion, unanimous vote to adjourn at 7:40 pm.

Minutes respectfully submitted by Ellen Fox