

**Westfield Planning Commission
Regular Meeting April 22, 2019
6:00 pm – Westfield Community Center**

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

Guest: Tom Schrock, Zoning Administrator

Call Meeting to Order: Pat Sagui called the meeting to order at 6:10 pm.

Additions/Changes to the Agenda

There were no additions. Item #6 was moved to item #3 to discuss the Zoning Administrator's proposal to change the Zoning Bylaw at the beginning of the meeting while Tom is in attendance.

Zoning Administrator's (ZA) proposal for immediate amendment to ZB – timeline and Hearing

The proposed amendment to the Zoning Bylaw was discussed. The proposal would amend 606.01 which currently allows the ZA to approve a permit for only one family and two family dwellings without a hearing before the Planning Commission for site approval. The amendment would include accessory use/structure, agriculture, and accessory dwelling as uses that the ZA could approve administratively without a hearing.

All Planning Commission members present agreed to proceed with the amendment process. Pat will write a report on the proposed change and submit to the Planning Commission for approval. She will circulate the report by email and the Planning Commission members will vote by email.

Approve Minutes from the February 20, 2019 hearing:

Loren made a motion to approve the minutes, and Brian seconded the motion.

The minutes from the Mueller site plan review hearing were discussed with an update on action taken by the applicant. The applicant wanted to change the zoning application to eliminate "conditional" use and to limit the permit to land not in the current use program, and so the applicant submitted a second permit application after the first had been approved.

The Planning Commission had already held a hearing and approved the site plan and use and so did not take up the matter of the second application. The ZA cannot administratively approve the permit without a public hearing by the Planning Commission.

The first permit was approved. The second permit was deemed issued 30 days after submission.

The minutes for the hearing were approved as written.

Approve Minutes from the February 26, 2019 meeting: Loren made a motion to approve the minutes and Brian seconded. Minutes were approved as written.

NVDA

Town Plan: Town Plan has been fully approved by NVDA

Energy Plan: The energy plan has been approved as part of the overall Town Plan

Village Designation: Discussion centered around the boundaries for the Village Designation. The Village Designation does not need to match the “village” zoning boundaries contained in the Zoning By-law. It was noted that the village is bound by large tracts of conserved land to the south and north on Rt 100. The remaining areas for village growth include North Hill and Ball Ground Road.

The Village Designation application states that the village designation boundaries would include only current continuous mixed use in a village center, not future areas for growth.

Pat made a motion to recommend the current village zoning boundaries as the Village Designation boundaries. Loren seconded the motion. The motion passed unanimously.

Assistance with Zoning Bylaw updates: Allison will be available in June to review proposed changes to the Zoning Bylaw. Currently, the Village Designation application process is the priority.

Zoning Bylaw (ZB) updates

Definitions: Pat gave an update that she is working on the definitions section.

Duplications and contradictions in current ZB – proposed edits: Ellen pointed out inconsistencies in the ZB. Members were generally in agreement with all the suggested changes. Pat will incorporate suggestions into the draft of proposed changes and these will be contained in the report of all proposed changes to the ZB.

Sample Agricultural exemptions for activities not covered by RAPs: Ellen reviewed how other towns record agricultural uses and structures. All towns recommend that property owners building agricultural structures fill out a zoning permit. Some charge the application fee and some do not. Pat will draft instructions for the back of the Zoning Permit Application for agricultural structures. Ellen shared some of the criteria used by the Agency of Ag to deem an activity as a farm. She also discussed Act 143 which creates a statewide municipal use category called “accessory on-farm business.” This new category will be included in the proposed amendments to the ZB.

Certificate of Compliance:

No update. Carry forward to next meeting.

Task and Timeline for next steps to update ZB

Pat will continue to work on the draft of proposed changes

Next Meetings:

A hearing for the proposed amendment will be scheduled depending on when the hearing can be warned, aiming for May 12 or 13. Pat will send dates and we may have other business following the hearing.

Adjourn: Pat made a motion to adjourn, Ellen seconded the motion, unanimous vote to adjourn at 7:50 pm.

Minutes respectfully submitted by Ellen Fox