

**Westfield Planning Commission  
Agenda**

**October 5, 2020 following the Board of Adjustment Hearing  
Westfield Community Center, 59 North Hill Road**

---

Present: Brian Dunn, Pat Sagui (chair,) Yvan LaPlume, Loren Petzoldt, Ellen Fox  
Members of the Public: Will Young, Zoning Administrator

**1. Call Meeting to Order**

Pat Sagui called the meeting to order at 6:30 pm.

**2. Additions/Changes to the Agenda**

Pat made an addition to update the Planning Commission on the status of the Zoning Administrator position.

**3. Update on Zoning Administrator**

Pat let the PC know that Will and Andrew have been approved by the Selectboard to serve as Zoning Administrator and Assistant Zoning Administrator, respectively. As they begin the job, Ellen will provide training and work with them to make a smooth transition. The Selectboard has authorized up to \$500 at the town rate of \$14/hour for Ellen to train Will and Andrew.

**4. Approve Minutes:**

Brian moved to approve the minutes from the August 31, 2020 PC Meeting  
Yvan seconded the motion. No discussion of business from the minutes, and the motion passed unanimously.

**5. Housing Assessment Update**

Pat shared that we've had 52 responses to the housing survey. The highest level of interest is in senior housing including independent living, a housing co-op. There is also significant interest in a medical outreach facility.

**6. Bylaw revisions**

Update on Municipal Planning Grant to hire a consultant:

The Municipal Planning Grant application has been submitted and is under consideration.

Edits discussion:

If approved, the Planning Commission may hire Ellen to provide service rewriting the Bylaw. This work will coincide with Alison from NVDA to author and incorporate Special Flood Hazard Area regulations for development.

Tasks and Timeline:

The MPG decision will be in December 2020.

## **7. Other Business**

Will made the Planning Commission aware of an inquiry received from the Alpine Haven Homeowners' Association. They have requested enforcement of zoning regulations at a property with deferred maintenance in Alpine Haven. Tom had sent a notice of violation to the property owner in July, and there has been no follow up. Will pointed out that the property is not abandoned; the property taxes are current. There does not appear to be any current violation to pursue. Will and Ellen will follow up and to see if the letter of violation was received by the landowner.

## **8. Next Meeting**

Monday November 23<sup>rd</sup> at 6:30 at the Community Center.

It is possible that there will be a public meeting to hear the progress on the housing assessment report prior to the next meeting.

## **10. Adjourn**

Loren made a motion to adjourn, Yvan seconded and the meeting adjourned at 6:55 pm.

Minutes respectfully submitted by Ellen Fox