

**Westfield Planning Commission
Public Hearing May 20, 2019
6:00 pm – Westfield Community Center**

Present: Brian Dunn, Yvan LaPlume, Shawn Baraw, Pat Sagui (chair), Loren Petzoldt, Ellen Fox
No members of the public were present

Call Meeting to Order: Pat Sagui called the hearing to order at 6:07 pm.

Explanation of proposed bylaw amendment

Pat Sagui stated the purpose of the hearing, to take comments on the proposed amendment to the Zoning Bylaw Section 606.01 Adopted January 13, 2010. This amendment would allow a zoning permit to be issued for 1. Accessory use/structure; 2. Agriculture; and 3. Dwelling, accessory without Site Plan approval from the Planning Commission. Currently only one-family and two-family dwellings are exempt from Site Plan approval.

The purpose of this amendment is to reduce the time required to issue the most commonly requested permits.

Pat stated that NVDA recommended we insert the language “located outside of flood hazard areas” after 3. Dwelling, accessory.

Motion to approve wording change recommended by NVDA

Loren made a motion to add the recommended NVDA language. Brian seconded the motion. There was discussion that this language was not included in the public warning for the hearing. However, because the language is clarification of existing regulation and not an introduction of new regulation, the Planning Commission is able to make the change without warning a new hearing. The motion passed unanimously.

Vote on proposed Zoning Bylaw amendment

Loren made a motion to approve the amendment and recommend adoption by the Selectboard. Shawn seconded the motion. Pat invited questions or comments. The motion passed unanimously.

Report results to Selectboard at May 20, 2019 meeting

Members of the Planning Commission signed the report recommending the amendment to the Selectboard and Pat Sagui walked the document over to the Selectboard meeting in progress at the Town Office.

Adjourn

Shawn made a motion to adjourn. Yvan seconded the motion, and the motion passed unanimously. Hearing adjourned at 6:17 pm.

Minutes respectfully submitted by Ellen Fox

**Westfield Planning Commission
Public Hearing May 20, 2019
After 6:00 pm hearing – Westfield Community Center**

Present: Brian Dunn, Yvan LaPlume, Shawn Baraw, Pat Sagui (chair), Loren Petzoldt, Ellen Fox
No members of the public were present

1. Call Meeting to Order

Pat Sagui called the meeting to order at 6:18 pm.

2. Additions/Changes to the Agenda

No changes or additions

3. Approve Minutes from April 22, 2019 Meeting

Shawn made a motion to approve the minutes from the April 22, 2019 meeting. Loren seconded the motion. Approved unanimously.

A. Business from the Minutes

Pat provided updates to the business from the minutes. The NVDA has not provided an update on the Village Designation. Pat continues to work on the changes to the Zoning Bylaw to clarify terms and eliminate redundancy and contradiction.

4. Discussion – Hearing comments

There were no members of the public present at the hearing and so no comments to discuss.

The following business was conducted prior to this meeting at the public hearing

Motion to approve wording change recommended by NVDA

Vote on proposed Zoning Bylaw amendment

Report results to Selectboard at May 20, 2019 meeting

5. Certificate of Compliance – sample request and certificate – discuss/edit

The purpose of providing a Certificate of Compliance to land owners in Westfield is to provide certification that the landowner is in compliance with Zoning Bylaws based on the property records in the Town Office, and that the land owner is not party to any enforcement action at the time of certification. Committee members reviewed samples from other towns. There was a discussion of fees that other towns charge for this service. Loren recommended that we have an attorney review the language on the form to protect the Town from liability. Shawn discussed that the certification needs to state that the certification is based on Town records, and that the recipient of the Certification is responsible for their own due diligence.

The Zoning Administrator requested that the application and approval for Certificate of Compliance be all in one form. The template from the Town of Williston has both the application and approval on one form.

The Zoning Administrator will maintain a record of all issued Certificates of Compliance.

Loren made a motion to use the Town of Williston form as a guide for our own, pending attorney review. Yvan seconded the motion and the motion passed unanimously.

6. Tasks and Timeline for next steps to update ZB

Pat will continue to make edits and clarifications which the Planning Commission has already discussed. Pat recommended that upon completion of this round of clarifying edits, we then focus our energy on creating an information sheet, FAQs to provide instructions for individuals applying for a zoning permit. Based on insight from the Town Clerk and Zoning Administrator, this is the more pressing need in the Zoning Bylaw amendment process.

Ellen made a motion to prioritize creation of an information sheet and FAQ for zoning permit applicants. Shawn seconded the motion. Passed unanimously.

7. Next Meetings

Date/Time/Agenda

June – no regular meeting

July 22 at 6 pm at the Community Center

August 26 at 6 pm at the Community Center - Tentative

8. Other Business

No other business

9. Adjourn

Loren made a motion to adjourn. Yvan seconded. Motion passed.

Adjourned at 6:52 pm

Minutes respectfully submitted by Ellen Fox