

**Westfield Planning Commission
Meeting Minutes**

**November 23, 2020 at 6:00 pm
By Zoom**

1. Call Meeting to Order

6:13 pm

Attending: Loren Petzoldt, Brian Dunn, Kitty Edwards, Ellen Fox, Pat Sagui

Guests: Will Young, ZA

2. Additions/Changes to the Agenda

None

3. Approve Minutes:

• **October 5, 2020 PC Meeting**

Motion by Loren, 2nd by Kitty, Unanimous

A. Business from the Minutes

None.

4. Housing Assessment

**Discuss Demand Analysis and Recommendations – recommend
additions/deletions**

Members will submit comments to Pat on the Demand Analysis and Strategy Recommendations sections by Wednesday morning.

Discussion of ways to disseminate Housing Assessment final report:

- Have copies at Town Office, Recycling Center, Library
- Pass out flyers at Recycling with link to report on Town web site
- Provide name and contact info for questions on Town website.
Pat volunteered to serve this role.
- Include project summary in Town Report.

5. Demuth/Rozelle Hearings:

Scheduled for December 28th at 6pm. Likely Zoom call.

ZA explained the two parts of the permit: division of lot into four lots and commercial construction of a warehouse on one of the lots. Act 250 will consider the commercial construction. ZBA needs to do a Site Plan Review because of number of lots.

Pat will send summary of required considerations under Site Plan Review prior to hearing.

6. ByLaw revisions

- **Discussion/recommendations re permitting fees**

Ellen and ZA will compile fees of surrounding towns and submit for discussion at next meeting

- **Tasks and Timeline for next steps to update ByLaw**

None.

7. Act 250 Impact Form

Required for Demuth/Rozelle permit.

Ellen will follow up with Act 250 permit specialist to determine Town's role, if any, to complete the Impact Form, and who the point person should be for this form.

8. Other Business

- Time sheets – signatures

Ellen will leave the timesheets at the General Store by end of day 11/24. Forms will be signed by end of business day 11/30.

9. Next Meeting

December 28, 2020, 6pm, most likely a Zoom meeting

10. Adjourn

6:52 pm

Motion by Brian, 2nd by Kitty, unanimous.

Minutes respectfully submitted by Ellen Fox