

**Westfield Planning Commission and the Westfield Zoning Board of Adjustment
Public Hearing January 25, 2021 continued from January 11, 2021 continued from December 28, 2020
6:00 pm – via Zoom**

Present:

Pat Sagui (chair), Brian Dunn, Kitty Edwards, Ellen Fox, Loren Petzoldt

Applicant and representatives:

None present

Members of the public:

None present

Continuance: Pat Sagui opened the continuance of the public hearing at 6:02 pm. This is a continuance of the Public Hearing of December 28, 2020 previously continued to January 11, 2021 to consider application 2020-18 submitted by Devan Currier on behalf of Demuth/Rozelle's.

Executive session: Brian motioned to enter executive session. Kitty seconded the motion, and the Planning Commission entered executive session at 6:03 pm. The Planning Commission exited executive session, returning to the Public Hearing at 6:56 pm.

Ellen made a motion for a continuance to February 1, 2021 to provide time for the applicant to submit requested information. Brian seconded the motion, and it carried unanimously at 7:00 pm.

Minutes respectfully submitted by Ellen Fox

**Westfield Planning Commission – Regular Meeting
Meeting Minutes**

**January 25, 2021 at 6:00 pm following Public Hearing continuance
By Zoom**

1. Call Meeting to Order

Pat called the meeting to order at 7:00 pm

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

Guests: Will Young, ZA

2. Additions/Changes to the Agenda

Will requested to add a question about a boundary line adjustment and it was added to precede item 4.

3. Approve Minutes:

• **November 23, 2020 PC Meeting**

Motion by Kitty, 2nd by Brian, Unanimously Approved

A. Business from the Minutes

Fee schedule for Zoning Permits – Ellen outlined the proposed changes to the schedule of zoning fees. She and Will met and discussed fees charged by nearby towns and decided simple flat fees were most straightforward for applicants. Discussion ensued to recommend a recording fee only for agricultural structures and to consider a late fee of double the initial application fee (had the application not been late.) Ellen will research if structures for an on-farm accessory business is exempt from zoning. Will and Ellen will prepare a written recommendation of the fee structure for the Planning Commission to consider and recommend to the Selectboard for approval.

Municipal Impact Questionnaire – Act 250 applicants have the option to submit an impact questionnaire to Town Managers to support their application. Since we do not have a Town Manager to assess the impact, Will can develop a list of referrals to resources that would have the information to complete the form.

4. Property Line Adjustment

Boundary line adjustment is not mentioned in our current Zoning Bylaw. Planning Commission to consider an exemption (meaning no permit would be required, only a new survey plat if no new lot is created) in the Bylaw revisions. Currently, someone wanting a boundary line adjustment will need to fill out a zoning application and the subdivision rules will apply.

5. Housing Assessment

The working group on the housing project will continue to discuss options. Pat may meet with the Selectboard to discuss how to promote/recruit a tenant for scenic view. Rural Edge has expressed some interest in single occupancy units for low to moderate income residents regardless of age.

6. ByLaw revisions

Pat and Kitty will attend a housing density workshop. PC members send any questions and input to take to the workshop. Other revision topics tabled to the next agenda.

7. Other Business

Loren made a motion to enter executive session to discuss an appointed position. Kitty seconded and entered executive session at 7:52 pm. Exited executive session at 8:05 pm

Discussion of the expectation of Planning Commission members. Brian made a motion that Planning Commission members would commit to attend at least 50% of committee meetings and notify the Chair as a courtesy when unable to attend a meeting/hearing. Pat will check with absent members about their interest to continue on the Planning Commission. Ellen seconded. Unanimously approved.

The potential to hold in person meetings was discussed. Loren offered to host a zoom/in person hybrid meeting at his office where participants could be socially distant. Pat will offer this as an alternative to members who are not participating via zoom.

9. Next Meeting

Continuance of Demuth Public Hearing is Feb 1 at 6 pm

10. Adjourn

8:22 pm

Motion by Loren, 2nd by Brian, unanimous.

Minutes respectfully submitted by Ellen Fox