

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

**March 22, 2021 at 6:00 pm by Zoom**

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**1. Call Meeting to Order**

Pat called the meeting to order at 6:03 pm

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

Guests: Will Young, ZA

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

No additions

**3. Approve Minutes:**

• **February 22, 2021 PC Meeting**

Motion by Loren, 2<sup>nd</sup> by Kitty, Unanimously Approved

**A. Business from the Minutes**

Pat reported out that there are funds available for planning and building footpaths. The bulk of funding would be advisable for a path that is handicap acceptable.

Height option for accessory buildings- All options are open; variable by district, % of principle structure, etc.

**4. Demuth revised permit to Act 250 - discussion/questions**

Pat reviewed the proposed Act 250 permit tentatively issued to Demuth. A review of the landscaping conditions confirmed that they are required by both the Town and the State to maintain landscaping according to the site plan. Also the State will require conservation of 2 acres of prime ag land. Pat will follow up with Act 250 for any role the town has in administration of the Act 250 permit. If the applicant wants to make any new application, it will always fall within the Act 250 review into the future.

**5. Review Permit for single family home on existing foundation that does not meet setback**

School Street property owner has applied to rebuild an entirely new structure on the same footprint. There are some needs to engineer the driveway so the plow can still go up the road. Ellen made a motion to grant approval for the site plan to reconstruct an existing structure in its current footprint at 320 School Street. Kitty seconded. Motion passed unanimously.

**6. ZA materials: Discussion/recommendations, Fee schedule, Revised permit application**

Ellen and Will presented the revised fee schedule and permit application. There was discussion of application fee and hearing fee and clarification that the application fee is always paid before the ZA reviews the application and if the matter requires a hearing, then the applicant pays the hearing fee before a hearing is scheduled. The fee structure needs to be approved by the Selectboard.

## **7. ByLaw revisions**

Pat shared that the Selectboard has approved that Ellen work as a paid consultant to facilitate the Bylaw revision process. Pat invited members to share about any real or perceived conflict of interest. Recommendation is for Ellen to abstain from voting to recommend the bylaw changes to the Selectboard.

- **The link between Town Plan and Zoning Bylaw**

- **Format for revised Zoning Bylaw**

Ellen discussed the importance of the Town Plan as our guiding document and asked members to refresh their knowledge of the Town Plan and maps.

New sections of the Town Plan include an energy section that plot where energy projects can and cannot go. The forestry section is new for towns to create wildlife corridors and connectivity. The special flood hazard section of the zoning bylaw (Alison from NVDA will do this work) needs to be updated to FEMA standards.

- **Next steps**

As we go through the revision process, Ellen will create a slideshow to provide an overview of the bylaw revision process on the town website. The Planning Commission will develop a clear structure for public participation and testimony / comments on the revisions in Planning Commission meetings. PC members will get copies of the Town Plan.

- **Helipad permitting letter from Vtrans**

Pat will follow up with VTrans about whether it is bylaw or ordinance.

## **8. Other Business**

None

## **9. Next Meeting**

April 12 and April 26

## **10. Adjourn**

7:10 Motion by Kitty, seconded by Brian.

Minutes respectfully submitted by Ellen Fox