

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

May 10, 2021 at 6:00 pm by Zoom

1. Call Meeting to Order

Pat called the meeting to order at 6:15 pm

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

Member of the Public: Will Young, Zoning Administrator

2. Changes to the Agenda

No changes or additions

3. Approve Minutes:

• **April 26, 2021 PC Meeting**

Motion by Brian, 2nd by Ellen

So moved.

A. Business from the Minutes

Pat reported that she will follow up to seek examples from other towns to regulate drones.

4. Permit ---Todd & Phoenix Alix for rebuild on pre-existing house site that does not meet setback from state highway - 42' instead of 50

Will described an application for a zoning permit to reconstruct on a portion of an existing footprint. Will confirmed that the insufficient setback is the only nonconformity. Loren made a motion to approve the non conforming setback allowing the setback to be 42' instead of the required 50' for Zoning Application 2021-14, as allowed in the Bylaw for an existing non conforming structure. Brian seconded. Approved unanimously.

Will also called attention to a request related to the water supply system in town and how it will meet the needs of the proposed development at the former Scenic View site. The Planning Commission (PC) will consider this during the public hearing for the site. Will is to encourage the system of private users to ask questions, and resolve any matters between the water system and the new development. The water system is not owned or administered by the Town of Westfield.

5. Zoning Bylaw revisions review and discussion:

Article 1-Authority and Purpose

The PC recommended clerical edits to Ellen and these were incorporated into the document.

Article 2: Administration and Enforcement

The PC reviewed each section of Article 2. Ellen recorded changes that will appear in the proposed revisions.

Discussion of changes included noting that the Selectboard will create a Development Review Board (DRB) at the time of approval of the revised Zoning Bylaw, and appoint members to the DRB. Also, we will include an abbreviations section along with definitions in the revised Bylaw.

6. Bylaw revisions next steps

The pre draft for Articles 3 and 4 will be available 5/17. Members will provide comments by May 23, and discussion at the meeting May 24. Ellen will provide an updated schedule for the revision process.

7. Discussion – State recommendations for in person meetings after May 1 No other business
We will begin in person meetings June 7

8. Other Business

Ellen mentioned that Marielle Demuth had sent an inquiry to her regarding alleged trespass on her property. Ellen will refer her to the State Police for law enforcement if that is necessary. Any questions that Marielle has related to the PC will be directed to the Chair of the PC.

9. Next Meeting

May 24 Scenic View public hearing
June 7 – resume in person meeting

9. Adjourn

8:04 pm Motion by Loren, seconded by Brian.

Minutes respectfully submitted by Ellen Fox