

**Westfield Planning Commission  
Meeting Minutes  
September 13, 2021 at 6 p.m.  
Westfield Community Center, 59 North Hill Rd., Westfield, VT**

---

1. Call Meeting to Order

In attendance: Brian Dunn, Kitty Edwards, Ellen Fox, Loren Petzoldt, Yvan LaPlume, Pat Sagui  
Pat called the meeting to order at 6:05 pm

2. Additions/Changes to the Agenda

No additions or changes

3. Approve Minutes:

August 9, 2021 – Yvan made a motion to approve the minutes, Brian 2<sup>nd</sup> the motion. Motion passed unanimously.

A. Business from minutes

Pat will ask Jim Eikenberry of NRCS about potential easements for landowners to conserve riparian areas on their property- carried forward.

The Town Clerk and Planning Commission have not received feedback from RuralEdge or abutters regarding the instruction that they are free to record whatever agreement they reach to fulfill the conditions of the Conditional Use Approval at the Scenic View property in Westfield. Pat will ask LaDonna to direct our attention to any documents recorded with the Town regarding the matter.

4. Zoning Bylaw revisions:

Final edits Articles 3 and 4

Discussion of retail uses desired in the Village and Recreational/Residential Zoning Districts and whether retail use will be permitted or conditional. Some types of retail will potentially be permitted to support the development of the type of retail use desired, and all others will be conditional. Ellen will develop a list of permitted retail sales in either Village and Recreational/Residential Zoning Districts such as artist and craft studio and sales, antique shops, gift shops, sporting goods retail, and landscape supply based on the discussion, to include in the proposed Bylaw revisions.

First Discussion Articles 5 and 6

Site Plan Review as a separate review process from Conditional Use Review was considered. There are types of development that are exempt from municipal permitting, though they may be subject to Site Plan Review. It was discussed that the difference between Site Plan Review and Conditional Use Review is confusing for an applicant, and both use similar criteria and can impose similar conditions. The consensus of the Planning Commission was to forego creating two separate, yet very similar, processes in the Bylaw. It was recommended that applications which require Site  
Planning Commission Meeting Minutes 09/13/2021

Plan Review go through the process for Conditional Use Review and it will be the responsibility of the Development Review Board to be clear for projects that are exempt under State statute, their role will be to review the site plan and impose conditions to be sure the project meets criteria laid out in the Bylaw, while at the same time, the DRB may not disapprove the project.

Ellen pointed out that all reconstruction requires a permit. Currently, the Bylaw states that a structure may be rebuilt on a pre-existing footprint, however pre-existing non-conforming structures (such as those with insufficient setback) must go through Conditional Use Review. A discussion of replacement of damaged structures and the permitting process followed. It was recommended that all pre-existing structures that are damaged may be rebuilt without being subject to Conditional Use Review.

There was strong opinion that the owner of such a non-conforming structure be made aware of the non-conformity with an opportunity to rebuild in a way that does conform to the current Bylaw. This notification will occur on the zoning permit application/approval with notation by the Zoning Administrator that the approval is for a pre-existing, non-conforming structure and the reason for conformance. No permit will be issued if it creates further non-conformance. It is recommended that the Zoning Administrator compile a list of non-conforming structures and uses as permits for such structures are recorded in the Town record.

#### 5. Discussion - Regulating cannabis sales per new Vermont statute

Members of the Planning Commission have not researched the current Cannabis regulation at the State level. Pat will collect information and return to the PC for further discussion.

#### 6. Next Zoning Bylaw draft – schedule of feedback to Ellen

Articles 3 and 4: All members will review the Table of Uses and Dimensional Standards and become familiar with the changes in permitted and conditional uses. Cluster development standards need to be added to the Dimensional Standards table.

Articles 5 and 6: Comments to Ellen by Sept 16 in print at the Town Clerks office

#### 7. Other Business

Ellen will prepare time sheets for PC members based on the attendance recorded in the meeting minutes and will bring them to the November meeting for signatures.

#### 8. Next Meeting

Sept 27, 2021

#### 9. Adjourn

Kitty made a motion to adjourn, and Yvan seconded. Motion passed and meeting adjourned at 8:05 pm.

Minutes respectfully submitted by Ellen Fox