

Westfield Planning Commission
Meeting Minutes
September 26, 2022, 6 PM
Westfield Community Center, 59 North Hill Rd., Westfield, VT

Present: Brian Dunn, Kitty Edwards, Ellen Fox, Loren Petzoldt, Pat Sagui
Members of the public: None

1. Call Meeting to Order

Pat called the meeting to order at 6:12 pm

2. Additions/Changes to the Agenda

None

3. Approve Minutes

A. September 19 minutes

Loren made a motion to amend the minutes to change "august 29" to "Sept 26" as the next meeting date, and to change "100 feet" from the right of way as the threshold beyond which screening of outdoor storage is not required to "500 feet." Brian seconded the motion and the minutes were amended. Loren made a motion to approve the amended minutes, Brian 2nd and the amended minutes were approved.

– Business from Minutes

Pat reviewed the existing town ordinances and will elaborate on the format of the existing ordinances and where they place the adoption history when we discuss the proposed ordinances as part of the meeting agenda.

4. Ordinances - New

- Review/vote final draft Short Term Rental Ordinance –

This was tabled to a future discussion in order to attend to the Outdoor Storage Ordinance which is a priority that will impact the proposed Zoning Bylaw.

- Review/vote final draft Outdoor Storage Ordinance

Pat shared that the Dog Ordinance places the adoption history at the end of the ordinance. The Planning Commission agreed to follow this format and put the adoption history for the Outdoor Storage Ordinance at the end of the Ordinance.

A clause was added in the enforcement section that any person presenting evidence that there is a violation of the Ordinance will do so in writing to the Selectboard. This is to prevent erroneous or harassing claims of a violation.

There was discussion of the fee that would be applicable in the event of a violation, and when a waiver fee will apply. The Planning Commission proposed that when a violation exists and is resolved within 30 days, then the violator would pay only the waiver fee and that fee is due within 30 days. Each day a violation exists constitutes a new violation. Pat will work on the

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draft to clarify the fee section and send it to Ellen for a second review. Then the draft will be circulated to the Planning Commission members to approve it by email for submission to the Selectboard. A review and the Ordinance will be on the Selectboard agenda for the October 17 meeting.

5. Zoning Bylaw revisions:

- Final review edits for Section 8, Specific Uses

Several specific uses were discussed and determinations made whether these uses would be permitted through administrative review or the conditional use review process.

- Review Town Plan language that supports creation of PUD and Conservation District
Pat pointed out that there is an abundance of statements in the Town Plan which support creation of Planned Unit Development process and a Conservation District. She has given Ellen notes on where to find these statements of purpose and intent and Ellen will include these in the appropriate sections of the proposed Zoning Bylaw.

Brian raised a question about multiple accessory structures and if a person could receive permits for multiple accessory structures. The Outdoor Storage Ordinance may encourage property owners to build many small structures to eliminate outdoor storage that would be in violation of the proposed Outdoor Storage Ordinance.

6. Next Zoning Bylaw draft section/s

Updates from Ellen

Revised schedule to complete Bylaw draft

Possible additions/changes (see below)

The need to review the entire proposed Bylaw for missing information and miscellaneous items was discussed. Ellen will create a list of items to review during the next meeting including the general performance standards (such as what decibel level is permitted at the property boundary.)

7. Other Business

Pat mentioned that Will Young, Zoning Administrator, suggested the Planning Commission consider a smaller setback for sheds in the Village District. Many of these lots are small and the current building envelope will not allow for an accessory structure for storage.

8. Next Meeting

October 10 at 6:00 pm

Pat and Ellen will attend the October 17th Selectboard meeting to present and discuss the Outdoor Storage Ordinance.

9. Adjourn

Kitty motioned to adjourn, Brian 2nd the motion and the meeting adjourned at 7:58 pm

Minutes respectfully submitted by Ellen Fox