

**Westfield Planning Commission**  
**Meeting Minutes**  
**January 2, 2023, 6:00 PM**  
**Westfield Community Center, 59 North Hill Rd., Westfield, VT**

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

1. Call Meeting to Order

Pat called the meeting to order at 6:12 pm

2. Additions/Changes to the Agenda

Pat added the 2022 Town Report into item 8 Other Business

3. Approve Minutes

A. Nov 28 minutes

Loren motioned to approve the minutes, Kitty seconded and the minutes were approved.

– Business from Minutes

Pat is working with Alison from NDVA to develop non technical language around sound level requirements for the performance standards. Pat is meeting with Alison to discuss this on January 3. Ellen will include language to clarify that the performance standards must be met by all development and will be applied by the ZA for permitted uses and by the DRB for all development reviews. Timesheets were submitted to LaDonna and PC members have received stipend checks for the year.

4. Bylaw Revisions Outreach

- modify Sutton *Guide to Zoning*

Loren mentioned that the Sutton example seems to be an instructive tool for people to understand and navigate zoning regulations and approvals in general, rather than a guide to understanding the amendment process for bylaws.

- questions

The PC discussed options to disseminate information about the proposed revisions to the Zoning Bylaw in Westfield and hear comments and input from residents of Westfield. Members settled on sharing as much information as possible online 15 days prior to an informational meeting of the Planning Commission to offer a review of the draft revisions to the Zoning Bylaw, looking for comments and feedback from residents. The formal public hearing for the revisions and approval by the Selectboard would happen subsequent to the PC informational meeting.

- distribution

The PC informational meeting will be announced with a flyer posted online, at the Town office, at the Town Garage/Recycling Center, and at Westfield General Store.

- sharing data
- survey

A separate survey will be taken regarding the potential to connect the Westfield wastewater system to the Troy system which has excess capacity and would provide a public wastewater option to the Village in Westfield. PC members reviewed the questions we might ask and Ellen will draft a set of questions based on the discussion, then send to Pat for refinement, then for PC members to review at the next meeting.

5. Zoning Bylaw revisions:

- Edits to Parking

Pat has language to include in the proposed Zoning Bylaw revisions. Tabled for Pat to present at the next meeting.

- Review sections: wind conversion; wireless service towers, PUD

PC members reviewed these technical sections of the Bylaw. Discussion of setbacks and priorities for each section will be incorporated into the proposed revisions and some undecided issues will be addressed in a future meeting. Pat will gather some information from others with expertise around setback requirements for towers (both telecom and wind energy conversion.)

6. Next Zoning Bylaw draft section/s

Updates from Ellen

Revised schedule to complete Bylaw draft

It is likely after Town meeting that the proposed draft will have resident comment and feedback, have review by the Town Attorney, and a final draft provided to the Selectboard for public hearing and approval.

7. Title 19 – municipal authority to maintain roads, culverts, ditches, drainage

<https://legislature.vermont.gov/statutes/section/19/011/01111>

- info from Road Commissioner
- info from Jim Ryan, VTrans
- draft letter to SB

Pat confirmed that Title 19 provides latitude for towns to protect public roads and rights-of-way from potential hazards that arise from private land-owner development.

8. Other Business

Pat will create a draft Town Report from the Planning Commission for 2022 to be included in the Town Report and distribute it by email to PC members for review. The report is due to LaDonna by January 13.

9. Next Meeting

Tuesday, January 17 at 6 pm.

10. Adjourn

Ellen made a motion to adjourn, Kitty seconded and the meeting adjourned at 8:47 pm.

Minutes respectfully submitted by Ellen Fox