

**Westfield Planning Commission
Meeting Minutes
Monday, March 13, 2023, 6:00 PM
Westfield Community Center, 59 North Hill Rd., Westfield, VT**

NOTE: location change, upstairs Community Center, enter East side facing common

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. February 13 minutes

Loren motioned to approve the minutes. Kitty seconded. No discussion. Motion passed unanimously.

– Business from Minutes

None

4. Zoning Bylaw revisions:

- Miscellaneous edits revisions
- Attorney review
- Review of other reader comments

Ellen discussed that the Town Attorney, another reviewer from Westfield, the Zoning Administrator, a retired regional planner from Maine have reviewed the proposed revisions in their entirety. In addition, the Town Clerk and Selectboard have provided substantial input to the draft revisions. The floodplain manager is still reviewing the River Corridor and SFHA regulations.

Some specific comments from reviewers that were discussed include

-the need for a zoning permit if renovations cost 50% or more of the assessed property value.

This is potentially problematic because renovation often occurs in stages and there is no defined timeline for the cost expenditure (ie is it 50% in one year, or for the whole project.)

Also the cost estimate is a moving target and is somewhat unknown prior to the renovation when it would be time to apply for a zoning permit.

-the need to describe a quorum as a majority of the total number of seats of the DRB as opposed to number of active members.

-the Attorney recommended using Greensboro Zoning Regulations as model language because there has been litigation the bylaw language has held up to legal challenge in the court.

-the recommendation that a person in addition to the ZA be responsible for acting on an application within 30 days to diminish problems arising out of conflict of interest. Pat will discuss with other town officials if there is a conflict of interest policy for all town officials.

5. Sewer hook-up survey

Pat mentioned at Town Meeting. Ellen will go to the next Jay Troy joint sewer board committee meeting.

6. Town Meeting

- church property

Pat mentioned that a study committee formed at Town Meeting

- bylaw revisions
- sewer hook-up

Pat made announcements at Town Meeting about the Bylaw revisions and the sewer hook up survey.

7. Next Zoning Bylaw draft section/s

Updates from Ellen

- outreach plan and materials for PC informational meeting
 - Percent of total acreage in Westfield conserved now, and with addition of District (not necessarily conserved via land trust)

With comments back from reviewers, Ellen will put together a draft schedule and a document outlining the purpose for proposed revisions prior to the next meeting on March 27, and the PC will review these at that meeting.

- schedule to complete Bylaw draft

8. Other Business

Selectboard transition: Pat will make an invitation to the new Selectboard member to come to a PC meeting to provide an orientation to the proposed revisions and have opportunity for questions and discussion. Loren mentioned it would be helpful to provide an account of the questions or concerns already raised by the Selectboard and how the PC has responded with changes to the proposed revisions.

ZBA hearing: Pat mentioned that the ZA anticipates a hearing for a subdivision and PC members confirmed that a hearing would be possible on April 10.

9. Next Meeting

March 27

April 10 - including potential review session for new Selectboard member and ZBA hearing

10. Adjourn

Loren made a motion to adjourn; Kitty seconded the motion. Meeting adjourned at 7:18 pm.