

Westfield Planning Commission Meeting Minutes
Monday, October 30, 2023, 6:15pm
Westfield Community Center, 59 North Hill Rd., Westfield, VT

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

1. Call Meeting to Order

Pat called the meeting to order at 6:16 pm

2. Additions/Changes to the Agenda

None

3. Approve Minutes

A. October 9

Loren made a motion to approve the minutes, Kitty seconded. Minutes approved.

– Business from Minutes

- Letter to landowners above 1600' was sent by Pat. Selectboard members Richard and Dennis have heard questions/comments at recycling. The Planning Commission recommends that it will be most useful for citizens/landowners to submit questions and comments in writing and come in person to participate in the public hearing process so these insights can be considered for integration into the proposed revisions.
- Pat will check in with LaDonna re: "clerk's certificate"

4. Zoning Bylaw revisions:

• Public engagement

– 12/4 Hearing date scheduling conflict for use of Community Center

The public hearing was rescheduled to 12/5 at 5:30-7:30 pm

– Edit draft Purpose document

Ellen will bring a draft of the purpose document to the next PC meeting outlining the 3 main reasons for the proposed revisions: 1) to make the Bylaw more easily implemented with clear instructions to apply for a Zoning Permit and clear instructions for how they are approved by either the Zoning Administrator or the citizen Development Review Board, 2) to include the updated goals of the Town Plan to the provisions of the Zoning Bylaw, and 3) to bring our Bylaw into agreement with State statutes.

– Outreach plan for PC informational meeting

- Flow Chart

The members of the Planning Commission decided it would be helpful to adapt the generic flow chart that maps adoption of a municipal bylaw to create a specific flow chart personalized to Westfield with descriptions of each step of the process and tentative dates.

– Materials for public engagement

- Announcement re: Where to find draft revisions w/ track changes, other explanatory docs

Ellen will create a draft flyer to spread the word about the process and to encourage participation in the hearing process. The PC will review this at the next meeting. The flyer will match the informational link at the Town website. It will contain the personalized flow chart, list of documents that can be accessed on the town website, and the notice of the public hearing on Dec 5.

– Documents to post on Town website

The purpose document outlining the reason for the proposed revisions, the changes report which contains a table of the entire proposed revisions and a table of the changes in the structure of the

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Bylaw, a separate link with the current and proposed table of uses, the proposed zoning districts map, and a draft of the proposed revised Bylaw. Ellen will set up an email account to receive written comments. Any comments received will receive confirmation by autoreply, and comments received prior to the December 5 hearing will be shared at the outset of the hearing.

In addition to information on the website, these same documents will be available in hard copy at the Town Clerk's office and at the library.

These documents will be available by December 16. The comment period will be open from when the documents and email address are posted and until January 5, 2024.

The public hearing on December 5 will be recorded and made available on the Town website.

– Homework

Pat will consult with LaDonna about the best way to make hard copies available.

Pat will consult with LaDonna about the best way to set up an info page on the Town website with links to downloadable documents for review.

Pat will ask Alison at NVDA about printing a large-scale map.

Ellen will set up westfieldplanning@gmail.com to receive written comments.

5. Sewer hook-up

PC members discussed the value of potentially creating a system to use existing capacity of the Jay/Troy wastewater facility. This would bring value to property owners particularly in the Designated Village Center.

- RFQ interview questions

The Selectboard has a list of interview questions.

- Next steps

Pat met with the Selectboard and they will plan a meeting with the engineer/consultant to begin an interview and site visit process, identify possible testing sites, and potential public engagement.

6. Other Business

None

7. Next Meeting

November 6 at 6 pm

8. Adjourn

Kitty made a motion to adjourn, Loren seconded, and the meeting adjourned at 7:40 pm

Minutes respectfully submitted by Ellen Fox.