

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

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

1. Call Meeting to Order

Pat called the meeting to order at 6:15 pm

2. Additions/Changes to the Agenda

None

3. Approve Minutes

A. October 30

Kitty made a motion to approve the minutes. Brian seconded. Motion passed.

– Business from Minutes

- Letter to landowners above 1600'

Pat will get a firm date by Friday for an NVDA rep to attend the PC public hearing on the proposed Zoning Bylaw revisions. The hearing will be either Dec 5 or Dec 7.

Ellen and LaDonna have consulted about the information page on the Town website to provide a hearing notice and documents regarding the proposed revisions to the Zoning Bylaw.

4. Zoning Bylaw revisions:

- Public engagement

– Finalize Hearing date 12/5 or 12/6

The PC discussed the possibility of the hearing on 12/5 or 12/7 instead of 12/6 as a possible date. Pat will communicate with NDVA staff to confirm a date.

– Review draft Purpose document

The PC discussed the content of the required report to submit the proposed revisions to the Zoning Bylaw. The report will contain a purpose statement that the revisions are to

- 1) Revise the format to make the document more user friendly
- 2) Make changes to bring the Zoning Bylaw into compliance with State and Federal regulations
- 3) Make changes in the language of the Bylaw to further the goals of the Town Plan

There will be brief, concise descriptions of these purposes.

– Review outreach plan/ for PC informational meeting

- Flow Chart

Ellen will make the draft flow chart larger to be more readable.

– Review handouts/materials for public engagement

The PC developed names for each of the documents to provide public information about the proposed revisions. The documents include:

- 1) The report summarizing revisions to the Bylaw and their purpose

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- 2) Proposed Changes in Format: Current to Proposed
- 3) Proposed Changes in Language: Current to Proposed with brief explanations for each change
- 4) Proposed Table of Uses: Current to Proposed
- 5) Complete draft of the Zoning Bylaw as proposed

During the discussion, members reviewed and clarified language for camps, campsite, short term rentals, right-of-way and setback definitions, and increased the size of accessory dwelling units up to 1200 above ground living space.

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

A flyer to match the informational webpage will be distributed with the locations to examine the complete documents listing the Town Clerk's office and the Hitchcock Library.

- Documents to post on Town website

All the informational materials will be on the Town website. Ellen will work with LaDonna to develop the page and review it prior to the launch date of November 16.

- Homework

Ellen will send all the listed documents for PC members to review.

5. Sewer hook-up

- Interview questions for engineering applicants

The Selectboard will interview the engineer applicant on Friday. Pat collected general information about Westfield's current situation with private septic systems in the Village so the engineer can tailor a proposal to Westfield's needs.

- Next steps

6. Other Business

None

7. Next Meeting

Monday, November 13 at 6 pm

8. Adjourn

Loren made a motion to adjourn, Ellen seconded, and the meeting adjourned at 8:40 pm.

Minutes respectfully submitted by Ellen Fox