

Westfield Planning Commission
Meeting Minutes
Monday, November 28, 2023, 6:00pm
Westfield Community Center, 59 North Hill Rd., Westfield, VT

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

1. Call Meeting to Order

Pat called the meeting to order at 6:06 pm

2. Additions/Changes to the Agenda

None

3. Approve Minutes

A. November 6

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

– Business from Minutes

All business from the minutes is on the agenda under public engagement.

4. Zoning Bylaw revisions:

•Public engagement

– Comments received to date

Ellen shared that no written comment has been received by email, and LaDonna has distributed the webpage link to individuals who requested to be notified when information was posted.

– Agenda for hearing – discussion and draft

Members of the Planning Commission discussed the order for topics to be presented at the hearing. There will be an overview of hearing procedures, an overview of the process for Bylaw amendment, an explanation of the purpose statement, a description of how the Westfield Zoning Bylaw fits into the regional plan, and then the majority of the hearing will be open for public comment. Topics were assigned estimated times to keep the agenda moving and allow as much time as possible for comment. If the hearing requires a continuance, the date and time will be announced at the hearing. The hearing will be recorded and posted on the Town website.

– Materials/Handouts for hearing

A handout will be prepared for the hearing including hearing procedures, the Clerk's Certificate outlining the process for Bylaw amendment, and all slides that will be presented at the hearing. All existing print copies of the informational materials will be rounded up for use at the public hearing.

– What to include in the 2023 Town Report

PC members discussed a summary of the work on the Zoning Bylaw revisions and developed a preliminary workplan for 2024.

– Homework

Pat will

-check with LaDonna if the Community Center is available Dec 14 or Dec 18 so we can tentatively schedule a continuance of the public hearing if necessary.

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- check with LaDonna if the Community Center is still scheduled for a blood drive on Dec 4.
- coordinate the best way to record the public hearing.
- send proof of receipt for submission of materials for the proposed revised bylaw to adjoining towns, NVDA, and Vermont Agency of Commerce and Community Development.

Ellen will

- prepare final version of the public hearing agenda.
- send all informational documents to Alison Lowe at NVDA and request that she speak for 5-10 minutes at the hearing about the relationship between Westfield's proposed Zoning Bylaw and the regional plan.
- create a Clerk's Certificate for this Zoning Bylaw amendment process.
- prepare slides for presentation at public hearing.
- prepare a map to present showing the slope within the proposed conservation district.

5. Sewer hook-up

- Next steps

Pat reported that the reference checks for the consulting firm were excellent.

6. Other Business

None

7. Next Meeting

Dec 4

The Dec 4 meeting may be upstairs at the community center; enter through the front door (facing North Hill Rd) and set up the room for the hearing after the meeting.

8. Adjourn

Loren motioned to adjourn. Brian 2nd, and the meeting adjourned at 8:09 pm.

Minutes respectfully submitted by Ellen Fox