

Westfield Planning Commission
Meeting Minutes
Monday, December 4, 2023, 6:00pm
Westfield Community Center, 59 North Hill Rd., Westfield, VT

Attendance:

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

1. Call Meeting to Order

Pat called the meeting to order at 6:35 pm

2. Additions/Changes to the Agenda

None

3. Approve Minutes

A. November 28

Loren made a motion to approve the minutes, Kitty 2nd and minutes approved.

– Business from Minutes

December 14 is confirmed as the continuance date for the Dec 5 hearing if needed. The Planning Commission went through the homework list from November 28 and all tasks have been completed.

4. Zoning Bylaw revisions:

• Public engagement

– Prep for **12/5 Hearing**

• Hearing Procedure

Pat will go over hearing procedures at the opening of the hearing. Ellen will include a slide and the procedures will also be printed on the back of the agenda

• Presentation talking points/breaks for questions

Ellen will present the adoption process and info on the proposed revisions. Then Alison will present her comments. Then Pat will facilitate the public comment which will be the bulk of the time at the hearing.

• Agenda, Handouts, Slides, Recording, Sign in, etc.

We have the recorder from LaDonna

Kitty will keep time and greet people as they come in and show them the resource table

• Room set up

PC members set up the room and did a trial run through of the presentations

• Clerk Certificate info

The dates for parts of the adoption process that have been completed are on the Clerk's Certificate and Ellen will bring copies to the hearing.

– Homework

Kitty bring paper and pens

Ellen will get copies of materials for the resource table

Ellen will set up zoom link for Alison

5. Timesheets

Ellen will create timesheets from the meeting minutes attendance record for PC members to sign following the Dec 5 hearing

6. Other Business

None

7. Next Meeting

Tuesday Dec 5 Public Hearing

Monday, Dec 18 Regular Meeting 6 pm

8. Adjourn

Kitty made a motion to adjourn. Loren 2nd, motion passed and meeting adjourned at 8:55 pm.

Meeting minute respectfully submitted by Ellen Fox

REMINDER: The Public Hearing on the proposed Zoning Bylaw revisions is on Tuesday, December 5, at the Community Center – 5:30 pm – 7:30 pm and will be recorded and posted on the Town website. Comments due by January January 5, 2024.