Westfield Planning Commission

Agenda

Tuesday, May 26, 2026, 4:00pm

Westfield Community Center, 59 North Hill Rd., Westfield, VT

1. Call Meeting to Order

2. Additions/Changes to the Agenda

3. Approve 051226 minutes
   - correction re proposed by law change

4. Updates to Zoning Bylaw
   - Procedural input from NVDA
   - Vote to recommend changes to present to Selectboard

5. Town Plan Survey – Edits: Additions, Deletions, Language/clarity

6. Identify sections of Town Plan that need updating
   - per meeting with NVDA – statutory requirements, recommendations
   - other update recommendations

7. Outreach for TP survey
   - Announcement in tax bill
   - Help with E-fill at library
   - Paper copies at recycling, TC office, Library

8. Other Business

9. Next Meeting

10. Adjourn

Westfield Planning Commission
Meeting Minutes
May 26, 2026 4:00pm
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 4:07 pm

2. Additions/Changes to the Agenda
None

3. Approve 051226 Minutes
Loren made a motion to approve 051226 minutes. Kitty seconded.

There was discussion to clarify that the ZA does not need to notify a current applicant of potential changes in zoning regulation of a self-storage unit. The minutes from May 12 state that the ZA must notify the applicant. However, even if the current applicant runs out the permit and does not substantially begin construction, the Bylaw provides a process through existing use (because there is already a self-storage facility on that parcel) for approval by the DRB. There is no specific reason to single out and notify one individual of potential changes to the Bylaw.

There was discussion that proposed changes to the Bylaw will be made together as a single recommendation, not one at a time. The issue of antennae was considered, and Pat asked the question if others have heard of development or concerns that would be addressed with the proposed Bylaw changes.

Loren amended his motion to approve the May 12 minutes, with the clarifying information being recorded in these May 26 minutes that the ZA does not need to separately notify any individual about the proposed Bylaw changes. Brian seconded. Motion passed.

4. Update to Zoning Bylaws

Pat communicated with Alison about the process to propose and approve the two changes to the Bylaw that have been discussed. Alison responded that we need to do the same process for small changes as we would for a large change including a public hearing that is warned 15 days in advance.
We will hold a hearing on June 23 at 6 pm.
Pat will send a message to the Selectboard making them aware that we will have a hearing to propose two small changes to the Bylaw.
Ellen will draft the warning for a hearing.

5. Town Plan survey-Edits, Additions, Deletions, Language/clarity
-Add estimate of time to complete. It took Pat 10 minutes. We will put a range of 10-15 minutes to complete.

-Asterisk indicates that a question is required. Discussion of what questions we want responses and weather we need to require responses. The first question is required, and question 12 about development is required.
-Add a thank you very much at the beginning and at the end.
-Add Lowell as part of the region
-Add some instructions and reminder that people can access the library to fill out the survey online.
-Q2 add responses 1, 2, 3-6, 7+ as choices for size of household
-Q11 classes/mentoring available locally, another option peer discussion group with other entrepreneurs.
-Q25 remove "as"
-Q26 solve formatting issue when we create the print version
-Part of the instructions include, if there are things you would like to share, there is an open-ended question at the end of this survey for you to communicate what is important to you.
-Q33 make it just domestic hot water
-new question about energy saving investments – solar panels on your house, community solar project, replacing appliances, and the choices current Q33
-Q36 add response that is programs offered at the library
-add senior meals to questions about what you like about westfield Q22 and Q25, and also would you be interested in activities questions Q36 and Q37.

Loren made a motion to discuss article 7, then article 6. Kitty seconded. Motion passed.

7. Outreach for TP survey
-announcement in the tax bill
-Help with e-fill at the library
-Paper copies at recycling, TC office, Library

Ellen will make changes and send the email link to PC members for them to take the survey online. The survey is relatively easy to complete on the phone and we will have times to get help at the library with Loren providing help there. We will have outreach and reminders at recycling.

Announcement in the tax bill to include
-why we are doing this survey
-ways you can complete the survey
-QR code and link
-make them due by Sept 1
-questions? Refer to library include library hours. Pat will talk to librarian and get library hours.
-Drop off at Town Clerk dropbox, Library during open hours, and recycling or mail to Town Clerk (include address)
-how to use multiple responses from one email address, so we can set up a response station for folks without email address. The settings can be configured to not collect email and to not limit to 1 response.

Make same announcement info as a poster size for recycling, town clerk, Westfield general, community center, playground, and library.

Ellen will draft the notice.

Kitty will ask Denny to make sure it is acceptable to facilitate responses at Senior meals for Westfield residents on days she volunteers.

Pat will ask Niki if we have an email list to send a reminder on Aug 15 and confirm the date of the tax bill mailing.

6. Identify section of the Town Plan that need updating
-per meeting with NVDA – statutory requirements, recommendations
-other update recommendation

Everyone will read through the Town Plan and annotate the Table of Contents on areas that we think need attention. In depth reviews of sections will be:
Brian: Wildlife
Loren: 5. Education and 6. Economy 11. Land use
Kitty: 8. Transportation, 7. Housing
Pat: 9. Energy 4. Facilities and Services
Ellen: 12. Development trends and regional stuff 3. Flood 2. Water resources

Each person will read and make notes about their section.
For next meeting, Ellen will at least annotate water resources, Pat will do facilities, Loren will do Education and Economy, Brian will do Wildlife, and Kitty will do Transportation.

Introduction and implementation are impacted by the survey so those will be completed later. Achievements since the last Town Plan can go in the Introduction and be noted in the appropriate section.

8. Other business
None

9. Next Meeting
Tuesday June 9, 2026 at 4 pm.

10. Adjourn
Loren made a motion to adjourn. Ellen seconded. Motion carried. Adjourned at 6:26 pm.

Minutes respectfully submitted by Ellen Fox