

Westfield Planning Commission
Agenda
Tuesday, July 28, 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:
 - 070726 minutes
4. Town Plan Survey –
 - results of testing survey
 - other Survey business/response updates
5. Identify sections of Town Plan that need updating
 - discussion of section reviews assigned 060926:
 - Ellen: Flood Resilience
 - Kitty: Housing
 - timeline to get section notes to Pat to draft updated Town Plan
6. Draft Town Plan Document sharing
 - demonstration
 - Q & A
7. Other Business
 - update on proposed Zoning Bylaw amendments
8. Next Meeting
9. Adjourn

Westfield Planning Commission
Agenda
Tuesday, July 28, 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 4:10 pm

2. Additions/Changes to the Agenda

No review of current Town Plan sections on housing or flood resilience tonight as listed in item 5. Move to next meeting.

3. Approve:

- 070726 minutes

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

4. Town Plan Survey –

- results of testing survey

Selectboard received the link to the survey questions. Loren will check in with the librarian to make sure she is ready to help folks or answer questions. Kitty is going to help people at senior meals.

- other Survey business/response updates

Niki has notice of the survey up on the electronic sign. We have 5 responses so far. Kitty will get paper copies to use at senior meals and Niki will provide paper copies for the library. The preferred method to complete the survey is to do it online. At our next meeting, we will look at a summary of what responses we have so far if more than 10. If we need more outreach, we will make a plan for that. We need at least 50 survey responses. Ellen will ask Niki to print a “poster” size of the notice that went out in the tax bill to post at recycling, community center, WGS, hardware store, library and town clerk and to print a handout for recycling.

5. Identify sections of Town Plan that need updating

- discussion of section reviews assigned 060926:

Ellen: Flood Resilience

Kitty: Housing

This item is tabled until the next meeting.

- timeline to get section notes to Pat to draft updated Town Plan

Pat discussed that we can focus on the text document to make changes and send for approval to neighboring towns, NVDA, for the Selectboard hearing.

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General draft Sept 1
Changes driven by survey Oct 1
Draft for planning commission review by Nov 1
Final draft for hearing by Nov 15
Hearing around late November/early December

6. Draft Town Plan Document sharing

- demonstration
- Q & A

Ellen explained that we will all “suggest” changes to a google doc. Then suggestions will be resolved through a central editor or the group as an editor. Ellen did a demo of sharing on google docs. Ellen will set up sharing and suggesting privileges (color coded if possible) in the text only version of the Town Plan document. Ellen will share the link to the document with the Planning Commission by August 4 for members to start to get oriented in the document. At the next meeting Aug 11, we will make changes to the document together during the meeting to demonstrate how we will share and suggest changes. Ellen will bring a projector.

Loren mentioned that we will focus on trends as meaningful graphics rather than focus on any data at a single point in time. Pat mentioned that we will add graphics that show the survey feedback. We will add the graphics after the text is all done.

7. Other Business

- update on proposed Zoning Bylaw amendments

Pat met with the Selectboard. A letter went to Anthony Tanguay to provide notice of the proposed amendments. Ellen is the contact person for any questions.

Niki is working on the notice for the Selectboard hearing.

Loren made a motion to recommend that the Selectboard approve the proposed Zoning Bylaw changes in the Planning Commission’s Notice of Hearing held on June 23, 2026. Kitty seconded. Discussion followed. Pat mentioned that there has already been some discussion with the Selectboard and they have a hearing scheduled to precede their August meeting. Motion passed unanimously.

8. Next Meeting

Tuesday August 11, 2026 at 4:00 pm
Monday August 24, 2026 at 4:00 pm

9. Adjourn

Kitty motioned to adjourn. Loren seconded. Adjourned at 5:24 pm

Minutes respectfully submitted by Ellen Fox

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