

Westfield Planning Commission
Agenda
Tuesday, August 24, 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:
 - 081126 minutes
4. Town Plan Survey –
 - current tally of returned surveys
 - other Survey business/response updates
 - entering/compiling data from paper/hard copy surveys
5. Identify sections of Town Plan that need updating
 - discussion of section reviews assigned 060926:
 - Kitty: Housing
 - timeline to get section notes to Pat to draft updated Town Plan
 - review/amend proposed draft timeline from 081126 meeting
6. Draft Town Plan Document sharing
 - demonstration, print instructions to use google docs (Ellen)
 - Q & A
7. Other Business
 - Report (Pat & Brian): Selectboard 081726 Hearing on proposed Zoning Bylaw amendments
8. Next Meeting
9. Adjourn

Westfield Planning Commission
~~Agenda~~ **minutes**
Monday, August 24, 2026, 4:00pm
Westfield Community Center, 59 North Hill Rd., Westfield, VT

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

1. Call Meeting to Order

Pat called the meeting to order at 4:23 pm

2. Additions/Changes to the Agenda

Pat noted that in other business we will discuss how people can participate in Planning Commission meetings by zoom. Ellen added that we address questions received by Jennifer Grace in other business.

3. Approve:

- 081126 minutes

Kitty made a motion to approve the minutes. Brian 2nd. Discussion: Change the header to say "minutes" instead of "agenda." Approved as amended unanimously.

4. Town Plan Survey –

Town Clerk is collecting paper surveys. Pat will check on the number of surveys and pick up the paper copies from Niki and bring them to the next meeting.

- current tally of returned surveys

There are 17 electronic responses.

- other Survey business/response updates

If there are not 53 responses by our next meeting, we will develop an outreach plan to increase the responses.

- entering/compiling data from paper/hard copy surveys

Pat will provide the paper surveys collected to Ellen and she will enter the paper copies to the electronic survey. After recording them electronically, she will return the paper surveys to the Town Clerk for storage and record keeping. For each response Ellen will enter a code in the last question of the electronic version and write the code also on the corresponding paper copy.

5. Identify sections of Town Plan that need updating

- discussion of section reviews assigned 060926:

Kitty: Housing

Kitty asked about the tables of data, and if we needed to update those tables. It was unclear to her whether the data was helpful to assess the housing situation in Westfield. Pat mentioned that it is surprising that so many housing units in Westfield are vacant. There was discussion that these may be hunting camps or another type of housing. We

need to learn more about what constitutes a housing unit and what the definitions are for each type of occupancy in that data set. Kitty will locate updated data and information about the data. The demographic info is important. Kitty will ask Niki if the housing destroyed by fire in Alpine Haven was rebuilt. We will update the Scenic View section that it is now employee housing owned by Jay Peak. Kitty will make a compilation of the zoning report from the annual town reports to assess how many new housing units are being built and how many are being lost to other uses.

Housing affordability, as defined by the state, will be investigated by Kitty and she will compare our information with new state info to see how we might update our language and charts. It may be important to compare the existing chart on affordability in the current town plan with an updated set of data. We will also include the results of all the housing questions on the current survey in a table or chart. We will provide info about NVDAs regional goals for housing and their projected range of new housing units for Westfield in particular. There was discussion about realistic places for new housing in Westfield and while there are locations available and zoning permits construction of single household dwellings, there are not many subdivisions and sales of property, and there is a significant lack of roads for frontage of new lots and lack of infrastructure such as power, water, roads. The current town plan states 33 miles of road. Pat will check on that number and if it includes trails.

On page 36, there is extremely detailed information about each section of town. Instead of including this information road by road, we will list each Zoning District in town and describe existing housing and narrative of potential housing or limits to housing in each district. Septic limitations, floodplain, conserved in ag restrictions can be stated as deterring housing. Zoning was updated to provide more housing opportunities. It is the entrenched settlement patterns of the town that prevent increased housing development, rather than any regulation

Pat mentioned that the clarification of private uses of public trails needs to be included in this update of the Town Plan.

There was group discussion of whether there are younger working people moving to Westfield, and how we could get that information. We could use the school enrollment in the town reports. Lauren mentioned that we could see data on the age of Westfield residents. Ellen will look at property transfer tax records. Young families are interested in the quality of education in Westfield, though the price and nonavailability of real estate is likely prohibitive to their moving here.

Village Center designation will be noted in this section and a description of the feasibility study for a wastewater system will be included under challenges and opportunities.

Ellen mentioned some comments from the responses that demonstrate a misunderstanding of the current zoning bylaw, and perhaps the Planning Commission

would do some outreach based on the survey responses. Pat mentioned the efficiency improvements in the public buildings and that we want to mark that accomplishment and acknowledge that this will reduce the long term costs of running and maintaining the town infrastructure. The list of recommendations were reviewed and many from the current town plan have been achieved and this will be noted in an "accomplishments" list within each section. For example, being part of the homeshare program, ww study, updated zoning, ADUs, Jay Peak ownership.

- timeline to get section notes to Pat to draft updated Town Plan
- review/amend proposed draft timeline from 081126 meeting

The timeline may need to be adjusted depending on if we have sufficient survey responses and input from the public. It will also depend on the amount of edits that need to be reviewed in the draft document and our efficiency at sharing the document.

6. Draft Town Plan Document sharing

- demonstration, print instructions to use google docs (Ellen)
- Q & A

Loren and Kitty will test access before the next meeting.

7. Other Business

- Report (Pat & Brian): Selectboard 081726 Hearing on proposed Zoning Bylaw Amendments

There was no comment from the public at the Selectboard hearing.

Zoom attendance at Planning Commission meetings can be available to anyone, though, the request must be made at least 2 business days prior to the Planning Commission meeting. Loren will run the computer with the zoom link on the Town laptop at the next meeting.

We discussed how to provide more information about the process for updating the Town Plan. The Planning Commission follows the open meeting law and welcomes comment and input into the process of updating the Town Plan. Pat will add public comment to every agenda.

Jennifer Grace raised questions about several topics. The questions on the survey which link development in the Village and a wastewater system simply recognize that wastewater will need to be addressed for dense development in the Village to occur. The Planning Commission recognizes this could be a private system for individual development, a community system, or some other solution. The Planning Commission will endeavor to address her additional questions specifically at the next meeting.

8. Next Meeting

Tuesday, Sept 8 at 4 pm

9. Adjourn

Ellen made motion to adjourn. Loren seconded. Adjourned at 6:30 pm.
Minutes respectfully submitted by Ellen Fox