

# TOWN OF WESTPORT PLANNING BOARD



## MEETING MINUTES

**March 22, 2022**

### **PLANNING BOARD MEETING**

Chairman Jim Whitin called the meeting to order at 6:06 p.m. with Vice-Chair Robert Daylor and members John Bullard, Manuel Soares, Mark L. Schmid, and Assistant Town Planner Amy Messier in attendance.

**Chair's Announcement** – Under MGL Chapter 30A, section 20(f) – The meeting is being recorded.

#### **Call to order 6:00 p.m.**

#### **1. Administrative Items**

- a. **Approval Not Required (ANR) 278 Drift Road (22-001A)** Request by the applicant for endorsement of a Plan of Land showing 2 Lots for land located at 278 Drift Road, Map 52 Lot 20.

Greg Nicholas from Southcoast Engineering was present representing the applicant. The applicant is proposing to divide lot 2A into 2 parcels. Parcel B is to be combined with Parcel A, and Parcel C is to be combined with Lot 1. The frontage will increase from 23.34' to 66.17'.

#### **Motion**

Daylor moved to approve the endorsement of the plan entitled "Plan of Land at 278 Drift Road Westport, MA, for Barbara A. Marcotte" Map 52 Lot 20 as amended because the plan complies with the provisions of MGL Ch. 41 Section 81P. Seconded by Daylor with all five members in favor.

- b. **978 Solar Development, LLC (21-005SP)** Closeout, and release consultant review fees plus interest (\$6,715.00).

Ms. Messier stated that the account is being closed and the Consultant Review fees are being refunded because Borrego withdrew without prejudice and will be refiled under the previous By-Laws.

#### **Motion**

Daylor moved to close out the consultant review account and release the inspection funds of \$6,715 + interest for 978 Solar Development LLC. Seconded by Bullard with all five members in favor.

#### **c. NEP Coastal Watershed Grant Program**

Ms. Messier stated that the EPA, through the Southeast New England Program (SNEP), has issued a request for proposals for the 2022 Watershed Implementation Grants funding and that she will submit an EOI as well as an application for consideration.

## **2. 6:10 p.m. Public Hearing**

The Planning Board met in a public hearing on March 22, 2022, after the proper notice was given in the Chronicle on Wednesday, March 2, 2022, and March 9, 2022, recommending that the articles be placed on the Warrant for the Spring Town Meeting 2022.

Whitin read the proposed Zoning Amendments into the record.

### **Article A.**

#### **Item 1.**

Amend Section 3. DEFINITIONS by adding the following definition in alphabetical order:

**Sign:** Any letter, word, symbol, drawing, picture, design, device, article, or object that advertises, calls attention to, or indicates any premises, person, or activity, whatever the nature of the material and manner of composition or construction when the same is placed out of doors in view of the general public or placed indoors for exterior observance, except temporary indoor paper signs advertising sales, promotions or special events.

#### **Item 2.**

Amend Section 8.4 SIGNS by deleting it in its entirety and inserting the following:

### **Section 8.4 SIGNS**

#### **8.4.1. PURPOSE AND INTENT.**

The purpose and intent of this bylaw shall be to assure that all signs be appropriate to the land, building, or use to which they are appurtenant; be protective of property values and the safety of the public, and not unnecessarily detract from the historic qualities and characteristics of the Town of Westport.

#### **8.4.2 RESIDENTIAL DISTRICT**

Signs are prohibited in the Residential District, except as described below.

In a residential district, the following signs are permitted:

- 1) A sign of not more than two (2) square feet in area, displaying the street number and/or the name of the occupant of the property.
- 2) One professional or home occupation sign, or one sign identifying a nonresidential building or use permitted in a residential district, not to exceed six (6) square feet. When more than one business exists on a residential district site, the total area of signs on that site shall not exceed six square feet.
- 3) One sign identifying each public entrance to a subdivision or multifamily development such as apartments or townhouses, of not more than six (6) square feet in area. In addition, each family unit may be identified by a single sign of not more than one (1) square foot, without a time limit.
- 4) Residential for sale or rent signs not to exceed three (3) square feet.

#### **8.4.3 BUSINESS AND UNRESTRICTED DISTRICT**

Signs advertising goods or services offered by an occupant of the premises for sale, hire or use, are permitted provided however that any such sign in the Westport Point Historic District is subject to the approval of the Westport Historic District Commission and further provided that signs shall not exceed seven (7) square feet for one business, or In the case of a building containing more than one business, the following shall apply:

- 1) One street side sign not to exceed seven (7) sq. ft. to identify the complex itself.

- 2) Individual businesses within the complex are identified on the street side with 12" x 36" signs arranged vertically in a single structure.
- 3) Each business within the complex may have one (1) 2 sq. ft. sign located at the doorway for business identification.

#### **8.4.4 SCIENCE AND TECHNOLOGY OVERLAY DISTRICT (STOD)**

See Section 5.6.7.N for special requirements for signs located in the Science Technology Overlay District.

#### **8.4.5 ALLOWABLE TEMPORARY SIGNS**

- 1) Real Estate Signs. On any lot there shall be no more than one temporary sign not exceeding seven (7) square feet in area, pertaining to the lease or sale of the lot or building on which such sign is placed. The sign shall be permitted for a period not to exceed seven (7) days after such sale or lease execution.
- 2) Contractor Signs. One temporary sign, not exceeding seven (7) square feet in area, may be allowed on-site during construction for a period not to exceed seven (7) days after completion of such work.
- 3) Event Signs. On any lot there shall be no more than one temporary special event sign not exceeding seven (7) square feet in area. Special event signs shall be erected for no longer than 4 weeks and are to be removed within two business days following the event.

#### **8.4.6 ALLOWABLE PERMANENT SIGNS**

On any lot, there shall be no more than one such sign pertaining to the use thereof or having the name and occupation of the occupant or occupants, and no such sign shall exceed two (2) square feet in area. All permanent signs located in the Westport Point Historic District are subject to Westport Historic District Commission review and approval.

#### **8.4.7 SPECIAL PERMIT**

The Planning Board may in each case issue a Special Permit for a Special Exceptions for the erection of larger signs, either temporary or permanent, which they deem not detrimental to the surrounding property or injurious to the public welfare, provided however that any such permitted sign in the Westport Point Historic District is also subject to the approval of the Westport Historic District Commission.

#### **8.4.8 GENERAL STANDARDS FOR SIGNS**

The following standards apply to all signs:

- 1) No sign shall be erected to obstruct any fire escape, window, door, or other opening or to prevent free passage from one part of a roof to any other part thereof.
- 2) No sign shall be attached in any manner to a fire escape or shall be placed to interfere with an opening that is required for ventilation.
- 3) No sign shall be erected that shall in any way create a traffic hazard nor in any way obscure or confuse traffic control.
- 4) No sign or sign structure shall interfere in any way with a public way, including sidewalks.
- 5) Letters, figures, characters, or representations in a cutout or irregular form, maintained in conjunction with, attached to, or superimposed upon any sign, shall be safely and securely built or attached to the sign structure.
- 6) Signs shall be designed, constructed, and erected in accordance with the State Building Code.
- 7) No sign shall be posted on or attached to utility poles, trees, nor attached to any parapet.

8) No non-municipal sign shall be located on public property, including sidewalks, roadsides, and roadways without permission from the Town and otherwise in compliance with the provisions of this Section.

#### **8.4.9 ILLUMINATED SIGNS**

The following additional standards apply to illuminated signs.

- 1) No internally illuminated signs are permitted.
- 2) Exterior illumination of signs shall be so shaded, shielded, or directed as to create minimum ambient light, and so as not to reflect or shine on or into neighboring premises or into any public street. All lighting shall comply with the International Dark-Sky Association (IDA) "fixture seal of approval" program certification standards.
- 3) Neon lighting will not be permitted.
- 4) Interior illuminated signs will not be permitted, with the exception of barber poles on barbershops.
- 5) Illuminated signs are not permitted within residential districts without a Special Permit.
- 6) No red or green or other colored lights shall be used on any sign if such light would create a driving hazard.
- 7) No sign may be illuminated more than thirty (30) minutes after the closing of any store or business or thirty (30) minutes after working hours in a commercial building, except signs identifying public buildings; provided, however, that the Planning Board, in granting a Special Permit, may, for good cause shown, extend the time during which a sign may be illuminated.

#### **8.4.10 MOVING SIGNS**

Swinging signs, flashing signs, revolving signs, and signs consisting of pennants, ribbons, streamers, spinners, strings of light bulbs, revolving beacons, searchlights, animated signs, and signs illuminated to create the illusion of motion are prohibited.

#### **8.4.11 SPECIAL PERMIT**

Notwithstanding the provisions set forth in this Section, in unique circumstances the Planning Board may authorize nonconforming signs or a greater number of signs by the grant of a Special Permit, where such relief is found to be warranted due to unique circumstances associated with the site, building or use and is not detrimental or deleterious to the neighborhood or the Town.

#### **8.4.12 EXEMPTIONS**

No permit is required for the following types of signs:

- 1) Any sign legally erected before the date of the effective date of this Section shall be exempt from the requirements in this Section.
- 2) Any sign erected or required by the Town or by the Commonwealth of Massachusetts or by the United States, or any subdivision or agency thereof, or for any sign intended solely for the (public good)

#### **8.1.4.13 LAPSE**

A sign Special Permit shall become null and void if the work for which the permit was issued has not been completed within twelve (12) months from the date of the permit; provided, however, that the Planning Board may, in its discretion, issue extensions covering a period not to exceed an additional one (1) year from the date of issue of the original permit. The applicant shall notify the Building Inspector of the completion of work under a permit within ten (10) days of completion.

#### **8.4.14 SIGN RELATED PROVISIONS**

- 1) The provisions of Section 29-33, Chapter 93 G.L., (relating to outdoor advertising), and the Rules and Regulations adopted thereunder by the Outdoor Advertising Division of the Massachusetts Highway Department.
- 2) Nothing in this By-Law shall be construed to abrogate:
  - a. The Town's control under Ch. 87, Section 9, governing signs placed on shade trees, enforceable by the Tree Warden;
  - b. The Town's control under Ch. 85, Section 8, over signs placed within a public way, enforceable by the Selectmen;
  - c. The Town's control under Ch. 111, Section 123 to 125, governing Board of Health action against nuisances.

Whitin asked the Board if there were any comments or changes, and when there were none, a motion was considered.

#### **Motion**

Bullard moved to forward this article to the Select Board to be placed on the Warrant. Seconded by Daylor with all five members in favor. Bullard moved that the motion be amended by adding the following words “and Town Meeting” after Select Board. The motion to amend was seconded by Daylor and unanimously passed.

#### **Article B.**

Item 1. Amend Section 9.5 ACCESSORY APARTMENT by inserting PURPOSE & INTENT labeled as SECTION 9.5.1 to read the following:

#### **9.5 ACCESSORY APARTMENT**

##### **9.5.12 PURPOSE AND INTENT**

Purpose and Intent: The intent of permitting an accessory apartment is to:

1. Provide homeowners with a means of obtaining rental income, companionship, security, and services, thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave.
2. Develop housing units in neighborhoods that are appropriate for households at a variety of stages in their life cycle.
3. Provide housing units for persons with disabilities.
4. Protect stability, property values, and the residential character of a neighborhood.

Item 3. Amend Section 9.5 ACCESSORY APARTMENT subsection 9.5.2. “Detached Accessory Apartment” by deleting Letter “a.” PURPOSE & INTENT” in its entirety.

##### **9.5.23 Detached Accessory Apartment**

The Zoning Board of Appeals may issue a Special Permit authorizing the installation and use of a detached accessory apartment in a detached structure on a lot containing a single-family dwelling provided the following conditions are met:

- ~~a. Purpose and Intent: The intent of permitting a detached accessory apartment is to:~~
  - ~~1. Provide older homeowners with a means of obtaining rental income, companionship, security, and services, thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave.~~
  - ~~2. Develop housing units in single family neighborhoods that are appropriate for households at a variety of stages in their lifecycle.~~
  - ~~3. Provide housing units for persons with disabilities.~~
  - ~~4. Protect stability, property values, and the residential character of a neighborhood.~~

Item 4. Amend Section 9.5 ACCESSORY APARTMENT subsection 9.5.2 to read 9.5.3 “Detached Accessory Apartment”, and to insert and delete the following under letters d, g, and j, which will become c, f, and i.

#### **9.5.23 Detached Accessory Apartment**

The Zoning Board of Appeals may issue a Special Permit authorizing the installation and use of a detached accessory apartment in a detached structure on a lot containing a single-family dwelling provided the following conditions are met:

- ~~a. Purpose and Intent: The intent of permitting a detached accessory apartment is to:~~
  - ~~1. Provide older homeowners with a means of obtaining rental income, companionship, security, and services, thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave.~~
  - ~~2. Develop housing units in single family neighborhoods that are appropriate for households at a variety of stages in their lifecycle.~~
  - ~~3. Provide housing units for persons with disabilities.~~
  - ~~4. Protect stability, property values, and the residential character of a neighborhood.~~
- b.a.** The detached accessory apartment will be a complete, separate housekeeping unit containing a kitchen/living room, a bathroom, and a maximum of one bedroom. Only one accessory apartment may be created within a single-family dwelling or house lot.
- e.b.** Detached accessory apartments shall be occupied by no more than 2 persons.
- d.c.** The owner(s) of the property in which the detached accessory apartment is created must occupy at least one of the dwelling units. The gross floor area of a detached accessory apartment shall not be greater than ~~seven hundred fifty (750)~~ nine hundred (900) square

feet. The gross floor area shall include the interior finished habitable area to be used exclusively for the accessory apartment.

**e.d.** Off-street parking spaces shall meet the requirements of Section 8.3 of these bylaws.

**f.e.** Any new construction shall be in accordance with current height and setback requirements for the district in which it is located.

**g.f.** ~~The septic system must meet the requirements of the Westport Board of Health and the State Sanitary Code.~~ Prior to approval of the Special Permit for a detached accessory apartment, the septic system that will accommodate the additional bedroom must be approved by the Westport Board of Health and comply with the State Sanitary Code.

**h.g.** Any property that has been granted a Special Permit for a detached accessory apartment shall not be further divided unless all zoning requirements can be met for the district in which it is located.

**i. h.** Prior to approval of a Special Permit for a detached accessory apartment, the Board shall make the following findings:

1. The detached accessory apartment will not impair the integrity or character of the neighborhood in which it is located.

2. The detached accessory apartment shall not be detrimental to the abutting properties.

**j. i.** In order to encourage the development of housing units for disabled individuals and persons with limited mobility, the Zoning Board of Appeals may allow reasonable deviation, from the dimensional requirements where necessary to install features that facilitate access and mobility or to accommodate utilization of existing structures such as a garage or barn.

## **Motion**

Bullard moved to forward this article to the Select Board and to be placed on the Warrant. Seconded by Daylor with all five members in favor. Bullard moved that the motion be amended by adding the following words “and Town Meeting” after Select Board. The motion to amend was seconded by Daylor and unanimously passed.

## **Article C:**

Item 1. Amend Section 3. DEFINITIONS by adding the Definition of “Agrivoltaic – Dual-Use Solar” to read the following:

**Agrivoltaic – Dual-Use Solar:** Practice of installing solar photovoltaic panels on farmland in such a manner that primary agricultural activities (such as animal grazing and crop/vegetable production) are maintained simultaneously on that farmland.

Item 2: Amend Section 9.6.3. LARGE SCALE SOLAR ENERGY SYSTEMS by changing “Maximum height (2)” and “Maximum clearing area (4)” of the use table Letter H “Dimensional, Use and Access Requirements for Large Scale Systems (Lot Size, Frontage, Setbacks and Height”, and by inserting and deleting the associated wording to reflect the changes to the Use Table.

## **H. Dimensional, Use and Access Requirements for Large Scale Systems (Lot Size, Frontage, Setbacks, and Height)**

	Residence/ Agricultural District	Business District
Minimum Lot Size	5 Acres	5 Acres
Minimum setbacks from property lines (1)	100 ft.	100 ft.
Minimum setbacks from street lines (1)	250 ft.	150 ft.
Minimum setbacks from Wetlands resource areas (1)	100 ft.	100 ft.
Minimum protected open Space (3)	25%	25%
Maximum height (2)	15 ft. <sup>a</sup>	15 ft. <sup>a</sup>
Maximum clearing area (4)	<del>16</del> -12 Acres	<del>16</del> -12 Acres

***EXPLANATORY NOTES TO TABLE OF DIMENSIONAL, USE, AND ACCESS REQUIREMENTS FOR  
LARGE SCALE SYSTEMS***

*a. Except in cases where agriculture is an integral part of the solar plan, an elevation of seventy-two (72) inches at the lowest point and similar increase at all other points in the array, provided that viewsheds from the public ways are not significantly affected, and at the discretion of the Special Permit Granting Authority (SPGA).*

**(1)** Setbacks may be reduced if, in the opinion of the Planning Board based on evidence submitted by the applicant, existing and/or proposed screening will be adequate to minimize the visual impact (as described in Section 9.6.3.K.4. Under no circumstance will setbacks be reduced to less than the dimensional requirements for the zoning district. Setbacks may be increased by up to 50% if, in the opinion of the Planning Board based on evidence submitted by the Board or abutters, existing and/or proposed screening will not be adequate to minimize the visual impact (as described in 9.6.3.K.4.)

Fencing and structures, including solar panels, shall meet the minimum setback requirements, and clearing or trimming of natural vegetation within the required setbacks shall be prohibited unless the Board finds that the trimming or clearing would not have a detrimental impact on abutting properties. Drainage facilities shall meet the minimum setback requirements unless the Board finds that adequate screening can be provided and in the opinion of the Board, a reasonable alternative design is not feasible.

**(2)** Height of Structures – No component of a Large-Scale Ground Mounted Solar Photovoltaic Installation shall exceed 15 feet above the existing grade (except for the connection to the grid).

**(a)** Except in cases where agriculture is an integral part of the solar plan, an elevation of seventy-two (72) inches at the lowest point and similar increase at all other points in the array, provided that viewsheds from the public ways are not significantly affected, and at the discretion of the Special Permit Granting Authority (SPGA).

**(3)** Protected open space – Shall equal 25% of the “clearing area”. Protected open space shall be left in its natural state.



(4) Clearing Area – Shall include all areas of the parcel being disturbed, the access drive shall also be included in this area. Clearing areas may be increased by up to 50% provided the Board finds that ~~the visual impact (described in 24.2.11.d) is not detrimental to the abutters or neighborhood.~~ it will not be more visually or environmentally detrimental, including but not limited to (as described in 24.2.11.d) abutters, neighborhood, and view corridors.

**Access Drive** - Access to the facility shall be through the actual minimum lot frontage of 50 feet on a street or through a 50-foot-wide easement connecting the development lot to a public way. The physical traveled way for the construction and maintenance of the proposed solar facility shall be a minimum of 12’ wide or such greater width as required by the Planning Board or Fire Department and shall have the lines, grades, surface conditions, and drainage facilities, as required.

Constance Gee of River Road, who is also a member of the Zoning Board, was present. Ms. Gee wants as little clear-cutting of trees and underbrush as possible for the large-scale solar project. She asked why they weren't placed in open fields where tree removal wasn't required. Bullard stated that the fields are used for agricultural and grazing grounds for livestock. The farmland being more visible from the road so the solar arrays would be visible. He stated that the Board has gradually lowered the quantity of clear-cutting over the years. Soares also noted that solar is permitted in Westport and that reducing clear-cutting restrictions will discourage big solar projects from Westport.

### **Motion**

Bullard moved to forward this article to the Select Board to be placed on the Warrant. Seconded by Daylor with all five members in favor.

### **Article D:**

Item 1: Amend Section 9.7 HOME OCCUPATIONS by inserting the following wording into the first paragraph.

### **9.7 HOME OCCUPATIONS**

Home occupations are permitted by right and by Special Permit in the Residential/Agricultural, Business, and Unrestricted Districts in accordance with the following provisions:

Item 2: Amend Section 9.7 HOME OCCUPATIONS by adding subsection 9.7.1. “Home Occupation – As of Right”, with the following:

#### **9.7.1 Home Occupation - As of Right**

A home occupation may be allowed as of right, provided that it:

- a. is conducted by the person(s) occupying the dwelling as a primary residence;
- b. is clearly incidental and secondary to the use of the premises for residential purposes;
- c. does not produce offensive noise, vibration, smoke, dust, odors, heat, lighting, electrical interference, radioactive emission, or environmental pollution;

- d. does not produce any excessive customer, pupil, or client trips to the occupation site; does not have any non-nonresident employees.

Item 3: Amend Section 9.7 HOME OCCUPATIONS by adding subsection 9.7.2. “Home Occupation – By Special Permit” with the following:

**9.7.2 Home Occupation – By Special Permit**

A home occupation may be allowed by a special permit issued by the Zoning Board of Appeals, provided that it:

- a. fully complies with Sections 9.7 and 9.7.1. a., b, c. above.
- b. is conducted by the person(s) occupying the dwelling as the primary residence and, in addition to the residents of the premises, by not more than one additional employee;
- c. does not exhibit any exterior indication of its presence or any variation from residential appearance, except for a sign or nameplate in compliance with Section 9.7.C. and,
- d. a special permit for such use is granted by the Zoning Board of Appeals, subject to conditions including, but not limited to, restriction of hours of operation, maximum floor area, off-street parking, and a maximum number of daily custom vehicle trips. Such special permit shall be limited to five years, or the transfer of the property, whichever first occurs.

**Motion**

Bullard moved to forward this article to the Select Board to be placed on the Warrant. Seconded by Daylor with all five members in favor.

**Article E:**

Item 1: Amend Section 6.3 TELECOMMUNICATIONS FACILITIES OVERLAY DISTRICT subsection 6.3.6 “Special Permit Procedures” by re-naming under “Submittal Requirements” the existing Letter “a.” as Letter “b.” and re-naming the existing Letter “b.” as Letter “c.” in order to insert the following as the new Letter “a.”:

**6.3.6 Special Permit Procedures**

**Submittal Requirements:** An application for a permit for a wireless communications tower or other exterior wireless communications facility shall include seven copies of a site plan prepared by a professional engineer or land surveyor registered to do business in the Commonwealth of Massachusetts, which shall show the following at minimum:

- a. The applicant shall completely evaluate a minimum of two (2) alternate sites including projected coverage for each site. The applicant shall identify the rationale for the selected site and the rationale for dismissing all alternate sites.

**a.b.** Ownership, zoning, use, the general location of structures within two hundred feet of the property line of the lot; and

**b. c.** All major site features; including:

- i. Driveways, including widths;
- ii. Parking areas;
- iii. Street line, including widths;
- iv. Roadways, including widths;
- v. Pedestrian walks, including widths;
- vi. Wetlands;
- vii. Drainage, including detail design data, pipe sizing, etc.; and
- viii. Stone walls.

Item 2: Amend Section 6.3 TELECOMMUNICATIONS FACILITIES OVERLAY DISTRICT subsection 6.3.6 “Required Findings” by adding a letter “d” with the following:

**Required Findings:** The Zoning Board of Appeals may grant a special permit for a tower only if it makes all of the following findings:

- a.** Existing or approved towers available for use by the applicant cannot accommodate the wireless communications equipment planned for the proposed tower.
- b.** The design of the tower and supporting facilities will minimize adverse visual effects on the environment to the extent feasible.
- c.** Traffic associated with the tower and accessory facilities and structures shall not adversely affect abutting ways.
- d.** The applicant has demonstrated that all alternate sites are not acceptable.

#### **Article F:**

Item 1: Amend Section 5. USE REGULATIONS subsection 5.2 “Non-conforming Uses” by deleting and inserting the following under 5.2.1 “Abandonment”:

### **SECTION 5.2. NON-CONFORMING USES**

#### **5.2.1 ABANDONMENT/DISCONTINUANCE**

~~A non-conforming use, which has been abandoned four years shall not be re-established and any future use shall conform to this By-law.~~ A non-conforming use that has been discontinued for four years or more shall be considered to be abandoned and shall not be re-established and any future use shall conform to this By-law. The four-years may be extended before expiration by Special Permit from the Zoning Board of Appeals if it finds there are extenuating circumstances and such extension is not detrimental to the neighborhood or public health, safety, and welfare.

### **Motion**

Bullard moved to forward this article to the Select Board and to be placed on the Warrant. Seconded by Daylor with all five members in favor.

### **3. Assistant Planner's Report**

Ms. Messier provided the Board with an update on the following items:

- Ms. Messier and Jim Hartnett (Town Administrator) discussed Walter's Way with Town Counsel is awaiting feedback.
- Contacted Jennifer Goldson for assistance with the Housing Production Plan update. A virtual approach, focus group, survey, and public forum would be included in the cost \$25,000. Submitted a request for funds from the District for Local Technical Assistance to aid with the updating of the HPP.
- Attended an online demo with Open.Gov for online permitting along with a other town departments in attendance, including the Town Administrator. Ms. Messier will be applying for a grant in September when funds are available.
- Route 6 corridor rezoning study – Submitted an Expression of Interest (EOI) through One Stop Community Growth for funding for building assessments of unoccupied buildings.
- Borrego will be re-filing another application under the previous By-Laws for 0 Division Road, Ciccotelli property.
- Informed the Board about the S.N.A.P. grants that could help with environmental problems. The Board discussed how the grant may benefit Westport. Ms. Messier will contact S.N.A.P. for more information.

### **4. Minutes**

March 8, 2022

### **Motion**

Bullard moved to approve the March 8, 2022 minutes as written. Seconded by Daylor. 4-0

### **5. Correspondence**

None.

### **6. Invoices**

None.

### **7. Matters not reasonably anticipated**

None.

### **8. Short/Long-term Planning Discussions**

None.

### **ADJOURNMENT**

The members unanimously adjourned at 8:10 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Nadine Castro". The signature is written in a cursive, flowing style.

Nadine Castro, Assistant Town Planner II

**NOTE:** *Agenda is subject to change*

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**NEXT MEETINGS:**

PLANNING BOARD: April 5, 2022 @ 6:00 P.M.

WORK SESSION: ?