

**TOWN OF WESTMINSTER  
DEVELOPMENT REVIEW BOARD MEETING  
January 5, 2015**

Members Present: Chris Potter, (Chair); Kyle Skrocki (Vice Chair); Cathy Mullins (Clerk); Phil Savoy; Eric Anderson

Alternate Members: None Present

Others Present: Russ Hodgkins (ZA); Karen Astley (Recording Secretary)

**CALL TO ORDER:** Chris Potter called this meeting to order at 7:04 PM in the Westminster Town Hall and welcomed everyone. A full Board was present. He advised that meetings are tape recorded therefore asked anyone that wishes to speak to identify themselves.

**MINUTES:** Chris Potter moved to accept the Minutes of the December 1, 2014 meeting. Eric Anderson 2<sup>nd</sup> the motion. Motion passed with a 5-0-0 vote (approved, opposed, or abstained).

**ADJUSTMENT(S) TO AGENDA:** None

**COMMUNICATIONS AND PUBLIC COMMENT:** None

**UNFINISHED BUSINESS:** None

**EX PARTE COMMUNICATIONS:** Chris Potter asked whether any member would have to recuse themselves from the hearing. Phil Savoy spoke up and stated although he was doing work for Daniel Kissell that he didn't think it would be a conflict of interest as he was not working on the property that was being heard. All agreed that everyone would be able to speak.

**INTERESTED PARTIES:** All interested parties that signed in agreed to affirm that the evidence they give in the cause under consideration shall be the whole truth and nothing but the truth under the pains and penalties of perjury. Any comments from the public should be directed to the DRB. If the person before you has spoken to something that you were going to speak to please try not to repeat the same information. Everyone will have any opportunity to speak during the meeting.

**DELIBERATIVE SESSION:** The DRB members had previously agreed to make their decisions in Deliberative Session, if needed, following the public Hearings on the applications. It will be scheduled at the end of the Development Review Hearing.

## **NEW BUSINESS FOR DEVELOPMENT REVIEW**

### **DEVELOPMENT REVIEW:**

*DRB Member Chris Potter*

#### **Application #15-18 (Parcel No. 15067.000) Kissell Farm Revocable Trust, Pine Banks Road (15.6 acres)**

Chris Potter opened the hearing at 7:08 pm. By reading the legal description of the projects.

**Testimony:** Marilyn Kissell was present and proceeded to tell the Board what she was intending on doing with the land. Approximately 15.6 acres were going to be deeded to Diane Quinn (daughter). Approximately 16.2 acres were going to be deeded to Cynthia Tucker (daughter) with a ROW. No development for at least five years. No buildings on either lot at this time. Marilyn spoke directly to Kelly Gelfan and reassured her there is no high-rise or golf course going on either parcels.

A brief discussion was mentioned about David wanting 8 acres on Tower Road but it appears he may get 5.4 acres but that is not ironed out. This information is a future reference and duly noted from the meeting.

Chris Potter went over the Bylaws for Rural Residential Section 442.5 District. He stated the application is complete, no preliminary hearing is required. There will be a 30 day review. Minor subdivision is 45 day review.

Chris Potter let Marilyn Kissell know that she is required within 180 days to record the survey at with the town Land Records. It has to be 18 x 24 and a stamped mylar from the surveyor according Bylaw 214B.

All were in agreement that this process is required in order for the permit to remain valid per Section 854 Final Plat Approval.

As far as driveways are concerned an access permit from the town will be required once a structure is built.

Lot is not in Agricultural Overlay. Kyle questioned any other entities.

Phil Savoy stated Marilyn will need a state permit prior to the deed being created. The state does not require a survey but the state will require a permit.

Marilyn let the board know that Jonathan Secreast was her attorney and she would have him take care of the details relative to the deeds and recording plats.

Chris Potter stressed to Marilyn Kissell that she should to inquire about any additional permits from the state.

Chris Potter closed the hearing for Application 15-18 at 7:31 p.m.

**DEVELOPMENT REVIEW:**

*DRB Member Cathy Mullins*

**Application #15-19 (Parcel No. 15067.000) Kissell Farm Revocable Trust,  
Pine Banks Road (16.2 acres)**

Chris Potter opened the hearing Application for 15-19 at 7:32 p.m.

This application is similar to the above application, same applicant and adjoining lands. This is a minor subdivision and will be used for agricultural purposes (pasture for horses). There is nothing new or no changes on this lot.

The only difference is the lot size of 16.2 acres. The land will be deeded to Cynthia Tucker (daughter). No easement will be required.

Chris Potter closed the hearing at 7:35 p.m.

**OTHER BUSINESS:**

Russ brought up the Application 15-15 for David Gorham Living Trust PUD Compliance and asked where the board was with a request for 30 day review. Is there any additional information required from applicant at this time?

Kyle did drive through the property. As far as the opening (vast) entrance to the property nothing needs to happen. Kyle stated the entrance is in compliance with state regulations.

Phil Savoy stated the board does not get involved with state permits or requirements. Nothing the board has to deal with.

A question about screening was brought to the table. Parking for 300 parking spaces are present but appears to be more with the size of the lot.

Kyle stated to send Chris Moore and David Gorham the Finding's of Facts.

**Adjournment:** Chris Potter closed meeting at 7:44 p.m.

**Recess to Deliberative Session:** Deliberative session closed at 8:30 p.m.

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Signature of Clerk

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Date

Prepared by: Karen Astley, Recording Secretary

(Note: These are unapproved minutes. Corrections, if necessary, will be found in the minutes of the next DRB meeting.)